Dear Mr. McCarthy:


Please be advised that OFAC has conducted a search of its records and found 32 pages of responsive records. Portions of several pages are exempt from disclosure pursuant to exemptions (b)(4) and (b)(6) of the FOIA.

Provisions of the FOIA allow us to recover part of the cost of complying with your request. In this instance, no fees have been assessed.

You may appeal our final decision, in writing, within 35 days after the date of this letter to the Freedom of Information Act Appeal, Disclosure Services (DO), Department of the Treasury, Washington, DC 20220. The deciding official for OFAC appeals is the Director, Office of Foreign Assets Control. Please include with your letter of appeal a copy of this response letter. Please reference FOIA case number 2013-05-191 in all future correspondence. Copies of the FOIA and Treasury regulations are available at www.treasury.gov/foia.

The Office of Government Information Services (OGIS) also mediates disputes between FOIA requesters and Federal agencies as a non-exclusive alternative to litigation. If you are requesting access to your own records (which is considered a Privacy Act request), you should know that OGIS does not have the authority to handle requests made under the Privacy Act of 1974. If you wish to contact OGIS, you may email them at ogis@nara.gov or call 1-877-684-6448.

Enclosed are information sheets pertaining to the FOIA exemptions and your right to administrative appeal.
If you need to contact our office about this matter, please email OFACFOIAOffice@treasury.gov or call our FOIA Requestor Service Center at (202) 622-2500, option 3. Please reference FOIA No. 2013-05-191 in all communications.

Sincerely,

Marshall H. Fields, Jr.
Assistant Director, Information Disclosure
Office of Resource Management
Office of Foreign Assets Control

Enclosures:
1. Exemptions under the FOIA
2. Administrative Appeal Rights
3. Responsive Documents (32 pages)
FOIA Exemptions
EXEMPTIONS

Pursuant to 5 U.S.C. § 552 (b), the Freedom of Information Act does not apply to matters that are –

- (1) (A) specifically authorized under criteria established by an Executive Order to be kept secret in the interest of national defense or foreign policy and (B) are in fact properly classified under such Executive Order;

- (2) related solely to the internal personnel rules and practices of an agency;

- (3) specifically exempted from disclosure by statute, provided that such statute;
  (A) requires that the matters be withheld from the public so as to leave no discretion on the issue, or
  (B) establishes particular criteria for withholding or refers to particular kinds of matters to be withheld;

- (4) trade secrets and commercial or financial information obtained from a person and privileged or confidential;

- (5) inter-agency or intra-agency memoranda or letters which would not be available by law to a party other than an agency in litigation with the agency;

- (6) personnel and medical files and similar files the disclosure of which constitutes a clearly unwarranted invasion of personal privacy;

- (7) records or information compiled for law enforcement purpose, but only to the extent that the production of such records or information
  (A) could reasonably be expected to interfere with enforcement proceedings,
  (B) would deprive a person of a right to a fair trial or impartial adjudication,
  (C) could reasonably be expected to constitute an unwarranted invasion of personal privacy,
  (D) could reasonably be expected to disclose the identity of a confidential source, including a state, local or foreign agency or authority, or any private institution which furnished information on a confidential basis, and, in the case of a record or information compiled by a criminal law enforcement authority in the course of a criminal investigation, or by an agency conducting a lawful national security intelligence investigation, information furnished by a confidential source,
  (E) would disclose techniques and procedures for law enforcement investigations or prosecutions, or would disclose guidelines for law enforcement investigations or prosecutions if such disclosures could reasonably be expected to risk circumvention of the law, or
  (F) could reasonably be expected to endanger the life or physical safety of any individual;

- (8) contained in or related to examination, operating or condition reports prepared by, on behalf of, or for the use of an agency responsible for the regulation or supervision of financial institutions; or

- (9) geological and geophysical information and data, including maps, concerning wells.
Appeal Rights
ADMINISTRATIVE APPEAL

You may file an appeal with the Department of the Treasury when:

- Access to records has been denied in part or in whole;
- There has been an adverse determination of your requestor category;
- Your request for fee waiver or reduction has been denied;
- It has been determined that no responsive records exist; or
- Your request for expedited processing has been denied.

