

# TAANZ MEMBERSHIP APPLICATION FORM



## Form AS1

### APPLICATION TO BECOME AN APPROVED SALESPERSON AND TO BE ENTERED ON THE ROLL OF APPROVED SALESPERSONS MAINTAINED BY TAANZ

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

Date application sent to TAANZ:

/	/	
Day	Month	Year

#### Office Use Only

Oct 2010

#### TRAVEL AGENTS' ASSOCIATION OF NEW ZEALAND

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

Phone: 04-496-4898  
Fax: 04-499-0786  
E-mail: [info@taanz.org.nz](mailto:info@taanz.org.nz)



*"Without a travel agent  
you're on your own".*

# Approved Salesperson Application

---

## What is this form for?

If a person wishes to be engaged by a TAANZ member as an Approved Salesperson (Travel Broker) they must complete this form and be approved by TAANZ and added to the Roll of Approved Salespersons.

The Rules relating to Approved Salespersons contained in the TAANZ Constitution are set out on pages 6-8 hereof. They must be fully understood and complied with by all Approved Salespersons.

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

Payment of \$100 + GST (\$115.00) being the application fee.

## What other fees are payable for Approved Salespersons?

Each TAANZ member is charged \$200 + GST annually for each Approved Salesperson listed on the Roll of Approved Salespersons. This fee comprises a \$100 + GST annual administration fee and a \$100 + GST bonding levy.

## What happens next?

TAANZ will respond to the applicant within 5 working days, either approving the application and confirming that they have been added to the Roll of Approved Salespersons, or seeking further information.

# Approved Salesperson Application

**1 Name of Applicant:**

---

**2 Home Address of Applicant:**

---

**3 Business Email address of Applicant:**

---

**Mobile Phone of Applicant:**

---

**4 Experience in the Travel Industry (if any):**

---

---

**5 Travel Qualifications Held (if any):**

---

---

**6 Other work experience (specify):**

---

---

**7 a) I have no criminal convictions either in New Zealand or elsewhere:**

**b) I have the following criminal convictions (specify):**

*(delete the option which does not apply)*

---

# Approved Salesperson Application

**8 a) I have never been made a bankrupt:**

**b) I have been a bankrupt (provide details):**

*(delete the option which does not apply)*

**9 Have you been involved as a shareholder, director or manager of a TAA NZ 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 provide details:*

**10 Are you aware of any pending creditors petition, insolvency proceedings or winding up petition against you or any company of which you are a director or shareholder?** Yes/No

*If Yes provide details:*

**11 Have you 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 provide details:*

*If the applicant, once his/her application has been approved intends to work for or be engaged by a TAA NZ member please complete paragraphs 12 and 13.*

# Approved Salesperson Application

**12 Name of TAANZ Full Member which will employ or contract the applicant:**

Registered Name of TAANZ Member:

Trading Name:

Street Address:

PO Box Number and Location:

Post Code:

DX No and Location:

Telephone:

Fax:

**13 Date applicant intends to commence work for the Member:**


/	/	
Day	Month	Year

**14 I attach my cheque for \$100 Application Fee + GST (\$115)**

**AGREEMENT TO ABIDE BY RULES AND CRITERIA FOR BEING AN APPROVED SALESPERSON**

Application is hereby made for inclusion on the roll of approved salespersons maintained by TAANZ. In doing so the applicant acknowledges that he/she is fully conversant with the TAANZ Constitution and Rules (particularly Rule 12, a copy of which is annexed hereto), the Criteria for becoming and remaining an Approved Salesperson, Conditions for engaging Approved Salespersons and the Code of Ethics and Practice set out in the TAANZ Directory and displayed on the TAANZ website. The applicant agrees to abide by the requirements specified in these documents.

**Signed by the applicant:**




Date

/	/	
Day	Month	Year

**Signed by the authorised person representing the approved TAANZ Full Member employing or contracting the applicant:** Name:



# Approved Salesperson Rules

---

## TAANZ Constitution & Rules – Approved Salespersons (Travel Brokers)

*Rules governing Approved Salespersons (as approved at the TAANZ AGM September 2008)*

*[Extract from the TAANZ Constitution & Rules concerning Approved Salespersons]*

### Approved locations, branch locations and approved salespersons

12 A TAANZ members shall only operate from approved locations and shall meet and comply with the requirements specified from time to time in the Criteria for Membership relating to premises.

12 B TAANZ members who advertise themselves or otherwise hold themselves out to members of the public as having an office, employee, or Approved Salesperson based at a location or in a district which is different from any such TAANZ member's approved location, or who or which is capable of servicing the general or specific travel needs of members of the public at locations other than the TAANZ member's approved location, or in that other district, must establish an office at the location or in that district which must meet the criteria laid down by TAANZ from time to time for branch locations/offices. Where applicable, the TAANZ member must pay such additional subscriptions as may from time to time be fixed for a branch location/office.

12 C (a) TAANZ members who do not wish to establish a branch office at a location which is different from the TAANZ member's approved location may service clients or potential clients who live and/or work in a district outside of that serviced by the TAANZ member's approved location by utilising the services of an Approved Salesperson provided the following conditions are met:

(i) The Approved Salesperson must be entered on the Roll of Approved Salespersons maintained by TAANZ and must meet and continue to comply with the criteria and conditions established from time to time by the Board of Directors for being an Approved Salesperson. The criteria and conditions established from time to time by the Board of Directors for being an Approved Salesperson shall be published in the TAANZ Directory.

