

Scope of Work

1. Overall work

- a) Advise or provide consultancy for VNA and identify all legal requirements and process that VNA is obliged to comply with during the application;
- b) Advise or provide consultancy for VNA to establish the master plan, to submit applications and carry out all application procedures in the U.S. competent authorities as set out in Item 2 below;
- c) Represent VNA to directly communicate with competent authorities during the application process;
- d) Provide consultancy for VNA to explain, clarify and/or respond of all comments or requests of competent authorities or relevant parties in application process, if any.

2. Specific works

Agency	Works
U.S. Department of Transportation (DOT)	To advise, draft and submit the application for initial public charter approval and the associated depository bank escrow account and surety bond permitting US charter sales
U.S. Federal Aviation Administration (FAA)	To advise VNA on all required information, materials in support of the application for Operations Specifications under Part 129 of Federal Aviation Regulations for charter operations
U.S. Transportation Security Administration (TSA)	To advise VNA on the proposed security program for VNA flight operations to/from the U.S. in US to TSA
U.S. Customs and Border Protection (CBP)	<ol style="list-style-type: none"> 1. To advise, prepare and submit the application for landing rights at LAX/HNL; 2. To advise, prepare and submit the application for establishing customs bond; 3. To advise on compliance with the Electronic Advance Passenger Information System (“eAPIS”) to transmit passenger and crew manifest information and to comply with the Air Automated Manifest System (“Air AMS”) to submit cargo manifest information to CBP; 4. To execute Visa Waiver Program Agreements.
U.S. Department of Agriculture, Animal and Plant Health Inspection Service (APHIS)	To notify APHIS of flight schedule.

U.S. States	To advise, prepare and submit the application to qualify/register to transact business in Hawaii.
U.S. Airports	To advise, prepare and submit the application for airport operating permit to LAX/HNL Airport.
	Other necessary works arising out of the application process.
	Review of tour operator contract.