Your appeal, other than an appeal of a denial for expedited processing, must be submitted within 35 days after (1) the date of the initial determination, or (2) the date of the letter transmitting the last records released, whichever is later, except in the case of a denial of expedited processing. An appeal of a denial for expedited processing must be made within 10 days of the date of the initial determination to deny expedited processing. The appeal must be in writing, signed by you or your representative, and contain the following information:

- Your name and address;
- Date of your initial request;
- Date of the letter denying your request;
- Description of why you believe the initial determination was in error; and
- The FOIA/PA number assigned to your request.

Please mail your appeal to: Freedom of Information Act Appeal Disclosure Services, DO 1500 Pennsylvania Ave., N.W. Department of the Treasury Washington, D.C. 20220

The deciding official on your appeal will be the Director, Office of Foreign Assets Control.
Case No. CT-2012-294798-1

Charles A Miller III, Executive Director  
Sir John Soane's Museum Foundation  
1040 First Avenue, No. 311  
New York, NY 10022

RE: Letters dated May 25, 2012, July 23, 2012 and October 9, 2012 (collectively, the “Application”)

Dear Mr. Miller:

Please find enclosed License No. CT-2012-294798-1, which, pursuant to section 515.565(b)(2) of the Cuban Assets Control Regulations, 31 CFR Part 515 (the “Regulations”), authorizes individuals under the auspices of Sir John Soane’s Museum Foundation to engage in the travel-related transactions involving Cuba as set forth in section 515.560(c) of the Regulations and other transactions directly incident to the types of educational exchange activities described in the Application, subject to certain conditions.

Please note that OFAC considered the activities you described in the Application as examples of the types of activities your final programs would include. You have certified in writing to OFAC that each traveler will have a full-time schedule of educational exchange activities that will result in meaningful interaction between the travelers and individuals in Cuba and this commitment is reflected in a condition in the license (see Section 2(a)). Please note that OFAC does not authorize transactions related to activities that are primarily tourist-oriented, including self-directed educational activities that are intended only for personal enrichment, as provided in paragraph (c) of section 515.565.

Furthermore, we remind you that an employee, paid consultant, or agent of your organization is expected to accompany the groups that travel to Cuba under your auspices to ensure that your travelers adhere to your program. Finally, please be mindful when planning your group size of the need to provide each traveler with the opportunity for meaningful interaction with Cuban individuals, consistent with your certification.

If you elect to use a U.S. travel service provider, you may make your travel arrangements only through an OFAC-authorized Travel Service Provider (“TSP”). OFAC makes available a list of “Authorized Travel, Carrier, and Remittance Forwarding Service Providers” on its website at www.treasury.gov/ofac that may be helpful for making travel arrangements. You may also make your own travel arrangements without the use of a TSP by handling your arrangements directly with travel service providers that are located outside the United States and that are not subject to U.S. jurisdiction.

Please also note the requirements set forth in the Comprehensive Guidelines for License Applications to Engage in Travel-Related Transactions Involving Cuba (the “Application Guidelines”), which are...
available on OFAC's website at http://www.treasury.gov/resource_center/sanctions/Programs/Documents/cuba_tr_app.pdf. Should you wish to apply for an extension or renewal of this license, or for a new license, please ensure that your application complies with all requirements in the Application Guidelines.

Sincerely,

Jeffrey R. Braunger
Program Manager, Cuba Travel
Office of Foreign Assets Control

Enclosure
DEPARTMENT OF THE TREASURY
WASHINGTON, D.C. 20220

Cuban Assets Control Regulations

License No. CT-2012-294798-1

L I C E N S E

(Granted under the authority of 50 U.S.C. App. 5(b), 22 U.S.C. 2370(a),
22 U.S.C. 6001 et seq., Proclamation 3447, and 31 CFR Parts 501 and 515)

To:  Sir John Soane's Museum Foundation (the “Licensee”)
1040 First Avenue, No. 311
New York, NY 10022
Attn.: Charles A Miller III, Executive Director

1. Pursuant to your application dated May 25, 2012, July 23, 2012 and October 9, 2012 (collectively, the
“Application”), the following transactions are hereby licensed:

*****SEE REVERSE*****

2. This license is granted upon the statements and representations made in the Application, or otherwise filed
with or made to the Treasury Department as a supplement to the Application, and is subject to the conditions, among
others, that you comply in all respects with all regulations, rulings, orders, and instructions issued by the Secretary of
the Treasury under the authority cited above and the terms of this license.

