

## Registration Application Kit

## **Branch Office**

## Contents

## Main Components

**Application Checklist** 

**Application Form** 

Terms and Conditions - Registration

Designated Manager Declaration Form

## Additional Forms (if applicable)

Terms and Conditions - Residential Location

Financial Information Consent & Verification

Trust Declaration



## **Registration Checklist for Branch Office**

A guide for completing a new application for registration with TICO

## **Important Notes**

- Applications that are incomplete or missing the registration fee will not be processed.
- Target processing time for complete applications with no issues/concerns is 30 days or sooner.
- To facilitate processing, we kindly ask that you complete the PDF application form and other supplementary documents on a computer rather than printing it and filling it by hand.

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App	plication Fundamentals
	\$800 <b>non-refundable</b> registration application processing fee payable to Travel Industry Council of Ontario (certified cheque, bank draft, or e-Transfer <a href="mailto:paynewregistration@tico.ca">paynewregistration@tico.ca</a> .
	Application Form
	Please complete all fields on the form marked as required and applicable to your business.
	Terms & Conditions of Registration signed by a person authorized to bind the company and signed by a witness.
Bus	siness Address
ocati	must carry on business from a permanent place of business in Ontario. This could be a dedicated office in a commercial ion or a dwelling (residential location). Also, the office must be managed and supervised by a person that has obtained the occurrence counsellor and travel supervisor/manager.
If O	perating from Residential Location
	be branch will operate from a residential location, please be aware that this address will serve as the business address of the nch office and will be publicly disclosed to consumers when advertising and conducting business.
The	following requirements apply if operating from a residential location:
	Proof that the residential location meets municipal zoning requirements, i.e., letter of approval from local municipality.
	<u>Terms and Conditions for Residential Location</u> signed by a person authorized to bind the company.
	Business Phone Number
	te: A personal phone number is not permitted. A separate business telephone number (landline or a mobile phone) can be d and must be registered to the business, i.e., searchable/accessible to the public.
Des	signated Supervisor / Manager
	Valid government photo identification.
	Criminal Record and Judicial Matters Check (CRJMC).  Note: Canadian residents can obtain a CRJMC from an Ontario Provincial Police (OPP) detachment or Municipal Police Services. TICO has partnered with <a href="MyBackCheck.com">MyBackCheck.com</a> to assist applicants in obtaining this report.  For U.S. citizens and individuals from other countries, please seek comparable services within your respective jurisdictions. Ensure that the criminal record check covers all national jurisdiction levels (federal or country-wide records) and includes a search of outstanding entries and charges.
	The designated supervisor or manager must disclose all particulars regarding any bankruptcies, judgements, and/or discharges that they may have had at any time.
	Note: A credit check is required but will be obtained by TICO.
	The designated manager is required to be available to supervise and manage the business during its hours of operation.
	<u>Designated Manager Declaration Form</u> completed by the designated Manager and signed by a person authorized to bind the company.
	Legally entitled to work in Canada.
	TICO Education Standards Certificates for Travel Counsellor Supervisor/Manager
	The designated manager must have at least three years of experience in the travel industry, which must be confirmed through employment verification.
	Supporting documentation including a CV/Resume in addition to other supporting documents, e.g., letters of reference and employment verification from previous employer(s), tax, income, and/or other employment record(s).

## Notes:

If the experience is outside of Ontario, you may provide any documentation available that supports the experience, such as the examples listed above.

Any document submitted in a foreign language, other than French must be accompanied by a certified translation.

#### **Financial Information**

For a branch office application, the following requirements apply when the bank account(s) are different than the head office registration.

Two bank accounts in Ontario are required, and they must be designated as a "General Account" and a "Travel Industry Act Trust Account".
The bank accounts must be held in a Bank of Canada recognized bank, trust company, or credit union.
The bank accounts must be under the travel seller's legal business name registered with TICO.
<u>Financial Information Consent &amp; Verification Form</u> . This form is to outline the consent the applicant is providing and includes verification from the bank. Part One must be completed by the applicant and Part Two must be completed by the financial institution.
<u>Trust Declaration Form</u> signed by a person authorized to bind the company.
If you will be a Credit Card Merchant, you must include supporting documentation showing the merchant account is linked to the Travel Industry Act Trust Account.

