



May 31, 2023

**SHIV TRAVEL & TOURS LLC
766 HUMBOLDT STREET
SECAUCUS, NJ 07094**

ARC Number: **31665432**

RE: Type 5 - Ownership Change/Approval of Existing Agency under New Entity & New Owner

Dear Mahendra,

I am pleased to inform you that ARC has approved your change of ownership application effective **Monday, June 5, 2023**. The ARC number originally assigned to the former entity remains unchanged. ARC has notified the participating airlines of this agency ownership change.

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

Mahendra Singh	Member	100% ownership
Mahendra Singh	DRS Principal DRS Security Manager Manager My ARC Primary Administrator	

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

- Please submit final sales report for the Seller **Galaxy Tours and Travels** prior to the Sales Report submission deadline of 11:59 p.m. EST **Tuesday, June 6, 2023**.
- 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, June 5, 2023**, and runs through **Sunday, June 11, 2023**. 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, June 13, 2023**. 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.
- If your change in ownership includes a new bank account, ARC will draft (or credit) your designated bank account no earlier than **Friday, June 16, 2023**, 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.
- Your new agency is responsible to ARC and the participating airlines for transactions issued on or after the effective date of the approval of your ownership change application. The former agent is responsible for transactions issued prior to that date.
- For ARC Pay participants, additional review of applicant's information and ownership will be required. To request for ARC Pay access, please read and sign the [ARC Pay Agreement](#). For any questions, please send email to ARCPayComp@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.

Thank you for participating with ARC. If you need assistance or have any questions, please contact our Customer Care Center at 855-816-8003. We look forward to working with you.

Sincerely,

Zdenka Bojanic Hoffman
Agency Partner Specialist