



**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/>.

There is a processing fee of \$800.00 for one location, plus \$200.00 per additional location payable by credit card via [www.arccorp.com/payment](http://www.arccorp.com/payment).

**APPLICATION FOR THE ACQUISITION OF AN ARC AUTHORIZED LOCATION(S) FROM A CURRENT AGENT ("SELLER") BY ANOTHER ARC AUTHORIZED AGENT (ACQUIRING AGENT OR "BUYER") WHERE SELLER'S LOCATION IS TO BECOME A BRANCH OFFICE LOCATION OF THE BUYER.**

**NOTE: The Buyer must have full legal, and financial responsibility for the administration, staff, liability, maintenance, and operational expense of all acquired branches, and the branches must be wholly owned by the Home Office as a single entity.**

Part 1 requests information regarding the Buyer.

Part 2 request information regarding the Seller.

Part 3 request information regarding the location(s) to be transferred.

Buyer must complete a Location Transfer Form for each location being transferred.

**Preparer's Information**

All correspondence regarding the processing and status of 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 – Information about Buyer  
Buyer's Legal Name and Address**

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

**NOTE: ARC reserves the right to obtain additional information about the ownership of the Buyer.**



**PART 2**

**A. Seller’s Legal Name and Address**

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

**NOTE: ARC reserves the right to obtain additional information about the ownership of the Seller.**

**Part 3**

**Location(s) involved in the Ownership Change\*\*\***

1. This ownership change application involves the following - check all applicable boxes:

*(Note: An **electronic office** is a designation for ARC accredited locations which do not issue, store or order paper ARC traffic documents.)*

- An Independent Entity (Seller) becoming:
  - A Branch – Electronic Office of the Buyer; or  a Branch location of the Buyer
- A single branch of the Seller becoming:
  - A Branch – Electronic Office of the Buyer; or  a Branch location of the Buyer
- Multiple locations of the Seller becoming:
  - Branch – Electronic Office locations of the Buyer; or  Branch locations of the Buyer.
- All locations of the Current Agent/Seller becoming:
  - Branch – Electronic Office locations of the Buyer;  Branch locations of the Buyer.

2. How many locations are being transferred in this application? \_\_\_\_\_

*Please list all of the ARC numbers of the locations to be purchased. If more than 25, please utilize an additional sheet of paper to list the additional numbers. There is a \$200.00 per location cost for the transfer of more than one location.*

1 _____	2 _____	3 _____	4 _____	5 _____
6 _____	7 _____	8 _____	9 _____	10 _____
11 _____	12 _____	13 _____	14 _____	15 _____
16 _____	17 _____	18 _____	19 _____	20 _____
21 _____	22 _____	23 _____	24 _____	25 _____

**NOTE:** The Buyer must complete a Location Transfer Form for each location included in this application. All such Form(s) shall be incorporated as part of this ownership change application.

**Reminder:** If any of the Seller’s ARC Numbers are being cancelled, the Seller must submit “Voluntary Cancellation” requests using the Accreditation tool accessed via My ARC (<https://myarc.arccorp.com/PortalApp/PreLogin.portal>).

## Part 4 A – Certification: Buyer

**DO NOT ALTER ANY PORTION OF THIS APPLICATION OR THE ATTACHMENTS AND LOCATION TRANSFER FORMS AFTER THE APPLICATION HAS BEEN SIGNED AND NOTARIZED.**

I, the undersigned owner or officer of the Agent identified in Part 1 of this application (Buyer), hereby represent and warrant as follows:

- The statements made in this application and the attachments and Forms are true and correct, and
- I am authorized by the Buyer to file this application and Certification, and
- The ownership of the Buyer's agency has not changed since the later of (1) ARC's initial accreditation of the Buyer or (2) the most recent Change in Ownership Application approved by ARC. *[Note: If there has been a change in the owners or officers of the Buyer subsequent to its accreditation or ARC approval of a change of ownership, a separate application may be required.]*, and
- Upon approval of this application, the location(s) identified in this application shall be transferred to the Buyer and, in accordance with the ARA, the Buyer shall have full legal and financial responsibility for the administration, staff, liability, maintenance and operational expense of such location(s) (e.g., the leases and GDSs are, or will be in the name of the Buyer, etc.) and
- Upon approval of the application, the corporate structure or ownership of the Buyer's home office and its branches will be absolute and all-inclusive as a single entity.

