

# CHECKLIST

## Territories NOT appointing an ATR

	<b>TSA/TSA communication letter/Business Plan Guide and Template:</b> all read thoroughly.
	<b>IOC Code of Conduct:</b> signed and delivered to NOC Relations prior to TSA.
	<b>Page 2:</b> date and NOC's territory name appropriately checked.
	<b>Page 35:</b> NOC signature and information (address) appropriately checked.
	<b>Exhibit A (page 37):</b> NOC's territory name appropriately checked; I) Public and NOC Family accounts' assignment appropriately checked; II) internet sales confirmation checked and URL per type of client appropriately checked.
	<b>Exhibit A (page 38):</b> III) commission allocation appropriately checked.
	<b>Business Plan Questionnaire:</b> completed and submitted to Tokyo 2020.

Number of TSA copies to be returned to Tokyo 2020

	<b><u>1 (one) hard copy required:</u></b> signed and couriered to Tokyo 2020.
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Additional documents required in Exhibit D

	<b>PROOF OF FINANCIAL AND CORPORATE STANDING:</b> provision of a previously audited financial statement, banker ' s reference letter, evidence of incorporation, identification and qualifications of key personnel, etc.
	<b>PREVIOUS GAMES EXPERIENCE &amp; RESULT:</b> information to be provided on the Business plan.
	<b>TECHNOLOGICAL REQUIREMENTS:</b> use of a browser and internet connection according to Clause 8.8.
	<b>INSURANCE REQUIREMENTS:</b> Provision of a document that confirms having comprehensive General Liability Insurance of US\$5,000,000.00 with coverage (premises and operations, products and completed operations, contractual liability, personal injury and advertising liability, owned and non-owned aircraft) for Tokyo 2020, JOC and IOC members; and Workers Compensation Insurance or equivalent in Territory and country of operations with coverage for injuries sustained by employees while performing duties and responsibilities in the course of their employment.

# CHECKLIST

## Territories appointing an ATR

	<b>TSA/TSA communication letter/Business Plan Guide and Template:</b> all read thoroughly.
	<b>IOC Code of Conduct (NOC version):</b> signed and delivered to NOC Relations prior to TSA.
	<b>Page 2:</b> date and NOC's territory name appropriately checked.
	<b>Page 35:</b> NOC signature and information (address) appropriately checked.
	<b>Page 36:</b> ATR signature and information (address) appropriately checked.
	<b>Exhibit A (page 37):</b> NOC's territory name appropriately filled out; I) Public and NOC Family accounts' assignment appropriately checked; II) internet sales confirmation checked and URL per type of client appropriately checked.
	<b>Exhibit A (page 38):</b> III) commission allocation appropriately checked.
	<b>Exhibit C (page 41):</b> date, NOC name, ATR name, ATR account management boxes, ATR name and date appropriately checked.
	<b>Exhibit C (page 42):</b> ATR signature and ATR information (address) appropriately checked.
	<b>Exhibit C (page 43):</b> NOC signature and information appropriately checked.
	<b>Exhibit F (page 48):</b> Appointed Sub-Distributor's information. In case of multiple Sub-Distributors, there must be 1 Exhibit F copy for each appointed Sub-Distributor.
	<b>Exhibit G (page 48):</b> IOC Code of Conduct signed by the ATR.
	<b>Business Plan Questionnaire:</b> completed and submitted to Tokyo 2020.

### Number of TSA copies to be returned to Tokyo 2020

	<b>1 (one) hard copy required:</b> signed and couriered to Tokyo 2020.
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### Additional documents required in Exhibit D

	<b>PROOF OF FINANCIAL AND CORPORATE STANDING:</b> provision of a previously audited financial statement, banker ' s reference letter, evidence of incorporation, identification and qualifications of key personnel, etc.
	<b>AFFILIATIONS, REGULATORY BODIES &amp; PROFESSIONAL ASSOCIATIONS:</b> provision of proof of relevant membership of government and international regulatory bodies (e.g. IATA for flight travel services), proof of membership in trade bodies and associations (e.g. Chamber of Commerce) and affiliation with tourism bodies and associations (additional services provided).
	<b>PREVIOUS GAMES EXPERIENCE &amp; RESULT:</b> information to be provided on the Business plan.
	<b>TECHNOLOGICAL REQUIREMENTS:</b> use of a browser and internet connection according to Clause 8.8.
	<b>INSURANCE REQUIREMENTS:</b> Provision of a document that confirms having comprehensive General Liability Insurance of US\$5,000,000.00 with coverage (premises and operations, products and completed operations, contractual liability, personal injury and advertising liability, owned and non-owned aircraft) for Tokyo 2020, JOC and IOC members; and Workers Compensation Insurance or equivalent in Territory and country of operations with coverage for injuries sustained by employees while performing duties and responsibilities in the course of their employment.