



This Application Agreement must be submitted with the application

**AGREEMENT AND APPLICATION FOR APPROVAL OF CTD TRANSFER OF CORPORATE TRAVEL DEPARTMENT REPORTING AGREEMENT (CTDRA)
AND INCLUSION ON THE ARC LIST**

The undersigned hereby submits the following application to Airlines Reporting Corporation (ARC) for approval of the transfer of the CTDR, and, as applicable, for accreditation as a CTD and for inclusion thereof on the ARC List. For the purpose of this application agreement, the term "applicant" includes a person who seeks to obtain complete ownership and control of an ARC authorized CTD location and seeks approval of a transfer of the CTDR from the current accredited entity to itself as set forth in Section 16 of the Corporate Travel Department Reporting Agreement (CTDRA). In consideration of ARC's evaluation of the application, the applicant agrees as follows:

1. In order for this application to be approved by ARC, the applicant must, except as this agreement may permit otherwise, meet the same criteria as though the applicant were an approved CTD being reviewed for retention on the ARC List.
2. The following definitions apply to this application, in addition to those contained in the CTDR:

ARC/ CTD code number: a code number assigned to a CTD location by ARC, IATAN (International Airlines Travel Agent Network), ATC (ARC's predecessor, or Air Traffic Conference of America).

CTD location: the specific location(s) for which ARC approval of transfer is being sought by this application.

Canceled: the status of a former ARC-accredited CTD or accredited agent (1) whose CTDR or Agent Reporting Agreement (ARA) was terminated by ARC, (2) who was subject to the additional operating requirements of section 34 of the CTDR or ARA at the time when it voluntarily canceled its agreement, (3) who was subject to a demand made pursuant to section 13 of the CTDR at the time when it voluntarily canceled its agreement, (4) who failed to pay amounts owed to ARC or the airlines at the time when it voluntarily canceled its agreement, (5) or whose voluntary cancellation was subsequently amended by ARC to show failure to pay an amount owed pursuant to the CTDR or ARA.*

Presently in default: the status of an ARC-accredited CTD (or accredited Agent) during the 30-day period referred to in Section 33.7 of the CTDR or any extension thereof granted under the CTDR.

3. An application is not complete until all required documents and information have been received, all documents have all signatures and notarizations that are required, and all applicable fees have been paid.
4. ARC will not approve an incomplete application.
5. Per Section 2 of the IAH the amount of financial coverage required of an application shall not be less than the coverage required of the selling CTD prior to the approval of the transfer change or \$20,000.00, whichever is greater. Coverage may be provided via Bond (<https://www2.arccorp.com/globalassets/forms/aas/306ins.pdf>), Letter of Credit (<https://www2.arccorp.com/globalassets/forms/aas/inst308.pdf>) or Cash Deposit (<https://www2.arccorp.com/globalassets/forms/aas/form309.pdf>).
6. ARC will conduct such investigation as it deems appropriate to verify the accuracy of the information presented in this application.
7. During the pendency of this application, the applicant will promptly notify ARC in writing of each material change that occurs after the application is submitted and before it is approved or disapproved. Each such notification shall be signed by an owner or officer of the applicant. Failure to so notify ARC will itself constitute a material misrepresentation in the application.
8. On or before the 60th day after receipt of a complete application, ARC will, except as provided in paragraph 10 of this agreement, approve it, execute the CTDR with the applicant, place the applicant's name and location on the ARC list, and so notify all carriers party to the ARC Airline Services Agreement and the system providers. Please note that the 60-day period will not begin until all required documents have been received by ARC.
9. ARC will disapprove this application if it finds that the applicant does not meet the requirements for inclusion on the ARC CTD list or cannot be relied on to adhere to the terms of the CTDR.
10. If this application is disapproved, ARC will notify the applicant and the carriers of the reasons therefore and, if applicable, the bases on which it was determined that the applicant could not be relied on to adhere to the terms of the CTDR. The system providers shall be notified of the disapproval of the application.



11. Any applicant CTD, including officers, owners, or shareholders thereof which, regardless of intent, fails to disclose, falsifies, or otherwise materially misrepresents any application information pertaining to a) a previous affiliation with a canceled Agent/CTD or an Agent/CTD currently in default; b) the existence of a felony conviction or financially related misdemeanor; c) a prior bankruptcy; d) personal identification; e) employment history; or f) the true ownership of the CTD, shall be ineligible for inclusion on the ARC List for a period of twelve (12) consecutive months from the date of ARC's disapproval letter advising the applicant such occurrence has been discovered.

