This “Reciprocal Distribution Agreement” (hereinafter to be referred to as “Agreement”) is signed on the below terms and conditions by and between:

Trade Name:

Place of Commercial Operations:

E-Mail Address:

Phone Number:

Trade Name:

Place of Commercial Operations:

E-Mail Address:

Phone Number:

Individually referred to as a “Party” and, collectively, the “Parties”.

Each of the Parties might be “Supplier” or “Distributor” as per this Reciprocal Agreement. Accordingly, the following provisions shall be applied.

**1. SUBJECT-MATTER**

**1.1.** This Agreement is made in order to enable the Parties to mutually utilize the travel products and services of each other and determine the mutual rights and obligations of the Parties in connection with online reservation and sale of travel products.

**1.2.** Reservation and sale of the travel products hereunder by the Parties shall be implemented through integration of the Parties’ system into the interface program named IATI System described below or with manual methods using the IATI System User Accounts.

**2. DEFINITIONS**

**Supplier**: The travel services supplier or intermediary providing momentarily or simultaneously with the Distributor travel products that it is entitled hereunder to make reservation for and sell with the use of IATI System.

**Distributor**: The travel services intermediary using the Supplier’s travel products and services via IATI System in order to make reservation and sell the same.

**IATI System**: The name given to the interface program and international online platform <https://....iati.com> that brings the Parties together via integration of the Parties’ systems or manual means in order that the Supplier and Distributor may utilize the travel products and services of each other; that aims to enhance the Parties’ profitability levels and accelerates access of the Parties via online tools.

**Travel Products**: Travel products integrated by the Supplier to the IATI System including flight tickets, accommodation, transfer, bus, visa, package tours and other tourism products.

**End Consumer**: The passenger, customer or guest using the Supplier’s relevant travel product through the Distributor under this Agreement.

**User Account**: The account of the Parties that will be used in the IATI System in order to realize the integration of the Parties’ systems so that they can benefit from the travel products and services of each other.

**Back Office Services**: The name given to the procedures implemented in the IATI System User Account containing the account extracts, reservation, reporting and details of financial obligations in connection with the reservation and sales to be made by the Parties for the relevant travel product.

**Gate Account**: The Back Office service available in the IATI System, used by the Parties in order to display the current account details and payment obligations of each other.

**Call Center Services**: The services to be provided by the Supplier to the Distributor through the call center either before or after the reservation and sale of the product.

**Main-Supplier**: Airline companies, GDS (Global Distribution Channel) systems and charter carriers, brokers/providers of accommodation service, hotel enterprises having direct contracts and other contracted travel product/service suppliers that have a direct contract with the Supplier or with any of its partners and that determine the basic rules to be implemented for the relevant travel product in connection with cancellation, return, change etc.

**3. SALE RULES FOR THE TRAVEL SERVICES**

The Distributor may not use any imaginary name or meaningless characters for the name and surname of the End Consumer in connection with the transactions involving the Supplier’s Travel Products that are reserved and sold by the Distributor. The Distributor shall be liable for the penalties imposed on the Supplier because of the transactions performed by the Main-Suppliers using imaginary name or meaningless characters for the name and surname of the End Consumer.

Any demands for the group reservations and sales shall be made by manual requests or via e-mails using the IATI System in line with the rules applicable for the Main-Supplier.

**3.1. Rules for the Reservation and Sales of Flight Tickets**

**3.1.1.** The Supplier is entitled to automatically cancel the reservations whose option term has expired, and optional flight tickets not yet reserved.

**3.1.2.** The Distributor shall comply with the sales strategies of the airlines acting as the Main-Supplier and requiring application of a pre-defined sale price.

**3.1.3.** The Distributor is entitled to sell to the End Consumer or to the contracted sub-distributors those foreign flight tickets offered by certain airlines permitted by the Supplier against any price to be determined by the Distributor after adding the service fees for relevant services onto the prices displayed in the IATI System.

**3.1.4.** The Distributor may not make any revision or alteration to the information appearing on the flight tickets issued by the Supplier for the scheduled flights (such information includes flight details, name and surname of the passenger, price indication etc.). Otherwise the Distributor agrees in advance to pay the penalty to the charged to the Supplier by the Main-Supplier airline company.

**3.1.5.** All ticket return procedures shall be implemented by the Supplier’s Call Center in line with the return rules determined by the relevant Main-Supplier airline company.