3. The Licensee shall furnish and make available for inspection any relevant information, records or reports
requested by the Secretary of the Treasury or any duly authorized officer or agency of the Secretary.

4. This license expires on October 31, 2014, is not transferable, is subject to the provisions of Title 31, Parts 501
and 515 of the Code of Federal Regulations and any regulations and rulings issued pursuant thereto, and may be revoked
or modified at any time at the discretion of the Secretary of the Treasury acting directly or through the agency through
which the license was issued, or any other agency designated by the Secretary of the Treasury. If this license was issued
as a result of willful misrepresentation on the part of the applicant or his duly authorized agent, it may, at the discretion of
the Secretary of the Treasury, be declared void from the date of its issuance, or from any other date.

5. This license does not excuse compliance with any law or regulation (including reporting requirements)
administered by the Office of Foreign Assets Control (“OFAC”) or any other agency applicable to the transactions(s)
herein licensed, nor does it release the Licensee or third parties from civil or criminal liability for violation of any law or
regulation.

Issued on behalf of the Secretary of the Treasury:

OFFICE OF FOREIGN ASSETS CONTROL

By Jeffrey R. Braunger
Program Manager, Cuba Travel

[Attention is directed to 18 U.S.C. 1001, 50 U.S.C App. 16, 31 CFR 501.701 et seq.,
and 31 CFR 515.701 et seq. for provisions relating to penalties.]
License No. CT-2012-294798-1  
Licensee: Sir John Soane's Museum Foundation

SECTION 1 - AUTHORIZATION: (a) This license authorizes individuals under the auspices of Sir John Soane's Museum Foundation (the “Licensee”) to engage in the travel-related transactions involving Cuba as set forth in section 515.560(c) of the Cuban Assets Control Regulations, 31 CFR Part 515 (the “Regulations”), and other transactions directly incident to the types of educational exchange activities described in the Application, subject to the conditions set forth in Section 2 below.

(b) This license authorizes multiple trips during the validity period of the license.

Authority: 31 CFR §§ 515.560(a)(5) and 515.565(b)(2).

SECTION 2 - CONDITIONS: (a) The Licensee shall ensure adherence by all participants to a full-time schedule of educational exchange activities of the types described in the Application and that will result in meaningful interaction between the travelers and individuals in Cuba consistent with 31 CFR 515.565(b)(2) and the Licensee’s certification in the Application.

(b) The predominant portion of activities to be engaged in by individuals traveling under the Licensee’s program(s) will not be with individuals or entities acting for or on behalf of a prohibited official of the Government of Cuba, as defined in 31 C.F.R. § 515.337, or a prohibited member of the Cuban Communist Party, as defined in 31 C.F.R. § 515.338.

(c) The Licensee shall provide each traveler with a written statement on its letterhead stationery that cites the number of this license, confirms that the named individual will engage in authorized educational exchange activities under the license, and notifies the named individual of his or her recordkeeping responsibilities as a traveler under the license (See also Section 4 below).

(d) Any advertisement (e.g., in websites, press releases, print ads, or brochures) of the activities authorized by Section 1(a) above must identify the name of the Licensee as set forth in this license.

SECTION 3 - WARNINGS: (a) Except as authorized in Section 1 above, nothing in this license authorizes any person subject to the jurisdiction of the United States to engage in any transaction or activity prohibited by the Regulations.

(b) This license does not authorize the Licensee to provide the travel services described in 31 CFR 515.572(a)(1). Please see page 8 of the Comprehensive Guidelines for License Applications to Engage in Travel-Related Transactions Involving Cuba, which are available on OFAC’s website at http://www.treasury.gov/resource-center/sanctions/Programs/Documents/cuba_tr_app.pdf for information regarding arranging authorized travel to Cuba.

