Agreement Covering Agencies Sharing Undivided Office Space

This Application and Supplementary Agreement may be submitted in conjunction with an application for a Ticket Reporting Agency or Branch location, Change of Ownership or Change of Agency Location; OR, it may be submitted separately when an ARC Agent intends to share its undivided office space and no other application is required.

1. The undersigned Requesting Agent ("Applicant") hereby requests approval of this application to share the undivided office space identified in Part 3 of the application, with the agent(s) identified in Part 4 of this application. In consideration of ARC's evaluation of this application the Applicant agrees as follows:

2. The Applicant may share the premises identified in Part 3 of this application, only with those agencies identified in this application which have been approved, in writing, by ARC to share such premises.

3. The Applicant understands and agrees that it may, upon written approval by ARC, share undivided space only with unrelated ARC-accredited agencies.

4. The Applicant affirms and acknowledges that the location identified in Part 3 of this application, which encompasses all of the shared space, will have in operation, upon approval of this application, a burglary alarm system as described in the Agent Reporting Agreement (ARA). The applicant will provide to ARC documents verifying the existence of such burglary alarm system.

5. The Applicant affirms and acknowledges that the Applicant, and each Agent identified in this application, shall lock and individually control and operate its own printer(s) in the location identified in Part 3 of this application. The Applicant further understands and agrees that ARC may require confirmation of printer control and security issues from the GDS or other company from which the Applicant leases.

6. The Applicant, and each Agent identified in this application, shall individually comply with the requirements of the ARA, by having, under its exclusive control, its own metal safe/filing cabinet for excess manual and spare automated tickets. Such safes/filing cabinets shall be in a lockable separate room or office on the shared premises, which is only accessible to the authorized staff members of the entities which share the premises identified in Part 3 of this application.

7. Because numerous agencies sharing one location present a richer target for burglars than that of a single entity location, agents in a shared facility are strongly encouraged to keep their respective 3-month ticket supplies in an off-premises storage facility as described in the ARA. However, the Applicant may keep all ARC accountable documents at the shared premises location provided prior written notice is given to ARC, and written approval is obtained from ARC, and the documents are secured in a common facility, as described in the ARA, with internally separate, locked containers for each Agent. Alternatively, the Applicant, with prior written approval by ARC, may maintain, in a separate locked room which is accessible only to agency personnel, its own safe which meets all of the requirements of the ARA.

8. The Applicant understands and agrees that the Applicant, and each agent sharing the premises identified in Part 3 of this application, must, individually, meet all of the personnel requirements of the ARA (i.e., each Agent in the shared premises must have its own management qualifier and ticketing qualifier or ASQ, as applicable).

9. The Applicant shall provide to ARC a copy of the agreement or other document governing the activities of the Agents sharing the premises identified in Part 3 of this application. The Applicant understands and agrees that ARC must be able to determine: (1) who is responsible for the premises and (2) that there is a lawful relationship among the parties sharing the premises identified in Part 3 of this application. The Applicant agrees to notify ARC in writing in the event that the terms, or the parties to the governing documents are changed or amended (e.g., due to a change of ownership or a voluntary cancellation by one or more of the agents in the shared premises).

10. The Applicant understands and agrees that acquiescing in, or inducing a breach of the ARA or this supplementary agreement, by one or more of the entities which are sharing the space identified in Part 3 of this application, shall itself constitute a breach of the ARA and indicia of fraud (e.g., sharing airline identification plates with another agent, without written authorization from the carrier; failing to notify ARC of a change in the ownership and control of one or more of the agents in the shared location or a change in the parties' governing agreement). A breach of any provision of, or obligation under this agreement, shall constitute a breach of the ARA and shall be subject to the provisions thereof concerning reviews of qualifications of, and breaches by, the Agent.

11. This Supplementary Agreement may be terminated by either ARC or the Applicant Agent upon prior written notice to the other; however obligations incurred prior to the effective date of termination shall not be discharged by the termination, and upon termination each party shall fulfill any and all obligations incurred prior to the effective date of such termination.

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

13. This application will not be considered complete until all information, all documents requested, and all signatures that are required have been submitted. (Note: Each agent identified in Part 4, must submit a complete Application and Supplementary Agreement Covering Multiple Unrelated ARC-Accredited Agencies Sharing Undivided Office Space, or this application will not be considered complete.)

14. If any one of the applications (e.g., change of ownership, change of location, etc.) which is submitted in conjunction with this shared premises application is disapproved or rejected, ARC shall also disapprove or reject this application. Additionally, this application will be disapproved if the Applicant, or the Agent(s) with which the Applicant seeks to share undivided office space, do(es) not meet the qualifications and requirements set forth in the ARA or this Supplementary Agreement.

Part 1- Category of Application

Indicate the category of application involved with this request to share undivided office space:

- ☐ Applicant is applying to be a Ticket Reporting Agency or branch, and desires to share undivided office space with another ARC-approved Agent.
- ☐ Applicant is not currently ARC-approved and is applying for Change of Ownership or Change of Location, and desires to share undivided office space with another ARC-approved Agent.
- ☐ Applicant Agent is currently ARC-approved and desires to share its undivided office space with another ARC-approved Agent upon approval of a pending application for Change of Ownership or Change of Location.
- ☐ Applicant Agent is currently ARC-approved and desires to share its undivided office space with a pending New Independent Entity or branch when that applicant is approved by ARC.
- ☐ Other (explain): _____

Part 2 - Applicant Agency Information

State the full name and ACN of the Applicant Agent requesting approval to share the space described in Part (3) below: (If the Applicant is an entity which is also seeking approval as a new independent entity or branch and does not have an ACN, please enter “Pending” in lieu of ACN):

1. ACN of Requesting Agent: _____
2. Legal Name of Requesting Agent: _____
3. Doing business as (dba): _____
4. Home office telephone number: _____

Part 3 -Physical Location to be Shared

Provide the following information for the physical location, which is to be shared:

1. Suite/floor/P.O. box: _____
2. Street address: _____
3. City: _____State: _____Zip: _____
4. ACN of the agent currently located in this space (if applicable) _____

Part 4 - Agent(s) with which Office Space will be Shared

State the full name and Agency Code Number of the agent with which the Applicant Agent seeks to share the space identified in Part (3) above. (NOTE: If more than two agents seek to share space, the name and ACN of each such additional agent must be listed in an attachment to this application):

1. ACN of Sharing Agent _____
2. Legal Name of Sharing Agency: _____
3. Agency Telephone Number _____

Note: A separate application and supplementary agreement must be submitted by an owner or officer of each Agent which seeks to share the space identified in Part 3 above.

Certification by Owner or Officer

I certify that the statements made in this application and the attachments thereto are true and correct and that I am authorized by the applicant in part 2 of this application to file this application.

I have read and agree to the terms of this supplemental agreement. I understand that after approval of this application, I will continue to be bound by the terms of this supplemental agreement.

Signature

_____Date: _____
Signature of owner or officer

Name:_____ Title: _____
Printed Name of above signatory Title of above signatory

Checklist

☐ Documents verifying the existence of a burglary alarm system as described in the, ARA. A copy of the agreement or other document governing the activities of the Agents sharing the premises.

ARC USE ONLY

This request is: Granted:_____Denied: _____(See attached letter)

Signature: _____Title: _____

Date: _____