**3.1.6.** The return of the ticket should not cancel the obligation to pay the ticket price invoiced to the passenger. If the demand to return the ticket is accepted by the Supplier and Main-Supplier airline company, the ticket shall be returned to the Distributor after making necessary penalty deductions required under the said rules. In case of a ticket change, change fee charged according to the specific airline, flight and date shall be invoiced to the Distributor. Ticket returns shall be made to the credit card used in the transaction or to the Distributor’s accounts from which ticket price was collected before.

**3.1.7.** The Supplier shall not be held liable for any material loss or other suffering arising overbooking (capacity exceeding), flight cancellation etc. made due to a reason relating to the Main-Supplier. Procedures for cancellation, return, change of ticket and similar procedures shall be completed in line with the ticket rules to be determined by the relevant Main-Supplier.

**3.2.** **Accommodation Reservation and Sale Rules**

**3.2.1.** The rules determined by the Main-Supplier in connection with cancellation, change, no-show and return shall be applicable in the sales for accommodation. These rules will be determined separately for each hotel and displayed on the hotel reservation screen.

**3.2.2.** The commission payable to the Distributor shall be dynamically determined by the relevant Main-Supplier.

**3.2.3.** The Supplier shall not be held responsible for the accuracy of the information directly determined and supplied by the Main-Supplier. The Distributor is entitled to confirm the accuracy of that information by consulting to different sources (such as the hotel’s web site).

**3.2.4.** The Supplier shall not be held liable for any material loss or unfair treatment arising from the overbooking (capacity exceeding), cancellation of accommodation reservation etc. due reasons relating to the Main-Supplier or other reasons whatsoever. Procedures relating to cancellation, return, change etc. shall be completed according to the rules to be determined by the Main-Supplier (such as upgrading the guest to another hotel).

**3.2.5.** The applicable price to be charged under the rules of the Main-Supplier in connection with the reservation and sales of accommodation products may be valid only for B2B sales and/or for certain countries/nationalities. Thus, the Distributor may not sell accommodation products against such applicable prices other than in B2B sales (may not sell the same directly to the end consumers) and/or in other countries/nationalities. The Distributor is obliged to observe these rules and shall demand the applicable prices from the Supplier. Otherwise the Supplier shall be exclusively responsible for the claims and complaints to be made by the End Consumers.

**3.3. Reservation and Sales Rules for the Other Travel Products**

Reservation and sale rules for other Travel Products shall be indicated separately for each service by the Supplier in the IATI System in line with the rules of the relevant Main-Supplier.

**3.4. PNR Routing over the Terminal**

**3.4.1.** The Distributor agrees, represents and undertakes to comply with the sales and reservation rules given in the current announcements and bulletins published by the relevant Main-Supplier through its own communication channels irrespective of whether they had been already published in the IATI System by the Supplier.

**3.4.2.** The Distributor declares and undertakes to ensure supply of the documents required in connection with the discounts applied by the Main-Supplier and sending of the same to the Supplier, while a copy thereof shall be maintained by the Distributor. Otherwise the Supplier reserves the rights to cancel the discounted tickets with no documentation.

In the event that the Distributor makes discounted sales without any supporting documentation, the Distributor agrees, represents and undertakes to pay to the Supplier a penalty in the amount of EURO 35,- per passenger due to the class difference arising and performance of a transaction against the rules.

**3.4.3.** In the process of ticketing for the reservations taken on the terminals allocated to the Distributor by GDS (CRS) by transferring such reservations to the Supplier’s system, the Distributor may not make any intervention against the “Married Segment” rules of the Main-Suppliers. No seats can be accepted into the PNR once created, seats in PNR cannot be deleted or another intervention cannot be made to the PNR due to any reasons whatsoever. If any use against these rules is detected, the Distributor agrees, represents and undertakes to pay to the Supplier a penalty in the amount of EURO 1.000 per passenger included in the relevant reservation.

**3.4.4.** The Distributor shall be responsible for the follow-up of ticketing time (options) of the reservations it had created in the Supplier’s system or on the terminals allocated to it by GDS and if ticketing cannot be done, for the cancellation of relevant reservation. Otherwise the Supplier reserves its right to take recourse against the Distributor in respect to the penalties to be imposed on the Supplier.

