

## Travelpoint Operator Request for Service Bureau Changes

This form is used to request for PCC's to be added/removed from a service bureau. This request will authorize the addition/deletion of the service bureau (SVCB) PCC from the AAT of a subscriber.

The SLA for this update to be completed is 3 working days.

Please Note: All requests for PCC's to be added/removed from a service bureau must be authorized using this form. No PCC request may be actioned without using this form.

Subscriber Information					
PCC	GDS	Add	Delete	Service Bureau	Effective Date

Organization Name : \_\_\_\_\_  
 CIDB : \_\_\_\_\_

Account Manager Name : \_\_\_\_\_  
 Account Manager Signature : \_\_\_\_\_

Subscriber Authorizer Name : \_\_\_\_\_  
 Subscriber Authorizer Signature : \_\_\_\_\_

Role : \_\_\_\_\_  
 Date : \_\_\_\_\_

In addition to the obligations under the Operator agreement, the operator shall ensure that it undertakes the following when requesting from Travelpoint third parties including any operator group companies or subsidiaries to receive PCC's

Reasonable levels of due diligence have been undertaken

Have been checked against the relevant global trade sanctions which are applicable but not limited to OFAC and any EU/UK related sanctions regulations or lists.

Have provided valid identification documents including but not limited a valid trade license, corporate documents, evidence of authorized signatory and

The identification documents (either a person or a natural person) have been checked in public records (where possible and online).

Kindly do not distribute or publish this document to any third party excluding the concerned GDS without written consent from TravelSpends We request you to forward the updated documentation to [info@travelspends.com](mailto:info@travelspends.com).