



Travel Planners International, Inc. | 2500 Maitland Center Parkway, Ste. 130 | Maitland, FL 32751-4174  
 407-331-3888 | 1-800-631-3636 | MyHostTravelAgency.com | tpionline.com

## GDS ACCESS APPLICATION

(\$100.00 Nonrefundable Application Fee)

Thank you for your interest in obtaining access to a GDS with TPI. To ensure the highest standards in our Independent Contractors and to uphold our professional reputation with ARC, IATA and our Suppliers, you must undergo an application process before gaining access to the GDS. This process includes a comprehensive criminal background check, credit check and industry reference check for every GDS user, owner, officer, director, partner, member and shareholder of your agency/office. If you have any special circumstances that we should consider when reviewing your application, please feel free to make your comments accordingly in the space provided on this form. Please complete, **notarize** and **mail** the original form to our address. Attention should be made to Erwing Hernandez. We recommend a tracking courier service, ie FedEx. Please allow 5 business days for an approval or declination after we receive the application. If you have any questions regarding this application, please contact our General Manager, Erwing Hernandez at 407-331-3888, ext. 8210 or email [ErwingH@tpionline.com](mailto:ErwingH@tpionline.com). *If you register to become a TPI agent by completing the Online Sales Agreement prior to approval of this GDS Access Application and this Application is denied, TPI will refund all applicable setup fees. If conducting business with TPI is dependent upon approval of this GDS Access Application, we recommend that you first obtain approval of this application before completing our Online Sales Agreement.*

## GDS - Personal Information Form (PIF)

(\$35.00 Nonrefundable Processing Fee)

Any additional GDS user besides the original GDS applicant (i.e., sub-agents, outside sales agents, employees, owners, partners, shareholders, LLC members, officers, directors, etc) must complete the Personal Information Form.

Example	GDS Application	PIF Application
Stand alone outside agent	Yes	Not applicable
Outside agent with 1 employee	Yes	Yes (employee)
Owner and a GDS User	Yes	Yes (GDS User)
3 Owners, but 1 GDS User	Yes	No
Partner added to company*	No	Yes
GDS User added to company*	No	Yes

\* Assuming the company already completed a GDS User Application in the past.

**Please provide the following information:**

**Preparer Information:**

*All correspondence regarding this request will be sent to the individual designated as the preparer.*

This Application was prepared by:

First Name:

Last Name:

Company Name:

Street Address:

Suite/Floor:

City:

State:

Zip:

Telephone:

Fax:

Email:

**PART 1 - Independent Contractor (IC) Information:**

Legal Name:

Doing Business as (DBA) Name:

Street Address:

Suite/Floor:

City:

State:

Zip:

Telephone:

Fax:

Email:

Website or URL Address:

Please explain your travel company's business model as it relates to the sale or purchase of airline tickets:

**PART 2 - Independent Contractor (IC) Ownership:**

**IC Entity Type**

Select the type of business entity structure, which describes the IC:

Proprietorship

Publicly Traded Corporation

Partnership

Limited Liability Company (LLC)

Non-Public Corporation

Other

If the entity is a corporation or LLC provide the date and a state of incorporation or organization:

Date (mm/dd/yyyy):

State:

Provide the IRS Employer Identification Number (EIN) or Taxpayer Identification Number (TIN):

**Owners, Officers, Directors, Partners, Members, Shareholders and Users:**

List all individuals that are owners, partners, shareholders, LLC members, officers, directors and intended GDS users (your employees who intend to use or have access to the GDS) of the applicant. In the table below provide the full legal name for each individual, their title, and Social Security Number (SSN).

***If the IC is a:***

***Proprietorship***, also provide the name and SSN of the proprietor's spouse.

***Publicly traded corporation***, it is not necessary to provide shareholder information.

***Non-publicly traded corporation***, provide the percentage of unissued shares, if any, and identify all corporate officers.

***Partnership***, indicate if each individual is a general or limited partner.

***LLC***, indicate those individuals who are managing members.

**IN ADDITION, PLEASE ALSO SUBMIT a Personal Information Form (PIF – additional \$35.00 fee applies) for each person listed below excluding yourself.**

<u>Full Legal Name</u>	<u>Title</u>	<u>SSN</u>	<u>% Shares owned by each Individual</u>
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**PART 3 – Background of Applicant and Personnel**

**Affiliations with Travel Agents, Agencies, Host Agencies**

Indicate whether the applicant, or any person, or business named in this application has or had an affiliation or a connection of any kind with any agent, agency, host or entity accredited by ARC, ARP, ATC, IATA, or IATAN not listed in this application or attachments.