**3.4.5.** The Distributor may not create reservation for more than 9 persons at the same time in accordance with the rules set forth by the Main-Supplier hotel or airline. In the event of breach of this rule, the Distributor agrees, represents and undertakes to pay to the Supplier penalty amounting to the sum collected for each reservation.

**3.4.6.** In the event that the Supplier is exposed to the penalties set out in this Agreement and had to make payments for such penalties, the Distributor agrees, represents and undertakes to transfer the same to the Gate Account of the Supplier within 5 (five) business days.

**4. PAYMENT OF TRAVEL SERVICES AND SECURITY FOR PAYMENTS**

**4.1.** The Distributor shall hereunder directly pay to the Supplier total amounts paid for the Travel Products and Services of the Supplier by using those methods given in the IATI System and approved by the Supplier and in the currency used to purchase the Travel Product and in the manner described in article 4.2 of this Agreement.

**4.2.** The Distributor shall make the payment of sale amounts directly to the Supplier, arising from the sales made on the IATI System either in cash and in advance in line with the credit limit determined by the Supplier and indicated for the Distributor’s Gate Account or according to mutual credit definitions or with credit card.

**4.3.** If the Distributor prefers to work in line with the credit limit, the Supplier shall open a credit in the Distributor’s Gate Account against an advance payment to be made to or letter of guarantee to be provided to the Supplier. Once term of this letter of guarantee expires, it should be renewed. The credit amount shall be determined by the Supplier. The Distributor shall make its payment by transferring the relevant sum to the account to be designated by the Supplier once in every 15 days. Once the Distributor reaches to the credit limit, no permission will be given for further sales of the Travel Services.

**4.4.** In the event of default of the Distributor in the fulfillment of its payment obligations arising from this Agreement, the Supplier reserves the right to suspend its services to the Distributor. The Distributor agrees and undertakes to pay default interests at the monthly rate of 2.5% in respect to overdue sums and Distributor shall be deemed to be in default in such cases without any need for a warning to be issued against the Distributor.

**4.5.** In case of payments with the credit card, the Distributor shall make the payments of travel services by using its own credit card. The Distributor agrees and undertakes in advance that the Supplier is entitled to perform its payment with the credit card.

**4.6.** If the Distributor effects the payment of total service fees changed to the travel services by using the credit card of the End Consumer or other person, the Distributor agrees and declares in advance it shall be financially and legally held liable for all objections (chargebacks) that might be raised to the payment with credit card. In such cases, the Distributor will be obliged to forward to the Supplier identity details of the End Consumer or relevant credit card holder in connection with the reservation or sales subject to payment objection as well as all mail order forms and other documents to be requested by the relevant bank or financial institution that received this payment objection.

**4.7.** The Distributor will be entitled to display the status of its current account under section named “Gate Account” in the IATI System.

**5. COMMISSION PAYABLE TO THE DISTRIBUTOR**

The reservation and sales amounts collected by the Distributor for the travel products offered by the Supplier shall be reflected to the IATI System Gate Account. Similarly, commissions earned by the Distributor are transferred to the Distributor Gate Account and Supplier Gate Account.

**5.1. Commission Rates**

**5.1.1**. All commissions earned by the Distributor with the reservation and sale of the travel products offered by the Supplier shall be indicated in updated status in the Gate Account. These commissions and service fees may be reduced or increased with the unilateral declaration of the Supplier in line with the rules set forth by the Main-Supplier and market conditions. Commission earned will be paid to the Distributor’s account by the Supplier in cash every 15 days or will be reflected to the Distributor Gate account if the working method based on credit limit was chosen.

**5.1.2.** If the Supplier has outstanding receivables from the Distributor according to the Gate Accounts of the Parties, the Supplier reserves its right to set off the commissions earned by the Distributor against these receivables.

**5.1.3.** If the End Consumer that made a reservation for accommodation through the Distributor cancels this accommodation reservation during the cancellation period defined by the relevant Main-Supplier or fails to show at the hotel although he/she had not cancelled that reservation (No-Show), the penalty to be charged by the Main-Supplier shall be paid by the Distributor.

**6. OBLIGATIONS OF THE DISTRIBUTOR**

**6.1.** The Distributor agrees, undertakes and declares that the information that Distributor had provided to the Supplier in connection with this Agreement was accurate and the Distributor had a valid travel operation certificate needed to sell and make reservation for the travel products of the Supplier. Otherwise the Distributor will be obliged to compensate the Supplier against all losses and damages to be incurred by the Supplier.

