



# A higher standard

## Form FM1

### APPLICATION FOR FULL MEMBERSHIP

**TRAVEL AGENTS' ASSOCIATION OF  
NEW ZEALAND**

Level 3  
Tourism & Travel House  
79 Boulcott Street  
PO Box 1888  
WELLINGTON 6140  
DX SX10033

Phone: 04-496-4884  
Fax: 04-499-0786  
E-mail: [info@taanz.org.nz](mailto:info@taanz.org.nz)

For your record (keep a copy of this form):

Date application sent to TAANZ:

	/		/	
Day		Month		Year

# Full Membership Application

## What is this form for?

If a registered sole trader, partnership or company wishes to apply for TAANZ membership this form must be completed by the applicant or in the case of a company by a duly authorised officer of the company. The party completing the application form is required to complete the Statutory Declaration set out on page 8 that the information contained in the application is true and correct. This needs to be done before a person authorised to take Statutory Declarations.

Existing TAANZ members may be involved in a **change of ownership or sale of the business** and it is important that the correct application forms are completed in advance of such a change:

- If an existing TAANZ member sells its business (but not the shares in the company which owns the business) then the purchaser will need to complete this FM1 Full Membership Application Form.
- If a shareholder in an existing TAANZ member sells his/her/its shares (or some of the shares) in the company that owns the business then the purchase company must complete the CS1 Change of Shareholding Application Form.

## What do I need to include with this form?

- Payment of \$2,000 + GST (\$2,300.00) being the application fee.
  - Plan of office premises
  - Exterior and interior photographs
  - Certificate of Incorporation (if a Limited Company)
  - Copies of Selling Staff qualifications
  -
- (1) Payment can be made direct into our bank account 06-0561-0125305-00. Please add payment reference
  - (2) Please send payment by cheque

## What other fees are payable for Full Membership?

TAANZ membership fees are \$715 + GST per annum for each Full Member. Additional fees apply where a member has branch offices. There is a TAANZ Bonding Scheme Establishment Levy of \$4,000 + GST as a once only fee for new members. Annual Bonding Levies are then charged at a rate of \$25 + GST per Selling Staff member.

## What happens next?

Please send your application to [info@taanz.org.nz](mailto:info@taanz.org.nz)

TAANZ will respond to the applicant within 5 working days, acknowledging receipt of the application and confirming that it has been referred to the TAANZ Bonding Authority. Once it has been referred to the TAANZ Bonding Authority the applicant will receive a request from the Bonding Authority for additional information relating to the required Bond.

Once Bonding requirements have been met the TAANZ Bonding Authority will confirm this to TAANZ and full membership of TAANZ will be formally approved and the applicant advised accordingly.

The Bonding process cannot be completed until all requirements of the TAANZ Bonding Authority are met and applicants should therefore lodge this form **well in advance** of their intention to establish a travel agency business.

**\* Please note TAANZ will only process the application when payment has been received.**



A higher standard

# Full Membership Application

## 1 Contact Details

**Name of Applicant (Limited Company / Sole Trader / Partnership):**

---

**Company Number (NZ Companies Office):** *if applicable*

---

**Trading Name:**

---

**Street Address:**

---

**PO Box Number and Location:**

---

**Post Code:**

---

**DX Number and Location:**

---

**Telephone:**

---

**Fax:**

---

**Office Email Address:** *for general public enquiries -  
to be shown on TAANZ website*

---

**Website:**

---

**2 Describe Business Activities (Retail Travel Agency, Outbound Tour Operator, Inbound Tour Operator, Wholesaler, Consolidator etc):**

---



A higher standard

# Full Membership Application

## 3 Accreditations:

**IATA** Yes/No

If Yes **IATA Number:**

**Other accreditations which will help describe scope of activities of your Agency.**

## 4 General Location in City/Town:

**Are the premises** (*tick where applicable*)      Ground Floor - street front  
Ground Floor - rear  
Upper Floor

We attach a description and plan of the office premises together with exterior and interior photographs.