#### **Additional Notes**

- TICO reserves the right to request any additional information and/or supporting documentation and to verify any information contained in the application. This can include conducting inquiries as necessary to determine your eligibility for registration.
- You should not be operating or advertising travel services without first being approved for registration with TICO. Please
  ensure you are compliant with legislated requirements.

## Refusal of Registration

In some cases, an application for registration can be refused. Common reasons why TICO would propose to refuse to register an applicant are:

- The applicant's financial responsibility in conducting business is questionable. This could be due to their own financial position or that of an interested party related to the applicant.
- Past conduct, including but not limited to the results of a criminal background check, provides reasonable grounds to believe that the applicant may not conduct business in accordance with law, and with integrity and honesty.
- The applicant, or an employee, or an agent of the applicant makes a false statement, omission, or misrepresentation in the application for registration.
- The designated manager does not have sufficient experience with and knowledge of the business of selling travel services to ensure that the office is managed in compliance with the Act and Regulation.

If the Registrar proposes to refuse to register, you will be notified in writing and advised of the reasons. You will also have the right to appeal the decision through the License Appeal Tribunal.

## **Starting Your Business After Registration Is Approved**

TICO has a <u>Starting Your Business</u> resource is specifically designed for newly registered travel agents. It provides essential information to help you navigate the initial stages of your travel business. Whether you need details on registration, compliance, submitting business change requests, guidelines, or access to learning sessions, this resource has you covered.

#### Send completed applications / documents to:

Travel Industry Council of Ontario Att: Registration Department 55 Standish Court, Suite 460 Mississauga, Ontario L5R 4B2 or registration@tico.ca



## **Registration Application Form**

## **Branch Office**

Travel Industry Council of Ontario

The undersigned is applying to the Registrar for registration as a Travel Agent and/or Wholesaler under the *Travel Industry Act, 2002*. The information requested in this application form will be used to determine eligibility for registration with the Travel Industry Council of Ontario in accordance with Ontario legislation

Ontario legislation.	Madon with the	o maverinae	istry Courion of V		ocordance w	nu i
<b>Business Classification</b>	Туре о	of Registrati	on	For offi	ce use only	1
Sole Proprietor	Reta	ail Branch			•	•
Partnership	Who	olesale Brancl	h	3		
Corporation						
Limited Partnership						
Limited Liability Partnersh	nip					
Notes to Applicants:						
<ul> <li>For the purpose of the or any officer/director</li> <li>Do not submit an appropriate of the necession of the necessi</li></ul>	r of a corporation of a corporation for regards and supporting ensure you surefundable apports be processe	on. gistration unti documentati ccessfully co olication proc	il all of the requir on. Refer to ou omplete an applic	rements have rements have rements have remented to remente the remented to remente the remented to remente the rements have remented to remente the rements have remented to remente the rements have remented to remente the rements have remented to remente the remented to remente the remented to remente the remented to remente the remented to remented the remented to remente the remented to remented the remented to remente the remented to remented the remented to remente the remented to remented the remented to remente the remented to remented the remented to remented to remente the remented to remented the remented to r	ve been met ion Checklis gistration. ). An applica	and you have st for Branch
1. Head Office Inform						Required Field
Name of Sole Proprietor, Partners, Co	orporation *					
Trade name/Business name *						
Business address in Ontario * Comm	ercial Residence		Address for service	in Ontario (if diff	ferent from busine	ess address)
Shared and/or Co-working Office Spa					1	
City *	Province *	Postal Code *	City		Province	Postal Code
Phone *	Fax		Phone		Fax	
Toll free	e-mail *			Website		
2. Branch Office Infor	mation					
Trade name/Business name *						
Business address in Ontario * Comm	ercial Residence		Head Office Registr	ation Number *		
Shared and/or Co-working Office Spa	ce					
City *	Province *	Postal Code *	Branch Phone *		Fax	

