

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



A Non-Profit Public Benefit Corporation For Retired Men Devoted to the
Promotion of Independence and Dignity of Retirement

Date _____

Dear California Seller of Travel,

Sons In Retirement, 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 must maintain a trust account in an FDIC insured institution (we need your Bank Trust Account number), deposit and keep therein all funds of participants of each travel event pending disbursement of those funds for goods or services pertinent to the 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: Sons In Retirement, 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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