



FIATA INDIVIDUAL MEMBERSHIP *Manual*



International Federation of
Freight Forwarders Associations

● The global voice of freight logistics

Application Process

STEP 1: GO TO THE FIATA WEBSITE: WWW.FIATA.COM

STEP 2: SELECT ONE OF THE THREE OPTIONS TO APPLY

1 REGISTER HERE

The screenshot shows the FIATA website interface. At the top left is the FIATA logo with the tagline "The global voice of freight logistics". A navigation menu includes "Who we are", "What we do", "Get involved", "Resources", "News", "Events", "FAQ", and "FDDS". A dropdown menu is open under "Who we are", listing "Mission", "Statutes", "Governance", "Members", and "Become a Member". A "Download it now" button is visible. A "Member Area" pop-up window is overlaid on the right, containing a login form with fields for "Username:" and "Password:", a "Forgot password?" link, and a "Login" button. A "Register here" link is also present in the pop-up. A large background image of a container ship is visible behind the navigation menu.

STEP 3: SELECT THE TYPE OF MEMBERSHIP THAT APPLIES TO YOU

Note that freight forwarding and logistics companies operating in countries where there is a FIATA Association Member can only apply for a FIATA Membership if they are already a member of their respective national association.

To find out if there is a FIATA Association Member in your country, check [the Association Member directory](#).

Type Blue and Green

for freight forwarding companies who are in countries and/or territories where there is a FIATA Association Member (Type Blue)* or where there is no FIATA Association Member (Type Green).

Become a member

Type Yellow

for shippers, carriers, suppliers or any other entity closely related to the freight logistics industry, including lawyers and law offices, specialized in freight transport and logistics law.

Become a member

STEP 4: FILL IN THE APPLICATION FORM AND CLICK ON 'CREATE ACCOUNT'

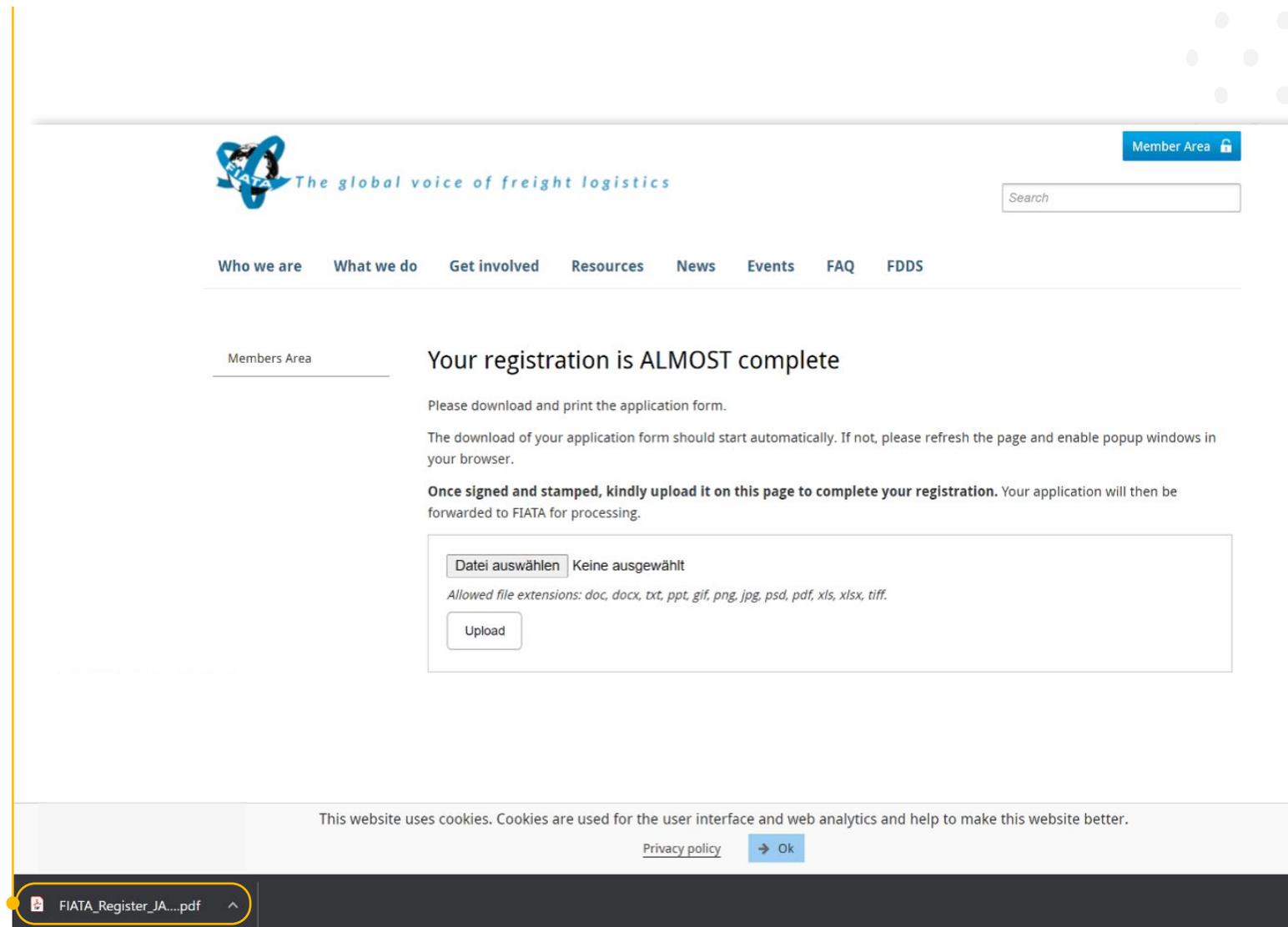
The application form is divided into several sections:

- COMPANY'S MANAGEMENT**
 - Prefix * Mr Ms
 - First name *
 - Last name *
- ACCOUNT**
 - Username * (at least 6 characters)
 - Password *
 - Retype password *
- COMPANY'S CONTACT DETAILS**
 - Name of company *
 - Street address *
 - P.O. Box
 - Postal code *
 - City *
 - Country / Territory *
 - Phone *
 - Fax
 - Mobile
 - Email *
 - Retype email *
 - Alternative email
 - Retype alternative email
 - Website
- COMPANY INFORMATION**
 - Association Member *
 - Date of company's founding
 - Number of company's employees *
 - Are you a IATA agent or intermediary? *
 - Company's main activities: *
 - Air
 - Sea
 - Rail
 - Road
 - Warehousing
 - If other, please specify
 - Do you have any special areas of focus? *
 - I have read Article 4 on Membership from the FIATA statutes *
 -

You will then receive an e-mail notification by office@fiata.com with a short explanation of the next steps.

STEP 5: DOWNLOAD, PRINT, STAMP AND SIGN YOUR APPLICATION FORM

The application form should automatically download and appear as seen in the below image.



The screenshot displays the FIATA website's Members Area. At the top left is the FIATA logo with the tagline "The global voice of freight logistics". To the right is a "Member Area" button with a lock icon and a search bar. Below the logo is a navigation menu with links: "Who we are", "What we do", "Get involved", "Resources", "News", "Events", "FAQ", and "FDDS". The main content area is titled "Members Area" and features a heading "Your registration is ALMOST complete". Below this heading, there is a message: "Please download and print the application form. The download of your application form should start automatically. If not, please refresh the page and enable popup windows in your browser." This is followed by a bold instruction: "Once signed and stamped, kindly upload it on this page to complete your registration. Your application will then be forwarded to FIATA for processing." Below the text is a file upload interface with a "Datei auswählen" button, the text "Keine ausgewählt", and a list of allowed file extensions: "Allowed file extensions: doc, docx, txt, ppt, gif, png, jpg, psd, pdf, xls,xlsx, tiff." An "Upload" button is also present. At the bottom of the page, a cookie notice states: "This website uses cookies. Cookies are used for the user interface and web analytics and help to make this website better." with links for "Privacy policy" and an "Ok" button. A browser download bar at the very bottom shows a file named "FIATA_Register_JA....pdf" with an upward arrow icon.

When you click on the downloaded application it should open as seen in the below example, filled out with all your details. Please print it out in order to stamp and sign it.

FIATA
 Schaffhauserstrasse 104, P.O. Box 364, CH-8152 Glattbrugg, Switzerland
 Tel. +41 (0)43 211 65 00, Fax +41 (0)43 211 65 65
 E-Mail: info@fiata.com, Internet: http://www.fiata.com



Application Form for Individual Membership | CATEGORY BLUE

Name of the company		DEMO COMPANY			
Address	Street	Test Street 1			
	P.O. Box				
	City	ZURICH	Postal Code	8001	
	Country	Switzerland			
Telefon No.	+41227154545	Telefax No.	+41	Mobile No.	
E-Mail			Alternative E-Mail		
Website					
Managing Director:	<input type="radio"/> Mr	First Name	Jane		
	<input checked="" type="radio"/> Ms	Last Name	Doe		
Foundation data of your company	01-01-2020	Staff Number	10		
Are you an IATA Agent or Intermediary?		<input type="radio"/> yes	<input checked="" type="radio"/> no		
Main activities	Air	<input checked="" type="radio"/> yes	<input type="radio"/> no	Sea	<input checked="" type="radio"/> yes <input type="radio"/> no
	Rail	<input checked="" type="radio"/> yes	<input type="radio"/> no	Road	<input checked="" type="radio"/> yes <input type="radio"/> no
	Warehousing	<input checked="" type="radio"/> yes	<input type="radio"/> no		
Do you have any specialties?					

As specified above, our company undertakes to pay CHF 250.00 for the annual membership fee as stipulated in the FIATA Statutes, as well as the entrance fee of CHF 50.00; in regards of additional options, our company requires the courier service for the delivery of the FIATA Certificate and the welcome package at a special price of CHF 35.00. Please note our company will transfer the amount of CHF 335.00 within 30 days after the receipt of the invoice. All statutory rights cease in case of non-payment.