(ii) Neither the TAANZ member nor the Approved Salesperson promotes or advertises himself, herself or otherwise holds himself or herself out to members of the public as residing or having an office or base in that district from which the TAANZ member or Approved Salesperson is capable of servicing the general or specific travel needs of members of the public at that location or in that district. This prohibition does not prevent an Approved Salesperson from advertising his or her services or providing details of how the Approved Salesperson can be contacted; and

(iii) The Approved Salesperson does not issue the travel documentation which is to be issued for the travel arranged through the activities of the Approved Salesperson. Such travel documentation is to be issued at the TAANZ member's approved location; and

(iv) The Approved Salesperson does not receive the purchase price, or any part thereof, for travel sold which shall be payable directly to the TAANZ member represented by the Approved Salesperson. The Approved Salesperson may not collect or facilitate payment of such purchase price or any part thereof unless payment is made directly to the TAANZ member by crossed cheque or by credit card directly to the credit of the TAANZ member's bank account; and

(v) Any advertising, signage, notice board or notification of any kind whatsoever arranged by or for the Approved Salesperson shall clearly display the name and address of the TAANZ member for whom the Approved Salesperson is providing services; and

(vi) No part of any remuneration received by the Approved Salesperson from the TAANZ member payable for services rendered to the TAANZ member in relation to international air travel shall be comprised of commission, as the same is defined in the Civil Aviation (Passenger Agent's Commission Regime) Notice 1983, received by or payable to the TAANZ member.

12 C (b) An Approved Salesperson employed by or under contract to a TAANZ member in terms of this rule may not be employed by or contracted to more than one TAANZ member at any one time. Only natural persons can be Approved Salespersons. It is permissible for a TAANZ member:

# Approved Salesperson Rules

---

i) to employ an Approved Salesperson; or

ii) to enter into a contract with an Approved Salesperson for the provision of services as an Approved Salesperson; or

iii) to enter into a contract with a company which company agrees to make the services of a particular Approved Salesperson available to the TAANZ member.

In every case the TAANZ member shall ensure that the TAANZ member has an exclusive arrangement with the Approved Salesperson for the provision of services by the Approved Salesperson and that the Approved Salesperson is not able to be employed by or contracted to any other TAANZ member or to a non TAANZ member which may be operating as a travel agent or selling travel or related services.

12 C (c) A TAANZ member who wishes to utilise the services of an Approved Salesperson shall comply with any conditions for engaging Approved Salespersons laid down by the Board of Directors. Such conditions shall be determined from time to time by the Board of Directors and shall be published in the Directory.

---

*[Extract from the TAANZ Directory concerning Approved Salespersons]*

## CRITERIA FOR BECOMING AND REMAINING AN APPROVED SALESPERSON

1. A person wishing to become an Approved Salesperson shall complete and lodge with TAANZ an application. The application shall be on a form prepared by TAANZ. The applicant shall lodge the form together with an application fee, the amount of which shall be determined from time to time by the Board of Directors.
2. An applicant must demonstrate to the Board that the applicant is a fit and proper person to become an Approved Salesperson. As such the applicant will be required to provide information as to the applicant's qualifications, work experience and character. An applicant will be required to disclose any criminal convictions.
3. There shall be no requirement that an applicant have qualifications or previous work experience in the travel industry.
4. The Board shall have absolute and unfettered discretion as to whether to approve or decline an application and as to whether to remove an Approved Salesperson from the Roll of Approved Salespersons maintained by TAANZ.
5. Once an applicant has been approved by the TAANZ Board and the requisite fees have been paid the applicant shall be entered on the Roll of Approved Salespersons maintained by TAANZ.
6. The TAANZ Board may at any time remove an Approved Salesperson from the Roll of Approved Salespersons maintained by TAANZ and shall do so if it receives information which in the Board's view establishes or may establish that an Approved Salesperson is no longer a fit and proper person to be an Approved Salesperson.
7. Any Approved Salesperson who has had his/her name removed from the Roll of Approved Salespersons may within 30 days of being notified of the decision lodge with TAANZ an application to have that decision reviewed by the Board. An applicant for review shall lodge with his/her application the evidence or material which he or she wishes the Board to consider in reviewing its decision.

# Approved Salesperson Rules

---

## CONDITIONS FOR ENGAGING APPROVED SALESPERSONS

- (i) Every TAANZ member who wishes to employ or engage a person as an Approved Salesperson shall check with the TAANZ Secretariat to determine whether the person is currently entered on the Roll of Approved Salespersons maintained by TAANZ.
- (ii) If the person is entered on the Roll of Approved Salespersons the TAANZ member wishing to employ or engage such person shall, before the Approved Salesperson commences work for the TAANZ member, notify TAANZ of the date that the Approved Salesperson is to commence work for the TAANZ member and shall pay in respect of such Approved Salesperson an annual fee which shall be fixed from time to time by the Board of Directors.
- (iii) If the person is not currently a person entered on the Roll of Approved Salespersons maintained by TAANZ the TAANZ member cannot employ or engage such person as an Approved Salesperson. Where this situation arises every TAANZ member who wishes to employ or engage such person as an Approved Salesperson shall, prior to employing or engaging such person, ensure that the person completes and lodges with TAANZ an application form for approval as an approved salesperson and that the application is approved.
- (iv) Every TAANZ member shall notify the TAANZ Secretariat when an Approved Salesperson's employment or engagement is terminated.
- (v) TAANZ members employing or engaging Approved Salespersons shall comply with the requirement that the arrangement with the Approved Salesperson be an exclusive one. Approved Salespersons are not permitted to work for more than one TAANZ member/travel agent at the one time.