



Application and Agreement for Approval of CTD Transfer of CTDR

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 XVIII.A.1.b 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 IX 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 XV.A of the CTDR 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 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 VIII.D.1.e of the CTDR or any extension thereof granted pursuant to Section VIII.D.1.d(1).

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 IV.A of the CTDR 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 or letter of credit (download application at http://www.arccorp.com/forms/ops/ctd_bond.pdf for bond and http://www.arccorp.com/forms/ops/ctd_loc.pdf for letter of credit.

6. The classes of persons identified in the ineligibility tests in Section IV.D.2 of the CTDR shall, for the purpose of this application, include also any person who has had an involvement in the distribution, sale, or issuance of traffic documents belonging to ARC or ATC, which the applicant or such other person knew, or reasonably should have known, had been counterfeited, or had been stolen or reported as missing from the inventory of traffic documents supplied to an ARC, ATC, or IATA approved CTD or Agent.

7. ARC will conduct such investigation as it deems appropriate to verify the accuracy of the information presented in this application.

8. 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.

9. 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 Carrier 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.

10. 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.

11. 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.

12. 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



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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.

13. 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.

14. 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.



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Please submit the processing fee payable by check or credit card with your application. The schedule of fees can be found on the checklist at the end of the application. If utilizing credit card, separately submit the ARC credit card processing form found at <http://www.arccorp.com/forms/aas/form354.pdf> to fax number 703.816.8043.

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 – Designation of Current CTD

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 XVIII.A.1.b of the CTDR

- 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.



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- 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: _____

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.

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

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 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.

Corporation Name	Federal Taxpayer ID #	% Share of Corp.

Part 2 – Designation of Proposed CTD

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: _____



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- 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 B.

- 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.

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.



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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

- 1. Do the governmental authorities in the state or local jurisdiction where the proposed CTD is located require the proposed CTD to obtain a license or permit to operate a CTD?
2. Does the proposed CTD have all the licenses and permits required by the state and local jurisdictions in which the proposed CTD is located?

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)?



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If "Yes":

- a. Name and type of business(s): _____
- b. What type(s) of business(s) are the other business(s) engaged in? _____
- c. Are the business(s) identified owned by the same individuals or entities who own the applicant? Yes No
- d. Identify the person(s) or entity(s) that are owners of the business(s) 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:
First: _____ Middle: _____ Last: _____
- 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? Yes No
- 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? Yes No
- 9. Provide the name of the individual who signed the lease for the CTD on behalf of the landlord:
First: _____ Middle: _____ Last: _____
- 10. Provide the name of the individual who signed the lease for the CTD location on behalf of the applicant:
First: _____ Middle: _____ Last: _____
- 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 – System Provider Information

Name of primary GDS system provider, which is, or will be used at the CTD location:

- Amadeus Galileo Sabre Worldspan Other _____

Part 5 – Personnel Standards

A. Management Qualifier Information

Name of the employee designated as the management qualifier. Complete and submit a "Personal History Form", found in the forms catalog of ARC's Website, for the management qualifier

- 1. Name: First: _____ Middle: _____ Last: _____
- 2. Has the applicant personally verified that the management qualifier has the qualifications and experience required in Section IV.B.1 of the CTDR? Yes No
- 3. Has the applicant personally reviewed and verified the information in the management qualifier's Personal History Form? Yes No

B. ARC Specialist Qualifier (ASQ) Information

Please provide the following information for the designated ARC Specialist Qualifier. Complete and submit a "Personal History Form", found in the forms catalog of ARC's Website, for the ASQ.



- 1. Name: First: Middle: Last:
2. Is the Specialist currently certified by ARC: Yes No
3. If No, provide the scheduled examination date:
4. Has the applicant personally verified the ARC Specialist qualifications and Personal History form? Yes No

C. Designated Manager Information

Please list the individual who has been designated to make the management decisions for the Home Office and/or Branches Complete and submit a Personal History form for the Designated Manager.

- 1. Name: First: Middle: Last:

D. Accessing My ARC

Name of the employee designated as My ARC Primary Administrator. This employee will administer your access to ARC tools such as the weekly IAR sales report.

- 1. Name: First: Middle: Last:
2. Email: (must be a unique email address)
3. Phone Number: Fax:

E. Accessing ARC's Document Retrieval Service (DRS)

Name of the employee designated as the proposed DRS Security Manager. This employee will administer your access to DRS.

- 1. Name: First: Middle: Last:
2. Email: (must be a unique email address)
3. Phone Number: Fax:
4. Security Question:
5. Security Question Answer:

F. Accessing ARC Memo Manager (AMM)

Name of the employee designated as the ARC Memo Manager administrator. This employee will administer your access to AMM.

- 1. Name: First: Middle: Last:
2. Email: (must be a unique email address)
3. Phone Number: Fax:

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

A. 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 - Security for ARC Traffic Documents and Carrier Funds Held in Trust

Sections A through D are not applicable to an Electronic Office; please complete Section E Access to Bank Account Information.

