



**Privacy Notice:** All information submitted during the application process will be managed in accordance with ARC's Privacy Policy. For more information, please visit <https://www2.arccorp.com/site-privacy-policy/>.

Use this form to change the business entity structure **without adding new owners**.

There is a processing fee of \$75.00 payable by credit card via [www.arccorp.com/payment/](http://www.arccorp.com/payment/).

**Preparer Information**

All correspondence regarding this application will be sent to the individual designated below:

1. Name of Preparer: First: \_\_\_\_\_ Middle: \_\_\_\_\_ Last: \_\_\_\_\_
2. Business Name: \_\_\_\_\_
3. Street Address: \_\_\_\_\_
4. City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_
5. E-mail Address: \_\_\_\_\_
6. Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

**Part 1 - Current Agent Information  
Legal Name and Address**

1. ARC Number: \_\_\_\_\_
2. Legal Name: \_\_\_\_\_
3. Doing Business as (dba) Name: \_\_\_\_\_
4. Suite/Floor/P. O. Box: \_\_\_\_\_ Street Address: \_\_\_\_\_
5. City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_
6. E-mail Address: \_\_\_\_\_
7. Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

**Part 2 - Proposed Entity – Business Type**

After selecting the applicable entity type for the proposed New Entity, enter the owner and officer information into the table provided in Part 4.

- Proprietorship:** If the applicant is a proprietorship, please provide the name and SSN of the sole-proprietor and proprietor's spouse.
- Partnership:** If the applicant is a partnership, provide the names and SSNs of all partners and indicate whether each individual is a general or limited partner.
- Non-Public Corporation:** If the applicant is a non-public corporation, please provide the name and SSN of each shareholder. If any of the shares are un-issued, please indicate that as well, (E.g. Smith 50% un-issued 50%).
- Publicly Traded Corporation:** If the applicant is a publicly traded corporation, enter the names, titles and SSNs of all officers and directors who are responsible for the operation and personnel of the entity.
- Limited Liability Company:** If the applicant is a perpetual Limited Liability Company (LLC), provide the names of all members and also indicate those who are managing members or directors. If the applicant LLC is owned by an LLC, please provide the names of all the members in the owning LLC and indicate those that are managing members.
- Other:** \_\_\_\_\_

Indicate date & state in which the above entity was incorporated or organized: Date: \_\_\_\_\_ State: \_\_\_\_\_

Internal Revenue Service (IRS) Employer Identification Number (EIN) or Taxpayer Identification Number: \_\_\_\_\_



**Part 3 – Proposed Entity Name**

**Please note:** If the change of ownership involves a dba/fictitious name change for a Branch and/or STP location, please submit a “Change of Agency DBA Name” found in the Accreditation Web Portal accessible through [MyARC](#).

**A. Legal and DBA Name Change**

Does the ownership change include a change in the legal name Yes No OR DBA/fictitious name? Yes No

If “Yes”, please enter the legal name of the new entity: \_\_\_\_\_

If “Yes”, please enter the DBA/fictitious name of the new entity: \_\_\_\_\_

**B. Designated Bank Account**

If a bank account change is occurring as a result of this change, additional bank details are required. Please complete a “Change of Agency Bank Account” request. This request is available in the Accreditation Web Toll that is accessed via MyARC.

**Part 4 - Ownership Information**

**IMPORTANT:** The total percent of ownership for the applicant travel agency must equal 100% in both current and new “Shares Owned” columns.

In the table below, list all individuals who are owners, officers, directors, partners, shareholders, LLC managers, or members of the applicant travel agency. Please include the name, title, Social Security Number (SSN), for each person listed in the table below. If one or more of the persons listed below is a shareholder of the applicant travel agency, provide the percent of shares owned by each such person. For removal of an officer, select the corresponding box in the “Remove” column. Corporations are the only entity required to complete the “Shares Owned” column. Please include a Personal History form for each individual listed in the table below.

First Name, Middle Name, Last Name	Title	Social Security Number	Shares Owned		Remove
			Current %	New %	

In the table below, list all, if any, business entities which are partners, shareholders, or members of the applicant travel agency. Provide the name(s) of each business entity (Owning Entity) and the Federal Taxpayer ID Number for each. If the New Entity is a corporation one; provide the percentage of shares of the applicant travel agency owned by each such Owning Entity. Provide a separate list of the owners, LLC managers or members, partners or shareholders and, if applicable, all corporate officers for each Owning Entity. Please identify any Owning Entity(s) that is a non-US company, please select the applicable response.

