



November 4, 2021

Green Dot Travels LLC  
greendottravels.com  
125 Newfield Avenue  
Suite D  
Edison, NJ 08837

ARC Number: **31600634**

RE: Approval of Classification to ARC Accredited Agency

Dear Bhupinder Singh,

**Welcome!** I am delighted to inform you that your classification to ARC accredited agency application has been approved and your agency will be included on the ARC Agency List effective **Monday, November 8, 2021**. We have notified ARC participating airlines accordingly.

Below is the personnel information you provided for ARC's records. If there are any discrepancies in the following listings, as well as for any future changes, please notify us immediately.

**Ownership, Officer & Essential Personnel**

Bhupinder Singh	Member Manager DRS Principal DRS Security Manager My ARC Primary Administrator	99% ownership
Jarnail Singh	Member	1% ownership

An executed copy of the **Memorandum of Agreement to the ARC Agent Reporting Agreement** is included and a copy will remain on file. This agreement may not be assigned or transferred by the agent without the prior approval of ARC.

**Key Operational Guidelines**

- An email from ARC will be sent to the individual identified above as your designated My ARC Primary Administrator (PA). The email contains the user ID and a link to My ARC, which will allow your PA to create a password. Your PA will have the ability to establish My ARC user accounts for other individuals as well as create other My ARC administrators.
- Your first sales report period begins **Monday, November 8, 2021**, and runs through **Sunday November 14, 2021**. You must authorize that week's sales report to ARC via IAR prior to the Sales Report submission deadline of 11:59 p.m. EST **Tuesday, November 16, 2021**. If your agency has no sales



during the Sales Report Period, ARC will automatically submit the sales report on your behalf. ARC recommends that your agency correct any transaction error and discrepancies in your weekly sales report on a daily basis. All subsequent weekly Sales Reports are due before 11:59 p.m. EST Tuesday.

- ARC will draft (or credit) your designated bank account no earlier than **Friday, November 19, 2021**, unless a no sales report has been submitted.
- A separate secure email will be sent to the designated DRS Security Manager identified above with instructions on how to access the Document Retrieval Service (DRS). It will include the User ID and a temporary password needed to access the system. Your DRS Security Manager will then be able to establish additional user accounts or additional administrators.
- For ARC Pay participants, additional review of applicant's information and ownership will be required for utilization of ARC Pay upon approval of this application. For more information, please contact 855-816-8003 or [ccchelp@arccorp.com](mailto:ccchelp@arccorp.com)

#### **Additional Airline Requirements**

The commercial arrangements between the ARC accredited agency and airlines for the issuance of ARC traffic documents for air transportation will be as established by the airline, as agreed upon between the airline and the ARC accredited agency. Please note that some ARC participating airlines may have additional airline requirements. Those airlines may contact you directly with their guidelines and procedures.

If you need assistance or have any questions, please contact our Customer Care Center at 855-816-8003.

On behalf of ARC, I welcome you as an ARC Accredited Agency and we look forward to working with you.

Sincerely,

Alejandro Quezada  
Agency Partner Specialist  
703.341.1268 | [aquezada@arccorp.com](mailto:aquezada@arccorp.com)



## MEMORANDUM OF AGREEMENT TO AGENT REPORTING AGREEMENT

Legal Name of Agent: Green Dot Travels LLC

[The legal name must be identical to the legal name shown on the Application and the Financial Instrument.]

Street Address: 125 Newfield Ave, Suite D

City: Edison

State: New Jersey

Zip Code: 08837

The parties to this "Memorandum of Agreement to the Agent Reporting Agreement" ("MOA") are the Agent identified above ("Agent"), Airlines Reporting Corporation ("ARC"), and each Carrier which is or may become a party to ARC's "Carrier Services Agreement" and has appointed Agent as its agent for the issuance of ARC Traffic Documents in connection with sales of air transportation and/or ancillary services ("Carrier"). In signing this MOA, ARC acts on its own behalf and on behalf of each such Carrier.

Each of the parties hereby agrees to be bound by the terms and conditions of the "Agent Reporting Agreement" ("ARA") effective and in place on the date of inclusion, and, where applicable, all attachments, addenda and supplementary agreements thereto, which are incorporated herein by reference as though fully set forth in this MOA.

Agent's use of electronic means (such as a username, password, or Log-in Credential) to transact business under the ARA with ARC and/or the Carrier(s) (including, for example, to demonstrate continued concurrence with the ARA and future amendments, to purchase products and services, or to remit payments) shall have the same force and effect as a handwritten signature, shall bind the Agent 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 in the ordinary course of business. Agent waives all rights to contest the legally binding nature, validity, or enforceability of such electronic transactions, based solely on the fact that such transaction was done or entered electronically, and expressly waives any rights to assert such claims and/or defenses to any such claims that may be asserted against Agent at any time by ARC or Carrier.

By the signature of its authorized representative below, Agent certifies that the representative signing is authorized to execute this MOA on behalf of the Agent and that the Agent agrees to be bound by all of the terms and conditions set forth in both the ARA and this MOA. The person executing this MOA on behalf of the Agent does hereby personally represent and warrant by his or her signature on behalf of the Agent that the execution, delivery and performance of this MOA has been duly authorized by all necessary action and does not conflict with, result in a violation of, or constitute a default under any provision of the Agent's respective articles of incorporation or organization, by laws, or any agreement or other instrument binding upon the Agent or any law, governmental regulation, court decree or order applicable to the Agent.

### FOR COMPLETION BY AGENT IDENTIFIED ABOVE

BY: 

Signature of Agent's owner (Corporate officer if agent is a corporation)

BHUPINDER SINGH

Print Name

OWNER

Title

09/27/2021

Date Signed

### FOR COMPLETION BY ARC ONLY

Following approval of the application

ARC NUMBER: 31600634

Effective date of this Agreement: 11/08/2021

By: **Airlines Reporting Corporation**

  
Vice President

11/04/2021

Date