SECTION 4 – RECORDKEEPING REQUIREMENT: The Licensee shall keep a record of all transactions undertaken pursuant to this license, and such records shall be made available for examination upon demand for at least five years from the date of each transaction. OFAC may require the submission of a report from the Licensee or any individual traveler concerning the activities undertaken pursuant to the license. A report from the Licensee is required on activities undertaken pursuant to this license in conjunction with an application to renew or extend this license.
SECTION 5 – INFORMATION: The Department of State publishes consular information sheets (and, when necessary, travel warnings) on every country and territory in the world, including Cuba, which are available on the Internet at http://travel.state.gov, or through the State Department’s fax-on-demand service at (202) 647-3000. An abridged version of consular information sheets can be heard by calling (202) 647-5225. The U.S. Interests Section in Havana, Cuba (“USINT”), offers U.S. visitors information about the Cuban government, Cuban culture and society, and U.S. foreign policy. USINT also offers various services to U.S. visitors, including general briefings, contact information for Cuban officials, and a full range of consular services such as passport replacement and emergency assistance. USINT encourages all travelers to visit its website at http://havana.usint.gov/ and to contact USINT directly prior to your trip to Cuba at Ask-USINT@state.gov. USINT is located on Calzada between L & M Streets, Vedado, Havana.

SECTION 6 – PRECEDENTIAL EFFECT: The authorization contained in this license is limited to the facts and circumstances specific to the Application.
25 May 2012

Mr. Jeffrey R. Braunger
Program Manager, Cuba Travel
Office of Foreign Assets Control
Department of the Treasury
1500 Pennsylvania Avenue, N.W.
Washington, D.C. 20220

Re: Application for Renewal of Specific License No. CT-17937, under 31 C.F.R. § 515.565 (b) (2) of the Foreign Assets Control Regulations for Travel to Cuba to Engage in Educational Exchanges to Promote People-to-People Contact; Sir John Soane’s Museum Foundation

Dear Mr. Braunger:

I write to request that Sir John Soane’s Museum Foundation be granted a two-year renewal of Specific License No. CT-17937, authorizing Soane and individuals traveling under its auspices to engage in educational exchanges not involving academic study pursuant to a degree program, under The Cuba Assets Control Regulations, 31 C.F.R. § 515.565 (b) (2). Please find attached a copy of the license, dated July 20, 2011. (See Appendix C)

As part of this application we are enclosing a report on all activities undertaken pursuant to the license. To date, Sir John Soane’s Museum Foundation has offered one successful people-to-people program in Cuba under its current license. The final itinerary, that includes the total number of participants, is attached. (See Appendix A) I certify that all travelers who have or will travel under our current People-to-People license A. (a) have had or will have a full-time schedule of educational activities that will result in meaningful interaction between the travelers and individuals in Cuba; and (b) the predominant portion of the activities engaged or to be engaged in by individuals traveling under Institution’s programs have not been or will not be with individuals or entities acting for or on behalf of a prohibited official of the Government of Cuba, as defined in 31 C.F.R. § 515.337, or a prohibited member of the Cuban Communist Party, as defined in 31 C.F.R. § 515.338; B. Furthermore, we have informed and will inform all travelers verbally and in writing of the restrictions and requirements on travel to Cuba and we believe that the actual activities on our programs have reflected and will reflect the representative activities contained in our initial license application.

These people-to-people exchanges in Cuba—offered through our program in conjunction with the licensed Travel Service Provider Academic Arrangements Abroad—remain an important part of our ongoing efforts to expand Sir John Soane’s Museum Foundation educational mission. Through these trips we strive to emphasize the connections between our mission and Cuba. The participants on these trips have met with locally based art and architectural historians, artists, museum directors, musicians, and dancers; whenever possible, these meetings have been offered together with various foundations or non-governmental organizations. As such, they have ensured meaningful personal dialogue with Cuban cultural leaders, further serving the U.S. foreign policy goal of helping the Cuban people by facilitating exchanges with them and supporting the development of independent activity and civil society. In addition, our travelers have benefited from briefings conducted in Havana by the U.S. Special Interests Section.
At this time Sir John Soane’s Museum Foundation would like to request a renewal of its license in order to plan future trips to Cuba that will build on the significant experience we have gained in operating one trip to Cuba. We believe the attached list of representative activities meets both the letter and spirit of the current OFAC guidelines and policies. (See Appendix B)

As in the past, the Soane’s trips will be advertised directly to our members, supporters, and friends. As with all programs, the focus will be purely educational, and a study leader from the Sir John Soane’s Museum Foundation will accompany each group to guide group discussions and provide information to participants on the cultural heritage of the country. All participants will be provided with a comprehensive reading list and additional reading materials compiled by our staff concerning Cuban culture prior to their trip. All flights to Cuba and payments for services in Cuba will be made through Academic Arrangements Abroad, which holds a TSP license for assisting licensed travelers to arrange and pay for their arrangements within Cuba.

