



## Membership Registration

- New Membership  
 Membership Renewal

Please Select One

To become a member of Industry Travel Asia or to renew an existing membership, fill in this form and either fax, post, or email the completed form to us. To remain an eligible member of Industry Travel Asia you must be working at least 20 hours a week in one of the listed categories.

Current Membership Number: \_\_\_\_\_

**Your Contact Details** Mr./Ms./Mrs. Circle one

First name: \_\_\_\_\_ Family name: \_\_\_\_\_

Nationality: \_\_\_\_\_ Date of birth: \_\_\_\_\_

Passport Number: \_\_\_\_\_ Expires: \_\_\_\_\_

House Number \_\_\_\_\_

/Street: \_\_\_\_\_ Ward: \_\_\_\_\_

District/Suburb: \_\_\_\_\_ City: \_\_\_\_\_

Home Telephone: \_\_\_\_\_ Mobile phone: \_\_\_\_\_

Phone Number

Phone Number

Work Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Phone Number

Phone Number

Employing Company Name: \_\_\_\_\_

Your Email Address: \_\_\_\_\_

### Select your employment category

- (A) Travel Agent  
 (B) Airline Employee  
 (C) International Air Freight Forwarders  
 (D) Cruise Company  
 (E) International Hotel Chain  
 (F) CRS/GDS Companies  
 (G) Intl/State Tourist Office  
 (H) International Sea Freight Forwarders  
 (I) Retired Airline Staff  
 (J) Airline Catering Company  
 (K) Travel Media Professional  
 (L) Tour Guide  
 (M) National Hotel Employee  
 (N) IATA Employee  
 (O) Foreign Currency Exchange Employees  
 (P) Air Traffic Controllers  
 (Q) Air Security Card Holders  
 (R) Resort Employees  
 (S) Airport Corporation  
 (T) Travel Insurers Employees  
 (U) Destination Hotels & Attractions Staff  
 (V) Professional Conference Organisers  
 (W) Duty Free Staff  
 (X) Consular / Immigration / Customs employees  
 (Y) Employee  
 (Z) Non Industry Member

### Membership Type & Validity:

Membership Term	Industry Travel ID Card	Industry Travel Photo ID Card
1 year	VND 300,000	VND 400,000
2 years	VND 550,000	VND 700,000
3 years	VND 750,000	VND 900,000
Partner Card <small>Must purchased with valid Members Card. Expires with Members card.</small>	½ annual fee of Members card	½ annual fee of Members card

Attach Passport Quality Picture here only for Photo ID Do not Glue or Staple. You may Up-load photo on our website.

