



VOLUNTARY CANCELLATION OF ARC LISTING

An Agent wishing to cancel its ARC Listing for any authorized home, branch or STP location must complete a photocopy of this "Voluntary Cancellation Request" form and have it signed by an OWNER or OFFICER. ARC must have the original signature document. Each location being cancelled must have its own separate "Voluntary Cancellation of ARC Listing".

If the voluntary cancellation is for a home office, and a branch is to become the home office, a Redesignation must be submitted and approved prior to the cancellation. the Redesignation Form number 610. Immediately prior to the date of submission of this form to ARC the Agent should carefully inventory all unissued ARC traffic documents assigned to that location and complete and sign the forms provided in Section 200, or Form 625 pages 2 through 6. At least three copies should be made. Retain one copy of all forms submitted to ARC for your records.

Ship the following two (2) items to ARC C/O RR Donnelley 700 S Nestle Way Ste 200 Breinigsville PA 18031.

1. All inventoried, unused ARC traffic documents.
2. Place one complete copy of Traffic Documents/Inventory Forms from Section 200 or Form 625, pages 4 and 5, in **EACH BOX** of tickets being returned.

Ship the following six (6) items to ARC 4100 North Fairfax Drive Suite 600 Arlington VA 22203. Attn: Voluntary Cancellation.

1. The original of the Voluntary Cancellation Request Form from Section 200, or Form 625 pages 2 and 3.
2. Complete copy of Traffic Documents/Inventory forms from Section 200, or Form 625 pages 4 and 5.
3. All airline identification plates.
4. One completed copy of the Airline I.D. Plate Inventory, Section 200 or Form 625, page 6.
5. A copy of the mailing receipt or waybill from the shipment of ARC tickets to Airlines Reporting Corporation.

FOR YOUR OWN PROTECTION PLEASE SHIP THESE ITEMS TO ARC VIA SOME FORM OF EXPRESS OR CERTIFIED MAIL

If, however, you wish ARC to inventory and pick up tickets and plates answer "Yes" to item 5 on next page. There is a \$450.00 fee for this service. Please send a cashier check or money order in the amount of \$450.00 payable to Airlines Reporting Corporation.

The fee is subject to change without notice.

Once the above has been accomplished and assuming that all obligations incurred prior to the effective date of cancellation have been fulfilled, the agency location shall be removed from the ARC agency list and carriers advised accordingly. It should be noted that voluntary cancellations are consummated subject to the fulfillment of all obligations to ARC and the carriers. A letter of credit held by ARC will only be released upon written request one hundred (100) days from the effective date of the voluntary cancellation where there has been a satisfactory accounting of all ARC accountable traffic documents and carrier identification plates and provided that no debts arise or remain unpaid during the 100 day period. If however, debts arise and remain unpaid, ARC will draw on the letter of credit and will release the remaining proceeds (if any) six months from the date of the draw.



SECTION 200

VOLUNTARY CANCELLATION REQUEST

_____ hereby gives notice to Airlines Reporting Corporation

(Legal name of Agency)

that it terminates the ARC Agent Reporting Agreement between itself and ARC, and between itself and all carriers thereunder jointly, subject to (a) the immediate return of all ARC traffic documents and airline identification plates, (b) payment of all monies due and payable to the carriers, and (c) a complete and satisfactory accounting of ARC traffic documents, airline identification plates, and all monies due, pursuant to Section XXIX of the Agreement. The information set forth below more fully describes the above-named Agent's notice to terminate its Agreement:

- 1. Agency Code No. of location to be cancelled:
2. "Doing Business As" (dba):
3. Branch ____, please give home office code number:
STP ____, please give host office code number:
4. Street address of location to be cancelled :

City: _____ State: _____ Zip: _____

- 5. If you choose to have ARC pick up your traffic documents and carrier airline plates. Please provide the following information for the person the ARC representative should contact for the removal of the traffic documents and carrier airline plates and send a cashier's check or money order payable to ARC in the amount of \$450.00 with this application. (Amount subject to change)

Name: _____

Street address: _____ Apt: _____

City: _____ State: _____ Zip: _____

Telephone - Home: (____) _____ Work: (____) _____

- 6. Owner or officer personal information: Complete address including city, state and zip code

Table with 4 columns: Name, Residence Address, Phone #, Social Security #. Contains 4 rows of empty fields.