**Is Travel the only business carried on in premises?**      Yes/No

**If 'No' please give details of other activities:**

**5 Details of structure of business** (*tick where applicable*)      Limited Company\*  
Partnership  
Sole Trader

\* If Limited Company please attach Certificate of Incorporation:

**Shareholders' Equity (Minimum paid up of \$40,000 required):**

\$

**Name of Bankers:**

**Branch:**

**Annual Balance Date:**

# Full Membership Application

## 6 Shareholders and Shareholding

NAME	SHAREHOLDING HELD

## 7 Give Names of Owners, Directors, Managers and staff (stating qualifications held, their position in the business and whether they are Selling Staff):

NAME	QUALIFICATIONS	POSITION	SELLING STAFF (tick)

We attach copies of all selling staff qualifications:

*Include on additional sheet if necessary*



**Total number of Selling Staff in Office:**

--



A higher standard

# Full Membership Application

**8 Who is the primary contact person in the office for TAANZ membership matters?**

NAME

EMAIL ADDRESS

MOBILE PHONE

**9 Do you consider the staff and their experience and qualifications meet the standards called for in the Criteria for Membership as set out in the TAANZ Directory and website? Yes/No**

Yes/No



A higher standard

# Full Membership Application

**10** Do any of the persons listed in questions 6 and 7 hereof have any criminal convictions (whether in New Zealand or elsewhere) ? Yes/No

If 'Yes please give details of all criminal convictions for each person concerned:

**11** Have any of the persons listed in questions 6 and 7 hereof ever been made a bankrupt? Yes/No

If 'Yes please give details:

**12** Are you aware of any pending creditors petition, insolvency proceedings or winding up petition against the applicant or any of the persons listed in questions 6 and 7 hereof ? Yes/No

If 'Yes please give details:

**13** Have any of the persons listed in questions 6 and 7 hereof ever been a director of a company which was wound up, placed in receivership or management, or entered into any scheme of arrangement? Yes/No

If 'Yes please give details:

**14** Have any of the persons listed in questions 6 and 7 hereof been involved as a shareholder, director or manager of a TAANZ member which has defaulted in its duty as a travel agent in circumstances which gave rise to a successful claim on the Bonding Fund? Yes/No

If 'Yes please give details:

**15** Have any of the persons listed in questions 6 and 7 hereof ever been refused an application for, or been disqualified from holding a licence to carry on a trade or profession under any Act, Ordinance, Regulation or By-Law? Yes/No

If 'Yes please state:

(a) Nature of licence: \_\_\_\_\_

(b) Date of refusal or disqualification: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

(c) Reason for refusal or disqualification: \_\_\_\_\_

# Full Membership Application

## 11. REFERENCES.

With respect to referees the person or persons responsible for this application must provide the names, addresses and contact details of two (2) referees who have known the applicant for at least twelve (12) months and who are not related to the applicant. TAANZ may contact the referees.

### Referee 1

Name: \_\_\_\_\_

Contact details:  
Telephone: \_\_\_\_\_

Email \_\_\_\_\_

What is the nature of your relationship with the referee?:  
\_\_\_\_\_

### Referee 2

Name: \_\_\_\_\_

Contact details:  
Telephone: \_\_\_\_\_


Email \_\_\_\_\_

What is the nature of your relationship with the referee?:  
\_\_\_\_\_

By providing these referees you agree to provide consent for the making of enquiries into, and the exchange of information regarding this application.



# Full Membership Application

 We attach our cheque for \$2,000 + GST (\$2,300) Entrance Fee which will be treated as a processing fee. We understand that this payment is not refundable.

**IMPORTANT**

Application is hereby made for full membership of the Travel Agents' Association of New Zealand Incorporated. In doing so the applicant acknowledges that he/she/it is fully conversant with the Constitution and Rules, Code of Ethics and Practice and agreements as set out in the TAANZ Directory and website which the applicant has read and agrees to abide by.

The applicant understands that this application will be referred to the Board for consideration of the proposed premises and calibre of the proposed staff. It will also be referred to the TAANZ Bonding Authority for consideration of acceptance of the applicant for bonding and the applicant agrees to provide the Bonding Authority with all the information he/she may require.

**Membership will not be granted until satisfactory reports are received by the Board from the Bonding Authority** and the applicant agrees by signing this application that it will not advertise or in any way represent itself as being a member of TAANZ until the written confirmation of membership for this application is received from TAANZ.

I agree to comply with all TAANZ Membership and Bonding Criteria.

I, of

\_\_\_\_\_

Hereby certify that:

I am the above named applicant and the information contained in the above application relates to me

Or (*delete one*)

I am authorised by the above named applicant to make the application and provide the information contained therein.

**Statutory Declaration**

I, of

\_\_\_\_\_

Hereby solemnly and sincerely declare, after making all relevant and proper enquiries, that the information contained in the above application and in any attachment thereto is to the best of my knowledge true and correct.

And I make this solemn declaration conscientiously believing the same to be true and by virtue of the Oaths and Declarations Act 1957.



\_\_\_\_\_

*Applicant*

Before me:



\_\_\_\_\_

*A Solicitor of the High Court of New Zealand*

*A Justice of the Peace*

*Person authorised to take Statutory Declarations*

Declared at \_\_\_\_\_

On \_\_\_\_\_