**6.2.** The Distributor is exclusively responsible for the security and use of the User Account belonging to the Distributor in the IATI System and all transactions performed with these User Account over the IATI System shall be considered to have been performed by the Distributor and Distributor shall be held liable for all legal and financial liabilities arising from these transactions.

**6.3.** The Distributor agrees and undertakes that the Distributor shall be directly liable for all 3rd party losses arising from the unauthorized use of its User Account and Supplier shall not be held liable for these losses and the Distributor has discharged the Supplier in advance in respect to all such losses.

**6.4.** The right to make advertisements and promotions in connection with the activities hereunder was exclusively conferred to the Supplier or its relevant partner. Thus the Distributor may not use any brand, name, address or phone number of the Supplier or its partners, airline firms, accommodation facilities etc. in any promotional and advertising activities organized by the Distributor.

**6.5.** The Distributor is obliged to inform the End Consumer in writing about all ticket rules set forth by the airline in connection with the flight ticket confirmed by the Distributor and sold to the End Consumer by it (including rules on cancellation, change, check-in procedure, baggage allowance etc.).

**6.6.** The Distributor is obliged to inform the End Consumer in writing about all rules in connection with the accommodation and other travel products confirmed by the Distributor and sold to the End Consumer by it (including rules on cancellation, return, change, etc.).

**6.7.** The Distributor is obliged to inform the End Consumer in writing of any overbooking relating to the reservations and ticketing and changes in the times and destinations.

**6.8.** Upon receipt of information about a problem detected or expected to happen in the services to be provided by the Supplier, the Distributor is obliged to inform the End Consumer about this problem in case of accommodation reservations and sales.

**6.9.** Upon receipt of information about a problem detected or expected to happen in the services to be provided by the hotel, the Distributor is obliged to inform the End Consumer about this problem in case of sales of other travel products (e.g. rent-a car, transfer, insurance, visa, guide services, tour etc.).

**6.10.** The Distributor agrees, represents and undertakes to find solutions for the problems and complaints that might arise due to the Distributor’s failure in fully or timely informing the Final Customer and to pay all material losses and damages to be incurred due to that reason.

**6.11.** The Distributor is obliged to protect the confidentiality of the information it might acquire hereunder in connection with the travel services to be provided pursuant to this Agreement. In the event of infringement of this confidentiality obligation by the Distributor, the Distributor shall be held responsible for the legal consequences and keep the Supplier exempt from any and all liabilities.

**6.12.** The Distributor shall inform the Supplier of the credit card numbers and account numbers to be used by it in order to make payment with its own credit card and/or credit account after making sales hereunder.

**6.13.** In case of sales made with the use of the End Consumer’s credit card, the Distributor is obliged to confirm that the card used belonged to the relevant card holder. All obligations arising from use of stolen, fake cards by the End Consumers shall be borne by the Distributor.

**6.14.** The Distributor agrees and undertakes in advance that the Distributor shall not use the trade names, trademarks or names of the local and/or foreign Main-Supplier airlines or hotel enterprises for advertising or promotional purposes and Distributor shall compensate the Supplier against all losses to be incurred by the Main-Supplier due to that reason. If the Distributor’s Internet page dominates the airline brand because of the use of brand names of the airlines, any word groups containing these brand names or their inaccurate writing, any associative words or their derivates in the search engine advertisements, charged search option, search engine marketing (SEM), search engine optimization (SEO) etc., it shall be deemed that breach has occurred. No advertisement should be made in search engine advertisements by using the brand names of the airlines and sales achieved from the search engine because of the advertisements shall not be ticketed by using the IATI System. If the Supplier had to pay any compensation and/or penalty due to breach of the obligations stipulated in this section by the Distributor, the Supplier shall take recourse against the Distributor in respect to all payments made by the Supplier. Besides that, the Supplier will be entitled to immediately suspend the travel products reservation and sale services of the Distributor and terminate the Agreement with immediate effect due to good reason and without any compensation.

**6.15.** The Supplier shall invoice to the Distributor all travel products reservation and sale amounts which were achieved by the Distributor. The Distributor shall issue a commission invoice to the Supplier in consideration for the commissions earned by the Distributor with these sales. The Parties agree and declare that records in the IATI System shall be taken as a basis in the determination of these sales and commission amounts.

