



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](http://www.flyscoot.com) and [www.facebook.com/flyscoot](http://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](mailto: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



<b>For official use only</b>  Ref No :
--

## APPLICATION FORM I

### BSP REGISTERED TRAVEL AGENT

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.  <div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> Sole Proprietor   <input type="checkbox"/> Partnership           </div> <div> <input type="checkbox"/> Private Company   <input type="checkbox"/> Public Company           </div> </div>	



<b>For official use only</b>  Ref No :
--

## APPLICATION FORM I

### BSP REGISTERED TRAVEL AGENT

<b>2</b>	<b>Sales Information</b>
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: __\$_____

<b>3</b>	<b>Declaration</b>	
	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.	
	Signature :  Designation:	Date :  Company's Stamp:



<b>For official use only</b>  Ref No :
--

## APPLICATION FORM I

### BSP REGISTERED TRAVEL AGENT

<b>4</b>	<b>For Scoot's Commercial Use only</b>	
	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: _____
<b>Recommended by :</b>   Name: _____ Designation: _____ Date : _____	<b>Approved by :</b>   Name: _____ Designation: Chief Commercial Officer Date : _____	



# APPLICATION FORM I

## BSP REGISTERED TRAVEL AGENT

For official use only

Ref No :

<b>5</b>	<b>For Scoot's Finance Use Only</b>		
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	Justification:          <b>Evaluated by :</b> Name: _____ Designation: _____ Date : _____	<b>Approved by :</b>          Name: _____ Designation: Head of Finance Date : _____	

<b>6</b>	<b>For Scoot's Official Use Only</b>		
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 : _____