

### **Checklist For New Applications**

The application form must be completed in full and returned marked for the attention of the Chief Executive and should be accompanied by the following.

1. Non refundable application fee of €250
2. Two un-mounted photographs (colour or black & white) of your premises, one interior and one exterior view. One photograph must show the full name of the company or the identity of the partners or proprietor. If preferred these photos may be sent digitally by email.
3. Auditors Certificate confirming amount of paid up capital (minimum requirement is €12,700)
4. Copies of certificates relating to training courses (if any) passed by your staff.
5. A photocopy of the Certificate of Incorporation (Limited company only).
6. A photocopy of the office insurance, Public Liability and Professional Indemnity Certificates.
7. A photocopy of your Government License.
8. Two letters of nomination as required under Bye-Law 1.1.01 (a) (i.e. one of the letters of nomination must come from an existing ITAA member within your region) You can have list of members in their region on request.
9. A copy of your agency's last audited accounts.
10. Your agency must be in operation for at least 12 consecutive months.