**6.16.** The Distributor is entitled provide the Travel Products that will be reserved and sold hereunder by the Distributor directly to the End Consumers or indirectly to the End Consumers through its sub- distributors. In such a case, the Distributor shall be exclusively responsible for the actions and transactions of these sub-distributors.

**7. OBLIGATIONS AND RIGHTS OF THE SUPPLIER**

**7.1.** The Supplier agrees and undertakes that the Supplier has been fully authorized to sell and reserve Travel Products under this Agreement and that Supplier has a valid operational license.

**7.2.** The Supplier is entitled to change the commission rates set forth for the Distributor in the IATI System.

**7.3.** The Supplier is obliged to inform the Distributor of all changes occurring in the Travel Services (such as hotel change, overbooking, changes in the time and destination etc.)

**7.4.** The Supplier shall provide the Call Center services to be provided hereunder in the shortest time possible by using professional personnel who is able to speak foreign languages fluently. The Supplier guarantee to provide Call Center services at least in English language.

**7.5.** The Supplier may provide the Travel Products to be provided to the Distributor hereunder by using the travel products of its sub-suppliers with which it had agreements. In such a case, the Supplier shall be exclusively responsible for the information to be provided by the sub-suppliers.

**8. TERM OF THE AGREEMENT**

**8.1.** This Agreement shall come into effect on the signing date and remain valid for a period of 1 (one) year. The Agreement shall be automatically renewed for further periods of 1 (one) year unless any of the Parties terminate this Agreement by serving a written termination notice to the other Party,

**8.2.** Each Party is entitled to terminate this Agreement at any time unilaterally by serving a 1 (one) month prior termination notice to the other Party.

**8.3.** If any of the Parties breaches any article or condition stipulated un this Agreement and does not remedy that breach within 10 (ten) days after receipt of written warning from the other Party requiring it to remedy its breach, the Party affected from breach may terminate this Agreement with immediate effect by serving a written notice to the breaching Party.

**8.4.** In the event of termination of the Agreement due to any reason whatsoever, obligations arising from the sales and reservations made until the termination date shall be reflected to the Parties.

**9. MISCELLANEOUS PROVISIONS**

**9.1.** The Parties agree and declare that they shall resolve all complaints and claims that may be made by the End Consumers in connection with the travel product reservations and sales under this Agreement on the basis of mutual cooperation and they shall be liable to the End Consumer according to the degree of their negligence and default. Any losses and damages incurred by one Party due to the negligence or default of the other party shall be compensated immediately by the defaulting Party.

**9.2.** Each of the Parties are obliged to ensure the correctness, legality, up to date etc. of the Travel Products which shall provide by them in the IATI system. Otherwise, the Parties are responsible to each other.

**9.3.** The Parties agree and declare that they shall strive to resolve all disputes arising from this Agreement amicably based on the principles of good faith.

**9.4.** The interface of the 3rd party system provider that brought the Parties together and the records of IATI System shall serve as written evidence in the event of a complaints and claims made by the End Consumers and disputes arising from this Agreement. The Parties shall be exclusively responsible for all information and documents that they entered via IATI System User Accounts or they forwarded to each other.

**9.5.** Each Party agrees and declares that all information and documents forwarded hereunder to the other Party is accurate; that it carries out its operations in accordance with the applicable legislation; that it has a valid travel operation license and is obliged to issues invoices. The party that breaches any of the representations above will be held liable for all losses.

**9.6.** None of provisions in this Agreement shall be construed to make one Party the legal representative, partner or joint venture partner of the other Party or to confer any right to the Parties to represent the other Party, enter into any binding commitments on behalf of the other Party or put the other Party under liability. Therefore the Parties are acting independently in the course of activities to be carried out under this Agreement.

