

INSTRUCTIONS FOR THE SELLER OF TRAVEL REGISTRATION APPLICATION AND ATTACHMENTS

Summary of Requirements

1. **General Instructions:** These instructions contain a summary of many provisions of the Seller of Travel Law. They apply to the vast majority of registrants. Please read the Seller of Travel Law. Any conflicts between the Law and these general instructions will be resolved by following the Law. Code section references in these instructions and in the application are to the Seller of Travel Law, California Business and Professions Code Sections 17550.1 - 17550.59. A copy of the Law is included with the registration materials..

2. **Who Must Register as a "Seller of Travel" (SOT):** Anyone who sells or markets travel services which include any **air or sea** travel, whether the selling or marketing is done from the State of California or into California from outside the State. You must register regardless of where the travel services are to be provided or whether the business is a full time or part-time activity. "Sells or markets" means providing, furnishing, contracting for, or advertising that you can, may, or have arranged, either wholesale or retail, air or sea transportation separately or in conjunction with other travel services. (See B&P Section 17550.1)

Who Does Not Need to Register as an SOT:

- Anyone who sells travel only as an employee of a registered Seller of Travel;
- Anyone who offers travel services that never include air or sea transportation;
- Any air carrier (for example, an airline) and ocean carrier (for example, a cruise line);
- Any governmental entity;
- Any hotel, motel, or similar lodging establishment which incidentally arranges for accommodations, air or sea transportation, and related services for its registered guests and never directly or indirectly receives any money or other valuable consideration for arranging or providing that air or sea transportation; or
- An outside sales representative. However, in order to qualify as an outside sales representative, an applicant must be an individual, natural person who meets all of the following conditions:
 - 1) Has a written contract with a registered Seller of Travel to act on that registered seller's behalf in offering or selling air or sea transportation and other travel goods or services in connection with the transportation and where the individual sells no other travel services supplied by a business other than the ones with whom the individual has such a written contract; **and**
 - 2) If providing air transportation, the outside agent can only obtain such tickets through a registered Seller of Travel who uses an official appointment from a particular airline, the Airline Reporting Corporation ("ARC"), or the International Air Transport Association ("IATA") to issue that ticket; **and**
 - 3) Receives no payment for transaction or service fees directly from any passenger; regardless of how such payment is named (e.g., "tip"); **and**
 - 4) Receives no payment directly from any passenger in the form of cash, and only receives or directs passenger payments in the following manner:
 - a) If in the form of checks, cashiers' checks, or money orders, the payment is made payable to the registered Seller of Travel or directly to the air carrier, or ocean carrier, **and/or**
 - b) If in the form of a credit card charge, the information necessary for a credit card purchase is relayed, without processing, to the registered Seller of Travel or directly to the air carrier, or ocean carrier.

(See B&P Section 17550.20 (g))

3. **How to Register as a SOT:** Accurately complete and mail the "Seller of Travel Registration Application," all of the required attachments, your annual registration fee of \$100 for each location from which you do business, and any required late fee to the Seller of Travel Program in Los Angeles. This must be mailed not less than ten (10) days prior to doing business in California. If you have questions for the Seller of Travel Program, you may call its voice-mail line at (213) 897-8065 or fax (213) 897-8846.

An application with no registration fee will be rejected and your late fee will increase until your registration fee is received by the Seller of Travel Program. Late fees are determined by the postmark date or the date of receipt for applications sent by a private delivery service. All past unpaid registration fees must be fully paid before your Seller of Travel number will be issued.

4. **How to Make Material Changes During the Registration Year:** Your registration expiration date will be shown on the registration certificate issued by the Seller of Travel Program. You must file an amendment updating your registration information with the Seller of Travel Program if there is a change in any of the information requested in your original registration papers and in any subsequent renewal forms. There is no filing fee for an amendment.

The amendment may be in letter form or you may use the enclosed Attachment 500 submitted within ten days of the change if the material change does not involve the sale or transfer of an ownership interest in the registered Seller of Travel business.

