



## VIRGIN AUSTRALIA Maintenance of Corporate Client Account VIA Travel Management Company (TMC)

<p><b>Maintenance Required (please select one):</b></p> <p><input type="checkbox"/> Additional TMC <input type="checkbox"/> Change of TMC <input type="checkbox"/> Change from TMC to Direct <input type="checkbox"/> Change from Direct to TMC <input type="checkbox"/> Direct Code required</p>	<p><b>Please forward a scanned signed copy to:</b></p> <p>Accelerate account <a href="mailto:accelerate@virginaustralia.com">accelerate@virginaustralia.com</a> OR Non Accelerate accounts: Virgin Australia Corporate Account Manager, or if in doubt Corporate Sales <a href="mailto:corporate.sales@virginaustralia.com">corporate.sales@virginaustralia.com</a></p>
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<p><b><u>TMC DETAILS:</u> for Additional TMC, Change of TMC &amp; Change from Direct to TMC list NEW TMC details</b></p>	
<p>Agency Name: Existing Virgin Australia Code: Key Contact Name: Key Contact Phone: Key Contact Email: Address:  Phone: Email (for new code advice): Email (for account statements):</p> <p><u>Booking Channel</u> GDS – please provide:</p> <ul style="list-style-type: none"><li>- Ticketing IATA code</li><li>- PCC(s)</li><li>- Preferred Corporate ID (if applicable)</li></ul> <p>Virgin Australia Travel Agency Portal – please provide:</p> <ul style="list-style-type: none"><li>- Existing Virgin Australia Code (non-BSP)</li></ul>	

<p><b><i>CORPORATE CLIENT DETAILS</i></b></p>	
<p>Company/Business Name: Existing <b>Corporate</b> Virgin Australia Agency Web Code: Address:  ABN/ACN: Key Contact Name: Key Contact Title: Key Contact Phone:</p>	
<p><b><i>AUTHORISATION</i></b></p> <p>I authorise all the above information is true &amp; correct (to be signed by the corporate client): <i>Unsigned &amp; Dated Applications will NOT be processed</i></p>	
<p>Name: Signature:</p>	<p>Title: Date:</p>