

# Prevention of Fraud in Travel – PROFIT Membership Application Form

## Assistance with your application

[www.profit.uk.com](http://www.profit.uk.com)

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### Section A – Membership type required

- If you are an organisation that operates in the travel industry and deal with the threat of fraud on a daily basis you will be applying to be a 'full member'.

### Section B – Company details

This section must be completed by all applicants, if a question is not relevant to you please leave it blank. The information provided will be used to verify your business and its activities.

- Company name – state your organisation`s full company name.
- Companies house number – if your organisation is a limited company state your registration number, if you are not based in the UK state the equivalent.
- Trading name – state any names your company trades under other than the full company name.
- Industry sector – what industry sector does your organisation operate in e.g. airline sector, hotel sector, travel agent.
- Core nature of your business – what is the main business activity your organisation is involved in e.g. selling holiday's online, selling flights, selling overseas accommodation.
- Registered address – what is the official registered address of your organisation.
- Trading address – do you operate from an address other than your registered address.
- Trade body membership – are you a member of any industry trade bodies such as ABTA, ABTOT, ATOL, GTG, IATA, PSARA, TTA or similar. Please state your membership number.
- Website url – state the main website used by your organisation to promote its services to the public.

### Section C – Fraud prevention at your organisation

To be completed by all 'Full member' applicants only. This section asks you to provide information relating to your fraud prevention actives, please give as much information as possible.

- Does your organisation actively implement fraud prevention policies? – what work does your organisation do on a day to day basis to prevent fraud?

- Does your organisation use internal systems to prevent fraud? – what internal systems does your organisation have in place to help minimise fraud?
- Does your organisation use third party systems to prevent fraud? – does your organisation use any systems to help minimise fraud?
- Does your organisation reject fraudulent and high risk bookings? – does your organisation reject bookings you consider fraudulent?
- Does your organisation keep a record of fraudulent activity? – what records are kept of bookings that are rejected or ones where you have received chargebacks?

## **Section D – Fraud prevention personnel**

To be completed by all 'Full member' applicants only. This section asks you to provide information relating to the individuals that deal with fraud prevention on a day to day basis.

- Fraud prevention personnel – state the details of two contacts who deal with fraud prevention on a day to day basis.
- Customer Service contact for the public – state an email address and telephone number that can be given to members of the public upon them contacting PROFIT.

## **Declaration**

This section must be completed by all applicants.

By completing your application you agree that you and your organisation will comply with the PROFIT code of conduct.

All details provided will be verified by PROFIT and will be passed to relevant third parties to ensure information provided is correct.

Upon request you agree to provide PROFIT will additional information to assist the processing of your application.

## **Help with your application**

If you have any queries regarding your application please in the first instance e-mail [membership@profit.uk.com](mailto:membership@profit.uk.com).