Name of Owning Entity	Type of Owning Entity (Corp, LLC, Partnership)	Non-US Corp (Yes or No)	Federal Taxpayer ID Number	Shares Owned		Remove
				Current %	New %	

*If additional space is needed, complete and insert Ownership Change Continuation form.*



**Part 5 - Certification**

The undersigned, on behalf of the new entity, assumes responsibility for all previous financial obligations of the agent identified in Part 1 to ARC and to the airlines. Provided, however, that this assumption of responsibility shall not be deemed to nullify or abridge to any extent the rights and privileges of any person under the U. S. Bankruptcy Code. I acknowledge and understand that, to withdraw this application, ARC requires written notice prior to the effective date of the approved change signed by a current or remaining owner or officer of the agent to withdraw this application. Faxed and scanned signatures shall constitute original signatures and shall be treated with the same force and effect as original signatures.

**MUST BE SIGNED IN THE PRESENCE OF A NOTARY**

\_\_\_\_\_  
Signature of Owner or Officer

\_\_\_\_\_  
Print or Type name of above signatory

\_\_\_\_\_  
Print or Type title of above of signatory

**(FOR NOTARY USE ONLY)**

County of \_\_\_\_\_ State of \_\_\_\_\_

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
Print NAME of above signatory **(NOT THE NOTARY NAME)**

appeared before me and, having been duly sworn by me, stated that the contents of the foregoing application are true and complete, and signed the application in my presence.

**NOTARY SEAL**

\_\_\_\_\_  
Notary Public Name

\_\_\_\_\_  
Notary Public Signature

My commission expires on \_\_\_\_\_



**Part 6 – Checklist**

- Payment of \$75.00 payable by credit card via [www.arccorp.com/payment/](http://www.arccorp.com/payment/).
- Legible copy of the proposed entity's Certificate/Articles of Incorporation, Certificate/Articles of Organization or Partnership Agreement; if an LLC, provide a copy of the LLC Operating Agreement.
- Copy of Internal Revenue Service (IRS) confirmation of EIN for the new entity or a signed/original IRS Form W-9
- Original of surety bond rider or irrevocable letter of credit amendment that reflects the name of the new entity
- If applicable include an "Ownership Change Continuation" form: <https://www2.arccorp.com/globalassets/forms/aas/cvr656.pdf>
- If applicable include a Personal History Form: <https://www2.arccorp.com/globalassets/forms/personalhistoryform.pdf>

**Mail completed application with all required attachments to:**

Airlines Reporting Corporation  
Attention: Accreditation  
3000 Wilson Blvd., Suite 300  
Arlington, VA 22201

For additional information please contact us at 1.855.816.8003 or [adm@arccorp.com](mailto:adm@arccorp.com).



**AMENDMENT TO AGENT REPORTING AGREEMENT**

The Agent Reporting Agreement (ARA) between ARC, Airlines and

Legal Name of Agency: \_\_\_\_\_

ARC Number: \_\_\_\_\_

as amended and supplemented to date, is hereby further amended as follows:

**Change of Ownership**

The Agent Reporting Agreement referred to above is hereby transferred from the agent identified above, to

\_\_\_\_\_  
Full legal name of transferee [New Agency]

in accordance with the application approved by ARC on the effective date shown below. Upon written approval by ARC, and signing this change of ownership amendment, the parties to the Agent Reporting Agreement (ARA) referred to above shall be the transferee, ARC, and each airline which is or may become a party to ARC's "Airline Services Agreement" and has appointed the transferee as its agent for the issuance of ARC traffic documents in connection with sales of air transportation and/or ancillary services. In signing this amendment, ARC acts on its own behalf and on behalf of each such airline. Each of the parties hereby agrees to be bound by the terms of the ARA effective and in place on the date of approval, and, where applicable, all attachments, amendments and supplementary agreements thereto, which are incorporated herein by reference as though fully set forth in this Amendment.

**FOR COMPLETION BY TRANSFEREE IDENTIFIED ABOVE**

BY: \_\_\_\_\_  
Signature of Agent's owner (Corporate officer if Agent is a corporation)

\_\_\_\_\_  
(Print or type name)

\_\_\_\_\_  
(Print title)

\_\_\_\_\_  
(Date signed)

<p><b>FOR COMPLETION BY ARC ONLY</b></p> <p>Following approval of the application</p> <p><b>ARC NUMBER:</b> _____</p> <p>EFFECTIVE DATE OF THIS AMENDMENT:</p> <p>_____</p> <p><b>BY: Airlines Reporting Corporation</b></p> <p>_____</p> <p>(Vice President)</p>
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