

**VIRGINIA DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES
OFFICE OF CHARITABLE AND REGULATORY PROGRAMS**

PO Box 526 • Richmond, VA 23218-0526
(804) 786-1343 Option 4 • www.vdacs.virginia.gov • ocrpregulatory@vdacs.virginia.gov

OCRP-21 Revised 05/20

**REMITTANCE FORM
TRAVEL CLUBS**

ANNUAL REGISTRATION FEE: \$350

Registration fee code: 921-02519

(Name of Company)

(Address)

Check Amount _____

Check Number _____

Federal Employer Identification Number: _____

NOTICE

Please make checks payable to: **TREASURER OF VIRGINIA**

Please attach completed remittance form to the front of the registration application with a check and mail to:

**VDACS
PO Box 526
Richmond, VA 23218-0526**

If you have any questions or need additional information, please contact us at ocrpregulatory@vdacs.virginia.gov or at 804-786-1343.

The code of Virginia authorizes state agencies to assess interest, administrative charges and penalty fees for returned checks and past due accounts in accordance with the guidelines promulgated by the department of accounts.

This office will strive to have your registration application and required documents reviewed within 30 days of the receipt of the registration submission. Before contacting us, please allow sufficient time for review and processing. During higher activity periods, processing time may be longer.

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APPLICATION FOR REGISTRATION
TRAVEL CLUBS

1. Name of business: _____

Trading as: _____

Business address(es): _____

City _____ State _____ Zip _____

Telephone: _____

Contact email: _____

2. Location (if different) where business records are kept:

Street _____

City _____ State _____ Zip _____

3. Business Type: Corporation Partnership Sole Proprietorship
LLC Other: _____

4. Nature of business: _____

5. Is this a publicly held corporation? Yes No **If no**, list the name and address of any person who directly or indirectly owns or controls a ten percent or greater interest in this business:

Name (Last, First, MI)	Address (street, city, state, zip)	% of interest
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

6. Please provide a brief description of the services offered through, and the benefits of membership in the travel club.

7. State the total number of active/unexpired contracts held by Virginia members: _____

You must submit the appropriate letter of credit or surety bond for the number of contracts stated in Question 7 pursuant to §59.1-447. There is no need to submit copies of bonds or letters of credit that are currently on file with the Commissioner.

8. Has this travel club filed surety with the Commissioner? Yes No

9. Provide the following information for the Travel Club's **Surety Bond or Letter of Credit**:

- a) Bank/Insurance Company Name: _____
- b) Serial # or other identification # of the bond or letter of credit: _____
- c) Amount of the bond or letter of credit: _____
- d) Date issued: _____

You must submit a Fidelity Bond, pursuant to §59.1-447.1, in the amount equal to the total of the deposits in the escrow or \$25,000, whichever is greater. There is no need to submit copies of fidelity bonds that are currently on file with the Commissioner.

10. Has this travel club filed a fidelity bond or \$25,000 cash surety with the Commissioner?
 Yes No

11. Provide the following information for the Travel Club's **Fidelity Bond**:

- a) Bank/Insurance Company Name: _____
- b) Serial # of the bond: _____
- c) Amount of the bond: _____
- d) Date issued: _____

12. Attach to this application a copy of the **travel club agreement(s)** which the provider intends to execute with the consumer and any brochures or other literature which explains the offering.
13. Attach a copy of the travel club **public offering statement** as required by section 59.1-448.1 (a).
14. Attach your check, payable to the **Treasurer of Virginia** in the amount of **\$350** to the enclosed remittance form and follow the instructions for mailing at the bottom of the remittance form.
15. **OATH OR AFFIRMATION:**

I, the undersigned, swear or affirm under penalties provided by law that this Registration Statement (including any accompanying appendices) has been examined by me and is, to the best of my knowledge and belief, a true, correct and complete statement, pursuant to the laws of the Commonwealth of Virginia.

Signature of Sole Proprietor or Officer

Print name

Title

Date

PLEASE NOTE: Travel Club registrations must include the application, original surety and fidelity bonds (if not previously filed), copies of the membership agreement and public offering statement, and payment of \$350 for the registration fee to be considered complete.