

Customer Registration Form - Agent Portal

Company/Individual Contact			
Company/Sole Proprietorship Name		Mailing Address	
Trading Name (If Any)			
Telephone Number			
Fax			
Email		Website	
Point of Contract Name & Title		Contact Email	
Payment Mode	Online ☐ Pre-Deposit/Payment ☐	Contact Phone	
Customer Details			
General detail-sector (services /goods)			
Date Company Established		Legal Structure	
Country of Incorporation		Business Type	
Company Registration Number		Tax Identification Number	
Broker Agent Permit/License Number		ID Card Number (for individuals)	
Billing Information			
Billing Address		Point of Contact Name & Title	
		Contact Email	
		Contact Phone 1	
Telephone Number		Contact Phone 2	
Email		Fax	
Document Requirements			
Required Document	Detail		
Company Registration (Mandatory)	Please submit a copy of the certificate of incorporation of the company and a company profile sheet/certificate of incumbency issued by a governmental authority within the last 7 days. if the original document is issued in any other language than English, a certified English translation of the same are required. "certified" translation means that the translated document will be either (i) issued by the same entity that issued the original document in their name and seal; or (ii) an official or other authorized person such as an attorney.		

Business Permit/Authorization	Please submit a copy of trade permit/authorization issued by respective government authority.
Tax Registration Certificate	Please submit a copy of tax registration certificate issued by respective government authority.

Acknowledgement

I, the undersigned acknowledge and agree that the information and documents provided with this form are valid and true and further agree that any misrepresentation, concealment or suppression of any information or fact will result in legal action and/or immediate suspension of any or all services by Maldives Airports Company Limited (MACL)

Name			
Title			
Date		Signature	Company Seal
ID Card Number			

FOR MACL USE ONLY

ENTRY NUMBER			
ENTRY DATE		SIGNATURE	
CHECKED BY(NAME)			
RC NUMBER		DATE	

Agent Portal Registration Terms and Conditions:

1. By registering for the Agent Portal, you agree to be bound by these Terms and Conditions.
2. The Agent Portal is accessible only to registered users. You are solely responsible for maintaining the confidentiality of your login credentials and ensuring that no unauthorized access to the Agent Portal is obtained.
3. You are responsible for maintaining the confidentiality of your login information and for all activities that occur under your account. You agree to immediately notify us of any breach of security.
4. Before we grant you access, we will assess your eligibility to use the Agent portal and verify your identity using the documents that you have submitted. Whether or not we grant you access to the Agent Portal is completely at our discretion.
5. You may use the Agent Portal solely for the purpose of conducting business with us. You shall not use the Agent Portal to violate any laws, regulations, or intellectual property rights of any third party.
 - a. Data transferred or processed under the Agent Portal will be used solely for the purpose and scope of the Agent Portal.
 - b. The user will have to ensure that no data is transferred outside network whether in physical or electronic format. If Data is required to be transferred outside network, it will be transferred only after prior written consent of MACL.
 - c. The user shall implement appropriate measures and provide security training to such personnel who have access to Personal Data (any data that can be used to identify a person). The user must ensure that its personnel who are authorized to process, or which otherwise have access to Personal Data shall have committed to binding contractual obligations of confidentiality.
 - d. The login information will be provided to the registered user, and any misuse of login rights by a third party shall be the responsibility of the user.
6. We exclude all implied conditions, warranties, representations or other terms that may apply to our site or any content on it.
7. We will not be liable to you for any loss or damage, whether in contract, tort (including negligence), breach of statutory duty, or otherwise, even if foreseeable, arising under or in connection with:
 - a. use of, or inability to use, our site; or
 - b. use of or reliance on any content displayed on our site.
8. In particular, we will not be liable for:
 - a. loss of profits, sales, business, or revenue;
 - b. business interruption;
 - c. loss of anticipated savings;
 - d. loss of business opportunity, goodwill or reputation; or
 - e. any indirect or consequential loss or damage.

9. You shall make an advance deposit for your estimated transaction amounts as directed by MACL from time to time. It is your responsibility of the customer to replenish and maintain the required deposit amount for payments.
10. Advance deposit details will be updated in the system once payment is realized in our accounts.
11. In addition to the charges payable for the services, the customer shall pay all applicable taxes, including, without limitation, the goods and services tax, duties, charges, and/or levies that are levied by any local or statutory authority or such other relevant authority on the services provided.
12. MACL shall have the right to make any adjustments, modifications, or changes to the services provided that it may, from time to time, consider necessary by giving written notice of any such change.
13. MACL reserves the right to interrupt the operations of those services for technical and operational reasons. shall use reasonable endeavors to keep any such interruptions as short as practical.
14. You shall indemnify, keep indemnified, and hold harmless MACL, its directors, officers, employees, and agents from and against all actions, claims, demands, losses, damages, costs, and expenses for which MACL shall or may be or become liable in respect of and to the extent that they arise from any cause attributable to or any breach of the obligations under these terms and conditions by you.
15. Details will be updated in the system once payment is realized in our accounts.
16. This terms and condition shall be governed by the laws of the Republic of Maldives, and any dispute arising under or in connection with the Agent Portal or services provided thereunder shall be and subject to the exclusive jurisdiction of the Courts of the Republic of Maldives.
17. The Parties agree that they will hold in confidence the terms and conditions and all information, documentation, personal data, etc. that comes to their knowledge in the course of this Agreement ("confidential information") and will not disclose to any third party or use Confidential Information or any part thereof without the other Party's prior written consent, provided that Confidential Information may be disclosed to any governmental or regulatory authority requiring such disclosure under law.
18. No form of MACL's name or any other intellectual property rights associated with it or belonging to MACL shall be used in any promotional materials, signs, announcements, or other forms of communication or advertising by the customer or in any other manner whatsoever, unless MACL's express written permission for such use has been obtained in advance.
19. Neither party shall use in advertising, publicity, or marketing communications the name or trademarks of the other party without the prior written consent of the other party.
20. We reserve the right to terminate your access to the Agent Portal at any time, for any reason, without notice.
21. We may modify these Terms and Conditions at any time without notice. Your continued use of the Agent Portal after such modifications shall constitute your acceptance of the modified Terms and Conditions.

By submitting your Agent Portal Registration Form, you acknowledge that you have read, understood, and agreed to these Terms and Conditions.

Check List for Prepayment Applicant Verification

#	Documents to be submitted
1	Copy of the certificate of incorporation of the Company
2	ID Card copy (clear two (2) sides) for individuals
3	Copy of Trade Permit from Competent Authorities of home/host country.
4	Copy of Operational Permit/License from Competent Authorities from home/host country.
5	Broker Agent Permit/License from Maldives Customs Services (if locally registered).
6	Copy of the GST registration certificate from Maldives Inland Revenue Authority MIRA (if locally registered).
7	Board Resolution/Letter's indicating relationship with parent/subsidiary companies.