INTERNATIONAL
TRIP PLANNING SERVICES, LLC

ENROLLMENT FORM

PLEASE RETURN ENROLLMENT FORM TO: ACCOUNTS@ITPOPS.COM OR FAX TO 281.966.1618

INDIVIDUAL OR COMPANY INFORMATION

Individual or Company Name (Business Legal Name):

Corporate Address:

City:	State:	Zip Code:

Corporate Contact:	Contact Title:	Contact Email:

Phone:	Fax:	Years in Business:

FLIGHT DEPARTMENT / HANGAR INFORMATION

Flight Department/Hangar Address:

City:	State:	Zip Code:

Flight Dept Contact:	Contact Title:	Contact Email:

Phone:	Alt Phone:	Fax:

ACCOUNTING / BILLING INFORMATION

Accounting / Billing Address:

City:	State:	Zip Code:

Accounting Contact:	Contact Title:	Contact Email:

Phone:	Alt Phone:	Fax:

FLEET INFORMATION

Tail Number:		Aircraft Type:	
Tail Number:		Aircraft Type:	
Tail Number:		Aircraft Type:	
Tail Number:		Aircraft Type:	
Tail Number:		Aircraft Type:	
Tail Number:		Aircraft Type:	

USAGE INFORMATION

Current Fuel Suppliers:	Current International Trip Services Providers:
Total Annual Volume:	Total Annual Trips:
% International: % Domestic:	% International: % Domestic:

TRADE REFERENCES

1	Company Name:

Physical Address:

City:	State:	Zip Code:

Phone:	Fax:	Web URL:

Company Contact:	Contact Email:

2	Company Name:

Physical Address:

City:	State:	Zip Code:

Phone:	Fax:	Web URL:

Company Contact:	Contact Email:

PAYMENT INFORMATION

Please select your preference below and ITPS will attempt to honor this request, based on an evaluation.

☐ **DirectBill** – An ITPS credit line for invoice payments

☐ **ACH Draft** – Automatic electronic bank drafting for invoice payments

☐ **AdvancePay** – Advanced payment for invoice payments

☐ **Credit Card** – ITPS accepts the following credit cards:

American Express™   Visa™/MasterCard™   Discover™   MultiService   Avcard

A payment handling fee may apply to ITPS transactions

APPLICATION CONSENT & ACKNOWLEDGEMENT

Applicant ("Purchaser") declares that the above information is true, correct and is provided to International Trip Planning Services, LLC ("Seller") to extend credit to Purchaser. Purchaser authorizes Seller to make such credit inquiries as the Seller sees fit, including contacting the above listed bank and trade references and credit reporting agencies to disclose to Seller any and all information concerning the financial and credit history of the Purchaser.

The undersigned acknowledges and consents to a credit investigation by Seller to establish credit on behalf of Purchaser to purchase fuel and services. Upon credit approval or upon request, Purchaser will be provided with Seller's complete Terms and Conditions. Purchaser hereby agrees to such International Trip Planning Services, LLC Terms & Conditions, and such Terms & Conditions are incorporated herein.

Check the box below if you consent to the next two paragraphs.

☐ The Purchaser grants permission to Seller to share the information in this form with MGAS, LLC to make such credit inquiries as International Trip Planning Services, LLC sees fit, including contacting the above listed bank and trade references and credit reporting agencies to disclose to International Trip Services, LLC any and all information concerning the financial and credit history of the Purchaser.

The undersigned acknowledges and consents to a credit investigation by MGAS, LLC to establish credit on behalf of Purchaser to purchase flight planning and trip support services. Upon credit approval or upon request, Purchaser will be provided with MGAS, LLC's complete Terms & Conditions. Purchaser hereby agrees to such MGAS, LLC Terms & Conditions, and such Terms & Conditions are incorporated herein.

SIGNATURE

Company Name:	
Authorized Representative:	Title:
Signature:	Date:

PLEASE COMPLETE THE FOLLOWING AIRCRAFT AND TRAVEL INFORMATION SO THAT ITPS IS EQUIPPED TO SERVICE YOUR INTERNATIONAL FLIGHT NEEDS.

Upon completion, send to operations@itpops.com or fax to 281.966.1618

Section I – Documents (insurance, registration, passports, etc)
Section II – Aircraft Load Sheet
Section III – Crew Information
Section IV – Passenger Information
Section V – Client Preferences

SECTION I – PLEASE SEND ALL RELEVANT DOCUMENTS TO ITPS.

