

Craig Hoffhines - Chairman
State Insurance Committee,
SIR, Inc.
2505 Polar Star St. Rocklin,
CA 95677



Incorporated
Live Longer and Happier With Good Friends While Enjoying Many
Activities

Date _____

Dear California Seller of Travel,

SIR, Inc. (SIR) is a non-profit public benefit corporation for retired men and is the parent corporation for about 150 Branches extending from Bakersfield in Central California to Mt. Shasta in Northern California. Membership is approximately 16,000 men. Some 32,000 people are eligible to participate in Branch Travel events when wives and traveling companions are included.

Our Branches are not permitted to contract with any agency unless that agency is on our list of SIR Qualified Agencies. So that your agency may be included as one of our SIR Qualified Travel Agencies, please submit copies of the following to the Chairman of our State Travel Committee (indicated above):

1. Current California Seller of Travel License and identification number (CST I.D. No.).
2. Current appointment/membership in ARC (Airline Reporting Corporation) or IATAN (International Airlines Travel Agent Network). Note: If your agency does not belong to one of these organizations, it may not offer travel by air for any portion of a travel event.
3. Agency maintains a trust account in an FDIC insured institution and deposits and keeps therein all funds it receives from participants of each Travel Event pending disbursement of those funds for goods and services pertinent to the Travel Event, -or- (b) is bonded through the United States Tour Operators Association (USTOA) or through a reputable bonding company in an amount not less than the total amount received from the applicable Travel Event.

Additionally, agency must carry a minimum of \$1,000,000 in comprehensive General and Professional Liability insurance. The Certificate of Insurance should read as follows:

This Certificate Issued To: SIR, All Authorized Branches and Members,
C/O Craig Hoffhines, SIR State Insurance Chairman, 2505 Polar Star St., Rocklin, CA 85677
Coverage is Provided for the Hold Harmless Clause, Included in Paragraph 8 (b) of SIR Contract
Form No. 50, Subject to All Conditions of the Policy.

When the above information has been received, reviewed and approved by the appropriate committees, your travel agency will be included on the list of SIR Qualified Travel Agencies and our Branches will be authorized to contract with you for Branch travel events. Your cooperation in this matter will be appreciated so that our members and guests can enjoy the great travel events that you provide.

Yours truly,

Craig Hoffhines

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