



Multilateral e-AWB Agreement Completion Guidelines – Freight Forwarders

- To join the IATA Multilateral e-AWB Agreement, complete and sign the [Agreement](#) and the [Submission Form](#).
- Type into the **grey shaded fields** in the Agreement and Submission Form, then print and sign.
- In the Agreement, enter the details on Page 1 and Page 12.
- In the Submission Form:
 - ✓ Ensure to specify the Designated Contact (section B)
 - ✓ If applicable, add Freight Forwarder Affiliates¹ to the Agreement (section A)
 - ✓ Ensure to specify the Freight Forwarder Reference and Signatory details
- Send the signed Original Agreement (2 copies) and Submission Form (1 copy) to:
Ben Behanan
Manager, e-AWB Standard Multilateral Agreement
International Air Transport Association
33 Route de l'Aéroport
1215 Geneva 15 Airport, Switzerland
Tel: +41 (0) 22 770 2669
- 1 copy of the Agreement will be counter-signed by IATA and returned back to you.
- Also, send by e-mail the **completed** Word Forms (without signature) to IATA Cargo at cargo@iata.org.
- Upon receipt of the signed Originals in good order, IATA will send an e-mail confirmation to the Freight Forwarder's Designated Contact and also list the company on the [IATA website](#) as party to the IATA multilateral e-AWB agreement.
- In case of any questions, please contact IATA Cargo at cargo@iata.org.

¹ Affiliate is defined as any company which the freight forwarder is authorized to enter into the multilateral e-AWB agreement on their behalf and to bind them to the obligations set forth therein.