12. If this application is disapproved, the applicant's sole right of recourse will be to have the disapproval reviewed by the Travel Agent Arbitrator (TAA) in a de novo arbitration proceeding in which the applicant has the burden of proof. Such proceeding will be conducted in accordance with the TAA's published rules of practice and procedure, and the decision of the TAA will be final and binding on the applicant and ARC.

13. The applicant hereby waives all rights based on libel, slander, or defamation of character by reason of ARC's publication of any reason for disapproval of this application, provided that such reason is reasonably related to the discharge of ARC's obligations, the exercise of its rights, or the performance of its officers, directors, and/or employees in evaluating and approving or disapproving this application.



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 to be invoiced. See the schedule of fees found on the checklist at the end of the application.

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 CTD Information
A. Current Legal Name and Address

- 1. CTD Code Number (ACN):
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:

B. Type of Transfer Occurring:

The proposed transfer of the CTDR is the following type as set forth in Section I of the CTDR IAH.

- Type 1 - A transfer of the CTD's agreement from a wholly owned subsidiary to the subsidiary's parent corporation;
Type 2 - A transfer of the CTD's agreement from the parent corporation to a wholly owned subsidiary of the parent;
Type 3 - A transfer of the CTD's agreement from one wholly owned subsidiary to another wholly owned subsidiary, both of which are wholly owned by the same parent;
Type 4 - A sale or any other transfer of 30 percent or more of the shares of stock, cumulative, of the CTD (unless the CTD is an entity whose shares are listed on a securities exchange or are regularly traded in an over-the-counter market);
Type 5 - Acquisition of the company which is signatory to the CTD agreement by an unrelated company which seeks to take responsibility for, and continue operation of the CTD;
Type 6 - Acquisition of a company which is signatory to the CTD agreement ("the current company"), by an unrelated company which already has its own accredited CTD, and which seeks to acquire "the current company's" CTD as a branch; or
Type 7 - Structural change in the company which owns the Corporate Travel Department and is signatory to the Corporate Travel Department agreement, which does not involve the addition of new owners or members (e.g., a change from a partnership to a corporation without adding any new shareholders).



C. Entity Type of Current CTD

After selecting the applicable entity type, please enter requested information into table provided in Part 1 D.

- Proprietorship
Partnership
Non-public Corporation (indicate when & where incorporated): Date: State:
Publicly traded Corporation (indicate when & where incorporated): Date: State:
Limited Liability Company (indicate when & where organized): Date: State:
Other: Describe:

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

D. Current Ownership Information

If the currently accredited entity is a proprietorship, please provide the full name and social security number (SSN) of the proprietor and proprietor's spouse. If the currently accredited entity is a partnership, list the full names and SSNs of all partners and indicate whether each individual is a general or limited partner. If the currently accredited entity is a non-public corporation or publicly traded corporation, enter the names, titles and SSNs of all officers and directors who are responsible for the operation and personnel of the Corporate Travel Department. If the currently accredited entity is a LLC, provide the names of all members and also indicate those who are managing members or directors. Please include a Personal History Form for each individual listed in the table below.

Table with 6 columns: First Name, Middle Name, Last Name, Title, Social Security Number, % Share of Corp.

If you DO NOT have any owners that are Business Entities, you do not need to complete Table Two and you can move on to Part 2 of the application

In the table below, list all, if any corporate entities which are partners, shareholders, or members of the current Corporate Travel Department (CTD). Provide the names of the business entities and if any of the entities listed is a shareholder of the current CTD, provide the percent of shares currently owned by each such entity.

Table with 3 columns: Corporation Name, Federal Taxpayer ID #, % Share of Corp.

If additional owners insert "Ownership Agent/Applicant Continuation Page" found in the Forms Catalog of ARC's Website.



Part 2 – Proposed CTD Information

A. Proposed Legal Name and Address of the CTD

The entity to which the CTDR would be transferred upon approval of this application

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

If the CTD is changing location prior to approval submit a "Change of Location" found in the forms catalog on ARC's Website.

B. Entity Type of the Proposed CTD

After selecting the applicable entity type, please enter requested information into table provided in Part 1 C.