Place and Date

Stamp and Signature

Dear Applicant,
 Please upload this form duly signed and stamped on the FIATA webtool. The FIATA Association Member in your country / region will process it online. Thank you!

Statement of the FIATA Association Member in your country and / or region:

In accordance with the FIATA Statutes we do not object to the admission of the above company as an Individual Member of FIATA.

Place and Date _____
 Stamp and Signature of FIATA Association Member _____

FOR ASSOCIATIONS ONLY

Dear FIATA Association Member,
 Please upload this form duly signed and stamped onto the FIATA online tool and proceed with the approval process. Thank you!



STEP 6: SCAN THE APPLICATION FORM AND UPLOAD IT TO THE FIATA WEBSITE

Members Area

Your registration is ALMOST complete

Please download and print the application form.

The download of your application form should start automatically. If not, please refresh the page and enable popup windows in your browser.

Once signed and stamped, kindly upload it on this page to complete your registration. Your application will then be forwarded to FIATA for processing.

Keine ausgewählt

Allowed file extensions: doc, docx, txt, ppt, gif, png, jpg, psd, pdf, xls, xlsx, tiff.

STEP 7: YOU WILL RECEIVE AN E-MAIL CONFIRMING THAT YOUR APPLICATION HAS BEEN SUBMITTED**Confirm registration**

Dear Madam/ Sir,

Thank you for uploading your signed application.

As soon as your application has been approved by your national association (or if not applicable the FIATA Secretariat), you will receive an automatic e-mail by office@fiata.com which will include a link to your invoice.

Thank you for your patience.

The FIATA Secretariat

STEP 8: ONCE YOUR APPLICATION HAS BEEN APPROVED, YOU WILL RECEIVE AN E-MAIL WITH A LINK TO YOUR FIATA MEMBERSHIP INVOICE

When you click the link in the e-mail, you will be redirected to the FIATA website where you will be prompted to login using the account you created in Step 4 (unless you are already logged in). Once logged in, you will be automatically redirected to the invoice page.

FIATA membership - Payment

Dear Madam/ Sir,

This is an automatic message sent by the FIATA Automated Membership Management System to inform you that your application has been approved. Please find below the link to settle your FIATA Membership Subscription fee:

<https://fiata.com/index.php?id=106&reference=14995&ref-hash=c3234c1a79f09ef250ec1e293c966c39>

As soon as your payment is received, your company will be registered as a FIATA Individual Member and your welcome package will be sent.

If you wish to keep your membership confidential and avoid that the name of your company is published as a new FIATA Member you should contact the Secretariat immediately.

Thanks for applying to become a FIATA Member.

The FIATA Secretariat

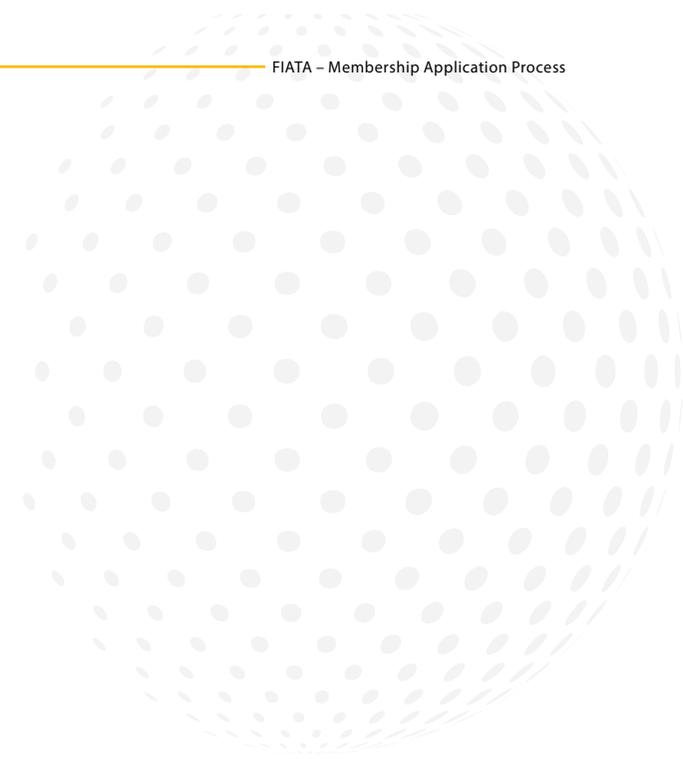
STEP 9: PAY YOUR FIATA MEMBERSHIP

Choose your preferred payment method.

 I have read FIATA statutes

• Pay with credit card

• Pay by wire transfer



Once your payment is received, you will be registered as a FIATA Member.
You will be notified by FIATA as soon as the registration process is completed.

info@fiata.com
www.fiata.com
@fiatafederation



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