If an owner intends to transfer or sell any interest in the Seller of Travel business, the owner must file Attachment 600 with the Seller of Travel Program not less than ten (10) days prior to the transfer.

5. **Travel Consumer Restitution Corporation (TCRC):** TCRC administers the Travel Consumer Restitution Fund (TCRF) and refunds travel costs to consumers from California when a business does not provide travel services due to business closure, bankruptcy, or default of a registered Seller of Travel.

Who Must Participate in the TCRF:

- Any Seller of Travel whose principal place of business is located in California and who is doing business with those in California;
- Any Seller of Travel which does business in California from at least one location in California and which has its stock publicly traded on a stock market (specifically, a national securities quotation system or stock exchange); or
- Any Seller of Travel which does business in California from at least one location in California, which is a subsidiary of a corporation publicly traded on a national stock exchange, where at least 60% of the stock of the Seller of Travel is owned by the publicly traded parent corporation(s).

No other businesses are eligible to participate in the TCRF. (B&P Section 17550.7)

How to Register with TCRC: The registration application for the TCRC is a separate document. It can be found accompanying the other Seller of Travel materials. Mail the short TCRC application, any required attachments, registration fees, applicable late fees, and the appropriate assessment (as indicated in the application's schedule) to the Travel Consumer Restitution Corporation located in Larkspur, California. This must be mailed not less than ten (10) days prior to doing business in California. Your proof of payment to TCRC will be forwarded by TCRC directly to the Seller of Travel Program. To avoid TCRC late fees, you must include your registration fees. TCRC may be faxed questions at (415) 924-2033. Do not fax the application.

6. **Completed Registrations:** You will be issued a Certificate of Registration with a registration number and expiration date when your registration is complete. Your Certificate must be displayed so that your customers can see and read it. Your Seller of Travel registration number must appear on all advertising materials that indicate that you can arrange or sell travel. (Please see the "Sample Disclosure Language For Use by All Sellers of Travel" accompanying these registration materials.) A Seller of Travel registration number does not indicate approval by the California Attorney General or the State of California of your sales solicitations or of any aspect of your business.

You must annually renew your registration prior to its expiration regardless of whether or not you are sent a notice to renew.

It is important that you make and keep copies of the blank attachments and your completed application. You will need them for future reference and amendments.

Detailed Instructions on Completing the Registration Application

Attach additional sheets of paper marked with the Question number that you are answering if you need more space to complete each question. Please use a separate sheet of paper for each question.

Question 1: Date: Fill in the date you complete the registration application.

Question 2: New Registration / New Business: Check "YES" if you or any owner or manager has previously applied for registration with this program. This includes any prior application that you signed which is continuing or expired, an application that was rejected, suspended, or abandoned, or any application withdrawn while it was pending. Write your file number(s) or your final registration number(s) in the space provided. Check "NO" if you are applying for registration for the first time.

Fill in the earliest date that you started or will start to advertise, arrange, or sell air or sea transportation. Businesses that are headquartered out of state should use the date they first offered travel products to purchasers located in California.

Question 3: Legal Name of Applicants: A sole proprietorship must fill in the individual owner's name. You may also include a fictitious business name (a "d.b.a.") if you use only one, for example, "Jane Jones, d.b.a. Travel The World." A partnership or husband/wife co-ownership must fill in all owners' names, for example, "Jane Jones & Doug Smith." A corporation or limited liability company must fill in the complete business name of the company, for example, "Travel The Wright Way, Inc.," or "Corporate Travel Opportunities, LLC." (All examples are pseudonyms.)

Question 4a: Principal Place of Business: Fill in the street address of your principal place of business and your Airline Reporting Corporation (ARC) number and International Airlines Travel Agent Network (IATAN) number, if any.

Question 4b: Mailing Address: Fill in your mailing address if it is different from your principal place of business. Also include your Email address.

Question 4c: County: Fill in the name of the California county where your principal place of business is located or check the box if the principal place of business is out of state.

Question 4d: Contact Person: Fill in the name and the telephone number of the most knowledgeable person to contact about your registration application if we have any questions or send out deficiency notices requesting additional information.