- Proprietorship
Partnership
Non-public Corporation (indicate when & where incorporated): Date: State:
Publicly traded Corporation (indicate when & where incorporated): Date: State:
Limited Liability Company (indicate when & where organized): Date: State:
Other: Describe:

Internal Revenue Service Employer Identification Number or Taxpayer Identification Number:
Provide a copy of an IRS confirmation document or IRS Form W-9.

C. Proposed Ownership Information

If the proposed entity is a proprietorship, please provide the full name and social security number (SSN) of the proprietor and proprietor's spouse. If the proposed entity is a partnership, list the full names and SSNs of all partners and indicate whether each individual is a general or limited partner. If the proposed entity is a non-public corporation or publicly traded corporation, enter the names, titles and SSNs of all officers and directors who are responsible for the operation and personnel of the Corporate Travel Department. If the proposed entity is a LLC, provide the names of all members and also indicate those who are managing members or directors. Please include a Personal History form for each individual listed in the table below.

If additional owners insert Ownership Agent/Applicant Continuation Page, found in the Forms Catalog of ARC's Website.

Table with 6 columns: First Name, Middle Name, Last Name, Title, Social Security Number, % Share of Corp.



In the table below, list all, if any corporate entities which are partners, shareholders, or members of the proposed Corporate Travel Department (CTD). Provide the names of the business entities and if any of the entities listed is a shareholder of the proposed CTD, provide the percent of shares owned by each such entity.

Table with 3 columns: Corporation Name, Federal Taxpayer ID #, % Share of Corp.

D. Citizenship of Applicant

- 1. Are the owner/officers citizens or national of the U.S. or Resident Alien authorized to live and work in the U.S.?
2. Is the applicant a foreign corporation authorized to do business in the jurisdiction in which the CTD is situated?

Part 3 - Premises and Accessibility Transfer Date

State the earliest date the CTD anticipates the transfer to occur:

B. Sharing Premises with another ARC-Accredited CTD or Agent

Is the proposed CTD located on the premises of an ARC approved CTD or Agent?

If "Yes":
ACN of CTD or Agent:
Legal Name of CTD or Agent:

If you are sharing space with more than one CTD/Agent complete and submit a "Sharing Premises with another Agency/STP/CTD" form found in the forms catalog of ARC's Website.

C. Licenses and Permits

Does the Applicant have the licenses and permits (federal, state, local, as applicable) required to operate its travel agency business?

If "Yes" please attach a copy of each required license, permit, etc. to the application.

D. Interior of CTD Location

Describe the interior premises where the proposed CTD location will be located:

- Cubicle
Lockable and separate office
Lockable location in foyer or lobby
Lockable room in private home
Other, describe:



E. Sharing Premises With Another Business?

Does the proposed CTD share its premises with any other business(s)? [] Yes [] No

If "Yes":

- a. Name and type of business(es):
b. What type(s) of business(es) are the other business(es) engaged in?
c. Are the business(es) identified owned by the same individuals or entities who own the applicant?
d. Identify the person(s) or entity(s) that are owners of the business(es) identified:

F. Landlord and Owner of Premises

Does the applicant own the building/space in which the CTD is located? [] Yes [] No

If "No", provide the following information:

- 1. Landlord's name:
2. Suite/floor/P. O. Box,
3. Street address:
4. City: State: Zip:
5. Telephone number:
6. Name of contact at landlord's office:
7. Is the landlord, or the landlord's representative, an owner, officer, director, employee of the applicant or a relative of any owner, officer, director of employee of the applicant?
8. Is the landlord, or the landlord's representative, an independent contractor engaged in selling travel, or travel related services on behalf of the applicant?
9. Provide the name of the individual who signed the lease for the CTD on behalf of the landlord:
10. Provide the name of the individual who signed the lease for the CTD location on behalf of the applicant:
11. Provide the name of the person or entity who owns the property (i.e., the building, facility, etc.) where the CTD is located:

Part 4 - Personnel Standards

A. Management Qualifier Information

The Management Qualifier must be a full time employee of the Applicant who is responsible for the operations of the Applicant's agency locations. Provide the following information for the agency employee designated as the Management Qualifier. The Management Qualifier must complete and submit a Personal History Form.

- 1. Name: First: Middle: Last:
2. Has the applicant personally verified that the management qualifier has the qualifications and experience required in the CTDR?
3. Email: Phone Number:
4. Has the applicant personally reviewed and verified the information in the management qualifier's Personal History Form?