Website \*

e-mail \*

*Bank Accounts Same as Head	d Office Yes	No No						
Note: Financial Information Co	onsent & Verific	cation Form is re	quired	when the bank accounts	are differ	ent than the head	d office.	
Name of bank/Financial institution	ı			Address				
C\$ Trust Acct #	US\$ Trust A	Acct #		C\$ General Acct #	1	US\$ General Acct #	<u>.</u>	
Name of bank/Financial institution				Address				
C\$ Trust Acct # US\$ Trust Acct #				C\$ General Acct #	1	US\$ General Acct #	!	
4. Particulars for De	esignated	Manager						
Social Insurance Number (optional)	First Name *		Midd	le	Last	*		
Home address *			Posit	ion held in company (Officer,	Director,	Shareholder, Mana	ger) *	
City *	Province *	Postal Code *	Phor	ne *	Birth	n date (MM/DD/YYY	Y) * Sex *	
e-mail *			Cell	Phone *				
Employment History (provide	de a minimum	of three years)	)* From				То	
Name/Address of Employers		• ,	Occupation/Position/Type of work			MM/DD/YYYY	MM/DD/YYY	
Applicant Declaratio	nn .							
This application must be signed partnership, or an officer or dis	ed by a person							
By signing below, I the unders nformation provided in this ap complete to the best of my kno the denial of this application o false statement in an applicati	pplication, inclu owledge. I und r future revoca	ding attached of erstand that an tion of registrat	docum y false tion, sh	ents and supplementary estatements, omissions, nould it be granted. Addit	material or misre ionally, I	ls, is accurate, tr epresentations m	rue, and nay result in	
hereby grant permission to the					ormation	contained in thi	s application	
understand that the submissi equire further documentation	or information	, which I agree	to pro	vide in a timely manner.	Addition			
application registration fee is r		v profossionali	sm, an	d ethical standards, and	I recogn	nizo my rolo in o		
application registration fee is r affirm my commitment to uph consumer protection.	nolding integrit	y, professionali			J	iize my fole iif e	nsuring	
affirm my commitment to uph	nolding integrit	у, ргогезогопан			Ü	iize iiiy tole iii e	nsuring	

# tico.ca

Travel Industry Council of Ontario

## **Terms and Conditions of Registration**

In addition to and without limiting the Applicant's obligations upon approved registration to comply with all requirements of the legislation, the Applicant agrees to comply with the following provisions of the *Travel Industry Act*, 2002 (the "Act") and Ontario Regulation 26/05 (the "Regulation"):

## **Compliance Requirements**

### Travel Industry Act, 2002

- Section 8(2) establishes that registration is issued subject to certain conditions.
- Sections 28 & 29(1) of the outline some of the Registrar's powers with respect to false advertising.
- Section 31(3) sets out applicable penalties for persons and corporations convicted of contravening the Act or Regulation.
- Sections 8, 10 and 11 outline other actions that can be taken by the Registrar and your rights regarding these actions.

### **Ontario Regulation 26/05**

- Section 15 requires the agency to have a qualified manager/supervisor available during business hours.
- Section 17 requires notice to TICO of changes to the business within five days.
- Section 18 requires ten days advance notice of ceasing to sell travel services, i.e., closing business and cancelling registration.
- Section 22 requires filing of financial statements each fiscal year or more frequently depending upon your sales volume.
- Section 24 mandates that a positive working capital be maintained.
- Section 27 sets out the trust accounting obligations.
- Section 29 provides details regarding record keeping accounting records, banking records and written records of all payments that must be kept at the registered premises.
- Sections 31 to 35 relate to the advertising requirements.
- Sections 36 & 37 relate to disclosure requirements.
- Section 38 sets out the requirements with respect to statements, invoices, and receipts.

