

Lum/087/04/A/68

**BANK of ZAMBIA**

P O Box 30080

LUSAKA

TEL. 216529, 216138, 216147, 215456  
and 215192

TELEX NO. ZA41500

Recd. 15/11/82  
15/11/82.



GENERAL MANAGER

FROM: E.C. Letter No. 18/82

9th November 1982

TO: ALL AIRLINES AND TRAVEL AGENTS

Dear Sirs

Consequent to the suspension of Holiday Travel Allowance advised in our Authorised Dealers Circular No. 18/82 of the 8th October, 1982, it has been decided to regulate the sale of airline tickets and miscellaneous charges orders (MCOs) for international travel. This has necessitated the introduction of a Form AT (Air Travel) in respect of all persons travelling abroad from Zambia.

The effect of the introduction of the Form AT would be:-

- (i) All airlines will have to account for funds accumulating locally with them in a simple and straight forward manner than has been the case so far;
- (ii) That every person going abroad without Foreign Exchange would have to satisfy the Bank of Zambia that he/she has not made arrangement abroad to obtain Foreign Exchange in unauthorised manner. Therefore, no air booking should be made in the future unless either a person has obtained the Form AT approved by the Bank of Zambia, or has been issued Foreign Exchange by an authorised dealer in Foreign Exchange for his/her travel abroad under a specific permit issued by the Bank of Zambia for approved visit. The objective here is to ensure that persons have either obtained Foreign Exchange from the Bank of Zambia, or have their expenses genuinely met by their close relatives or friends living abroad.

We reiterate that Form AT will have to be completed by all passengers travelling abroad, irrespective of whether the Foreign Exchange permit has been issued to them by the Bank of Zambia or not. In either case, airlines are requested to submit the Form AT in triplicate to the Bank of Zambia Exchange Control Authorities for prior approval.

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E.C. Letter No. 18/82

9th November 1982

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After approval, the form will be disposed of in the following manner:-

(i) Original

This is the Bank of Zambia copy to be retained in the Bank.

(ii) Duplicate

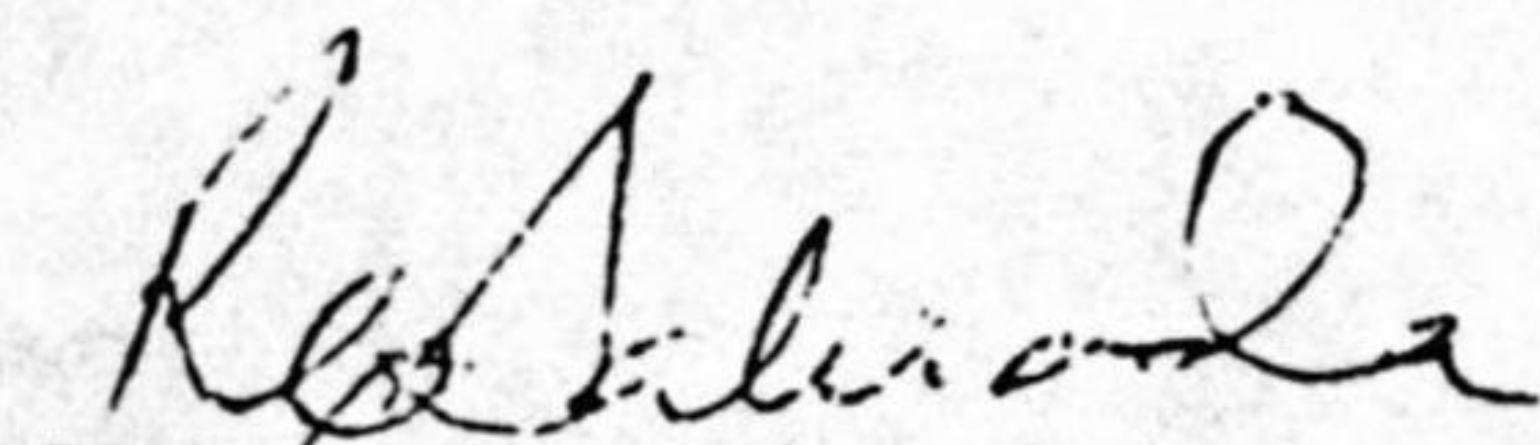
This is the airline copy. When an airline issues a ticket, the bottom right tear-off portion on page two, carrying the Bank of Zambia Exchange Control reference number, must be detached and securely pinned to the ticket. This is the testimony to any interested authority, e.g. Customs etc, to the effect that the ticket has been regularly obtained.

(iii) Triplicate

This is the Authorised Dealer's copy to accompany an airline's deposits. The total of deposits backed by the Form AT so collected must always tally with the total of Bank of Zambia Exchange Control approvals borne on the corresponding original Forms AT.

Please find enclosed herein, an approved format of the Form AT to be in use.

