



BRANCH APPLICATION

BRANCH APPLICATION AND AGREEMENT (*This Application Agreement must be submitted with the application*)

The Applicant submits this application to Airlines Reporting Corporation (ARC) for accreditation of an additional agency location (branch) and in consideration of ARC's evaluation of the application, agrees as follows:

1. The Applicant's branch must, except as this agreement may permit otherwise, meet the same criteria as though the branch were an approved agent being reviewed for retention on the ARC Agency List under the Agent Reporting Agreement. (see www.arccorp.com/ARA).
2. The corporate structure of the Applicant's home office and the branch locations must be absolute and all inclusive as a single entity, and the home office must have full legal and financial responsibility for the administration, staff, liability, maintenance, and operational expense of the branch locations.
3. The following definitions apply to this application, in addition to those contained in the ARA:

 canceled: the status of a former ARC approved entity (1) whose ARA was terminated by ARC, (2) who was subject to the additional operating requirements of section IX of the ARA at the time when it voluntarily canceled its agreement, (3) who was subject to a demand made pursuant to section XV.A of the ARA at the time when it voluntarily canceled its agreement, (4) who failed to pay amounts owed to ARC or the carriers 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 ARA,* or who failed to pay amounts owed under the ARC Travel Agent Service Fee Agreement.

 presently in default: the status of an ARC-approved agent during the 30-day period referred to in Section VIII.D.1.e of the ARA or any extension thereof granted pursuant to Section VIII.D.1.e.
4. An application is not complete until all required documents and information have been received by ARC with all required signatures and fees paid. ARC will not approve an incomplete application. Upon receipt of a complete application, ARC shall notify the Carriers and the System Providers.
5. ARC will conduct such investigation as it deems appropriate to verify the accuracy of the information presented in this application.
6. 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. Failure to so notify ARC will itself constitute a material misrepresentation in the application.
7. Within 90 days after receipt of a complete application, ARC will, except as provided in paragraph 8 of this agreement, approve, disapprove, or reject the application and notify all Carriers and System Providers and the Applicant (with the reasons therefore in the case of a disapproval). Upon approval, the branch will be added to the ARC list.
8. ARC will disapprove this application if it finds that the Applicant or proposed branch location does not meet the requirements for inclusion on the ARC agency list or cannot be relied on to adhere to the terms of the ARA.
9. Two or more approved locations of the same legal entity may not operate out of the same premises. A home and a branch, two branches, or an STP and a home or a branch may not share identical quarters.
10. If this application is disapproved, the applicant's sole right of recourse will be to have the disapproval reviewed by the Travel Agent Arbiter (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.
11. 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.

* For purposes of this Agreement, references to the ARC Agency List and the Agent Reporting Agreement include, in addition, the Agency List and the Verified Travel Consultant (VTC) Reporting Agreement, Corporate Travel Department Agreement (CTDRA) the Passenger Sales Agency Agreement and its predecessor Sales Agency Agreement, of the Air Traffic Conference of America (ATC), as well as the ARP List of Agents and ARP Agent Agreement.



BRANCH APPLICATION

There is a processing fee of \$800.00 payable by check or credit card. If utilizing credit card, please submit via: <https://www.arccorp.com/payment/> .

Did you file any APS application under the Home Office Number associated with this branch in 2009? Yes No

Preparer 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 – Branch Information

A. Branch Type

- Branch
- Branch – Electronic Office

B. Branch Name and Address

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

Check here if the addresses for the Correspondence and Ticket Delivery are the same as the above Legal Address. If the addresses are not the same, please complete the applicable addresses below.

C. Address for Agency Correspondence

If applicable, provide the address to which all mail other than sales summaries should be mailed:

- a. Suite/Floor/P. O. Box: _____
- b. Street Address: _____
- c. City: _____ State: _____ Zip: _____

D. Ticket Delivery Address

If ARC traffic documents are required, please provide a physical delivery address.

- a. Suite/Floor: _____
- b. Street Address: _____
- c. City: _____ State: _____ Zip: _____
- d. Agency Code Number (ACN), if applicable: _____



Part 2 – Information about Agent (Applicant)

A. Home Office Information

1. Agency Code Number (Home office 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: _____

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

The questions in Parts 3-6 of this Application pertain to the branch location identified in Part 1

Part 3 – Licenses and Permits

Do the governmental authorities in the state or local jurisdiction where the proposed branch is located require the Applicant to obtain a license or permit, etc. to operate a travel agency? Yes No

Does the proposed branch location have the required licenses, permits, etc., for the jurisdiction in which it is located?
 Yes No

Is the Agent (home office entity) eligible to do business in the state where the branch is located? Yes No

NOTE: ARC reserves the right to require Applicant to provide copies of such licenses, etc.

Part 4 – Designated Manager Information

Please list the individual who has been designated to make the management decisions for this branch location. Complete and submit a Personal History form for this individual if not previously submitted with a prior application by Applicant.