Question 4e: Business Locations: You must list **all** locations within the State of California from which you will be doing business and all locations outside the State of California from which you will be doing business with customers located in California. (B&P Section 17550.21(c)) This does not include locations with only an *unattended* satellite ticket printer (STP).

Fill in any ARC/IATAN numbers for the location to which they have been assigned.

Question 4f: Count Your Locations: Fill in the total number of different locations that you have identified in Questions 4a, 4e, and any attachments. You must count your principal place of business as the first location even if it is located outside California and you do not make sales from that location into the state.

Question 4g: State Your ARC / IATAN Affiliation Status: Check at least one of the boxes.

Question 4h: Optional: Fill in your attorney's or Seller of Travel consultant's name and address if you would like a copy of any notices of deficiencies in your submitted application sent to that person.

Question 5: Fictitious Business Names: A fictitious business name is also referred to as a “d.b.a.,” “D.B.A.,” “d/b/a,” or “doing business as.” Every fictitious business name under which you do business or intend to do business as a Seller of Travel must be listed. In California, fictitious business names must be registered with the County Clerk. Fill in the county offices where your fictitious business names are filed. Fill in the counties and states where your fictitious business names are filed if they are filed or registered outside California. Fill in your corporation’s fictitious business names if your business is a corporation. This includes a subsidiary business, a division, or a department, for example: ABE, Inc., d.b.a.: “Lincoln Country Tours,” “Kentucky Travel Division,” and “Log Cabin Travel Promotions Department.”

Question 5a: Internet Name / URL: If you advertise or sell on the Internet (also known as the World Wide Web) through a Web site, please provide all home page addresses.

Question 6: Type of Ownership of Your Business: Check the box that describes the legal form of your business. Check the box for “Other Legal Entity” if your business form is not one of the listed choices and fill in the type of entity on the provided line. Examples of other entities may include: Nonprofit Association (Non-government Senior Center, Student Center, Alumni Association), Foreign Corporation (corporation organized outside of the United States).

Identify the state or foreign country where the corporation, partnership, or other legal entity is recorded on the provided line.

Profit or Non-Profit: Check the appropriate box to indicate whether your business is a for-profit or not-for-profit business, commonly referred to as a “non-profit.”

Motor clubs certified under Part 5 of Division 2 of the Insurance Code should check the provided box.

Question 7a: Owners and Officers: Provide all information about each Owner (includes “sole proprietors”), Partner, Officer, who is a person. (Information about Owners that are entities, such as corporations, is to be provided in the following section.) Any person who owns or controls 10 percent or more of the equity or otherwise can claim 10 percent or more of the net income of the Seller of Travel is an Owner and must be identified. (B&P Section 17550.21(d))

Identify the sole Owner of a sole proprietorship; both Partners in a husband/wife co-ownership if the business is community property; the general and managing Partner(s) in a partnership are to be identified as well as any limited partner whose ownership interest in the registering Seller of Travel meets the 10 percent criteria stated above.

For each individual you must provide that person’s position(s) in the business, date of birth, residential and business addresses, business telephone number, driver’s license number or equivalent identification, state or foreign country issuing that identification, and personal ownership interest. A California Identification Card, issued by the Department of Motor Vehicles, or a United States or foreign passport are equivalent to a California Driver’s License. A photocopy of a foreign passport is sufficient identification for foreign nationals. (B&P Section 17550.21) Only Owners are required to provide their Social Security Numbers.

Question 7b: When an Owner or Principal is a Legal Entity, Not an Actual Person: In Question 7b(1), provide information about Owners that are not natural persons but which are legal entities, such as a corporation, a family trust, a private university, or a holding company. State the type of legal entity (a corporation, partnership, trust, non-profit association) that owns or controls 10% or more of the equity or net income of the Seller of Travel. Indicate the state or foreign country where the legal entity was formed and the principal office address, including the country. In Question 7b(2), identify the chief executive officer of each owning corporation by name and position, and residential address, including the country. In Question 7b(3), identify the trustees of each owning trust, their dates of birth, residence addresses including the country, driver’s licenses or identification numbers, and the state or foreign country where issued.