Agency Code No.: ___ -- _____ -- ___

8. Manager Information:

Name:

Residence address: _____ Apt. No.:

City: _____ State: _____ Zip: _____ - _____

Telephone - Home:(_____) _____ - _____ Work:(_____) _____ - _____

The Agent's request for termination of the ARC Agent Reporting Agreement is to be effective on __ __/__ __/__ __, Also please note that the termination of the agreement, for the purposes of ARC records will be effective on the date ARC notifies the carriers thereof. Agent will receive written notification of such date. The undersigned further agrees that if this Voluntary Cancellation Request is withdrawn, ARC will be reimbursed its out-of-pocket expenses for canceling the removal arrangements, if applicable.

The undersigned also understands and agrees that ARC's acceptance of the Voluntary Cancellation is subject to complete and satisfactory accounting pursuant to Section XXIX.A of the ARA, and the Agent's performance of all obligations, including the Agent's obligation to account for all sales and transactions issued on ARC traffic documents and to remit payment therefor. The undersigned, a duly authorized owner or officer of the Agency, hereby delegates to ARC its obligation to submit any and all IAR sales reports that have not previously been authorized and/or submitted. The undersigned understands and agrees that ARC will process all such reports in accordance with the ARA, including submission of a draft against the Agent's bank account for all amounts owed.

By signing below, the undersigned authorizes ARC to authorize and/or submit the Agent's IAR sales reports that have not previously been authorized and/or submitted by the Agent and draft the Agent's bank account designated for ARC drafts for any and all amounts owed for the foregoing sales reports. Agent acknowledges and agrees that the foregoing authorizations do not negate the Agent's obligations under the ARA, including its obligations for the sales reports ARC authorizes and submits pursuant to the terms of this authorization. This authorization shall remain in effect until such time as ARC receives written notification from the Agent that it is revoked.

The Agent hereby warrants and affirms that all of the information entered by the Agent and its employees in the IAR sales report(s) is accurate and complete. ARC shall not be liable to the Agent or any third party to the extent that it is subsequently determined that any information was inaccurate or incomplete. The Agent agrees to indemnify and hold harmless ARC for any and all claims arising from the IAR sales reports.

___ __/___ __/___ __
date

Signature of owner or officer
(Must be signed by Owner of Officer)

Print or type name of above signatory

Print or type title of above signatory



Agency Code No.: _____ - _____ - _____ - _____

TRAFFIC DOCUMENTS

“DESCRIPTION” Please indicate whether traffic documents are 2 Flights, 4 Flights, MCOs, PTAs, Tour Orders, Transitionals or ATB’s.

DESCRIPTION	SERIAL NUMBER		CONDITION	
	FROM	TO	SEALED BOX	LOOSE TICKETS

I certify that the above listing of traffic documents accounts for all un-issued traffic documents assigned to this agency.

Date shipped to Airlines Reporting Corporation: _____ / _____ / _____

Signature of owner or officer
(MUST BE SIGNED BY OWNER OR OFFICER)

Print or type name of above signatory

Print or type title of above signatory

If an additional inventory report is necessary, each must be signed.

KEEP ONE COPY OF THIS APPLICATION, ALL ATTACHMENTS AND ANY ADDITIONAL DOCUMENTS YOU SUBMIT, FOR YOUR RECORDS.



Agency Code No.: _____

AIRLINE ID PLATE INVENTORY

Indicate returned Airline plates by marking line at left or carrier name, If agent has more than one plate for any carrier indicate the number.