    A. AIR WORTHINESS
    B. AIRCRAFT REGISTRATION
    C. COPIES OF PILOTS' LICENSES AND MEDICALS
    D. SCANNED COPIES OF PASSPORTS (COLOR COPIES ARE STRONGLY PREFERRED)
    E. AIRCRAFT NOISE CERTIFICATE
    F. AIR CARRIER CERTIFICATE
    G. WORLDWIDE INSURANCE
    H. MEXICAN INSURANCE
    I. HONG KONG INSURANCE

SECTION II – AIRCRAFT LOAD SHEET (SEE NEXT PAGE)

ITPS Aircraft Load Sheet

OPERATOR INFORMATION

Operator Name	
Contact Name	
Phone Number	
Email Address	

AIRCRAFT GENERAL INFORMATION

Aircraft Registration		Aircraft Call Sign *(if applicable)*	
Exact Aircraft Type		Aircraft Range *(NM)*	
Exact Engine Type		Passenger Seats *(total #)*	
Serial Number		Preferred Cruise Speed	
Noise Category		Max Flight Level *(operational)*	
SELCAL		Max Flight Level *(preferred)*	

AIRCRAFT WEIGHTS

Max Ramp Weight		Max Fuel Capacity	
Max Takeoff Weight		Default Taxi-Out Fuel	
Max Landing Weight		Default Fuel Reserve *(weight, time, %)**	
Max Zero Fuel Weight		Default Holding Fuel *(weight or time)**	
Basic Operating Weight		Minimum Fuel Burn to Alternate*	

FUEL INFO *(*If required)*

AIRCRAFT PERFORMANCE DATA

The performance category of the aircraft, as specified in PANS-OPS, Doc 8168, will now be included after the PER/ indicator in Item 18.

Mark an X next to the correct category of your aircraft.

	Category	
	A	less than 169 km/h (91 kt) indicated airspeed (IAS)
	B	169 km/h (91) or more but less than 224 km/h (121 kt) IAS
	C	224 km/h (121 kt) or more but less than 261 km/h (141 kt) IAS
	D	261 km/h (141 kt) or more but less than 307 km/h (166kt) IAS
	E	307 km/h (166 kt) or more but less than 391 km/h (211 kt) IAS

TRAFFIC / AIRBORNE COLLISION AVOIDANCE SYSTEM (TCAS / ACAS)

TCAS II Version 7.0 is mandatory in Europe, which is referred to as ACAS II.

Please advise if the aircraft is equipped with ACAS II.

YES	NO

FLIGHT PLAN UPLINK CAPABILITY

Mark an X next to the provider that is used to uplink flight plans to your FMS. If other, please specify.

	ARINC		UV DATALINK
	GDC		NOT APPLICABLE
	SATCOM DIRECT		OTHER:

ITPS Aircraft Load Sheet

EQUIPMENT AND CAPABILITIES

Radio communication, navigation, and approach aid equipment and capabilities

The following codes will be displayed in ICAO Item 10a. (e.g. -GLF4/M-**SADE3FGHJ7M2RVWXYZ**/HB2U2V2G1)

Mark an X in the box for all that apply.

	S	Standard equipment (VHF RTF, VOR and ILS)
	A	GBAS landing system
	B	LPV (APV with SBAS)
	C	LORAN C
	D	DME
	E1	FMC WPR ACARS
	E2	D-FIS ACARS
	E3	PDC ACARS
	F	ADF
	G	GNSS*
	H	HF RTF
	I	Inertial Navigation
	J1	CPDLC ATN VDL Mode 2
	J2	CPDLC FANS 1/A HFDL
	J3	CPDLC FANS 1/A VDL Mode A
	J4	CPDLC FANS 1/A VDL Mode 2
	J5	CPDLC FANS 1/A SATCOM (INMARSAT)
	J6	CPDLC FANS 1/A SATCOM (MTSAT)
	J7	CPDLC FANS 1/A SATCOM (Iridium)
	K	MLS
	L	ILS
	M1	ATC RTF SATCOM (INMARSAT)
	M2	ATC RTF (MTSAT)
	M3	ATC RTF (Iridium)
	O	VOR
	R	PBN approved
	T	TACAN
	U	UHF RTF
	V	VHF RTF
	W	RVSM approved
	X	MNPS approved
	Y	VHF with 8.33 kHz channel spacing capability
	Z	Other equipment carried or other capabilities.