Question 8a: Disclosure of All Judgments, Pleas, Convictions, Etc.: The Seller of Travel Law requires the disclosure of relevant legal actions against registering businesses, Owners, and Officers. The existence of legal actions does not prevent registration. Check the “YES” box if the registrant, any Owner, Partner, Officer, Principal, or any other Seller of Travel owned or controlled by any of the individuals or legal entities listed in response to Question 7a and 7b was a party to any judgment, order, or had any stipulated judgment entered, made a plea of guilty or nolo contendere

("no contest"), or has been convicted of any criminal violation. This disclosure requirement does not include offenses for which the sole penalty imposed was a fine of \$250 or less arising from citations for parking, motor vehicle, or local code or ordinance violations. It does not require information about divorce, child support, or child custody proceedings. Check the "NO" box if no Owner, Partner, Officer, Principal, or Seller of Travel under any of their ownership or control has had any such judgments entered against them, made any such pleas, or had any convictions.

Question 8b: Provide information about each judgment, order, or plea for which a "YES" response was given.

Question 9: Travel Certificates: Check the "YES" box if you sell or will sell, market, or distribute any travel certificate. Check the "ATTACHED" box and enclose a copy of each different travel certificate which is, or will be, provided to clients, sold, marketed, or distributed by you during the registration period. A "travel certificate" is defined as a writing or document that states that the holder is entitled to air or sea transportation, lodging, or to purchase that transportation or lodging from a specified source whether or not the holder is required to pay additional money or fulfill any requirements in order to use the certificate. (B&P Section 17550.10) A paid ticket from an air or ocean carrier, ARC, or IATAN is not a travel certificate. Check the "NO" box if you do not and will not sell, market, or distribute any travel certificate. An amendment to your registration and a copy of any certificate that you will begin using must be submitted to the Seller of Travel Program within ten (10) days of its use.

Question 10: Intentionally Omitted.

Questions 11-14: Eligibility for Trust Account / Surety Bond Exemptions: Questions 11 through 14 determine your eligibility for one of the three exemptions from the Trust Account or Surety Bond requirements of the Seller of Travel Law. The exemption standards are found in B&P Sections 17550.16(a), (b), and (c). You do not need to maintain a Trust Account or Surety Bond if all of your sales transactions meet the requirements of an exemption. You must be registered as a business which is "mixed" when only some of your transactions qualify you for an exemption. You are permitted to use the exemption for transactions that are covered and maintain a Trust Account or Bond for transactions that are not covered by the exemption.

Question 11a: Travel Sales: You must check either "YES" or "NO."

For Operating Under an Exemption from the Trust Account or Surety Bond Requirement: If you want to use the exemption, you need to elect the exemption, assuming you qualify. Some Sellers of Travel prefer to operate their businesses with a Trust Account even though they qualify for a "Retail Only" exemption. Others prefer to use a Seller of Travel Surety Bond to cover customer payments.

You may request the exemption by checking the "YES" box only if you meet **all** of the following requirements:

- (1) You are an officially appointed ARC agent in good standing and only sell or provide air transportation pursuant to that agency appointment;
- (2) All of your sales are made directly to the end user, traveler, or passenger and are **not** made through a reseller or another travel agent, and the travel services sold are to be furnished by other providers not related to you;
- (3) You sell travel to customers who are located in California only from sales locations that are in California;
- (4) You are a registered Seller of Travel and are in compliance with the requirements pertaining to the Travel Consumer Restitution Corporation (TCRC); and
- (5) You send all of the passengers' funds, without offsetting or reducing the amount, directly to either:
 - a. the provider of transportation or travel services;
 - b. ARC;
 - c. the Trust Account identified in the registration certificate of another Seller of Travel and you must obtain and keep a copy of the supplier's registration certificate; and/or
 - d. a registered Seller of Travel who is exempt from the Trust Account or Surety Bond requirement under B&P Section 17550.16(a) of the Law and you must obtain and keep a copy of the supplier's registration certificate if you are making payment to another registered Seller of Travel.