1. Is the individual listed below the current Management Qualifier for the Home Office? Yes No
2. If the individual listed below has a Personal History Form on file with ARC, please list the ARC number that the Personal History form is associated with. _____
3. Name: First: _____ Middle: _____ Last _____
4. Email: _____ Phone Number: _____

Part 5 - Security for ARC Traffic Documents and Carrier Funds Held in Trust

Sections A through D in Part 5 are not applicable to an Electronic Office

A. Automated Ticket Printer

Describe where the automated ticket printer will be located:

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

B. 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.

C. Storage Containers for Working Supply of ARC Traffic Documents

Describe the type of container that will be used at the agency location for the storage of the documents described in Section VI, Attachment B of the ARA:

- 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: _____

D. 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 agency location (complete "Request to Store Traffic Documents" form)
- b) Off-premises in a bank facility (complete section 2 below)
- c) Off-premises in another ARC approved location or storage facility (complete "Request to Store Traffic Documents" form)

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: _____

E. Designated Bank Account

Name of Bank _____

Name on Bank Account:* _____

Bank Account Number: _____

Routing Number: _____

- Fill in bank account number exactly as it appears on the bank check including spaces and/or symbols
- If filling in Routing Number from a bank check, verify with your bank that it is an ACH Routing Number

* Branch bank account must be in the name of the Agent (home office entity)

F. Access to Bank Account and Traffic Documents

List all individuals that will have access to ARC traffic documents and/or ARC bank account following approval of this application. Provide a Personal History form for all individuals that will have access to ARC traffic documents and the ARC bank account. NOTE: ARC reserves the right to require Applicant to provide bank signature card for ARC designated bank account.



First Name, Middle Name, Last Name	Access to ARC Traffic Documents (Yes or No)	Access to ARC Bank Account (Yes or No)

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

G. Other individuals affiliated with the proposed branch location

Provide the following information for each person not named elsewhere in this application, (except owners and officers of the Agent) who is, or will be employed by the Agent (the Applicant) at the branch location, or otherwise connected or affiliated in any capacity with the branch location.

First, M, Last, Name	Title	Is person an employee of the Agent?	Employee status if not employed by Agent	Is person part-time or full time?

If additional space is needed, complete and insert "Individuals Affiliated with Branch" Continuation form.

Part 6 – Background of Applicant and Personnel

If you answer "Yes" to any of the questions below, please complete a "Personal History Continuation Form".

A. Prior Affiliation with Any Accredited Agency or Entity

Indicate whether the applicant or any person named in this application has or had a financial interest in or a connection or affiliation with, or was employed by, any agency or entity accredited by ARC, ARP, ATC, IATA, or IATAN not listed in this application or attachments. Yes No

B. Prior Affiliation with Non-Accredited Agency or Travel Company

Indicate whether the applicant or any person named in this application has or had a financial interest in or a connection or affiliation with, or was employed by, any non-accredited travel agency (e.g. any entity or agency which sold, or offered for sale, air transportation or ancillary services). Yes No

C. Prior Affiliation with a Canceled Agent

Indicate whether the applicant or any person named in this application has or had a financial interest in or a connection or affiliation with, or was employed by, any agent or entity previously canceled by ARC, ARP, ATC, IATA, or IATAN. Yes No

D. Affiliation with Agent Presently in Default



Indicate whether the applicant or any person named in this application has or had a financial interest in or a connection or affiliation with, or was employed by, any agent presently in default under the ARA. Yes No

E. Involvement with Stolen, Missing or Counterfeit Traffic Documents

Indicate whether the applicant or any person named in this application has or had involvement in the distribution, sale, or issuance of ATC, ARC, or ARP traffic documents which the applicant or such person knew, or reasonably should have know, were counterfeit or had been stolen, or reported as missing. Yes No

F. Felonies or Misdemeanors

Indicate whether the applicant or any person named in this application:

1. Has been convicted of a felony or pled guilty or nolo contendere (no contest) to a felony? Yes No
2. Has been convicted of a misdemeanor related to financial activity or pled guilty or nolo contendere (no contest) to a misdemeanor related to financial activity? Yes No
3. Has been found by a court to have committed a breach of fiduciary duty involving the use of funds of others?
 Yes No
4. Has been arrested or is currently under investigation by federal, state, or local law enforcement authorities (e.g., police, attorney general's office, consumer protection agencies etc.) for any offense or crime or any alleged offense or crime in any way related to employment or affiliation with a travel agency or travel related company?
 Yes No



Part 6 – Branch application Certification

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

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

- o The statements made in this application and attachments are true and correct, and
o I am authorized by the Agent to complete and file this application and certification, and
o The ownership of the Agent has not changed since the later of: (1) ARC's initial accreditation of the Agent or (2) any subsequently filed Change of Ownership Application received, acknowledged and approved by ARC
o Upon approval of this application, the Agent shall have full legal and financial responsibility for the administration, staff, liability, maintenance and operational expense of the branch location and the ownership of the home and the branch are all inclusive as a single entity in accordance with Section III.C of the Agent Reporting Agreement (ARA).

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 Agent.

MUST BE SIGNED IN THE PRESENCE OF A NOTARY

Signature of Owner or Corporate Officer (MAY NOT BE SIGNED BY ANY OTHER PERSON)

Type name of above signatory

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 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 Signature

My commission expires on



Branch application Checklist

- Enclose check payment of \$800.00 for processing fee
- Submit credit card as payment via: <https://www.arccorp.com/payment/>
- Submit all applicable Personal History Form(s) signed and notarized. Form can be found at: <http://www.arccorp.com/forms/aas/cvr682.pdf>
- If branch is located in Florida or California, a copy of the Seller's of Travel Registration or Certificate.
- If applicable, "Request to Store Traffic Documents" form. Form can be found at: <http://www.arccorp.com/forms/aas/form688.pdf>
- If applicable, "Access to Bank Accounts and Traffic Documents" continuation form. Form can be found at: <http://www.arccorp.com/forms/aas/cvr676.pdf>
- If applicable, "Ownership of Applicant/Agent" continuation form. Form can be found at: <http://www.arccorp.com/forms/aas/cvr670.pdf>
- If applicable, "Individuals Affiliated with Branch" continuation form. Form can be found at: <http://www.arccorp.com/forms/aas/cvr657.pdf>
- If applicable, "Personal History" continuation form. Form can be found at: <http://www.arccorp.com/forms/aas/cvr671.pdf>

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