



এসোসিয়েশন অব ট্রাভেল এজেন্টস অব বাংলাদেশ  
ASSOCIATION OF TRAVEL AGENTS OF BANGLADESH

## Application For Membership

### **ASSOCIATION OF TRAVEL AGENTS OF BANGLADESH (ATAB)**

Sattara Centre (15th Floor), 30/A, Nayapaltan, VIP Road, Dhaka- 1000, Bangladesh

Phone: +88 02 48320728, 58315595, 8332712, 58314284, +88 01882088739

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Owner Photo	Representative Photo
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To  
 The Secretary General  
 Association of Travel Agents of Bangladesh  
 (ATAB) Sattara Center (15 th Floor)  
 30/A Nayapaltan, VIP Road, Dhaka 1000.  
 Bangladesh.

Application date:...../...../.....

Through: Chairman or Secretary, Zonal Committee, Dhaka / Chittagong / Sylhet.

**Subject: Application for Membership.**

Dear Sir,

I / I on behalf of ..... here by apply to become a member of the Association of Travel Agents of Bangladesh (ATAB) and Undertake to abide by the Memorandum, Articles of Association, and conduct rules of ATAB along with the laws there under as are presently and may come in force from time to time.

Particulars of the Organization required for Membership has been given below :-

1	Name of the Organization			
2	Full Address			
	Police Station		Zone	
	Phone Number		Fax	
	Mobile Number			
	Email			
	Website			
3	Particulars of the Owner/ Owners			
i	Name		Designation	
ii	Name		Designation	
iii	Name		Designation	
4	Permanent Address			
			Mob No .	
5	Particulars of Managing Director, Managing Partner, who will represent his organization in ATAB (If other than owner).			
	Name		Designation	
	Full Address			
	Phone(Office)		Resident	
6	Status of Ownership (Please tick mark in box)			
	Company/ Incorporated	<input type="checkbox"/>	Partnership	<input type="checkbox"/>
			Proprietorship	<input type="checkbox"/>

7	Date of Establishment			8	NID Information															
					Owner															
	Day	Month	Year		Representative															

9. Number and Date of Latest Trade License.

Date:

10. TIN Number.

11. Other Business License (Please tick Mark in Box)

☐

Hajj

☐

Umrah

☐

Recruiting

Involvement In Tourism Activities

☐

Inbound

☐

Outbound

12. Other Association Membership (If Any)

☐

BAIRA

☐

HAAB

☐

IATA

☐

TOAB

☐

TDAB

13. No & Date of Registration / Renewal Certificate from Ministry of Civil Aviation & Tourism.

Date:

14. Others

☐ I do hereby declare that all the information in this application is true and correct. I am conversant with the ATAB's Memorandum of Association and Articles of Association, with Code of Conduct. Any violation is resulted to cancellation of membership.

Proposer no-1 with (ATAB member) Name, Seal and Signature	Proposer no-2 with (ATAB Member) Name, Seal and Signature	Applicant
		Applicant’s Signature & Seal

FOR ATAB ACCOUNT USE ONLY

MR. No		Received Date	
Bank		Branch	
P. O. No		Issued Date	
Amount:	In Word:		

Verified By

Name & Signature of Accounts

2 of 3 | Page

## CHECK LIST FOR MEMBERSHIP

Documents to be Submitted		Received	
1	Pay order of TK. 62,300.00 from any schedule bank in favor of ATAB.	<input type="checkbox"/> NO <input type="checkbox"/>	<input type="checkbox"/> YES <input type="checkbox"/>
2	Two copies of latest passport size color photographs of owner.	<input type="checkbox"/> NO <input type="checkbox"/>	<input type="checkbox"/> YES <input type="checkbox"/>
3	Photocopy of current trade license.	<input type="checkbox"/> NO <input type="checkbox"/>	<input type="checkbox"/> YES <input type="checkbox"/>
4	Proof of Submission of Tax Return (Acknowledgement Receipt).	<input type="checkbox"/> NO <input type="checkbox"/>	<input type="checkbox"/> YES <input type="checkbox"/>
5	Photocopy of certificate issued by Ministry of Civil Aviation and Tourism (MOCAT).	<input type="checkbox"/> NO <input type="checkbox"/>	<input type="checkbox"/> YES <input type="checkbox"/>
6	Photocopy of NID / Passport.	<input type="checkbox"/> NO <input type="checkbox"/>	<input type="checkbox"/> YES <input type="checkbox"/>
7	Photocopy of Incorporation Certificate (Only for Limited Company).	<input type="checkbox"/> NO <input type="checkbox"/>	<input type="checkbox"/> YES <input type="checkbox"/>
8	Photocopy of Company memorandum & articles (Only for Limited Company).	<input type="checkbox"/> NO <input type="checkbox"/>	<input type="checkbox"/> YES <input type="checkbox"/>
9	Photocopy of Deed of partnership (Only for Partnership Business).	<input type="checkbox"/> NO <input type="checkbox"/>	<input type="checkbox"/> YES <input type="checkbox"/>
10	Deed of agreement of Rental office space / Land Ownership Documents.	<input type="checkbox"/> NO <input type="checkbox"/>	<input type="checkbox"/> YES <input type="checkbox"/>
11	Personal details of Owner/Owners/ Bio Data.	<input type="checkbox"/> NO <input type="checkbox"/>	<input type="checkbox"/> YES <input type="checkbox"/>
12	Internal & External Photographs of Office.	<input type="checkbox"/> NO <input type="checkbox"/>	<input type="checkbox"/> YES <input type="checkbox"/>
13	At least one staff should have Certificate either from NHTTI (National Hotel & Tourism Training Institute) or Airline (Biman Bangladesh of Airlines) or ATTI (ATAB Tourism Training Institute) or From any GDS (Sabre / Galileo / Amadeus).	<input type="checkbox"/> NO <input type="checkbox"/>	<input type="checkbox"/> YES <input type="checkbox"/>
14	Staff list on office pad with seal and signature of owner / Managing Director / Managing Partner.	<input type="checkbox"/> NO <input type="checkbox"/>	<input type="checkbox"/> YES <input type="checkbox"/>
15	ATAB Membership ID Card Form (Format available at ATAB Website <a href="http://www.atab.org.bd">www.atab.org.bd</a> ).	<input type="checkbox"/> NO <input type="checkbox"/>	<input type="checkbox"/> YES <input type="checkbox"/>
16	Upload 03 ( three months) latest sales statement.	<input type="checkbox"/> NO <input type="checkbox"/>	<input type="checkbox"/> YES <input type="checkbox"/>
17	Upload 03 ( three months) latest bank statement.	<input type="checkbox"/> NO <input type="checkbox"/>	<input type="checkbox"/> YES <input type="checkbox"/>
18	Upload Undertaking (Download the undertaking form and print the filled up form in 300Tk Stamp with seal & signature of Owner. Finally upload and submit to ATAB office.)	<input type="checkbox"/> NO <input type="checkbox"/>	<input type="checkbox"/> YES <input type="checkbox"/>

**N.B.:** Complete application form should be submitted directly at ATAB Office or can be sent by registered post. (Incomplete Application will not be honored)

Description of Membership / Yearly Subscription / ID Card Fees chart is as below.

Membership Fee	Annual Subscriptions For Three Years	ID Card Fee	In Total
BDT 50,000.00	BDT 12,000.00 (4,000.00 x 3)	BDT 300.00	BDT 62,300.00

-:End:-