## **Conditions of Registration**

## The Applicant hereby accepts the following conditions to its registration:

- 1. The Applicant acknowledges and agrees to comply will all requirements of the Act and Regulation.
- 2. The Applicant acknowledges the requirement to contribute to the Ontario Travel Compensation Fund (Form 1) as per the Payment Schedule set under clause 12(1)(c) of the Safety and Consumer Statutes Administration Act, 1996.
- 3. The Applicant hereby acknowledges and accepts responsibility for the actions of all counsellors/sales representatives selling travel services or providing travel advice regarding the sales of travel services on behalf of the Applicant. This includes but is not limited to individuals who

are employed or have written contract with the Applicant. The Applicant also acknowledges the responsibility to ensure that all such sellers of travel services must have obtained the required certification for being a travel counsellor and, if applicable, the required certification for being a travel supervisor/manager.

- 4. The Applicant acknowledges that written approval from the Registrar is required before entering into any "risk contracts" with a scheduled or non-scheduled air carrier.
- 5. The Applicant must attend the mandatory TICO New Registrant Orientation webinar within six months of registration.
- 6. The Applicant acknowledges and understands that, should it fail to comply with any of the above noted conditions or any other provision of the Act or Regulation, that non-compliance will be taken into consideration and cited in any decision by the Registrar to take further legal or administrative action including a Notice of Proposal to Revoke Registration or Notice of Proposal to Refuse to Renew Registration under the Act.
- 7. The Applicant hereby acknowledges that they have been informed of their right to independent legal advice.

Witness Name		Witness Signature	
Print Name (aut	hority to bind company)	Applicant Signature	
Signed this	day of	, , 20	
TICO a	oplicant recognizes that making of application will result in the Regist	rar refusing same.	Initials
	1110 of up to \$200,000.		Initials
b)	fine of up to \$50,000 and/or to in and	, ,	
to furni	oplicant (and signatory of this form sh false information in a TICO re An individual who is convicted of	•	
	quences resulting from its non-cor	n) will be legally responsible for the mpliance with the abovementioned	Initials
·	•		Initials
As the compa	signatory to this form, I have the		
rtegisti	ation.		Initials
rne Ap Registr	pplicant agrees to all the abovement	entioned Conditions of	



## **Designated Manager Declaration Form**

This declaration form must be completed by the supervisor or manager who will be appointed as the designated manager on the registration record. Name of Travel Agency or Branch Name of Manager/Supervisor Social Insurance Number (optional) **Note:** Manager must have sufficient travel industry experience (3 years) You must provide supporting documentation including a CV/Resume in addition to other supporting documents, e.g., letters of reference from previous employer(s), tax, income, or other employment record(s). • If the experience is outside of Ontario, you may provide any documentation available that supports the experience, such as the examples listed above. Any document submitted in a foreign language, other than French must be accompanied by a certified translation. 1. Are you now or have you ever been involved in any way with the operation or closing of a corporation (as an officer, director, shareholder), partnership, sole proprietorship or branch office registered under the Travel Industry Act, 2002 for which the Ontario Travel Industry Compensation Fund has paid claims or has claims pending where full recovery payments or arrangements have not been made? ☐ **Yes** (please attach full particulars) □ No 2. Have you ever been found guilty or convicted of an offence under any law or are there any charges now pending? This includes where a conditional discharge or an absolute discharge has been ordered. ☐ **Yes** (please attach full particulars) □ No 3. Are you now or have you ever been insolvent or involved in Bankruptcy, Consumer Proposal or Proposal Proceedings under the Bankruptcy and Insolvency Act? If yes, attached discharge papers, assignment or any other related documents. Yes No 4. Have you ever been, or are you now, an officer, director or majority shareholder of a corporation which has been declared bankrupt or is presently the subject of bankruptcy proceedings? Yes No Notes: • If undischarged bankrupt, submit a copy of the Assignment in Bankruptcy and list of creditors. • If discharged bankrupt, submit proof of discharge. For corporation bankruptcies, submit any related documents 5. Are there any outstanding unpaid judgements against you? If yes, submit a copy of each judgement. State amount outstanding and repayment arrangements.