All Sellers of Travel whose travel products you purchase must be registered with the Seller of Travel Program in order for you to continue to be exempt from the Trust Account or Surety Bond requirement. It is unlawful to do business with unregistered domestic Sellers of Travel selling from or into California. You will be liable to your customers in the event the supplier fails to deliver. (See B&P Section 17550.14) There is a special exception with regard to foreign tour operators which also requires particular disclosures. (See B&P Section 17550.16(a)(7))

You do not qualify for the exemption outlined in B&P Section 17550.16(a) of the Seller of Travel Law (1) if you sell to customers located in California **from business locations that are located outside California**, (2) if your business is **less than three years old**, or (3) if your business has **added new business owners** during the previous three years. Check the "NO" box if you do not qualify for the B&P Section 17550.16(a) exemption for any of these reasons.

Check the "NO" box if you **do not choose** the retail exemption because, for example, (1) you choose to use a Trust Account for all transactions, (2) you protect your clients' money with a Surety Bond, (3) you have no California customers, or (4) you participate in an approved Consumer Protection Deposit Plan (B&P Section 17550.16(b)) or Consumer Protection Escrow Plan (B&P Section 17550.16(c)).

Question 11b: ARC Appointment Status: Check the "YES" box if you are a currently appointed agent in good standing with the Airline Reporting Corporation. Check the "NO" box if you do not hold an appointment, are not in good standing, are a pending appointee, or use the ARC appointment of another Seller of Travel to obtain air tickets.

Question 12a: Business Form: Check the "YES" box if your business has had the **same type of legal form** for three years prior to your registration. Check the "NO" box if in the past three years you started your business or the legal form of your business has changed, for example, from a sole proprietorship to a partnership.

Question 12b: Ownership Interest: Check the "YES" box if for the past three years there has been no change in the ownership of this business or if the only change in the ownership is that an Owner has been **removed** and no new Owner has been added. Check the "NO" box if Owners or Partners have been **added** in the past three years.

Questions 13a - 13b: Consumer Protection Plans Approved by the California Attorney General: You may be exempt from the Trust Account / Surety Bond requirements of the Seller of Travel Law by becoming a participant in an approved Consumer Protection Deposit Plan or by establishing an approved Consumer Protection Escrow Plan with the approved bank. Contact your plan administration with questions concerning whether any plan you participate in has been formally approved by the Attorney General's Office. You may contact the Seller of Travel Program if you wish to find out what Plans are currently approved by the California Attorney General's Office if you wish to participate in either the **Consumer Protection Deposit Plan** (B&P Section 17550.16(b)) or the **Consumer Protection Escrow Plan** (B&P Section 17550.16(c)). As of August 28, 2002, participation in the Deposit Plan is only by application to the United States Tour Operators Association, and participation in the Escrow Plan is only through National City Bank.

Check the appropriate box in Question 13a or Question 13b if you are participating in one of these two alternatives to the Trust Account / Surety Bond requirement. Attach the requested documentation. The Travel Consumer Restitution Corporation (TCRC) and its TCRF are not Consumer Protection Deposit Plans or Consumer Protection Escrow Plans.

Questions 14a - 14b: Trust Account or Surety Bond Requirement: You must use a Trust Account or maintain an adequate Surety Bond if you do not qualify for the Consumer Protection Deposit Plan, the Consumer Protection Escrow Plan, or if you answered "NO" to Question 11a. You may choose to use a Trust Account or Surety Bond even if you qualify for an exemption. Your ARC bond or ARC trust account does not satisfy the requirements of the Business Client Trust Account or the Surety Bond option under the Seller of Travel Act.

Question 14a: Trust Account: Provide the name and location of each financial institution at which your "Business Client Trust Accounts" are maintained and list the account number and name of each Trust Account, whether or not such accounts are located in the State of California. A "Business Client Trust Account" holds client business payments in trust. The business owner does not "own" these payments while they are in the Trust Account. The Trust Account should be a checking account. **The account must be recognized in the bank's internal records as a Business Client Trust Account.** Contact your banker for further information about this type of Trust Account. Savings banks and credit unions might not offer this kind of Trust Account. Escrow accounts are not permitted.