___ 450 9B Accesrail	___ 106 BW BWIA Int'l. Airways Ltd.	___ 129 MP Martinair Holland
___ 137 VX Aces Airlines	___ 557 8B Caribbean Star Airlines	___ 533 YV Mesa Air Lines
___ 053 EI Aer Lingus	___ 160 CX Cathay Pacific Airways	___ 132 MX Mexicana Airlines
___ 078 JR Aero California	___ 378 KX Cayman Airways	___ 076 ME Middle East Airlines
___ 929 N6 Aerocontinente	___ 297 CI China Airlines	___ 878 JI Midway Airlines
___ 555 SU Aeroflot Russian Airlines	___ 781 MU China Eastern Airlines	___ 453 YX Midwest Express Airlines
___ 044 AR Aerolineas Argentinas	___ 784 CZ China Southern Airlines	___ 007 N7 National Airlines
___ 929 BQ Aeromar	___ 005 CO Continental Airlines	___ 455 NA North American Airlines Inc.
___ 139 AM AeroMexico	___ 230 CM COPA	___ 012 NW Northwest Airlines
___ 152 VH Aeropostal	___ 310 3C Corporate Airlines	___ 050 OA Olympic Airways
___ 092 RK Air Afrique	___ 724 LX Crossair dba SWISS	___ 214 PK Pakistan Int'l. Airlines
___ 014 AC Air Canada	___ 064 OK CSA Czech Airlines	___ 339 KS PEN Air
___ 427 TX Air Caraibes	___ 006 DL Delta Air Lines	___ 079 PR Philippine Airlines
___ 999 CA Air China International Corp.	___ 077 MS Egyptair	___ 162 PH Polynesian Airlines
___ 996 UX Air Europa	___ 114 LY El Al Israel Airlines	___ 081 QF Qantas Airways
___ 057 AF Air France	___ 176 EK Emirates	___ 157 QR Qatar Airways
___ 098 AI Air India	___ 808 7H Era Aviation	___ 147 AT Royal Air Maroc
___ 201 JM Air Jamaica	___ 071 ET Ethiopian Airlines Enterprise	___ 512 RJ Royal Jordanian Airlines
___ 643 KM Air Malta Co. Ltd.	___ 695 BR EVA Airways Corporation	___ 065 SV Saudi Arabian Airlines
___ 086 NZ Air New Zealand	___ 105 AY Finnair OY	___ 117 SK Scandianvian Airlines
___ 260 FJ Air Pacific Ltd.	___ 422 F9 Frontier Airlines Inc.	___ 985 VC Servivensa
___ 244 TN Air Tahiti NUI	___ 126 GA Garuda Indonesian Airways	___ 618 SQ Singapore Airlines
___ 649 TS Air Transat	___ 237 GH Ghana Airways	___ 083 SA South African Airways
___ 646 IW Airlib	___ 846 ZK Great Lakes Aviation Ltd.	___ 526 WN Southwest Airlines
___ 332 FL Airtran Airways	___ 507 ZO Great Plains Airlines	___ 680 JK Spanair S.A.
___ 027 AS Alaska Airlines	___ 072 GF Gulf Air	___ 487 NK Spirit Airlines
___ 055 AZ Alitalia	___ 173 HA Hawaiian Airlines	___ 337 SY Sun Country Airlines
___ 205 NH All Nippon Airways	___ 075 IB Iberia	___ 375 SM Sunworld International Airlines
___ 902 LL Allegro Airlines	___ 108 FI Icelandair	___ 192 PY Surinam Airways Ltd.
___ 119 ALM Antillean Airlines	___ 131 JL Japan Airlines	___ 085 SR Swissair
___ 327 AQ Aloha Airlines	___ 589 9W Jet Airways	___ 202 TA TACA International Airlines
___ 401 HP America West Airlines	___ 074 KL KLM Royal Dutch Airlines	___ 957 JJ TAM Airlines
___ 001 AA American Airlines	___ 180 KE Korean Air	___ 047 TP TAP-Air Portugal
___ 366 TZ American Trans Air	___ 229 KU Kuwait Airways	___ 281 RO Tarom Romanian Air Transport
___ 554 2V AMTRAK	___ 133 LR LACSA Airlines	___ 217 TG Thai Airways International
___ 717 R7 Aserca Airlines	___ 045 LA Lan Chile Airlines	___ 015 TW Trans World airlines
___ 988 OZ Asiana Airlines	___ 544 LP LanPeru	___ 235 TK Turkish Airlines
___ 257 OS Austrian Airlines	___ 069 MJ Lapa Airlines	___ 566 PS Ukraine International Airlines
___ 095 6A Aviacsa Airlines	___ 140 LI Liat (1974) Ltd.	___ 016 UA United Airlines
___ 134 AV AVIANCA	___ 051 LB Lloyd Aereo Boliviano	___ 037 US US Airways
___ 994 ZE Azteca Airlines	___ 080 LO Lot Polish Airlines	___ 311 NJ Vanguard Airlines
___ 111 UP Bahamas Air	___ 266 LT LTU International AIRWAYS	___ 042 RG Varig Airlines
___ 387 GQ Big Sky Airlines	___ 220 LH Lufthansa German Airlines	___ 830 A6 Via Rail Canada
___ 125 BA British Airways	___ 232 MH Malaysia Airlines System	___ 932 VS Virgin Atlantic Airways
___ 236 BD British Midland Airways Ltd.	___ 182 MA Malev Hungarian Airlines	