Yes

No

6. Are you a Canadian resident?			Yes	No
(Provide proof of citizenship or immigration documents)  Canadian Citizen: Yes No Landed Immigrant  Legally entitled to work in Canada: Yes No	:: Yes No	Work permit: Yes	No	
Other:				
Notice and Consent				
This declaration form must be completed and signed by authorized to bind the company certifying the accuracy	-			
By signing below, I affirm that all information provided in supplementary materials, is accurate, true, and comple false statements, omissions, or misrepresentations may revocation of registration, should it be granted. Addition an application to TICO is an offence punishable by a fir	te to the best of m result in the den ally, I/we underst	ny knowledge. I under ial of this application o and that furnishing a t	stand that a or future	any
I hereby grant permission to the Travel Industry Counci this declaration form and conduct inquiries and/or collect including but not limited to government sources, non-go Centre), and credit bureaus/reporting agencies as neces	ct/exchange informovernment source	mation with others as s, CPIC (Canadian Po	may be ned olice Inform	cessary
I acknowledge that the registration record with TICO, w business address, and registration date, is part of the p		business name, regis	tration num	ber,
I acknowledge my duties as the designated Manager, understand that I must be present at the office of the lits hours of operation.		_		
I affirm my commitment to upholding integrity, profession ensuring consumer protection.	nalism, and ethic	al standards, and I re	cognize my	role in
Signature of Designated Manager	Date (MN	I/DD/YYYY)		
Print Name	Date of B	irth (MM/DD/YYYY)		
Residence Address				_
Manager's Phone Number	Manager'	s e-mail		
I, Print Name	Officer/Director/0	Owner of the applican	t appoint	
the above-named individual as the designated manage not effective until the Registrar's approval is received.	er of my company	. I understand that su	ch appointn	nent is

Print Name of Officer/Director/Owner

Signature



## Additional Forms

These additional forms are to be completed only if it applies to your business

Terms and Conditions
Operating from Residential Location

Financial Information Consent & Verification

Trust Declaration



## **Terms and Conditions**

## **Operating from Residential Location**

In addition to and without limiting the Travel Seller's obligations to comply with all requirements of the legislation, the Travel Seller agrees to comply with the following provisions of the *Travel Industry Act, 2002* (the "Act") and Ontario Regulation 26/05 (the "Regulation"):

## **Compliance Requirements**

## Travel Industry Act, 2002

• Section 17(1) provides that the Registrar, or an Inspector designated by the Registrar, may conduct an inspection and may, as part of that inspection, enter and inspect at any reasonable time the business premises of a travel seller. If the travel seller is operating from a residential location, the part of the residence that is used for operating the business is subject to such inspections.

## **Ontario Regulation 26/05**

- Section 10(1) provides that a travel seller must operate from a permanent place of business in Ontario.
- Section 10(2) states that operating from a residential location is subject to certain requirements:
  - Pursuant to section 10(2)1, the travel seller shall <u>attach</u> a letter of confirmation from the municipality to verify that carrying on business from the residential location is permitted by the municipality responsible for enforcing local zoning requirements.
  - Pursuant to section 10(2)1, the travel seller shall have a separate business telephone number (landline or mobile phone) that is listed under the name under which the travel seller carries on business and is different from any residential and/or personal telephone number.
  - Pursuant to section 10(2)3, the travel seller shall maintain all books and records at the business premises and ensure that the same are accessible to any Inspector designated by the Registrar.
- Section 31(2)(a) provides that the travel seller shall include its business address (as well as the
  business name and registration number) in every written representation. Therefore, if a travel seller
  is operating from a residential location, the travel seller must include this residential address in its
  representations.

## **Additional Conditions of Registration**

The travel seller acknowledges and declares that they have read and understood this document and agree to comply with the conditions contained herein.