B. ARC Specialist Qualifier (ASQ) Information

Provide the following information for the Specialist Qualifier. The ARC Specialist Qualifier must complete and submit a Personal History Form. This individual must have passed (or have registered) the ARC Specialist Exam. For more information and registration / testing, visit www.arconlinetraining.com.

- 1. Name: First: _____ Middle: _____ Last: _____
2. Email: _____ Phone Number: _____
3. Is the Specialist currently certified by ARC: [] Yes [] No
4. If "No", provide the scheduled examination date: _____

Has the applicant personally verified the ARC Specialist qualifications and Personal History form? [] Yes [] No

Part 5 – Access to ARC On-line Services and Tools

A. My ARC Web Portal: My ARC Primary Administrator

Provide the following information for the person designated as My ARC Primary Administrator. This person will have access to all ARC Tools and will administer access to ARC tools by the agency's users. Any communication or business transaction (for example, the submission of an application form or request) with ARC conducted through an ARC Tool by the My ARC Primary Administrator or any individual who has been granted access to the Tool by the My ARC Primary Administrator or a Tool Administrator, will be deemed to have been submitted and authorized directly by the Agent and will have the same force and effect as if they were submitted or signed by and owner or officer of the Agent.

- 1. Name: First: _____ Middle: _____
2. Email: _____
Phone Number: _____ Fax: _____

B. ARC's Document Retrieval Service (DRS): Security Manager and Principal

The Document Retrieval Service contains up to 39 months of transactional data reported by the agent that is accessible by the Security Manager and your agency's DRS users. The DRS Security Manager will administer access to the Document Retrieval Service and perform administrative functions related to use of the DRS including but not limited to creation and revocation of DRS users.

Please provide the following information about the Principal information below. The Principal must be an owner, or an officer if the Applicant is a corporation. The Principal is required to provide a security "question and answer" that verifies their identity when contacting ARC with questions about matters relating to DRS and changes to the DRS Security Manager.

- 1. Name: First: _____ Middle: _____
2. Email: _____
3. Phone Number: _____ Fax: _____
4. Security Question: _____
5. Security Answer: _____

Will the person identified above as the Principal also be serving as the Security Manager? [] Yes [] No

If "No" please provide the following information for the applicant's DRS Security Manager.

- 1. Name: First: _____ Middle: _____
2. Email: _____
3. Phone Number: _____ Fax: _____



C. Accessing ARC Memo Manager (AMM)

- 1. Name: First: Middle:
2. Email:
3. Phone Number: Fax:

Part 6 - Issuance of ARC Traffic Documents by the Corporate Travel Department

C. Traffic Documents

Will the ARC traffic documents be issued at the CTD location to: (Check all answers that apply)

- The general public To employees for business and leisure travel Clients
To employee family members for leisure travel To employees for business travel only
Other: Describe:

Part 7 - Airline Funds and Security for ARC Traffic Documents

A. Designated Bank Account

Please provide the following information for the Bank Account designated for the benefit of ARC and the Carriers for deposit of the proceeds of remittances for air transportation and ancillary services, issued on ARC Traffic Documents and for other funds that ARC is authorized to draft.

- 1. Bank/facility name:
2. City: State: Telephone Number:
3. Transit routing number:
4. Account number: UCB Code (if applicable):

B. Access to Bank Account and Traffic Documents

List all individuals that will have access to ARC traffic documents and/or ARC bank account. Provide a Personal History Form for all individuals that will have access to ARC traffic documents and/or ARC bank accounts.

Table with 3 columns: First Name, Middle Name, Last Name; ARC Traffic Documents (Yes or No); ARC Bank Account (Yes or No)

If additional space is needed, complete and insert "Access to Bank Account and Traffic Documents" Continuation form.

C. Classification of Agency

Will the CTD only issue Electronic tickets (E-tickets) and only use traffic document in electronic format?
Yes No

If yes, the CTD will be classified as an Electronic Office, which is not authorized to use or order paper or automated traffic documents (paper tickets).

Sections D through G are not applicable to an Electronic Office.



D. Automated Ticket Printer

Describe where the automated ticket printer will be located:

- The ticket printer will be located in a separate room within the CTD accessible only to CTD personnel.
- The ticket printer will be located in a separate area within the CTD accessible only to CTD personnel.
- Other: describe: _____

E. Automated Traffic Documents

Describe the security for the automated traffic documents located in the ticket printer:

- The automated traffic documents will be locked inside the printer
- The printer and automated traffic documents therein will be housed in a locked container
- The printer and traffic documents will be placed in a locked room.