YES  NO

Indicate whether the applicant or any person named in this application has a connection or affiliation of any kind with an agent, agency, host or entity previously canceled by ARC, ARP, ATC, IATA, or IATAN.

YES  NO

Indicate whether the applicant or any person named in this application has or had a connection or affiliation with, or was employed by an agent presently in default under the Agent Reporting Agreement (ARA).

YES  NO

If the answer(s) to any of the questions above is **YES**, please identify the agent(s) or entity(ies) including accreditation number(s), contact name(s), contact phone(s), type of transactions/tickets purchased or sold, term of relationship, reason(s) for leaving, which system used, and any other details that may be useful in approving this application.

**Felonies or Misdemeanors**

Indicate whether the applicant or any person named in the application:

Has been convicted of a felony or misdemeanor related to financial activity or pled guilty or nolo contendere (no contest) to a felony or misdemeanor related to financial activity?

YES  NO

Has been found by a court to have committed a breach of fiduciary duty involving the use of funds of others?

YES  NO

Has been arrested or is currently under investigation by federal, state, or local law enforcement authorities (e.g., police, attorney general's office, consumer protection agencies, etc.) for any offense or crime, or any alleged offense or crime in any way related to employment or affiliation with a travel agency or travel related company?

YES  NO

If the answer(s) to any of the questions above is **YES**, please provide related details.

**Bankruptcy**

Indicate whether any owner, officer, director, partner, member, shareholder, or management employee named in this application:

Has ever been or is an owner, officer, director, partner, member, shareholder, or management employee of any business that has ever filed, or been the subject of, a petition in bankruptcy?

YES

NO

If the answer(s) to any of the questions above is **YES**, please provide related details.

**Part 4 - Application Processing Fee - \$100.00 + \$35.00 for each completed PIF**

Application Processing Fee is nonrefundable - Visa, MasterCard, Discover, American Express accepted.

Cardholder Name:

Card Number:

Exp:

**Part 5 - Application Checklist**

Please provide the following documents with your application. Missing items will delay processing.

Signed GDS Access Application.

Signed Personal Information Forms (PIF) for each owner, corporate officer, director, partner, member of an LLC or intended GDS user.

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

**Before me, the undersigned notary public, personally appeared \_\_\_\_\_ to me, who being duly sworn according to law, deposes the following:**

**Part 6 - Certification**

I hereby certify that the statements made in this application and the attachments are true and correct and that I am authorized by the applicant identified in Part 1 to file this application. I acknowledge and understand that as part of the evaluation and verification process, TPI may need to verify the information contained in this application and I authorize TPI to conduct such investigation to verify information in this application and also authorize the release to TPI of any documents, such as but not limited to, lease agreements, credit reports, employment agreements, photographs, in order to verify information as TPI deems necessary to evaluate this application. I acknowledge and understand that TPI requires written notice signed by an owner (or officer if the Applicant is a corporation) of the Applicant to withdraw this Application. If there are any changes to any of the answers or information provided in this application and/or attachments thereto I will notify TPI in writing immediately. I expressly acknowledge that any access to the GDS is **at the sole discretion of TPI**, and if this application is disapproved, I will hold harmless TPI with no recourse whatsoever. I understand that if this application is approved, I will be bound by the terms of the application and the attachments thereto. I have read and agree that my signature binds applicant to the terms of this application, the Independent Contractor Agreement, the TPI Procedures Handbook, TPI Fee Schedule and understand all of the terms.

\_\_\_\_\_  
Signature of owner or corporate officer

Signature of Applicant's corporate officer is required; if the Applicant is a Limited Liability Company "LLC", the signature of the Managing Member of the LCC is required)

\_\_\_\_\_  
Print or type name of above signatory

\_\_\_\_\_  
Print or type title of above of signatory

\_\_\_\_\_  
Date

Sworn to and subscribed before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

*Seal:*

\_\_\_\_\_  
**(Signature of Notary Public-State of Florida)**

\_\_\_\_\_  
**(Name of Notary Typed, Printed, or Stamped)**

**Personally Known \_\_\_\_\_ OR Produced Identification \_\_\_\_\_ Type of Id \_\_\_\_\_**