Note: **P1-P9** (RCP - Required Communications Performance) is reserved for future use, so it is not applicable at this time.

*GNSS

Any type of GNSS augmentation will need to be specified in Item 18 after the NAV/ indicator. Augmentations can be found in Doc 9849.

	SBAS (Satellite-based augmentation system)
	ABAS (Aircraft-based augmentation system)
	GBAS (Ground-based augmentation system)

EQUIPMENT AND CAPABILITIES *(continued)*

Surveillance equipment and capabilities

The following codes will be displayed in ICAO Item 10b. (e.g. -GLF4/M-SADE3GHJ7M2RVWXYZ/**HB2U2V2G1**)

Mark an X below if you have no surveillance equipment, and then skip SSR Modes, ADS-B, and ADS-C. If you do have surveillance, start with SSR...

	N	No surveillance equipment.

SSR Modes A and C   *(Choose only 1 letter for transponder)*

	A	Transponder - Mode A (4 digits - 4096 codes)
	C	Transponder - Mode A (4 digits - 4096 codes) and Mode C

SSR Mode S

	E	Transponder - Mode S, including a/c ID, pressure-altitude and extended squitter (ADS-B) capability
	H	Transponder - Mode S, including a/c ID, pressure-altitude and enhanced surveillance capability*
	I	Transponder - Mode S, including a/c ID, but no pressure-altitude capability
	L	Transponder - Mode S, including a/c ID, pressure-altitude, extended squitter (ADS-B) and enhanced sureveillance capability*
	P	Transponder - Mode S, including pressure-altitude, but no a/c ID capability
	S	Transponder - Mode S, including both pressure-altitude and a/c ID capability
	X	Transponder - Mode S with neither a/c ID nor pressure-altitude capability

*Enhanced surveillance capability is the ability of the a/c to downlink aircraft derived data via a Mode S transponder.

ADS-B   *(Choose up to 3 codes (6 characters) for ADS-B)*

	B1	ADS-B with dedicated 1090 MHz ADS-B "out" capability
	B2	ADS-B with dedicated 1090 MHz ADS-B "out" and "in" capability
	U1	ADS-B "out" capability using UAT
	U2	ADS-B "out" and "in" capability using UAT
	V1	ADS-B "out" capability using VDL Mode 4
	V2	ADS-B "out" and "in" capability using VDL Mode 4

ADS-C   *(Choose any combination of codes for ADS-C)*

	D1	ADS-C with FANS 1/A capabilities
	G1	ADS-C with ATN capabilities

FAA ADS-B REQUIREMENTS

DO-260B / DO-282B

The FAA will look at the SUR/ indicator in Item 18 to determine if the filed ADS-B capability is compliant with DO-260B and/or DO-282B.

Mark an X next to the DO(s) you are compliant with.

	DO-260B
	DO-282B

Mode S Address

The FAA will also look at the Mode S address after the CODE/ indicator in Item 18 to reliably match the ADS-B reports to a flight plan.

Please enter your Mode S address (code) so we can include it in the ICAO for ATC filing.

ITPS Aircraft Load Sheet

PERFORMANCE BASED NAVIGATION (PBN)

Indication of RNAV and/or RNP capabilities

US Domestic RNAV

The FAA will continue to use information after the NAV/ indicator in Item 18 to determine eligibility for domestic RNAV-1 routes for the time being, not information after the PBN/ indicator. (e.g. NAV/RNVD1E2A1)

Mark an X in the box for the only one that applies for US departure, en route, and arrival.

US RNAV Departure				US RNAV En Route				US RNAV Arrival	
	1				2				1
	None				PTP				None
					None				

RNAV & RNP

RNAV & RNP specifications will be displayed in ICAO Item 18 as PBN/ (e.g. PBN/A1L1D1)

Mark an X in the box for all that apply for each RNAV & RNP specification below.