### Payment Method

- Direct Deposit  Visa/MasterCard  Cash  PayPal

Card Number: \_\_\_\_\_ Expiry Date: \_\_\_\_\_

Card Holders Name: \_\_\_\_\_

Cardholders & Members Signature: \_\_\_\_\_

### Conditions of Membership:

**SUPPLIERS:** of reduced rate fares/products/services may impose further conditions upon eligibility for any particular fare, product or industry service, and membership of the Industry Travel Asia (ITA) does not, guarantee or imply eligibility for any particular fare, product/service offered by ITA. Frequent Flyer/Mileage credits do not apply. **Notice:** When travelling on special Industry Travel Asia reduced rate fares, all operators reserve the right to amend a passenger's booking even after a confirmation has been received. Fares are subject to change without notice. **PRICES:** All prices quoted in Vietnam Dong and are based on exchange rates prevailing on date individual fare is posted to website. In the event of exchange rate fluctuation, ITA reserves the right to adjust selling prices at the time of booking. Any quote given is confidential and not to be disclosed. Prices provided are an estimate of the fare only, subject to written advice on confirmation of reservation and Airline acceptance of your industry verification. **AIRLINE TICKETS:** are issued at a reduced rate and there are some airline conditions including no upgrades or frequent flyer points being awarded. In the event you are off-loaded due to change in schedules or over booking, the airline will endeavour to re-book you on the next available flight. You are travelling as representatives of the travel industry. Business dress code is required for travel. Ragged or torn jeans, t-shirts and thongs are not acceptable. You and your family need to be neatly dressed or there is a possibility you will be denied boarding. No alterations to your tickets are permitted once travel has commenced. ITA must receive bookings at least 14 days before your proposed departure date. Bookings received less than 14 days prior to departure date will incur a surcharge. Some products may incur a service charge if not purchased in conjunction with an ITA international airfare. Any bookings received that are discovered to be in any way false or deliberately misleading will incur a 100% cancellation fee and may face prosecution. **AMENDMENTS:** After you have received confirmation of your travel arrangements and before ticket issue, amendments initiated by the passenger prior to departure will incur a VND 400,000 fee. After ticket issue and prior to departure the fee will be VND 900,000 plus any fee levied by the airlines/operators. **Cancellation** once travel arrangements have been confirmed prior to departure will be subject to a fee of VND 2,400,000 per passenger, plus any fee levied by Airlines, Cruise and Ground Operators. Refunds to passengers will not be made until ITA has received refunds from the associated Airlines, Cruise and Ground Operators. Once travel has commenced No Refund will be paid. Valuable seats and berths are being allocated to you and if are a "NO Show" you will be assessed a 100% cancellation fee. Fares are subject to change without notice. **UNUSED VOUCHERS AND SERVICES:** Will not be refunded or exchanged once you have commenced your travel. **PASSPORTS AND VISAS** It is your responsibility to ensure that you and your party have valid passports and applicable visas; no refunds will be made for lack of a Visa as travel authority. **TAXES:** ITA is required to collect most domestic and foreign airport departure taxes, fuel surcharges, and miscellaneous fees which may appear as taxes on your ticket. The taxes you have paid will appear on your airline ticket as proof of payment. Airport taxes are subject to change. Prices quoted for membership exclude VAT. **TRAVEL INSURANCE:** We strongly suggest you buy travel insurance to cover all travelers and their belongings. We do not take responsibility for the delivery of tickets sent via post. If documents do not arrive in time for your departure normal cancellation fees will apply to these ticket **REFUNDS** prior to document issue will take approximately 7 days to process. Once documents have been issued, refunds will not be processed until funds have been reimbursed from the airline and or supplier. **ID CARDS** Lost or stolen ID cards can be replaced at a re-issue fee of VND 200,000. Membership is non-refundable.

**Fax To: +84 8 3844 5180 or Email scanned copy to: [Membership@industrytravel.asia](mailto:Membership@industrytravel.asia)**

**Industry Travel Asia - IATA 37-302370**

Address: 40/10 Lam Son street, Ward 2, Tan Binh District, Ho Chi Minh City, Vietnam

Tel: +848 3999 0706 Fax: +848 3844 5180 Email: [ticketing@industrytravel.asia](mailto:ticketing@industrytravel.asia) Website: [www.industrytravel.asia](http://www.industrytravel.asia)

## ITA Member Codes

### **(A) Travel Agents**

Any employee of a licensed travel agency in Vietnam and certain Asian countries are eligible for category (A). All bookings will need to be accompanied with a letter of employment verification signed by the agency's management. Some airlines may require additional verification including a valid IATA travel agents card. Travel agents from outside of Asia may apply for membership for access to travel originating on allowed carriers and consenting suppliers products.

### **(B) Airline Staff**

If you work for a Licensed Airline as either flight Attendant, Pilot, Maintenance, Sales, Customer Service or any other area controlled by the airline, including GSA representatives then you are eligible for category B. All bookings will need to be accompanied with a letter of employment verification from your supervisor or HR department. Some airlines may require additional verification including a copy of your Airline ID Card.

### **(C) International Air Freight Forwarders**

For employees of companies directly involved with international air freight forwarding, this is your category. You will need to have a letter to verify your employment from you supervisor and some airlines may require additional verification including proof IATA accreditation

### **(D) Cruise Companies**

Vietnam based employees of companies that operate cruises that also include overnight accommodation for their passengers are eligible for this category. Employees will need to verify their employment with a letter from your employer.

### **(E) International Hotel Chains**

An international hotel chain is defined as a company which operates hotels under the same brand name in various countries around the world. If you are an employee of an International Hotel Chain, then you are eligible for category (E). You will need to verify your current employment with a letter from your employer.

### **(F) CRS Companies**

CRS or Computer Reservation System employees are eligible to join Industry Travel Asia under category (F). Bookings will need to be accompanied with a letter of employment verification from your employer.

### **(G) International / State Tourist Office**

Employees of International or State sanctioned tourist offices can join under this category. You will need to supply proof of employment which may include a letter of employment verification from your employer.

### **(H) International Sea Freight Forwarders**

For employees of companies directly involved with international sea freight forwarding, this is your category. You will need to have a letter to verify your employment from your employer.

### **(I) Retired Airline Staff**

If you have previously worked with an airline and have a retired status, then you are eligible for category (I). Staffs who have become redundant, retrenched, dismissed, or have voluntarily left without retiring are not eligible. Retired Airline staff will be required to present an airline issued document giving them retiree status.