F. Storage Containers for Working Supply of ARC Traffic Documents

Describe the type of container that will be used at the CTD location for the storage of the traffic documents:

- Locked metal safe, metal filing cabinet or other metal container, under the exclusive control of the agent, with a weight (when empty) of 200 or more pounds and a locking device meeting UL classification 768 (combination/time-locks)
- Locked metal safe, metal filing cabinet or other metal container, under the exclusive control of the agent, which is permanently attached to the floor or wall of the agency location and a locking device meeting the UL classification 768 (combination/time-locks)
- Other: describe: _____

G. Storage Location for Reserve Supply of Traffic Documents

1) Describe the storage location for the reserve supply of ARC traffic documents:

- a) On-premises at the CTD location
- b) Off-premises in a bank facility (complete section 2 below)
- c) Off-premises in another ARC approved location or storage facility

2) If off-premises in a bank facility complete the following information:

- a) Bank/Facility Name: _____
- b) Street Address: _____
- c) City: _____ State: _____ Zip: _____
- d) Telephone Number: _____
- e) Deposit Box Number: _____



Part 8 A – Certification – Current CTD

DO NOT ALTER ANY PORTION OF THIS APPLICATION OR THE ATTACHMENTS AFTER THE APPLICATION HAS BEEN SIGNED AND NOTARIZED. ANY ALTERATION TO THE FOLLOWING SECTION WILL INVALIDATE THE ENTIRE APPLICATION AND IT WILL BE RETURNED TO YOU FOR RESUBMISSION WITH A NEW CERTIFICATION AND NOTARIZATION.

I, the undersigned, hereby concur with the transfer for which this application is intended and; also understand and agree that the current owner of record (i.e., the current ARC-accredited CTD) is the signatory of the CTD Reporting Agreement and remains responsible for all operations and activities of the CTD until this application is approved in writing by ARC and; understand and agree that upon approval of this application, the proposed CTD will thereafter, be the signatory to the CTD Reporting Agreement and will be responsible for all operations and activities of the CTD. I, the undersigned CTD (i.e., transferring CTD), hereby acknowledge and agree that if this application is approved, the proposed CTD, and all subsequent new owners of the CTD shall, following approval, have access to the transferring CTD's electronic sales summary reports (via the ARC Internet Sales Summary service) and to the transferring CTD's transactional data in the ARC COMPASS SM Document Retrieval Service, for the locations included in this transfer. I 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 current CTD or the proposed CTD.

MUST BE SIGNED IN THE PRESENCE OF A NOTARY

Signature of Current Agent's corporate officer if Current agent is a corporation or signature of managing member if the Current Agent is a Limited Liability Company LLC (MAY NOT BE SIGNED BY ANY OTHER PERSON)

Print or Type name of above signatory

Print or Type title of above of signatory

County of _____ State of _____

On this _____ day of _____, 20_____

Print NAME of the person signing above (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

Print name of Notary Public Name

Notary Public Signature

My commission expires on _____



Part 8 B – Certification – Proposed Owner

- 1) Upon approval of this application by ARC, the proposed CTD, by signature of its officer below, assumes any and all liability for use, misuse, or unauthorized use of the Security Devices under the Agreement covering IAR-Interactive Agent Reporting (including User IDs, PINs or Passwords assigned by ARC and/or created by the CTD and transferred to the proposed CTD by the current CTD) and shall indemnify, defend, and hold harmless ARC, its owners, directors, officers, employees, representatives, and participating carriers, from losses, injury or damage to any person or entity, including, but not limited to, CTD, resulting from any such use, misuse or unauthorized use of such Security Devices, (e.g., User IDs, PINS, and Passwords, etc.)
2) I, the undersigned authorized officer of the proposed CTD, hereby certify that the information provided in this Agreement and Application for Approval of Transfer of Agreement is true and accurate and that I am authorized to submit the Application and execute the Memorandum of Agreement on behalf of the applicant identified in Part 2 above.
3) By my signature hereto, the proposed CTD affirms that, upon written approval of this application by ARC, and execution of the Memorandum of Agreement (1) the entity identified in Part 2 of this Agreement shall be bound by the terms and conditions of the Corporate Travel Department Reporting Agreement (CTDRA) and the Agreement covering IAR-Interactive Agent Reporting and (2) shall be obligated to fulfill all previous financial obligations of the Corporate Travel Department identified in Part 1 of this Application, under the CTDR to ARC carriers.

