



ARC

**Form 693 – Request & Agreement Concerning Transfer
Of Security Device(s) in Connection with an
Application for Approval of Ownership Change**

***Print legal name of current ARC Accredited entity as it appears in the Ownership Change Application:**
_____ (referred to herein as the “Current Entity”)

***Agency Code Number (ACN) of the Current Entity:** _____

***Print legal name of the Acquiring Entity (i.e., proposed owning entity as it appears in the Application):**
_____ (referred to herein as the Acquiring Entity)

1. ARC has supplied the Current Entity with Security Devices¹ to access ARC’s Electronic Systems, including, but not limited to ARC’s IAR system, ARC’s Document Retrieval Service, etc. (collective referred to as ARC’s Electronic Systems).

2. Upon approval by ARC of the Ownership Change application, the Current Entity wishes to transfer the Security Devices for accessing ARC’s Electronic Systems to the Acquiring Entity.

3. Both the Current Entity and the Acquiring Entity by their undersigned owners and/or officers, hereby request that upon the effective date of approval of the Ownership Change application, the applicable Security Devices shall be transferred and assigned to the Acquiring Entity and that the Acquiring Entity shall use such Security Devices to access ARC’s Electronic Systems in accordance with and subject to the Terms of Use and other ARC Agreements and instructions governing the use of such Electronic Systems.

4. The Acquiring Entity understands and agrees that all Security Devices, whether created by the Current Entity or the Acquiring Entity, or by ARC at the request of the Current or Acquiring Entity, are confidential and shall be maintained by the Acquiring Entity as confidential and that the disclosure of the Security Devices to any other person may compromise the security of confidential, transactional, passenger and other data provided by the Acquiring Entity to ARC and/or to the carriers. Use of Security Devices is subject to the terms of the applicable ARC Reporting Agreement (i.e., Section XXXII of the Agent Reporting Agreement; Section XXVIII of the CTDR, etc.)

5. The Acquiring Entity understands and agrees that upon approval of the Ownership Change application, the Security Devices transferred to the Acquiring Entity, or otherwise created by the Acquiring Entity, may be used by the Acquiring Entity to transact business with ARC and /or access ARC’s Electronic Systems in accordance with and subject to the Terms of Use and other agreements and instructions governing the use of such Electronic Systems. Such Security Devices shall act as Acquiring Entity’s electronic signature and authentication of any such data and authorizations sent to ARC and/or the carriers via ARC’s Electronic Systems.

6. Both the Current Entity and the Acquiring Entity acknowledge that they have read the instructions and other terms provided by ARC regarding each of ARC’s Electronic Systems and each party understands the types of data which the other party will be able to access after the Security Devices are transferred and the Ownership Change application is approved. [Note: The Acquiring Entity should notify ARC immediately if it wishes to be supplied with new Security Devices following the Ownership Change as it may take up to two weeks to supply new Security Devices to access ARC’s Electronic Systems in connection with an Ownership Change.]

7. Upon ARC’s approval of the Ownership Change application, the Current Entity hereby agrees that the Security Devices for accessing ARC’s Electronic System supplied to, or created by the Current Entity, shall be transferred to the Acquiring Entity.

8. ARC assumes no liability whatsoever for the failure, refusal, or inability of the Current Entity to transfer the Security Devices. If the Current Entity fails or refuses to transfer the Security Devices the Acquiring Entity shall immediately notify

¹ Security Device means the unique electronic codes, including, without limitation, Usernames, User IDs, Personal Identification Numbers (PIN), Primary Master PINs, etc. that ARC provides to an ARC-Accredited Entity with which the Entity may transact business with ARC or access ARC’s systems. The Security Devices serve as the Accredited Entity’s authentication, authorization and verification of all transactional data transmitted to ARC and/or the Carriers.



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ARC to request new Security Devices for ARC's Electronic Systems as it may take up to two weeks to supply new Security Devices.

9. Upon ARC's approval of the Ownership Change application, the Acquiring Entity, by the signature of its owner/officer below, assumes liability for use, misuse or unauthorized use of the Security Devices whether created by the Acquiring Entity, or by ARC at the request of the Entity and shall indemnify, defend, and hold harmless ARC, its owners, directors, officers, employees, representatives, and participating carriers, from injury or damage to any person or entity, including, but not limited to, the Acquiring Entity or the Current Entity, resulting from any such misuse or unauthorized use of such Security Devices on or after the effective date of ARC's approval of the change of ownership application.

AGREED TO BY:

The undersigned represents and affirms that he or she is authorized to submit this Request on behalf of Current Entity identified below (If the entity is a corporation, this form must be signed by an authorized officer of the corporation).

| | |
|--------------------------------------|-------|
| Legal Name of Current Entity: | |
| Signature*: | _____ |
| Print Name: | |
| Title: | |
| Date: | |

AGREED TO BY:

The undersigned represents and affirms that he or she is authorized to submit this Request on behalf of Acquiring Entity identified below (If the entity is a corporation, this form must be signed by an authorized officer of the corporation).

| | |
|--|-------|
| Legal Name of Acquiring Entity: | |
| Signature*: | _____ |
| Print Name: | |
| Title: | |
| Date: | |