### **(J) Airlines Catering Company**

If you are directly employed by an airlines catering company then you are eligible to join under category (J). You will need to supply a current letter of employment verification from the catering company

### **(K) Travel Writers Members**

Travel writer members are Media professionals including travel editors and journalists producing work for newspapers, magazines, websites, radio and television who are members of an international representative organization of Travel Writers.

### **(L) Tour Guides**

If you are a tour guide with a recognized industry accreditation, then you can join under category (L). Industry accreditations include PATA or International credentials: ITO, IATG, IATM, PTGAA. You will be required to present these documents upon making a booking.

### **(M) National Hotel Chain Employees**

For those employees of national chain hotels that do not operate premises overseas, then you can still join Industry Travel Asia under category (M). Hotels must be at least 4 stars and must have more than 3 hotel sites in the chain. You will need to supply us with a letter to verify your employment from your hotel chain head office.

### **(N) IATA Employees**

This category is for employees of the International Air Transport Association. Bookings will need to be accompanied with a letter to verify employment from your supervisor.

### **(O) Visa/MasterCard/American Express/Foreign Currency Exchange Employees**

This category is for employees of Financial Card suppliers and International Currency exchange services. Bookings will need to be accompanied with a letter to verify employment from your company supervisor. Please note AmEx Travel employees should choose membership category A.

### **(P) Air Traffic Control Employees**

This category is for employees who watch the skies for the control of Aircraft. Bookings will need to be accompanied with a letter to verify employment from your supervisor.

### **(Q) Airport Security Card Holders**

Anyone working at international, domestic and regional airport for companies or government, who do not otherwise fit into any other Industry Travel Asia Category. Examples include Airport Shops, Airport Security, Customs, Immigration, Quarantine, Airport Fire and Safety, Airport Ground Handlers - Verified by current Airport Security Card and employer letter. (Please Note: Airport Corporation staff have their own Category S)

### **(R) Resort Staff Employees**

This category is for 5 Star and international resort staff employees. Bookings will need to be accompanied with a letter to verify employment from your supervisor.

### **(S) Airport Corporation**

This category is for employees of airport corporations. Bookings will need to be accompanied with a letter to verify employment from your supervisor.

### **(T) Travel Insurers Employees**

This category is for wholesalers and brokers of liability, loss, and medical insurance for travel insurance products offered for resale by the travel industry. Eligible members must work in or supervise the travel or accidental healthcare divisions of their company. Bookings will need to be accompanied with verification of your membership and current employment and position with the required divisions.

### **(U) Destination attraction employees**

For those employees of an icon or destination national hotels that do not operate premises internationally, then you can still join ITA under category (U). Hotels must be at least 5 stars and /or be heritage listed by appropriate governing body. Destination attractions include World Heritage sites, International Amusement, and International Gaming facilities. You will need to supply us with a letter to verify your employment from your organizations head office along with government accreditation of status.

### **(V) Professional Conference Organisers**

This category is for members of the Professional Conference Organisers Associations. Bookings will need to be accompanied with verification of your membership and current employment.

### **(W) Duty Free Staff**

If you work at a duty free chain store with 3 or more locations in the chain, that is a store that specializes only in the sale of duty free goods, then you are eligible to join this category. You may be required to present a letter of employment verification, and a copy of the investment license showing duty free sales authority for the company.

### **(X) Consular/Immigration/Customs employees**

Consular employees when working outside of their home country, are eligible as well as foreign nationals working in consular offices of foreign governments. Also included in this group are government immigration & customs officers who are eligible regardless of their work location. Employees must provide proof of employment prior to ticketing

### **(Y) Industry Member**

### **(Z) Non Industry Member**

This category is for members who are not part of the Travel and Tourism Industry. We also accept corporate membership in this category to act as your travel managers. Note, you will not be entitled to most of our airfares if you join under this category. We will work with you get you the best benefits possible from our suppliers. You need to enquire with specific needs if you do not see your category listed for travel benefits. We can only entertain booking inquiries from fully subscribed members.

## Industry Travel Asia - IATA 37-302370

Address: 40/10 Lam Son street, Ward 2, Tan Binh District, Ho Chi Minh City, Vietnam

Tel: +848 3999 0706 Fax: +848 3844 5180 Email: [ticketing@industrytravel.asia](mailto:ticketing@industrytravel.asia) Website: [www.industrytravel.asia](http://www.industrytravel.asia)