**9.7.** Any natural disaster, war, immobilization, fire, explosion, strike and lock-out, terrorist actions or similar events occurring out of the reasonable control of the Parties and preventing both or one of the Parties from its activities totally or partially and temporarily or permanently shall be considered as force major for both Parties. The Parties shall inform each other in writing of the occurrence of any one or more of the force major events listed above and starting date of force major at latest within 2 (two) business days following its occurrence. The provisions of this Agreement shall be suspended as long as force major persists and if the force major conditions continue for more than 10 (ten) days, the Parties shall be entitled to terminate this Agreement unilaterally or mutually but with immediate effect. The Parties agree, represent and undertake that they are not entitled to terminate this Agreement due to force major and/or claim any losses or damage suffered due to the failure or delay in the performance of the Agreement. Upon expiration of the force major, performance under the Agreement shall be resumed if not already terminated by the Parties.

**9.8.** If any provision of this Agreement is found to be invalid, illegal or unenforceable, this shall not affect the validity of its remaining provisions.

**9.9.** All amendments made to this Agreements shall not be considered valid unless made in writing and signed by the authorized signatories of both Parties.

**9.10.** Any failure or delay by one Party in exercising its rights available to it against breach of the Agreement by the other Party shall not be construed as a total waiver of such right or other rights in the future by that Party.

**9.11.** The Parties agree and declare that their addresses written in this Agreement are their legal notification addresses and all notices sent to these addresses shall be deemed to have been duly made to them and bear all legal consequences of a valid notification unless a change in these addresses is notified to the other Party in writing.

**9.12.** All taxes and costs arising from this Agreement shall be equally paid by the Parties.

**10. GOVERNING LAW AND AUTHORIZED JURISDICTION**

All disputes and claim arising from or in connection with this Agreement, including its validity, nullity, breach or termination shall be resolved by ……… Courts and Enforcement Offices and the Agreement shall be governed by the laws of …………..

**11. CONFIDENTIALITY AND PROTECTION OF PERSONAL DATA**

**11.1.** The Parties and their personnel are not entitled to disclose any information appearing in connection with this Agreement and/or execution of the Agreement or any information about the commercial activities and transactions of the other Party without the prior consent of the other Party both during the term of this Agreement and also after its expiration except for the disclosure required to be made by a court order.

**11.2.** Each Party agrees and undertakes that it will not use any information it obtained about the End Consumers, customers, passengers, guests and personnel (“Personal Data”) which was made accessible to it under this Agreement for purposes other than the purpose of this Agreement and shall not disclose the same to another person or entity and it shall protect and process the Personal Data forwarded to it according to the provisions of relevant international legislation.

**11.2.** Each Party agrees and undertakes that it shall act very carefully and diligently in the selection/employment of personnel or specific employees that will be entitled to process Personal Data forwarded to it by the other Party as part of the business and services and it shall immediately compensate the disclosing Party against all losses to be incurred by the disclosing Party while relevant Personal Data was in its possession upon the first demand to be made by the disclosing Party, including administrative or judicial losses and loss of reputation or image.

**11.3.** Each Party agrees and undertakes that it is obliged to take any and all technical and administrative measures required to protect the Personal Data while in its possession in the course of services provided hereunder.

**11.4.** Each Party agrees and undertakes that it shall not be considered as the owner of the Personal Data provided to it by the disclosing Party; that it shall not use Personal Data for purposes other than the purpose of this Agreement; and that it shall immediately delete all Personal Data from its systems with the use of proper methods upon expiration or earlier termination of this Agreement for any reason whatsoever except there is a legal requirement to retain the same.

**11.5.** If any of the Parties breaches the confidentiality obligations and owner of the Personal Data suffers losses due to that reason, the Party disclosing Personal Data is entitled to immediately and unilaterally terminate this Agreement without any compensation provided that it rights arising from the applicable legislation and this Agreement are reserved. In such a case, the Party receiving Personal Data will be obliged to compensate the losses incurred by the Party disclosing Personal Data.

**12. FINAL PROVISION**

**12.1**. This Agreement may be executed in counterparts, each of which shall be deemed an original, but all of which together shall be deemed to be one and the same agreement. A signed copy of this Agreement delivered by facsimile, shall be deemed to have the same legal effect as delivery of an original signed copy of this Agreement.

**12.2.** This Agreement comprises of 12 articles and 5 pages. The Agreement and its annexes considered as an integral part of the Agreement was mutually signed by the Parties on the date of ……/…./……and shall be deemed to have entered into force as the date of …/…./……..

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**Annexes:**

**1- Copy of the current valid form of travel operation certificate of the parties**

**2- Copy of the trade registry gazettes of the parties**

**3- Copy of the tax signs belonging to the parties**