DO NOT ALTER ANY PORTION OF THIS APPLICATION OR THE ATTACHMENTS AFTER THE APPLICATION HAS BEEN SIGNED AND NOTARIZED. ANY ALTERATION TO THE FOLLOWING SECTION WILL INVALIDATE THE ENTIRE APPLICATION AND IT WILL BE RETURNED TO YOU FOR RESUBMISSION WITH A NEW CERTIFICATION AND NOTARIZATION.

I, the undersigned, hereby certify that the statements made in this application and the attachments thereto are true and correct and that I am authorized by the applicant identified in Part 2.A to file this application; and acknowledge and understand that the application agreement governs the relationship between the applicant and ARC during the pendency of the application; and acknowledge and understand that as part of the evaluation and verification process ARC may need to verify the information contained in this application and I authorize the release to ARC of any documents, such as but not limited to, lease agreements, System Provider (CRS) or Global Distribution System (GDS) contracts, credit reports, employment agreements, photographs, fingerprints and IRS documents, as may be required to evaluate this application. I, the undersigned (proposed CTD), acknowledge and agree that if the current CTD (transferring CTD) does not agree to allow the proposed CTD and any subsequent new CTDs to have access to the transferring CTD's sales summaries in electronic form via ARC Internet Sales Summary service and to the transferring CTD's transactional data available in the ARC COMPASS SM Document Retrieval Service this application can not be processed by ARC. I further understand and agree that upon approval of the application, the proposed CTD identified in Part 2 of this application shall be obligated to fulfill all previous financial obligations of the Corporate Travel Department under the CTDR to ARC and to the carriers. I 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 current CTD or the proposed CTD.

MUST BE SIGNED IN THE PRESENCE OF A NOTARY

Signature of Proposed Agent's corporate officer if Proposed agent is a corporation or signature of managing member if the Proposed Agent is a Limited Liability Company LLC (MAY NOT BE SIGNED BY ANY OTHER PERSON)

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 the person signing above (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

Print name of Notary Public Name

Notary Public Signature

My commission expires on _____



Part 9 – Verification of Traffic Documents

VERIFICATION OF TRAFFIC DOCUMENTS FORM (For use with Change of Ownership applications)

Current Legal Name of Agency: _____

Agency Code No: _____

City: _____ State: _____

Telephone No: _____ Date Inventory Taken: _____

Special Instructions: Only take inventory immediately prior to submitting ownership change application. Enter and complete each type of document separately. The low to high serial numbers must equal the number on hand (e.g. 8038:793:701-8038:794:100 means there should be 400 traffic documents on hand.)

Table with 5 columns: Form No., From Serial Number:, To Serial Number:, Total No., and rows for 4 Flight Tickets, MCOs, PTA's, ATBs, Other.

The Date of This Inventory Must Not Be Older Than 21 Days from the Date ARC Receives Your Application.

The ARC-approved agent and the proposed owner hereby state that all unused traffic documents supplied by ARC to the agent, at the location identified above, are listed on this form. The submission of this form to ARC and its inclusion in the record of the application for change of ownership does not constitute an agreement or admission by ARC that the foregoing information is consistent with ARC's records. The ARC-approved agent acknowledges responsibility for all traffic documents assigned to it which are not identified on this form as being transferred to the proposed owner, and are not accounted for to the satisfaction of ARC. The proposed owner acknowledges responsibilities for all traffic documents transferred to it effective upon ARC's approval of the change of ownership application with which this form is submitted.

If the office is electronic, indicate in the table that the office is electronic. Both a current and a proposed owner/officer must sign.

Signature of Current Owner or Officer

Signature of Proposed Owner or Officer

Name: _____

Name: _____

Printed Name of above Signatory

Printed Name of above Signatory

Title: _____ Date: _____

Title: _____ Date: _____

Title of above Signatory

Title of above Signatory



Application and Agreement for Approval of CTD Transfer of CTDR

Print: LEGAL NAME OF CORPORATE TRAVEL DEPARTMENT: _____
[The legal name must be identical to the legal name shown on the Application and the Financial Instrument.]