To clarify, "all permitted sensors" means you are capable of all specifications in a particular group. For example, "RNAV 1 all permitted sensors" means you are capable of D2, D3, & D4...if you are capable of all these specifications, you will only need to select D1. If you are not capable of "all permitted sensors", only choose your highest capability for each particular group in regards to RNAV 5, RNAV 2, RNAV 1, and Basic RNP.

RNAV 5

	None	
	B1	RNAV5 all permitted sensors
	B2	RNAV5 GNSS
	B3	RNAV5 DME/DME
	B4	RNAV5 VOR/DME
	B5	RNAV5 INS or IRS
	B6	RNAV5 LORAN C

RNAV 2

	None	
	C1	RNAV2 all permitted sensors
	C2	RNAV2 GNSS
	C3	RNAV2 DME/DME
	C4	RNAV2 DME/DME/IRU

RNAV 1

	None	
	D1	RNAV1 all permitted sensors
	D2	RNAV1 GNSS
	D3	RNAV1 DME/DME
	D4	RNAV1 DME/DME/IRU

En Route/Oceanic/Remote Area

	None	
	A1	RNAV 10 / RNP 10
	L1	RNP 4

RNP Approach

	None	
	S1	RNP APCH
	S2	RNP APCH with BARO-VNAV

Basic RNP

	None	
	O1	BASIC RNP 1 all permitted sensors
	O2	BASIC RNP 1 GNSS
	O3	BASIC RNP 1 DME/DME
	O4	BASIC RNP 1 DME/DME/IRU

RNP Authorization Required (AR) Approach

	None	
	T1	RNP AR APCH with RF*
	T2	RPN AR APCH without RF*

*Special authorization required

SUPPLEMENTARY INFORMATION

Emergency Radios

	None	
	U	UHF on frequency 243.0 MHz is available
	V	VHF on frequency 121.5 MHz is available
	E	Emergency Locator Transmitter (121.5 / 243.0 MHz)
	E	Emergency Locator Transmitter (406 MHz)*

*If you have a 406 MHz ELT, please advise your 15 character NOAA Unique Identification Number (UIN), otherwise referred to as the Beacon ID or Hex ID.

Survival Equipment

	None	
	D	Desert
	M	Maritime
	P	Polar
	J	Jungle

Jackets

	None	
	F	Fluorescein
	L	Lights
	U	UHF
	V	VHF

Dinghies

	None
	# of dinghies
	Total Capacity of all
	Color of dinghies
	Covered

Aircraft Color and Markings

EXTENDED OPERATIONS (ETOPS)

FAR G135.2.1 - "…no certificate holder may operate an airplane, other than an all-cargo airplane with more than two engines, outside the continental United States more than 180 minutes flying time (at the one-engine-inoperative cruise speed under standard conditions in still air) from an airport.

If you are a Pt. 135 operator, please advise the single engine cruise speed of your aircraft:

OCEANIC CLEARANCE DELIVERY - GANDER OACC

Gander Oceanic Area Control Centre (OACC) provides air traffic control services within the Gander Oceanic Area (OCA). The Gander OACC will automatically send the oceanic clearance to the aircraft via data link. For capable aircraft to receive clearance, "**AGCS**" will need to be included in Item 18 of the ICAO.

Please note that this procedure is only for eastbound flights that obtain their oceanic clearance from Gander OACC. Oceanic clearance from either Shanwick OCA (ORCA), Santa Maria OCA, Reykjavik OCA, Bodo OCA, or New York OCA must be requested by the operator...no special remarks are required in Item 18 of the ICAO.

Please advise if "AGCS" will need to be included in Item 18 of the ICAO for eastbound oceanic clearance delivery through Gander OACC.

YES	NO

SPECIAL INSTRUCTIONS

If you have any special instructions for us to adhere to when flight planning, please list them all below or on a separate sheet. Not being able to overfly Iran is an example.

