



Dear Travel Associate,

Thank you for contacting TravelBrands Inc. We look forward to sharing with you and your clients our quality service and exciting destinations. We are very excited to now offer Canada's largest and best Air Consolidator to you in the USA.

Attached you will find our "Agency Approval Forms" for your completion. Once we have received these forms, your agency information will be processed upon approval, and you will be given access to our Agent site.

We are accessible through direct access and on the web. This is possible by supplying us with your 8-digit IATA number. If you are not IATA appointed, please include your Pseudo IATA number. Any changes to your address and or telephone number will affect this connectivity. Please advise our Accounts Receivable Department whenever your agency profile needs to be updated. We can be contacted via email at [AgencyUpdates@travelbrands.com](mailto:AgencyUpdates@travelbrands.com)

Thank you again for contacting TravelBrands Inc, we look forward to being of service to you in the near future.

Sincerely,

*Client Registration Specialist*  
Accounts Receivable Department

\*Please ensure all forms are returned by email to [agencyupdates@travelbrands.com](mailto:agencyupdates@travelbrands.com)

5450 Explorer Drive, Suite 300, Mississauga, ON L4W 5N1 • 1.888.485.1481





## US AGENCY APPROVAL INFORMATION

(all fields in red are mandatory)

### A. Legal Name of Agency:

---

### Trading Name:

---

### Address:

---

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

### E-mail address:

---

### Please provide your web site address:

---

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

**Seller of Travel Permit: Business License:** \_\_\_\_\_

(CALIFORNIA, FLORIDA, HAWAII, IOWA, WASHINGTON, DELAWARE, LOUISIANA - Please provide a copy)

**Desired password (max 10 characters)** \_\_\_\_\_





**B. Appointed Registration (PROVIDE A COPY OF APPROVAL)**

ARC #: \_\_\_\_\_ CLIA # \_\_\_\_\_

Pseudo City Code: \_\_\_\_\_

TIN \_\_\_\_\_ TIN Holder \_\_\_\_\_

(PROVIDE COPY OF W-9 - MANDATORY)

Date TIN was assigned \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
D M Y

**C. Is your agency part of a chain or consortium? YES NO**

If yes, which one? \_\_\_\_\_

**D. Reservation numbers that are presently pending with us:**

\_\_\_\_\_

**Note: we only accept credit cards as a form of payment.**

**E. Is the agency an online travel company offsite location (please select one)**

Are you affiliated with an OTA? YES NO

If yes, which one? \_\_\_\_\_

**How do you plan to sell our product?**

Via World Wide Web

Traditional Methods  
(IN PERSON / BY PHONE)

Other \_\_\_\_\_

5450 Explorer Drive, Suite 300, Mississauga, ON L4W 5N1 • 1.888.485.1481





F. Date Agency Commenced Operation: \_\_\_\_/\_\_\_\_/\_\_\_\_  
D M Y

Was this location used as a travel agency prior to the above dates? YES NO

If yes, please state the name of the agency

\_\_\_\_\_

G. Owner / Partnership / Shareholder: List name and % of shares held.

\_\_\_\_\_

Manager's name: \_\_\_\_\_

H. The provision to TravelBrands Inc. or an affiliate ("TravelBrands") of a credit card number constitutes the authorization and confirmation by you for TravelBrands to make a booking, binds you and your client(s) to all applicable terms and conditions of TravelBrands, and guarantees payment by you to TravelBrands. It is your responsibility to adhere to all applicable policies of the credit card issuer and processor when accepting a credit card as payment, as well as all applicable policies relating to the acceptance of credit cards of the International Air Transport Association ("IATA") and the Billing and Settlement Plan ("BSP"). This includes, but is not limited to, you obtaining a mechanically validated universal credit card charge form ("UCCCF") signed by the cardholder. Should you fail to adhere to any such policies, then in the event that TravelBrands Inc. does not receive payment or is held liable to a third party in respect of such payment for any reason, including but not limited to a credit card chargeback, you shall be responsible to TravelBrands for the full amount of such payment, including any penalties, fees, interest or other amounts applicable in the circumstances.

**AS OWNER OF THE AGENCY, YOU WILL BE HELD RESPONSIBLE FOR ANY AND ALL BOOKINGS MADE BY YOURSELF, OR ANY AGENTS REGISTERED ON YOUR AGENCY. THIS APPLIES TO ANY BOOKINGS MADE ONLINE OR DIRECTLY WITH THE RESERVATIONS DEPARTMENT.**

5450 Explorer Drive, Suite 300, Mississauga, ON L4W 5N1 • 1.888.485.1481





I hereby certify that the statements in this application are true and correct to the best of my knowledge and that I am authorized by the applicant listed under caption A, to sign and file this application. I also certify that I have read the General Conditions attached with this application.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
D M Y

**Here is a quick checklist of pieces that must be included:**

- \_\_\_ Application Form page 1 & 2
- \_\_\_ Copy of Business License (This may be named differently depending on the city). If you are not required to have a Business License please provide us with the City Clerk's phone number.

City Clerk's telephone # \_\_\_\_\_

Please email completed forms to [agencyupdates@travelbrands.com](mailto:agencyupdates@travelbrands.com)