The travel seller agrees to all the abovementioned Conditions for operating from a residential location.	Initials
As the signatory to this form, I have the legal authority to bind the company.	Initials
The travel seller (and signatory of this form) will be legally responsible for the consequences resulting from its non-compliance with the abovementioned conditions.	Initials

The travel seller (and signatory of this form) recognize(s) that it is an offence to furnish false information in a TICO registration application and that: a) An individual who is convicted of this offence may be subject to a fine of up to \$50,000 and/or to imprisonment for up to two years; and b) A corporation that is convicted of this offence may be subject to a fine of up to \$250,000. Initials Address of Residential Location Business Telephone Number Signed this day of \_\_\_\_\_\_, 20\_\_\_\_. Print Name (authority to bind company) Signature

Witness Signature

Witness Name



## **Financial Information Consent & Verification**

Part One: Consent By Travel Seller

TICO applicants must attach this completed form to a new registration application.

TICO registrants must resubmit this completed form to the Registrar whenever it changes its financial institution and/or trust account(s).

(Applicant or Registrant):	
Business Address:	
Telephone No.	
TICO Registration No. (if applicable):	
the Travel Industry Act, 2002 (the "Director"), obtaini	, hereby irrevocably consent to the Director, appointed under ng any financial information about the undermentioned on. I/we also authorize the financial institution to disclose the
the Travel Industry Act, 2002, against my/our assets	any freeze order, issued by the Director in accordance with and/or trust funds that the financial institution controls or has dermentioned account(s), in accordance with the <i>Travel</i>
Date (MM/DD/YYYY)	
Authorized Signing Officer (Print Name)	Position
Signature of Authorized Signing Officer	
Authorized Signing Officer (Print Name)	Position
Signature of Authorized Signing Officer	



## **Financial Information Consent & Verification**

Part Two: Verification By Financial Institution

Financial Institution  Branch A  Telepho  We, the abovementioned Financial Institution union and hereby certify that the abovementioned branch. These undermenting general and/or Travel Industry Act trust according to the Director to provide any information.	one No.  on are a Bank of Canada recognized bank, tioned Travel Seller has opened the following oned accounts are recognized and designation. We further confirm that we will comp	ng accounts, in the ated in our records as ally with a written direction
applicant/registrant we control or have on de Travel Industry Act, 2002.		
Type of Account	Account Number (Including Transit Number)	Provincial Jurisdiction of Account (e.g. ON, BC, etc.)
Travel Industry Act Trust Account (CAD)		(e.g. e, 2 e, e.e.)
Travel Industry Act Trust Account (USD)		
General Account (CAD)		
General Account (USD) Other Account(s)		
Date (MM/DD/YYYY)		
Authorized Signing Officer of Financial Institution (Print Name)	- Bank Stamp	
Signature of Authorized Signing Officer	-	



## Trust Declaration Form

This Trust Declaration is made as of		by	
	(Date)	·	(Travel Seller Legal Business Name: Travel Retailer/Wholesaler)
for the establishment of the <i>Travel Ir</i>	dustry Act, 2002 Trust Ac	со	unt for the benefit of its customers.

#### Part 1: Recitals

#### Whereas:

- 1. The travel seller is a travel agent or travel wholesaler as those terms are defined in the *Travel Industry Act*, 2002 (the "Act").
- The Act and Ontario Regulation 26/05 (the "Regulation") requires the travel seller to maintain a trust account for all money received from or on behalf of customers for travel services, designated as a "Travel Industry Act Trust Account".
- TICO's Trust Accounting Guidelines (the "Guidelines") provide the details of how the trust account shall be maintained
- 4. This Trust Declaration establishes the travel seller's Travel Industry Act Trust Account (the "Trust Account").

## **Part 2: Declaration**

Now therefore the travel seller hereby declares as follows:

1. **Definitions**: Unless otherwise explicitly provided herein the definitions of terms in this Trust Declaration shall be the same as in the Act and the Regulation.

