



For official use only

Ref No :

APPLICATION FORM I BSP REGISTERED TRAVEL AGENT

Dear Travel Partners,

Thank you for taking an interest in Scoot Pte Ltd.

Scoot™, the world's first all-787 Dreamliner, no-frills, low-fare airline, operating medium and long-haul routes, will provide – in addition to fantastic value airfares – a safe, reliable and contemporary travel experience with a unique attitude – Scootitude™. Scoot™ is passionate about changing the way people travel long distance. Check us out at www.flyscoot.com and www.facebook.com/flyscoot.

For application to be a Scoot™ authorised BSP sales agency, please complete the attached application form and submit the duly signed form with the required documents by post (for Singapore agents), to following address:

Scoot Pte Ltd
Changi Airport Post Office, P.O. Box 89
Singapore 918143
Attention: Scoot Sales Team

For overseas' agent, please email sales@scoot-tigerair.com all required documents.

For all sales related enquiry, please contact our Sales Team, for assistance as per email stated above.

Required documents for application

1. Application Form
2. Photocopy of latest IATA BSP certificate
3. Business Registration Certificate Printout
4. Photocopy of STB License, for Singapore agents
5. Latest Audited Accounts, for non-Singapore agents



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1	Particulars					
i	Name of Agency:	Station: BSP country:				
ii	STB License Number (if any):	Date of Issue :				
iii	IATA Agency Code (mandatory):	Date of Approval :				
Iv	Registered Office:					
V	Business Address (if different from above):					
vi	Mailing Address (if different from above):					
vii	Telephone Number: <i>(Country code – Area code – telephone)</i>					
viii	Fax Number:					
ix	Email Address:					
X	Branch / Overseas Offices: <i>(Please provide the name and address)</i>					
xi	Type of Company Please check the relevant with respect to your company. <table style="width: 100%; margin-top: 10px;"> <tr> <td style="width: 50%;"><input type="checkbox"/> Sole Proprietor</td> <td style="width: 50%;"><input type="checkbox"/> Private Company</td> </tr> <tr> <td><input type="checkbox"/> Partnership</td> <td><input type="checkbox"/> Public Company</td> </tr> </table>		<input type="checkbox"/> Sole Proprietor	<input type="checkbox"/> Private Company	<input type="checkbox"/> Partnership	<input type="checkbox"/> Public Company
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2	Sales Information
i	Indicate whether your agency is also acting as General Sales Agent for other airline(s) and name this airline(s). <input type="checkbox"/> Yes <input type="checkbox"/> No Airline(s) : _____
ii	Key sectors sold by agency:
iii	IATA Bank Guarantee amount: __\$_____

3	Declaration				
	I, _____(Name), on behalf of _____(Travel Agency), declare that the information supplied above are correct to the best of my knowledge. I understand that our application will be rejected if any information is withheld or falsified.				
	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;">Signature :</td> <td style="width: 50%; border: none;">Date :</td> </tr> <tr> <td style="border: none;">Designation:</td> <td style="border: none;">Company's Stamp:</td> </tr> </table>	Signature :	Date :	Designation:	Company's Stamp:
Signature :	Date :				
Designation:	Company's Stamp:				



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4	For Scoot's Commercial Use only	
	Application acceptance:	
	<input type="checkbox"/> The application is accepted.	<input type="checkbox"/> The application is not accepted.
	Proposed Ticket capping limit: GDS + Quantity	
	<input type="checkbox"/> GDS: _____ Cap limit: _____	<input type="checkbox"/> GDS: _____ Cap limit: _____
	<input type="checkbox"/> GDS: _____ Cap limit: _____	<input type="checkbox"/> GDS: _____ Cap limit: _____
	Recommended by :	Approved by :
	_____	_____
	Name: _____	Name: Leslie Thng
	Designation: _____	Designation: Chief Commercial Officer
	Date : _____	Date : _____



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5 For Scoot's Finance Use Only	
i	Financial Credit Evaluation (where applicable):
	<input type="checkbox"/> Pass <input type="checkbox"/> Not Pass <input type="checkbox"/> Not Applicable
ii	Application acceptance:
	<input type="checkbox"/> The application is accepted. <input type="checkbox"/> The application is not accepted.
iii	Banker's Guarantee requirement:
	<input type="checkbox"/> Yes, please specify the amount: _____ <input type="checkbox"/> No
iv	<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>Justification:</p> <p>Evaluated by : Name: _____ Designation: _____ Date : _____</p> </div> <div style="width: 45%;"> <p>Approved by :</p> <p>_____</p> <p>Name: Ng Long Jian Designation: Head of Finance Date : _____</p> </div> </div>

6 For Scoot's Official Use Only		
i	Banker's Guarantee collected?	<input type="checkbox"/> Yes <input type="checkbox"/> Not applicable
ii	Updated in BSPlink?	<input type="checkbox"/> Yes Date: _____ By : _____
iii	Updated Ticket Cap in GDS?	<input type="checkbox"/> Yes Date: _____ By : _____