We will comply with all of the guidelines as set forth by the Department of the Treasury as well as any updates to those guidelines. We will ensure that all the travelers in our groups are familiar with the requirements and restrictions on travel to Cuba. All participants will be informed of the necessity of full participation in the program, both in writing prior to the trip and at the first meeting.

Furthermore, I certify that: (a) each traveler will have a full-time schedule of educational activities that will result in meaningful interaction between the travelers and individuals in Cuba; and (b) the predominant portion of the activities to be engaged in by individuals traveling under Soane’s programs will not be with individuals or entities acting for or on behalf of a prohibited official of the Government of Cuba, as defined in 31 C.F.R. § 515.337, or a prohibited member of the Cuban Communist Party, as defined in 31 C.F.R. § 515.338.

Thank you very much for considering this application for a two-year renewal of Soane’s travel license to Cuba. I look forward to your response to this request. If I can provide you with any further information, please do not hesitate to call me. It is our sincere hope that Sir John Soane’s Museum Foundation will be able to continue to pursue these trips.

Sincerely,

[Signature]
Charles A. Miller III
Executive Director
SIR JOHN SOANE'S MUSEUM FOUNDATION
Final Itinerary
Havana, Matanzas, Varadero, Cardenas
January 22 to 29, 2012
Study Leader: Charles Miller III
Number of Participants: 27

January 22 MIAMI / HAVANA
- Flew to Havana from Miami
- Transferred to the Melia Cohiba Hotel for lunch and check-in
- Attended a lecture by Julio Cesar Perez, Cuban architect
- Welcome dinner at a paladar, a restaurant in a private home that operates with the special permission of the Cuban government.

January 23 HAVANA
- Drove to the U.S. Interests Section for a morning briefing on Cuban – American relations
- Continued to the Spanish Embassy for a reception hosted by the Ambassador.
- Visited the homes and studios of some of Havana’s leading artists, including Kadir and the Group of 4.
- Drove to the Swiss Ambassador’s Residence for a reception and tour of the home and garden.

January 24 HAVANA
- Guided walking tour of various neighborhoods of Old Havana with Julio Cesar Perez, Cuban architect
- Joined a curatorial tour with former Deputy Director, Alejandro Alonso, focusing on the Cuban art collection at the National Museum of Fine Arts
- Escorted by Director Alejandro Alonso and his staff at the Ceramics Museum at Casa Aguilera
- Concert by local musician, Luis Manuel Molina

January 25 HAVANA
- Gathered in a meeting room at the hotel for a briefing by a local historian, Aurelio Alonso, regarding Casa de las Americas
- Toured the Colon Cemetery with its ornate and historically important tombstones with a Cuban specialist
- Visited the artist Capote’s home and studio to discuss his artwork
- Drove to the Ludwig Foundation for the Arts for a presentation on Cuban Art. Met with the Foundation President, Helmo Hernandez and invited Cuban guests and artists for a reception/dinner

continued
Appendix A – 2 of 2 pages – Sir John Soane’s Museum Foundation:

January 26  HAVANA
- Attended an informal morning rehearsal of the Contemporary Dance Company of Cuba at the Teatro Nacional and met the dancers
- Guided visit with a Cuban professor at ISA, Instituto Superior de Arte, and a presentation of student work
- Met local artists and craftspeople at the local market
- Concert by Ars Longa and discussions with Cuban performers

January 27  HAVANA / MATANZAS / VARADERO
- Departed for Matanzas
- Upon arrival in Matanzas toured the castle at San Severino, which includes a room on the Afro-Cuban religion of Santeria and one on slavery as part of UNESCO's project: "The Route of the Slave."
- Walking tour with a local official, Ercilio Sento Canesa and Adriana Ponce Villalonga from the Office of the Historian
- Also stopped at the Ediciones Vigia, workshop where handmade books are created and spoke to the artisans
- Lunch at Hotel Velasco on the main square
- Visited the Pharmacy Museum, for a tour with a local expert
- Met with local artist Osmany Betancourt Falcon, “Lolo”, at his home/studio
- Drove to Varadero where overnight accommodations are arranged at a hotel

January 28  CARDENAS / VARADERO
- Spend the morning in nearby Cárdenas to see the local museums and artist’s studios including both a painter and a photographer, Raul Rodriguez Perez and Daylene Rodriguez Moreno
- Return to Varadero for lunch at Xanadu, the Dupont mansion
- Visited a ceramic workshop and spoke to the artist Borodino

January 29  VARADERO / HAVANA / MIAMI
- Depart early this morning for the airport and the flight to Miami.