### Authorization and Release

I acknowledge and agree that as part of the evaluation and verification process, ARC reserves the right to verify the statements and information contained in this application and I therefore authorize the release to ARC of documents that ARC deems necessary for the verification process, including but not limited to, lease agreements, System Provider (GDS) contracts, credit reports, employment agreements, photographs, fingerprints, and IRS documents, etc.

I acknowledge and agree that if the Seller does not complete and sign the Seller's Certification, this application cannot be processed by ARC. I also acknowledge and agree that in order to withdraw this application; ARC must receive, prior to approval of the application, a written request to withdraw the application signed by an owner or officer of the Seller or the Buyer.

### Travel Agent Arbiter

If there is reason to believe that this application does not meet the requirements of the Agent Reporting Agreement, the application will be disapproved. In the event of a disapproval of the application, the Seller and the Buyer will be informed by ARC of the reason for the disapproval. The undersigned, on behalf of the Buyer expressly waives all claims, causes of action, or rights to recovery based upon libel, slander or defamation of character, by reason of publication by ARC and/or the Travel Agent Arbiter (TAA) of asserted grounds or reasons for disapproval. It is hereby understood and agreed that if this application for a change of ownership is disapproved by ARC, the sole recourse is review by the Travel Agent Arbiter pursuant to the ARA.

## Part 4 A – Certification: Buyer *(continued on next page)*



**Part 4 A – Certification: Buyer** (continued from previous page)

**My ARC**

I also acknowledge and agree that the Buyer understands the ARC instructions concerning access to My ARC in connection with, and following approval of this ownership change application, including but not limited to instructions relating to user accounts, administration of users, and ARC tools accessible via My ARC.

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

\_\_\_\_\_  
Signature of Agent's Owner (or corporate officer if Agent is a corporation)

\_\_\_\_\_  
Print name of above signatory

\_\_\_\_\_  
Print 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 4 B - Certification: Seller

DO NOT ALTER ANY PORTION OF THIS APPLICATION OR THE ATTACHMENTS AND FORMS AFTER THE APPLICATION HAS BEEN SIGNED AND NOTARIZED.

I, the undersigned owner or officer of the Agent identified in Part 2 of this application (Seller), hereby represent and warrant as follows:

- The statements made in this application, attachments, and Forms are true and correct, and
- I am authorized by the Seller to complete and file this application and Certification
- The ownership of the Seller has not changed since the later of (1) ARC's initial accreditation of the Seller or (2) any subsequently filed Change of Ownership Application received, acknowledged and approved by ARC [*Note: If there has been a change in the owners or officers of the Seller subsequent to its accreditation or ARC's approval of an ownership change, a separate application may be required.*], and
- The Seller transfers full financial and legal ownership and control of the locations identified in this application to the Buyer (e.g., the locations' leases and GDSs are, or will be in the name of the Buyer, etc.).

### Authorization and Release

I acknowledge and agree that as part of the evaluation and verification process, ARC reserves the right to verify the statements and information contained in this application and I therefore authorize the release to ARC of documents that ARC deems necessary for the verification process, including but not limited to, lease agreements, System Provider (GDS) contracts, credit reports, employment agreements, photographs, fingerprints and IRS documents, etc. I also acknowledge and understand that in order to withdraw this application, ARC must receive, prior to approval of the application, a written request to withdraw signed by an owner or officer of the Seller or the Buyer. Faxed and scanned signatures shall constitute original signatures and shall be treated with the same force and effect as original signatures.

### My ARC

The undersigned, on behalf of the Seller, hereby acknowledges and agrees that following approval of this application, the applicant (i.e. the Buyer), and all subsequent new owners shall have access to the transactional data available in ARC's Internet Sales Summary Service, IAR, Memo Manager and Document Retrieval Service (DRS), etc., The undersigned, on behalf of the Seller, hereby acknowledges and agrees that following approval of this application, the applicant (i.e. the Buyer), and all subsequent new owners shall have access to the transactional data available in ARC's Internet Sales Summary Service, IAR, Memo Manager and Document Retrieval Service (DRS), etc. as applicable, for all of Seller's locations included in this ownership change. I also acknowledge and agree that the Seller has reviewed and understands the ARC instructions concerning access to My ARC in connection with, and following approval of this ownership change application, including but not limited to instructions relating to user accounts, administration of users, and ARC tools accessible via My ARC.