SECTION III – CREW INFORMATION

First Name:	Middle Name:	Last Name:

Home Address:

City:	State:	Zip Code:

DOB:	POB (city, state, country):

Passport Number (Primary):	Exp:	Nationality:

Passport Number (Secondary):	Exp:	Nationality:

ATP Number:	Nationality:

Hotel Reward Numbers:

First Name:	Middle Name:	Last Name:

Home Address:

City:	State:	Zip Code:

DOB:	POB (city, state, country):

Passport Number (Primary):	Exp:	Nationality:

Passport Number (Secondary):	Exp:	Nationality:

ATP Number:	Nationality:

Hotel Reward Numbers:

SECTION IV – PASSENGER INFORMATION

First Name:	Middle Name:	Last Name:

Home Address:

City:	State:	Zip Code:

DOB:	POB (city, state, country):

Passport Number:	Exp:	Nationality:

First Name:	Middle Name:	Last Name:

Home Address:

City:	State:	Zip Code:

DOB:	POB (city, state, country):

Passport Number:	Exp:	Nationality:

First Name:	Middle Name:	Last Name:

Home Address:

City:	State:	Zip Code:

DOB:	POB (city, state, country):

Passport Number:	Exp:	Nationality:

SECTION V – CLIENT PREFERENCES	
Flight Following	
Is Flight Following to home base required for each trip?	☐ YES ☐ NO
If yes, to which email or fax address should it be sent?	
Handling	
When selecting handlers, for your trip, should we use the ones submitted by your office or should we use our primary service providers?	☐ Submitted by our office ☐ ITPS primary service providers
Please list any specific FBO's or handlers you wish us to use for your operations:	
Will you require ITPS to arrange prepaid crew transportation to and from their hotel at each overnight stop?	☐ YES ☐ NO
Will you require ITPS to arrange prepaid passenger transportation to and from their hotel at each overnight stop?	☐ YES ☐ NO
Customs	
Which FAR do you normally operate under:	☐ PT 91 ☐ PT 135
If PT135, please advise your APIS Carrier Code for our files.	
Is ITPS to make all E-APIS notifications on your behalf?	☐ YES ☐ NO
To allow ITPS to use your Master Crew List, please log into your APIS account: *(Note: ITPS will not be able to make updates to crew information, that function will remain with your company)*	1. Upon entering the Manifest Options page, click on Crew Maintenance. 2. Go to "Share Your Crew List" and click "Share Crew" 3. Enter a shared access code - we suggest "enter99" or your choice. We will need this code to enter on our end. 4. Click "Add Crew List User" 5. Enter our APIS code "APIS*D7B, and click save 6. Let us know what shared access code you entered and we will then activate on our side.
Is ITPS to make all customs notifications on your behalf?	☐ YES ☐ NO
If you are a member of the Visa Waiver Program, please confirm that you are an approved Signatory Carrier.	☐ YES ☐ NO
Hotels	
Please advise if you have any preference of hotel chains for us to book.	_____ _____ _____ _____

SECTION V – CLIENT PREFERENCES (CONT)

Hotels (Cont)

Please advise any maximum price range for your hotel rooms.	
Please advise if ITPS is to automatically book rooms for the night before, when you have an early arrival.	☐ YES ☐ NO
Is ITPS to prepay your hotel rooms on your behalf?	☐ YES ☐ NO

Flight Plan and Weather Packages

Would you like a preliminary flight plan and weather package 24 hours prior to the day's operations?	☐ YES ☐ NO
Please advise if you would like your flight plans sent to:	☐ Handler/FBO ☐ Hotel ☐ Both

ITPS standard deliveries are:
 	
  I. Domestic:
     a. 3 hrs prior to ETD when sent to ops or FBO
     b. 4 hrs prior to ETD when sent to hotel
  II. International:
     a. 4 hrs prior to ETD when sent to FBO
     b. 5 hrs prior to ETD when sent to hotel
 	
Please advise if you require a different time frame or if this is satisfactory.	

Security Reports

It is our standard policy to send security reports to clients operating to Security Risk level 4 and 5 countries. Is this acceptable to your company?	☐ YES ☐ NO

Flight Plan Defaults

In the event that ITPS cannot reach your flight crew and a flight plan is required, what is the default fuel load and mach speed that you would like us to use for your flight plans:	☐ Default Fuel Load: _____ ☐ Default Mach Speed: _____
ITPS uses the industry standard of 200 lbs per passenger, when calculating payloads. Is this acceptable or would you prefer another weight to be used:	☐ YES ☐ NO – Use _____

Special Requests

Please list any special requests you may have for ITPS to make on your behalf to ground handlers or FBO's during your trips (ex: lav services, fuel on arrival or departure, catering menus or assistance on arrival, passenger assistance, hangar, etc).	

Additional Requests

Please list any additional requests or information you feel ITPS should know in order to help make your trips smooth and successful:	