#### 2. The Travel Seller's Trust Account

- 2.1 The travel seller hereby establishes the travel seller's Trust Account and appoints itself as Trustee.
- 2.2 The travel seller's Trust Account shall consist of the funds received from time to time from or on behalf of customers for travel services whether in cash, or by credit card payments, or any other method of payment (the "Funds"). The Funds shall constitute the Trust Account hereby created and established (the "Travel Industry Act Trust Account")
- 2.3 The travel seller has established the following bank account (s) for the purpose of segregating the Trust Account from the travel seller's other bank accounts and any other property, which are listed on the letter from the travel seller's bank dated \_\_\_\_\_\_ and attached as Schedule A.
- 2.4 The travel seller accepts the trust and undertakes to deposit, hold, distribute, and administer the Trust Account in accordance with the provisions of this Declaration, the Act, the Regulation, the Guidelines, and any other relevant legislative provisions.
- 2.5 The Trust Account includes all Funds now or hereinafter received by the travel seller from or on behalf of customers for travel services.
- 2.6 It is the intent of the travel seller, in establishing this Trust Account, that all Funds deposited into the Trust Account shall always be held for the benefit of customers. At no time shall any part of the Trust Account be used for or diverted to purposes other than for the exclusive benefit of the customers.

#### 3. Term of the Trust

3.1 The Trust Declaration shall be continued until such time as a new trust declaration is executed as part of the annual registration renewal process.

#### 4. Records and Accounts

- 4.1 The travel seller shall establish and maintain true and accurate records and books of account by booking of all proceedings and financial transactions for the Trust Account, in accordance with the Act, the Regulation, the Guidelines, and any other relevant legislative provisions.
- 4.2 The Trust Account shall be reconciled when the surplus is transferred to the general account. At no time shall the amount in the Trust Account be less than the amount received from customers for travel less any payments made by customers or on customers' behalf for travel services. Amounts in excess of this minimum requirement for a particular booking may be transferred to the travel seller's general account as a surplus when and only when all suppliers for a particular booking have been paid.
- 4.3 Payment must be received from or on behalf of the customer before payment can be made from the Trust Account for the travel services purchased for that customer's booking.

#### 5. General Provisions

- 5.1 This Trust Declaration may not be modified, amended, cancelled or in any way altered, nor may it be modified by custom and usage of trade or course of dealing, except by an instrument in writing and executed by TICO and the travel seller.
- 5.2 If any provision of this Trust Declaration is deemed or held to be unlawful, void, or for any reason, unenforceable, it shall be deemed severable from, and shall in no way affect the validity or enforceability of the remaining provisions hereof or thereof, which shall remain valid and enforceable according to their terms. If such illegality shall make impossible or impractical the functions of the Trust Account, TICO shall have the option of either terminating this Trust Declaration or adopting a new provision to take the place of the illegal, void, or unenforceable provision.
- 5.3 The recitals above set forth are incorporated herein by reference. Each recital of fact concerning a party shall be conclusive as between the parties hereto.
- 5.4 **Governing Law**: This Trust Declaration was made in the Province of Ontario, and its validity, construction, interpretation, and legal effect shall be governed by the laws and judicial decisions of Ontario.
- 5.5 **Choice of Forum**: Any action at law or in equity arising under this Trust Declaration shall be filed only in the Courts of the Province of Ontario.

#### 6. Consent

- 6.1 The travel seller agrees to act and deal with the Trust Account in accordance with the terms of this Trust Declaration.
- 6.2 The travel seller hereby irrevocably consents to the Registrar, *Travel Industry Act, 2002* (the "Registrar") to obtain any financial information about the accounts listed in the letter from the travel seller's bank and authorizes the bank to disclose the information to the Registrar.
- 6.3 The travel seller further authorizes the bank to apply any property freezing order issued by the Registrar against the travel seller's property that it holds on deposit, under its control or for the travel seller for safe keeping, regardless of the jurisdiction of the property.

Signed this	day of	, 20	
Print Name (authority to b	pind company)	Applicant Signature	
Witness Name		Witness Signature	