

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

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

There is a processing fee of \$75.00

Name of Preparer: First:	Middle:_	Last:	
2. Business Name:			
3. Street Address:			
	State:		
5. E-mail Address:		_	
6. Telephone Number:			
	mation		
Part 1 - Current Agent Inford Legal Name and Address  1 ARC Number:			
Legal Name and Address  1. ARC Number:			
Legal Name and Address  1. ARC Number:  2. Legal Name:			
Legal Name and Address  1. ARC Number: 2. Legal Name: 3. Doing Business as (dba) Nam			
Legal Name and Address  1. ARC Number:  2. Legal Name:  3. Doing Business as (dba) Nam  4. Suite/Floor/P. O. Box:	e:		
Legal Name and Address  1. ARC Number:  2. Legal Name:  3. Doing Business as (dba) Nam  4. Suite/Floor/P. O. Box:  5. City:	e: Street Address:	Zip:	



# 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 <u>Personal History Form</u> 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.

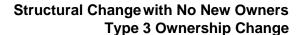
#### **Table Two – Owning Business Entities**

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.

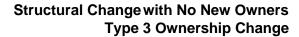




#### Part 6 - Certification

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 Owr	ner or Officer
		Print or Type nan	ne of above signatory
		Print or Type title	of above of signatory
County of	State	e of	(FOR NOTARY USE ONLY)
On this	day of	,20	
Print NAME of above signatory (NO	T THE NOTARY N	IAME)	
appeared before me and, having be signed the application is my present		me, stated that the conten	nts of the foregoing application are true and complete, and
NOTARY SEAL			Notary Public Name
			Notary Public Signature
		My commission expires	s on
Part 6 – Checklist			
Payment of \$75.00			
Legible copy of the proposed Partnership Agreement; if an			on, Certificate/Articles of Organization or g Agreement.
Copy of Internal Revenue Se	ervice (IRS) confi	irmation of EIN for the n	ew entity or a signed/original IRS Form W-9
Original of surety bond rider	or irrevocable let	tter of credit amendmen	t that reflects the name of the new entity
☐ If applicable include an "Owr	nership Change C	Continuation" form: https:	://www2.arccorp.com/globalassets/forms/aas/cvr656.pdf
☐ If applicable include a Perso	nal History Form:	https://www2.arccorp.c	om/globalassets/forms/personalhistoryform.pdf





### AMENDMENT TO AGENT REPORTING AGREEMENT

The Agent Reporting Agreement (ARA) between ARC, Airlin	nes and
Legal Name of Agency:	
ARC Number:	
as amended and supplemented to date, is hereby further a	mended as follows:
Change of Ownership The Agent Reporting Agreement referred to above is hereb	y transferred from the agent identified above, to
Full legal name of transferee [New Agency]	
to ARC's "Airline Services Agreement" and has appointed documents in connection with sales of air transportation ar	ownership amendment, the parties to the Agent Reporting e, ARC, and each airline which is or may become a party the transferee as its agent for the issuance of ARC traffic ad/or ancillary services. In signing this amendment, ARC acts h of the parties hereby agrees to be bound by the terms of the pere applicable, all attachments, amendments and
FOR COMPLETION BY TRANSFEREE IDENTIFIED ABOVE	
BY:	FOR COMPLETION BY ARC ONLY
Signature of Agent's owner (Corporate officer if Agent is a	Following approval of the application
corporation)	ARC NUMBER:
	EFFECTIVE DATE OF THIS AMENDMENT:
(Print or type name)	
	BY: Airlines Reporting Corporation
	BT. Airlines Reporting Corporation
(Print title)	
	(Vice President)
(Date signed)	