Question 14a(1): Attachment 100, Authorization And Consent Form: Check the box and enclose signed copies of Attachment 100. Attachment 100 is included in this packet. It must be **signed individually by each** Principal (Owners, Officers, and Partners) listed in Question 7a, as well as by an Officer of any legal entity with a greater than 10% ownership interest in the Seller of Travel, as identified in Question 7b.

Question 14a(2): Attachment 300, Seller of Travel Trust Account Delegation of Trustee Responsibilities: Check the box and attach a signed copy of the enclosed Attachment 300 if someone other than an Officer or employee who is identified in Question 7a has been delegated authority to manage the Trust Account. Making such a delegation does not relieve Owners and Officers from their liability and responsibility for the proper handling of Trust Account funds. You do not have to include this form if you do not make such a delegation.

Question 14b: Attachment 400, The Surety Bond Alternative to the Trust Account: You may choose to purchase a Surety Bond to protect customer payments instead of using a Trust Account. Check the "YES" and "ATTACHED" boxes if you have chosen to maintain a Seller of Travel Surety Bond rather than a Trust Account. Enclose a copy of your bond with this registration application. Provide the name of the bond issuer and the amount of the bond. You must also have the surety company complete the enclosed Attachment 400 and have it promptly returned to the Seller of Travel Program.

Adequate Bond: Your Surety Bond must be "adequate" to cover the amount that would be required to be held in a Trust Account if you were to have used a Trust Account. One way to estimate the amount that your Surety Bond should cover is to determine the highest single day's balance of customer money which would be held by you before being forwarded to the providers of transportation or travel services. You should make appropriate upward adjustments to your estimates and Surety Bond as circumstances change. The Attorney General's Office may require documentation of your sales volume to prove your Surety Bond amount is sufficient.

Your Surety Bond issuer must be a company that is admitted by the State of California to issue Surety Bonds in California. Such a company is known as an "Admitted Surety Bond Company." Check with any prospective issuer of a Surety Bond which you intend to use to see if it is admitted to write Surety Bonds in California or contact the Department of Insurance.

A bond required by another state does not satisfy the Surety Bond option under California's Seller of Travel Law.

Question 15: Amendments and Transfers: You have an ongoing obligation to keep the Seller of Travel Program updated with accurate information. Use Attachments 500 and 600 to submit any material change in the information you originally supplied. There is no fee for filing amendments, even when you add new locations during a registration year.

File Attachment 500 within 10 days after changes for amendments not involving a sale or transfer of ownership.

You are required to file a completed Attachment 600 at least 10 days in advance of a sale or transfer of ownership. **Liability transfers will not be recognized until a completed Attachment 600 has been filed.**

Questions 16a - 16d: Registration Fee and Late Fee: Registration fees are based on the **number of qualifying business locations**. The registration fee is \$100 per business location in California and \$100 per out-of-state business location which markets or sells to customers located in California. Out-of-state filers must also pay \$100 for the principal place of business even if it does not deal directly with customers in California. Registration fees do not have to be paid for out-of-state locations that do not market or sell to customers in California. Satellite Ticket Printers (STPs) that are **not staffed** by your employees are not considered locations for which a registration fee must be paid.

Question 16a: Enter the total number of locations you are registering, as stated in Question 4f.

Question 16b: Multiply the total number of locations stated in Question 16a and the number of years not previously registered by \$100 and enter the total.

Question 16c: This application is timely if it is mailed 10 days or more before you market or sell air or sea transportation from California or to customers in California. If this application is late: (1) Enter the number of days the application will be postmarked late on the first line of this Question, (2) multiply the number of days late by \$5 and enter

the total on the second line of this Question, but do not exceed the \$500 limitation on the late penalty.