STREET ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

The parties to this "Memorandum of Agreement to the Corporate Travel Department Reporting Agreement" ("MOA") are the Corporate Travel Department identified above ("CTD"), Airlines Reporting Corporation ("ARC"), and each Airline which is or may become a party to ARC's "Airline Services Agreement" and has appointed CTD for the issuance of ARC Traffic Documents in connection with issuance of air transportation and/or ancillary services ("Airline"). In signing this MOA, 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 and conditions of the "Corporate Travel Department Reporting Agreement" ("CTDRA") effective June 15, 2015, and, where applicable, all attachments, addenda and supplementary agreements thereto, which are incorporated herein by reference as though fully set forth in this MOA.

CTD's use of electronic means (such as a username, password, or Log-in Credential) to transact business under the CTDR with ARC and/or the Airline(s) (including, for example, to demonstrate continued concurrence with the CTDR and future amendments, to purchase products and services, or to remit payments) shall have the same force and effect as a handwritten signature, shall bind the CTD for all purposes, and shall be deemed admissible as between the parties to the same extent and under the same conditions as other business records originated and maintained in documentary form in the ordinary course of business. CTD waives all rights to contest the legally binding nature, validity, or enforceability of such electronic transactions, based solely on the fact that such transaction was done or entered electronically, and expressly waives any rights to assert such claims and/or defenses to any such claims that may be asserted against CTD at any time by ARC or Airline.

By the signature of its authorized representative below, CTD certifies that the representative signing is authorized to execute this MOA on behalf of the CTD and that the CTD agrees to be bound by all of the terms and conditions set forth in both the CTDR and this MOA. The person executing this MOA on behalf of the CTD does hereby personally represent and warrant by his or her signature on behalf of the CTD that the execution, delivery and performance of this MOA has been duly authorized by all necessary action and does not conflict with, result in a violation of, or constitute a default under any provision of the CTD's respective articles of incorporation or organization, by laws, or any agreement or other instrument binding upon the CTD or any law, governmental regulation, court decree or order applicable to the CTD.

FOR COMPLETION BY CTD IDENTIFIED ABOVE

BY: _____
Signature of CTD's owner (Corporate officer if CTD is a corporation)

(Print or type name)

(Print title)

(Date signed)

FOR COMPLETION BY ARC ONLY
Following approval of the application

ARC NUMBER: _____

EFFECTIVE DATE OF THIS AGREEMENT:

BY: Airlines Reporting Corporation

(Vice President and General Counsel)

(Date)



Part 8 - Checklist

Please see the **processing fee** associated with your transfer Type. Upon receipt of your application, you will receive an invoice for the specified amount.

ARC's processing timeframe is 60 days from the date of receipt of a complete application. Please note, however, that missing and/or incomplete items will delay processing of this application. Please verify that your application package contains the following items, as applicable:

Information required for ALL CTD Transfer of Ownership Types (see part 1.B)

- Application Agreement (Pages 1 and 2 of the application) and all application continuation pages.
- Personal History Form(s) signed and notarized. The form can be found at:
<https://www2.arccorp.com/globalassets/forms/personalhistoryform.pdf>.

The following are lists of additional information required per your particular transfer Type.

Type 1/Type 2/Type 5

- Non-Refundable Application Fee (\$700.00 plus \$160.00 for each branch and/or STP location)
- "Verification of Traffic Documents" contained within this application
- Original of surety bond rider or irrevocable letter of credit amendment
- Articles of Incorporation for Corporations - OR - Articles of Organization for Limited Liability Companies
- Internal Revenue Service (IRS) confirmation letter or IRS Form W-9

Type 3

- Non-Refundable Application Fee (\$75.00)
- Articles of Incorporation for Corporations - OR - Articles of Organization for Limited Liability Companies
- Internal Revenue Service (IRS) confirmation letter or IRS Form W-9
- Original of surety bond rider or irrevocable letter of credit amendment

Type 4

- Non-Refundable Application Fee (\$350.00)
- "Verification of Traffic Documents" contained within this application

Type 6

- Non-Refundable Application Fee (\$375.00 plus \$160.00 per branch and/or STP)
- "Verification of Traffic Documents" contained within this application

Type 7

- Non-Refundable Application Fee (\$75.00)
- Articles of Incorporation for Corporations - OR - Articles of Organization for Limited Liability Companies
- Internal Revenue Service (IRS) confirmation letter or IRS Form W-9
- Original of surety bond rider or irrevocable letter of credit amendment

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

Telephone Number: 1.855.816.8003