The above activities resulted in meaningful interaction between the travelers and individuals in Cuba. Each day of this week-long program, travelers had one-on-one conversations with individual Cuban artists, architects, students, musicians, craftsman, dancers, former diplomats and spiritual leaders. Almost all interactions took place in homes or studios, where informal and often personal discussions about work, politics, education, religion and social change, took place without censorship. Ample time was provided for these exchanges, as this provided purpose and richness to the program. Both Cubans and Sir John Soane’s Museum Foundation Travelers found their views of each other changed and broadened by the experience.
Appendix B – 1 of 3 pages – Sir John Soane's Museum Foundation:

SIR JOHN SOANE'S MUSEUM FOUNDATION

Re: Application for a Renewal of Specific License No. CT-17937, under 31 C.F.R. § 515.565 (b)(2) of the Foreign Assets Control Regulations for Travel to Cuba to Engage in Educational Exchanges to Promote People-to-People Contact: Sir John Soane's Museum Foundation

List of types of activities organized in conjunction with Academic Arrangements Abroad:

- Meetings with local artists at their in-home studios
  - Example - These visits are an intimate exchange of ideas on the processes, inspiration, and limitations on artistic expression in Cuba and an in-depth exploration of the Cuban artists' craft in an informal setting with the artists and their families, students, and local supporters of the arts.
  - Contacts - In Havana: Adrian Fernandez Milanes, photographer/graphic artist; Julio Larramendi, photographer; Milagros Borges Gomez, gallery owner/curator (represents 12 artists); In Trinidad: Carlos Mata, artist; In Matanzas: Osmany Betancourt Falcon, ceramicist In Cardenas: Daylene Rodriguez Moreno, photographer; Borodino, artist.

- Examine and explore current restoration projects in Old Havana
  - Example - Meet with urban planners and their associates, who are responsible for ongoing and future architectural rehabilitation projects in Old Havana. Tour specific sites with them and discuss current issues in city planning, construction and social issues. Depending on specific scheduling, activities may include: visits to a model used in the planning of the city by city planners, discussions with members of a non-governmental foundation dedicated to historic preservation in Old Havana, visits to a senior care facility and meetings with members, and meetings with project teams at current construction sites regarding historic preservation.
  - Contact - Julio Cesar Perez, Architect and Urban Designer.

- Visit Casa de las Americas for a round-table discussion with one of the sub-directors, who is a noted Cuban author and sociologist.
  - Example – Participants in these discussions would include various members of the center as well as any visiting artists/authors to discuss contemporary Cuban art/literature as appropriate.
  - Contact - Aurelio Alonso, Deputy Director at Casa de las Americas

- Attend a public recital at an art foundation geared towards the Cuban art community, followed by a reception with the Cuban attendees and performers. This would allow an informal setting to meet with members of the performing arts community in Cuba as well as a focus for discussions.
  - Contacts - Helmo Hernandez, President, and Wilfredo Benitez at the Ludwig Foundation

continued
Appendix B – 2 of 3 pages – Sir John Soane’s Museum Foundation:

• Visit the Museum of Fine Arts for a tour focused on Cuban art guided by students, curators, and notable members of the Cuban art community. By visiting the museum in smaller groups, there is a chance for more interactive discussions.
  o Contacts - Alejandro Alonso, former Deputy Director of the Museum of Fine Arts (currently Director at Museo Nacional de la Ceramica); Luz Marino, curator

• A viewing of the Ceramics Museum with a curator, followed by an intimate dinner including museum staff. This provides an opportunity to learn about the different facets of running a museum in Cuba through discussions with staff members, as well as to learn about the development of the Cuban ceramics tradition.
  o Contact - Alejandro Alonso, Director at Museo Nacional de la Ceramica