Question 16d: Enter the total of both the calculated late fees and the registration fees from Question 16b (a minimum of \$100) and any calculated late fees from Question 16c.

Question 16e: Enter the number of your check or money order made payable to the Department of Justice.

The Attorney General's Office will reject a registration application unless it is complete and all registration fees and any applicable late fees are included.

Question 17: New for 2004 Independent Agents: Enter the names, addresses and phone numbers of any independent agents you have given contracts to and who are to use your registration number in their advertising, as provided for in B&P Section 17550.20g.

Question 18: Travel Consumer Restitution Fund (TCRF): Check the appropriate boxes.

The Travel Consumer Restitution Corporation (TCRC) provides refunds to passengers for prepaid travel they did not receive due to the default of Sellers of Travel participating in the TCRF. The Fund covers **customers located in California** at the time of sale.

Who Must Participate in the TCRF:

- Any Seller of Travel which sells travel to consumers in California and whose business is either headquartered in California or whose principal place of business is located within California;
- Any Seller of Travel which does business in California from at least one location in California whose stock is publicly traded on a national securities quotation system or stock exchange; or
- Any Seller of Travel which does business in California from at least one location in California, which is a subsidiary of a corporation publicly traded on a national stock exchange, where at least 60% of the stock of the Seller of Travel is owned by the publicly traded parent corporation(s).

Who May Not Participate in the TCRF:

- Any Seller of Travel which does not do business from at least one location in California;
- Any Seller of Travel headquartered within California but who does **no** business with customers located in California. For example, you sell only to out-of-state clients;
- Any Seller of Travel which is not a corporation and whose principal place of business is outside of California; or
- Any Seller of Travel which is a corporation headquartered outside of California and does not have its stock publicly traded on a national stock exchange.

TCRF participation requires that you pay an initial assessment, and sometimes annual assessments based on the number of California business locations you have and the number of out-of-state business locations from which you market or sell to customers in California. **Your yearly assessment must be paid directly to the Travel Consumer Restitution Corporation, not to the Seller of Travel Program or to the California Department of Justice.** The amount of your assessment is determined by the TCRC Board of Directors and will vary each year. Mail your TCRC application and check payable to TCRC directly to:

**Travel Consumer Restitution Corporation
P.O. Box 6001
Larkspur, CA 94977-6001**

The Travel Consumer Restitution Corporation and the Attorney General's Seller of Travel Program are separate entities and require separate applications and separate fees paid to each. You will not be registered and you will be assessed late fees if you send a complete application to TCRC but fail to send a complete application to the Seller of Travel Program. You may also be prosecuted for failure to register as a Seller of Travel.

Question 19: Verification Page: All persons listed in Questions 7a and 7b must date, sign, list the city and state where they sign, and print their name on the Verification Page. Each person signs under penalty of perjury under the laws of the State of California attesting to the truth and accuracy of all of the information provided in the application. You must provide original signatures; multiple signatures may be provided on separate copies of the verification page.

Signatures under a power of attorney are not acceptable unless it is a Military Power of Attorney. Faxed, photocopied, or stamped signatures are not acceptable.

Attachment 700: Disclosures from Sellers of Travel: Review Attachment 700 for your compliance for all sales made from California and for all sales made to passengers located in California. Please attach (optional) a copy of your disclosures to passengers. Your registration by the Seller of Travel Program should not be construed as approval of your submitted disclosures.

The Seller of Travel forms may be downloaded from the Attorney General's website at: <http://ag.ca.gov/travel/forms.htm>. You should check under its Programs area for F.A.Q. and updates to forms especially when it is time to renew.

It is important that you retain a copy of the completed application for your future reference. It is also suggested that you keep copies of the blank attachments since you may need them for future amendments.

Any part of this registration application that is not complete and correct will be returned to you for correction. Your registration will not be issued until it is complete and correct.

Mail the completed Seller of Travel Program application with original signatures, your registration fee, any applicable late fee, and any attachments to:

**Seller of Travel Program
Office of The Attorney General
Department of Justice
300 South Spring Street, Suite 1702
Los Angeles, CA 90013-1230**