Yours faithfully



R C Sakwanda  
General Manager





# BANK of ZAMBIA

P O Box 30080

LUSAKA

TEL. 216529, 216330, 216147, 215816  
and 215192

TELEX NO. ZA41560

GENERAL MANAGER

Our Ref: E.C. Letter No. 19/82

9th November 1982

TO: ALL AIRLINES AND TRAVEL AGENTS

Dear Sirs

## RETURN OF AIR TICKETS SOLD/PASSAGE BOOKED

Further to A.D. Circular number 10/81 dated 21st July, 1981, all Airlines and Travel Agents in Zambia are hereby informed that with immediate effect in all cases of cancellations or refund of passages booked, the Airline and/or the Travel Agent concerned shall advise the Bank of Zambia Exchange Control in writing within a week of cancellation or refund giving the following details:-

- (i) Names and address of passengers
- (ii) Reasons for cancellations/refund
- (iii) Date refund issued/effectuated
- (iv) Amount refunded
- (v) Whether travel allowance was surrendered to a commercial bank before cancellation of ticket
- (vi) Where re-issues are requested the return shall state so and give particulars of the original ticket(s) held advising manner of payment for any shortfall in the changed travel arrangements.

All other directives contained in the referred to circular remain the same.

Yours faithfully

R C Sakwanda  
General Manager

cc: All Commercial Banks





# BANK of ZAMBIA

P O Box 30080

LUSAKA

TEL. 216529, 216330, 216147, 215956  
and 215192

TELEX NO. ZA41560

GENERAL MANAGER

Our Ref: E.C. Letter No. 20/82

9th November 1982

TO: ALL AIRLINES AND TRAVEL AGENTS

Dear Sirs

## PURCHASE OF AIR TICKETS BY NON-RESIDENTS

All Airlines and Travel Agents in Zambia are hereby informed that prior to issuance of ticket(s) in favour of non-residents of Zambia for international travel, the issuing office must ascertain that such ticket(s) are being issued only in exchange for foreign currency or paid for by cheque drawn on an external account. It will therefore be a requirement for the applicant to attach to a Form AT a letter from a commercial bank certifying that foreign currency was exchanged for kwacha or that payment is from an external account.

All other directives in A.D. Circular No. 19/81 of 21st July, 1981 remain the same.

Yours faithfully

R C Sakwanda  
General Manager

cc: All Commercial Banks



THE EXCHANGE CONTROL ACT CAP 593

NO. \_\_\_\_\_

APPLICATION TO PURCHASE AIR TICKETS FOR TRAVEL OUTSIDE ZAMBIA  
(to be completed in triplicate)NOTES:

- (i) In terms of the Exchange Control Act (Chapter 593) it is an offence not to comply with the conditions of an authority issued in terms of the Act or to make a false statement for the purpose of the Act.
- (ii) Airlines and Travel Agents in Zambia are only authorised to sell transportation documents for travel outside Zambia in compliance with the directions of the Bank of Zambia.
- (iii) All parts must be completed. Give your answers in clear terms with full details. Where the question is not applicable write N/A.
- (iv) The form should be signed by the passenger except that in cases of travel from Zambia where the passenger is a minor, the parent/guardian or the person paying the fare in Zambia should sign the form.

1. Name of Airline:.....
2. Name and address of Agent (if sale is through an agent):.....  
.....
3. Name and permanent address of passenger (in full):.....  
.....
  - (a) Nationality and country of birth of passenger:.....  
.....
  - (b) Age:.....
  - (c) Details of passport held by passenger
    - (i) Number of passport:.....
    - (ii) Place of issue:.....
    - (iii) By whom issued:.....
  - (d) Length of residence in Zambia:.....
  - (e) Resident permit number (if any):.....
  - (f) Business, profession or other occupation of the passenger in Zambia  
.....
4. Particulars of passage(s) to be booked:
  - (i) Destination:.....
  - (ii) Date of flight:.....
  - (iii) Date of return:.....
  - (iv) Route:.....
  - (v) Number of ticket:.....
    - (a) Full:.....
    - (b) Half:.....
  - (vi) Class of travel:.....
  - (vii) State date of last travel:.....
5. Value of Air Tickets to be paid K.....
6. Name of Bank and Branch maintaining the firm's Airline Resident Account:.....  
.....



FORM AT

7. Particulars of the Bank of Zambia permit releasing foreign exchange for the expenses of passenger abroad:.....
8. Where a passenger has not obtained travel allowance give the following details:-
- (a) Purpose of travel:.....
- (b) Who will meet expenses for the passenger abroad:.....
- (c) Relationship between sponsor and passenger:.....
9. I declare that I have not made application to any other persons to purchase any transportation documents enabling me to travel outside Zambia and which can be used in conjunction with, or in addition to, the transportation documents issued as result of this application.
10. I acknowledge that I have been informed that authority in terms of the Exchange Control Regulations, 1981, to purchase a transportation document for travel outside Zambia is only granted on the condition that if, the transportation document or any portion thereof is not used by the person in whose name and for the purpose for which it was issued, it shall be surrendered to the issuing office in Zambia as soon as reasonably possible in the circumstances AND SHALL NOT BE DISPOSED OF OR SURRENDERED IN ANY OTHER MANNER WHATSOEVER.

Signature of passenger and date

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Signature, Date and Stamp of Airline or Agent.

(SPACE FOR USE BY THE BANK OF ZAMBIA)

E.C. REF  
This portion must not be detached

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This portion must be detached and affixed to the ticket.



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