• Learn art techniques alongside Cuban students in their classroom at the Instituto Superior de Arte.
  o Example - Take a drawing or printmaking class with students and have the opportunity to learn about their work and also about life as a student in Cuba.
  o Contact - Arranged via Ludwig Foundation in Havana or via Havanatur (land operator)

• Support a local children’s theater group by attending a performance and hopefully arranging a short backstage tour where there is an opportunity to meet with the actors and stage crew.
  o Contact - La Colmenita children’s group in Havana

• Meet a world-renowned Cuban choir and listen to them perform. Afterwards, have a cocktail reception with them and discuss their achievements and experiences performing in Cuba and abroad.
  o Contacts – In Havana: Teatro Lirico (music, opera); In Cienfuegos: Cantadores de Cienfuegos; In Matanzas: Cantadores de Matanzas

• Meet with a local botanist and others with an interest in horticulture to learn about current and planned ecological/conservation projects.
  o Contact - Dr Angela Leiva, Director of the Jardín Botánico Nacional (Havana), or Rosa, one of her key curators.

• Explore Cuba’s largest outdoor sculpture park, Prado de las Esculturas, with one of Cuba’s leading experts on sculpture
  o Contact – Arranged via Havanatur (land operator)

• Meet local entrepreneurs in their shops and paladares, and discuss with the owners their experiences in being self-employed in Cuba. Discussions would also focus on the new regulations in Cuba that are allowing unprecedented freedom to expand their business.
  o Contacts (Paladares, among those to be included) – In Havana: La Cocina de Lilliam; La Guarida (Fresa y Chocolate); and Atelier; In Trinidad: Paladar Lis and Sol Ananda

continued
Appendix B – 3 of 3 pages – Sir John Soane’s Museum Foundation:

- Attend a regular rehearsal at the practice studio of a Cuban dance company. Afterwards there will be an opportunity to talk with the performers and to learn dance techniques, if desired.
  o Contact - Ballet Nacional de Cuba and/or Contemporary Dance Company of Cuba

- As appropriate, invite members of the Cuban community to join us in the hotel or ship conference room facilities for a seminar and Q&A session led by a study leader from our institution on his or her individual field of expertise.

- Attend a meeting at the U.S. Cuban Interests Section to discuss U.S. Cuban relations, pending permission being granted.
  o Contact – Arranged via Havanatur (land operator)

- Join pilgrims in visiting the Basilica de Nuestra Señora de la Cobre in Santiago where thousands of Cubans make a journey each year to give offerings to the patron saint of their country.
  o Contact – Arranged via Havanatur (land operator)

- Meet with members of the Church and Jewish Patronato to discuss views on freedom of religion in Cuba.
  o Contact in Santiago de Cuba: Cardinal Jamie Ortega
  o Contact in Havana: Adela Dworin

- Speak with city historians to learn more about the history and culture of a city and its museums, and to discuss the issues in running a museum and preserving artifacts.
  o Contact in Santiago de Cuba: Jorge Carlos Jordan, Art Historian and Curator of Museo Casa Velazquez
  o Contact in Matanzas: Adiáns Villalonga, City Historian

- Visit Ediciones Vigia, a hand-made book shop in Matanzas for a tour of the facilities and explanation of the work with the artist.
  o Contact: Rolando Estevez Jordán
Case No. CT-17937

Sir John Soane's Museum Foundation
1040 First Avenue, No. 311
New York, NY 10022
Attn: Charles A. Miller III, Executive Director

RE Letter dated May 24, 2011 (the “Application”)

Dear Mr. Miller:

Please find enclosed License No. CT-17937, which, pursuant to section 515.565(b)(2) of the Cuban Assets Control Regulations, 31 C.F.R. Part 515 (the “Regulations”), authorizes individuals under the auspices of Sir John Soane’s Museum Foundation to engage in the travel-related transactions involving Cuba as set forth in section 515.560(c) of the Regulations and other transactions directly incident to the types of educational exchange activities described in the Application, subject to certain conditions.

Please note that OFAC considered the activities you described in the Application as examples of the types of activities your final programs would include. You have certified in writing to OFAC that each traveler will have a full-time schedule of educational exchange activities that will result in meaningful interaction between the travelers and individuals in Cuba and this commitment is reflected in a condition in the license (see Section 2(a)). Please keep this condition and certification in mind as you finalize a travel schedule. We remind you that you (or a representative of your organization) are responsible for accompanying the groups that travel to Cuba under your auspices and seeing that your travelers adhere to your program. Finally, please be mindful when planning your group size of the need to provide each traveler with the opportunity for meaningful interaction with Cuban individuals, consistent with your certification.

