



Key criteria for both the Issuing Bank and the Travel Agency – Following these instructions will alleviate delays in processing your amendment. It is your responsibility as the agent to ensure that the LOC amendment issued by your bank conforms to standards acceptable to ARC. ARC reserves the right to reject any LOC amendment that does not meet these standards.

### **Applications and Changes Requiring an Amendment to a Letter of Credit**

If your agency is covered by a letter of credit as opposed to a bond, an amendment to it should be submitted to ARC whenever the following types of applications or changes in status occur.

1. Increase to the monetary coverage requested.
2. Decrease to the monetary coverage permitted.
3. Re-designation of home office to branch or vice-versa.
4. Change of legal name that does not involve a change in ownership.
5. Type III ownership change.
6. Addition of any language to the letter of credit required by ARC standards.
7. Deletion of any language not permitted by ARC standards.
8. Correction to the beneficiary name (which in all cases must be Airlines Reporting Corporation).
9. Correction to the issuance or expiration date of the instrument.

### **Submission Format**

Your bank may use the following form or a photocopy of same provided it bears both the printed name and title and the Original signature of an authorized bank official and the bank's seal (not a notary seal) and is otherwise executed as an Original document. In all instances, ARC must always have the Original amendment in its possession.

If the bank chooses to issue the Letter of Credit amendment with ARC as the beneficiary in a format other than template provided the bank must put the Letter of Credit and Certification Letter on the bank's letterhead.

An amendment may Not be used to correct an authorized signature or bank seal that is missing or incorrect. If the appropriate signature is missing, the letter of credit will be returned. If the appropriate signature is incorrect for any reason, the letter of credit will be returned with a request for a new one to be issued.

An amendment may Not be used to transfer the letter of credit to proposed owners on a Type II, Type IV or Type V ownership change. In all cases, these ownership changes require a completely new instrument.

A Certification Letter for an Irrevocable Letter of Credit must be included with an Amendment to a Letter of Credit.



Amendment – Irrevocable Letter of Credit

Date: \_\_\_\_\_ Agency Code Number (ACN)/Pending Number: \_\_\_\_\_

Full Name of Bank Issuing This Letter  
\_\_\_\_\_

Street Address only of issuing location  
\_\_\_\_\_

City State Zip Code

(\_\_\_\_\_) \_\_\_\_\_

Telephone No. \_\_\_\_\_

E-mail Address \_\_\_\_\_

Date \_\_\_\_\_

Airlines Reporting Corporation  
3000 Wilson Blvd., Suite 300  
Arlington, VA 22201

Amendment Number: \_\_\_\_\_

Re: \_\_\_\_\_  
Enter full legal name of travel agency and DBA, if any; the legal name must be identical to the legal name on the ARC application

City State

IRREVOCABLE LOC NO.: \_\_\_\_\_ Dated: \_\_\_\_\_ issued to you is hereby amended as follows:

Complete all applicable fields below.

1. The amount of the letter is increased or decreased by \$ \_\_\_\_\_, making a new total amount of \$ \_\_\_\_\_.

2. The subject's legal name or location is changed from \_\_\_\_\_  
to \_\_\_\_\_

3. Our elect not to renew notice dated \_\_\_\_\_ is hereby rescinded and the referenced Letter of Credit is reinstated with all terms and conditions intact.

**BANK SEAL**

\_\_\_\_\_  
Print name and title of authorized bank official

\_\_\_\_\_  
Signature of authorized bank official\*

\*By separate letter accompanying this Letter of Credit Amendment, the bank has certified the authenticity of the officer's signature and the authority of the officer. A photocopy of this letter of credit form may be used by your bank if it bears an ORIGINAL SIGNATURE AND SEAL and is otherwise filled out as an ORIGINAL document.