### Submission of Final IAR Sales Report

The undersigned also understands and agrees that ARC's approval of the ownership change application is subject to a complete & satisfactory accounting of Seller's performance of duties under the Agent Reporting Agreement (ARA), including the Seller's obligation to account for all sales & transactions issued on ARC traffic documents/numbers (to include e-ticket document ranges) and to remit payment therefore. The undersigned designates the following employee to submit the Seller's final IAR sales report(s) for the transferred locations by the ARA submission deadline (Tuesday Midnight following approval of this ownership change application):



**First:** \_\_\_\_\_ **Middle:** \_\_\_\_\_ **Last Name:** \_\_\_\_\_

If any IAR sales reports are not submitted by the submission deadline, the undersigned hereby authorizes ARC to submit any and all reports that have not previously been submitted and to draft the Seller's bank account for the amounts owed for such sales reports. The Seller hereby warrants and affirms that all of the information entered by the Agent in the IAR sales report(s) is accurate and complete. **ARC shall not be liable to the Seller or any third party to the extent that it is subsequently determined that any information was inaccurate or incomplete. The Seller agrees to indemnify and hold harmless ARC for any and all claims arising from the submission of the IAR sales reports.**

**Travel Agent Arbiter**

If there is reason to believe that the Applicant or this application does not meet the requirements of the Agent Reporting Agreement, the application will be disapproved. In the event of disapproval of the application, the Seller and the Buyer will be informed by ARC of the reason for the disapproval. The undersigned, on behalf of the Seller, expressly waives any and all claims, causes of action, or rights to recovery based upon libel, slander or defamation of character, by reason of publication by ARC and/or the Travel Agent Arbiter (TAA) of asserted grounds or reasons for disapproval. It is hereby understood and agreed that if this application for a change of ownership is disapproved by ARC, the sole recourse for the applicant is review by the Travel Agent Arbiter pursuant to the ARA, and Seller remains responsible for all of its locations, including those identified for transfer in this application until the earlier of such time as (1) the TAA may otherwise overrule ARC's rejection or disapproval of this Application, or (2) until the termination of the ARA pursuant to its terms and conditions.

**Cease Usage of ARC Certification Marks**

Seller acknowledges that upon approval of this application, Seller is no longer entitled to use ARC Certification Marks for locations transferred under this application and that such must be removed from its letterhead, websites, signage etc.

**Part 4 B – Certification: Seller (continued on next page)**



**Part 4 B – Certification – Seller** *(continued from previous page)*

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

\_\_\_\_\_  
Signature of Agent's Owner (or corporate officer if Agent is a corporation)

\_\_\_\_\_  
Print name of above signatory

\_\_\_\_\_  
Print title of above 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 \_\_\_\_\_



**The following must be included with your application:**

- Payment of \$800.00, plus \$200.00 per each additional location. Pay by credit card via [www.arccorp.com/payment](http://www.arccorp.com/payment).
- Provide complete Location Transfer Form(s) for each ARC authorized Location involved in this application. The Form(s) is made part of, and shall be incorporated into, the Type 4 application submitted by Applicant. The form can be found at: <https://www2.arccorp.com/globalassets/forms/aas/cvrltct.pdf>.
- Submit all applicable Personal History Form(s) signed and notarized. The personal history form can be found at: <https://www2.arccorp.com/globalassets/forms/personalhistoryform.pdf>.
- Copy of the Buyer's lease agreement for **each location** involved in this application. The lease(s) for each location must be in the name of the Buyer.
- Receipt for the rental of each safe deposit box or off-premises facility obtained by the Buyer for the transferred locations and a copy of the signature card verifying the names of persons with access to same.
- Copy of GDS contract or GDS authorized letter of assignment, which confirms that the GDS(s) at each location identified in this application is in the name of the Buyer. An assignment letter between the Seller and the Buyer is not sufficient. The documentation must be issued from the GDS provider.
- Copy of the Bill of Sale, and the Purchase Agreement and/or Contract of Sale signed by the Seller and the Buyer evidencing legal transfer of the location(s) to the Buyer.
- Confirmation of Buyer's eligibility to do business in the state where each **location involved in this transfer** is located (e.g., confirmation by the Secretary of State to do business in each state or locale; Copy of the Certificate of Good Standing for the Buyer issued by the Secretary of State in each state where the location to be transferred is located.)

***Reminder: Please ensure that the bank account for each Location involved in this application is in the name of the Buyer.***

**My ARC Ownership Change Instructions for Seller and Buyer**

Seller and Buyer must execute entries for Ownership Changes and My ARC (Type 4), prior to the effective date of the approval. Failure to execute the steps may prevent submission of the final sales report by the Seller and may prevent access to ARC tools by the Buyer. Please contact ARC's Customer Care Center at 1.855.816.8003 to review the MY ARC entries prior to close of business the Friday prior to the effective date of the transfer.