

Business Rule 'Travel Agency Portal (TAP)'

Travel Agency Portal (**TAP**) is the new service to travel agencies which is cost effective, uses state of the art technologies and does not require large capital as it is essentially "a pay as you go scheme".

The System Features

- ❖ Instant commission in the fare avoiding the need for lengthy periods of time for commission payments to be processed
- ❖ Access to special fare offers made available only to Travel Agency Portal members
- ❖ A debit scheme where agencies deposit money and buy tickets on demand alleviating the need for costly BSP processes and no need for GOS connectivity (for non-BSP Travel Agency).
- ❖ No deposit is needed for BSP Travel Agency. Settlement will be done through BSP Weblink.
- ❖ 100% online electronic ticketing
- ❖ Guaranteed lowest available fares
- ❖ Exclusive access to promotions and special offers
- ❖ Manage employee account permissions
- ❖ Real-time sales reports and graphs

Required from the agents (for selling International & Domestic sector):

- ❖ A Bank guarantee of 500,000 (Five Lac) Taka
- ❖ A minimum deposit of 300,000 (Three Lac) Taka to be readily used by the agent after sign up
- ❖ Notarised copies of
 - Signed Undertaking document by the travel agency
 - Trade License from the Municipal Corporation
 - Registration from Ministry of Civil Aviation and Tourism
 - Office rental agreement or Owner Certificate of Office
 - If Limited company Articles and Memorandum of Association OR
 - If Partnership Copy of partnership deed OR
 - Sole propriety a declaration by the owner
 - Bio Data of proprietor/partners/directors along with Passport sized photograph and photocopy of National ID Card or Passport
 - Income tax clearance certificate
 - Bank solvency certificate
 - VAT/TIN number with registration information

Required from the agents (for selling Domestic sector only):

- ❖ A minimum deposit of Taka 50,000.00 (Fifty Thousand) to be readily used by the agent after sign up
- ❖ Notarised copies of
 - Signed Undertaking document by the travel agency
 - Trade License from the Municipal Corporation
 - Office rental agreement or Owner Certificate of Office
 - If Limited company Articles and Memorandum of Association OR
 - If Partnership Copy of partnership deed OR
 - Sole propriety a declaration by the owner
 - Bio Data of proprietor/partners/directors along with Passport sized photograph and photocopy of National ID Card or Passport
 - Income tax clearance certificate
 - Bank solvency certificate
 - VAT/TIN number with registration information

The Agent Activation process involves the following steps.

1. Registration on BIMAN website
2. Provision of necessary attested documentation to BIMAN Sales office and a soft copy to ibebiman@bdbiman.com
3. Approval by BIMAN email will be sent to agent
4. Provision of BIMAN Legal Documentation to Agent for review by email
5. Signature of TAP Passenger Sales Agency Agreement at BIMAN Sales Office
6. Training of Agent by BIMAN on the use of the system
7. Provision of Master Agent user name and password
8. Deposit of money guarantee and initial start-up capital

Requirements from IATA Accredited Travel Agency:

- ❖ Notarised copies of
 - Signed Undertaking document by the travel agency
 - IATA Accredited Certificate
 - Trade License from the Municipal Corporation
 - Registration from Ministry of Civil Aviation and Tourism
 - VAT/TIN number with registration information

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3. Approval by BIMAN email will be sent to agent
4. Provision of BIMAN Legal Documentation to Agent for review by email
5. Signature of TAP Passenger Sales Agency Agreement at BIMAN Sales Office
6. Training of Agent by BIMAN on the use of the system
7. Provision of Master Agent user name and password

Following these process agents will have the ability to book and ticket for flights possessed by BIMAN.

It is anticipated that the process shall be completed within 20 working days following the reception of the notarised copies of documentation from the agents. It should be noted that where possible all communication will occur by email.