



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

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: _____

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: _____

Part 2 - Proposed Agency Business and Location Information

A. Proposed Agency Business Information

1. Legal Name: _____
2. Fictitious (dba) name: _____
3. Telephone Number: _____
4. E-mail Address: _____
5. Agency Website: _____
6. IRS Employer Identification Number (EIN) or Taxpayer Identification Number (TIN): _____
7. Select the type of business entity structure which describes the Entity:

☐ Proprietorship

☐ Non-Public Corporation

☐ Publicly Traded Corporation

☐ Partnership

☐ Limited Liability Company

☐ Other: _____
8. If the entity is a corporation or LLC, provide the date and state where it was incorporated or organized

a. Date: _____ State: _____

B. Agency Location

1. **Physical Location** (Business location of the Agency– No PO Box, Parcel Box locations, or virtual office locations)

a. Street Address: _____

b. Suite/Apartment/Unit/Floor: _____

c. City: _____ State: _____ Zip: _____

☐ Private Residence ☐ Store Front ☐ Commercial Office ☐ Other: _____
2. **Agency Mailing Address** – Address to which all correspondence should be mailed:

a. Street Address: _____

b. Suite/Apartment/Unit/Floor/PO Box: _____

c. City: _____ State: _____ Zip: _____

C. Proposed Ownership Information

Please complete the tables below as it should be reflected after approval of the ownership change

The Financial Interest of both ownership tables must total 100%. Except where the Applicant is a legal entity whose shares are listed on a security exchange or are regularly traded in an 'over the counter' market, the ownership shown here must total 100%.

Table One – Individual Owners

In the table below, list all **INDIVIDUALS** who are owners, officers, directors, partners, shareholders, LLC managers, or members of the applicant travel agency. If any person listed below has a financial interest in the applicant travel agency, provide the percent of financial interest controlled by that person. Please provide a [Personal History Form](#) for each individual listed.

First Name, Middle Name, Last Name	Title	Social Security Number	Financial Interest %

If additional space is needed, complete and insert [Ownership of Applicant Continuation Form](#)

If you **DO NOT** have any owners that are Business Entities, please **SKIP** Table Two and continue to the next section.

Table Two – Owning Business Entities

In the table below, **LIST ALL BUSINESS ENTITIES** ("Owning Entities") that are shareholders, partners or members of the applicant travel agency.

For each owning entity, 1) complete the [Owning Entity Supplemental Form](#) and 2) supporting business structure documents (ex. Articles of Incorporation or LLC Organization, partnership agreement, etc.). ARC may require PHFs for beneficial owners of the owning entity.

Name of Owning Entity	Type of Owning Entity (Corp, LLC, Partnership, Trust)	US Company (Yes or No)	Federal Taxpayer ID Number	Financial Interest %

If additional space is needed, complete and insert [Ownership of Applicant Continuation Form](#).



Part 6 - 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
- ☐ 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>



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)

FOR COMPLETION BY ARC ONLY

Following approval of the application

ARC NUMBER: _____

EFFECTIVE DATE OF THIS AMENDMENT:

BY: Airlines Reporting Corporation

(Vice President)