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 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: _____

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:

- On-premises at the agency location (complete "Request to Store Traffic Documents" form)
Off-premises in a bank facility (complete section 2 below)
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:

- Bank/Facility Name: _____
Street Address: _____
City: _____ State: _____ Zip: _____
Telephone Number: _____
Deposit Box Number: _____

E. Designated Bank Account

Please provide the following information for the Bank Account designated as the account 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.

- Bank/facility name: _____
City: _____ State: _____
Telephone Number: _____
Transit routing number: _____
Account number: _____ UCB Code (if applicable): _____

F. Access to Bank Account and Traffic Documents



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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 ARC bank accounts. If you need to list additional personnel, attach an Access to Bank Account and Traffic Documents Continuation Page.

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



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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 COMPASSSM 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 Owner or Officer of the CTD
(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



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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 COMPASSSM 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 Owner or Officer of the CTD
(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



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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.)

	Form No.	From Serial Number:	To Serial Number:	Total No.
4 Flight Tickets				
MCOs				
PTA's				
ATBs				
Other				
Stock Returned to ARC				

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.

Signature of Current Owner or Officer

Name: _____
Printed Name of above Signatory

Title: _____ Date: _____
Title of above Signatory

Signature of Proposed Owner or Officer

Name: _____
Printed Name of above Signatory

Title: _____ Date: _____
Title of above Signatory



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Amendment to Memorandum of Agreement CORPORATE TRAVEL DEPARTMENT REPORTING AGREEMENT (CTDR)

The Airlines Reporting Corporation (ARC) CTDR between ARC and

Legal Name of Current Corporate Travel Department (CTD): _____ (for purposes of this MOA referred to as the transferor CTD)

CTD Code No. (ACN): _____

as amended and supplemented to date, is hereby further amended as follows:

TRANSFER OF AGREEMENT-The CTDR referred to above is hereby transferred from the transferor CTD identified above, to

_____ (for purposes of this MOA referred to as transferee CTD), (Print full legal Name as it appears on Transfer Application and bond or letter of credit)

subject to the terms of this MOA and the Transfer Application (Application) approved by ARC on _____ (ARC use only). Upon approval of the Application and the execution of this transfer amendment to the Memorandum of Agreement, (MOA) the parties to the CTDR referred to above shall be the transferee CTD identified above, ARC, and each carrier which is or may become a party to ARC's "Carrier Services Agreement" and has appointed said transferee CTD as its CTD for the issuance of ARC traffic documents in connection with the issuance of air transportation and/or ancillary services. (In signing this MOA, ARC acts on its own behalf and on behalf of each such carrier.) As a condition of approval of the Application, the transferee CTD identified above understands and agrees that upon approval of the Application, the transferee CTD shall be obligated to fulfill all previous financial obligations of the transferor CTD under the CTDR to ARC and to the carriers. Each of the parties hereby agrees to be bound by the terms of ARC's CTDR (FORM NUMBER 08111) CTD and all like-numbered attachments and supplements thereto) and, where applicable, all supplementary agreements thereto, which are incorporated herein by reference as though fully set forth in this amendment to the MOA. Subsequent to the execution of this MOA, the transferee CTD may elect to transact business with ARC, including without limitation, to confirm continued concurrence with the terms and conditions of the CTDR and future amendments thereto, purchase products and services, or remit payments, through the use of electronic means with a Security Device, such as an electronic signature, username, password, access code, or personal identification number (PIN). Transferee CTD acknowledges and agrees that its use of any electronic means to transact business with ARC shall have the same force and effect as a handwritten signature, shall bind the transferee 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. Transferee CTD agrees not to contest the validity or enforceability of such electronic transactions, under the provisions of any applicable law, confirmed with transferee CTD's Security Device. This transfer amendment is

effective as of _____ (ARC use only).

By the signature of its authorized representative below, transferee CTD hereby certifies that the information provided in the Transfer Application for accreditation is true and accurate and that the representative signing is authorized to execute this CTDR on behalf of the transferee CTD. The person executing this MOA on behalf of the transferee CTD does hereby represent and warrant by his or her signature on behalf of the transferee CTD that the execution, and performance of this CTDR has been duly authorized by all necessary action and does not conflict with or result in a violation of any provision of the transferee CTD's respective articles of incorporation or organization, by laws, or any agreement or other instrument binding upon the CTD or any law, regulation, or court order applicable to the transferee CTD.

FOR COMPLETION BY TRANSFEREE CTD IDENTIFIED ABOVE

Full legal name of transferee CTD

AIRLINES REPORTING CORPORATION

By: _____ Signature of owner or officer of transferee CTD

By: _____

Type name and title of above signatory



Part 9 - Checklist

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:

All seven types of CTD Transfer of Ownership (Part 1.B above)

- Application Agreement (Pages 1 and 2 of the application) and all application continuation pages.
- "Personal History" Form(s) signed and notarized – original & one copy (*If changes have occurred*) Form can be located at: <http://www.arccorp.com/forms/ops/doc730.pdf>

In addition to the attachments above, the following Transfer Types requires the additional attachments listed below:

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
- "Request to Store Traffic Documents: form. Form can be located at: <http://www.arccorp.com/forms/aas/form688.pdf>
- 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: 703.816.8016