If you elect to use a U.S. travel service provider, you may only make your travel arrangements through an OFAC-authorized Travel Service Provider (“TSP”). OFAC makes available a list of “Authorized Travel, Carrier, and Remittance Forwarding Service Providers” on its website at www.treasury.gov/ofac that may be helpful for making travel arrangements. You may also make your own travel arrangements without the use of a TSP by handling your arrangements directly with travel service providers that are located outside the United States and that are not subject to U.S. jurisdiction.

Please also note the requirements set forth in the Comprehensive Guidelines for License Applications to Engage in Travel-Related Transactions Involving Cuba (the “Application Guidelines”), which are available on OFAC’s website at http://www.treasury.gov/resource_center/sanctions/Programs/Documents/cuba_tr_app.pdf. Should you wish to apply for an extension or renewal of this license, or for a new license, please ensure that your application complies with all requirements in the Application Guidelines.

Sincerely,

Jeffrey R. Braungart
Program Manager, Cuba Travel
Office of Foreign Assets Control

Enclosure
LICENSE

(Granted under the authority of 50 U.S.C App. 5(b), 22 U.S.C. 2370(a), 22 U.S.C. 6001 et seq., Proclamation 3447, and 31 CFR Parts 501 and 515)

To: Sir John Soane's Museum Foundation (the “Licensee”)  
1040 First Avenue, No. 311  
New York, NY 10022  
Attn. Charles A. Miller III, Executive Director

1. Pursuant to your application dated May 24, 2011 (the “Application”), the following transactions are hereby licensed:

*****SEE REVERSE*****

2. This license is granted upon the statements and representations made in the Application, or otherwise filed with or made to the Treasury Department as a supplement to the Application, and is subject to the conditions, among others, that you comply in all respects with all regulations, rulings, orders, and instructions issued by the Secretary of the Treasury under the authority cited above and the terms of this license.

3. The Licensee shall furnish and make available for inspection any relevant information, records or reports requested by the Secretary of the Treasury or any duly authorized officer or agency of the Secretary.

4. This license expires on July 31, 2012, is not transferable, is subject to the provisions of Title 31, Parts 501 and 515 of the Code of Federal Regulations and any regulations and rulings issued pursuant thereto, and may be revoked or modified at any time at the discretion of the Secretary of the Treasury acting directly or through the agency through which the license was issued, or any other agency designated by the Secretary of the Treasury. If this license was issued as a result of willful misrepresentation on the part of the applicant or his duly authorized agent, it may, at the discretion of the Secretary of the Treasury, be declared void from the date of its issuance, or from any other date.

5. This license does not excuse compliance with any law or regulation (including reporting requirements) administered by the Office of Foreign Assets Control (“OFAC”) or any other agency applicable to the transactions(s) herein licensed, nor does it release Licensee(s) or third parties from civil or criminal liability for violation of any law or regulation.

Issued on behalf of the Secretary of the Treasury:

OFFICE OF FOREIGN ASSETS CONTROL

By Jeffrey R. Braunger  
Program Manager, Cuba Travel

SECTION 5 – INFORMATION: The Department of State publishes consular information sheets (and, when necessary, travel warnings) on every country and territory in the world, including Cuba, which are available on the Internet at http://travel.state.gov, or through the State Department’s fax-on-demand service at (202) 647-3000. An abridged version of consular information sheets can be heard by calling (202) 647-5225. The U.S. Interests Section in Havana, Cuba (“USINT”), offers U.S. visitors information about the Cuban government, Cuban culture and society, and U.S. foreign policy. USINT also offers various services to U.S. visitors, including general briefings, contact information for Cuban officials, and a full range of consular services such as passport replacement and emergency assistance. USINT encourages all travelers to visit its website at http://havana.usint.gov/ and to contact USINT directly prior to your trip to Cuba at Ask-USINT@state.gov. USINT is located on Calzada between L & M Streets, Vedado, Havana.

SECTION 6 – PRECEDENTIAL EFFECT: The authorization contained in this license is limited to the facts and circumstances specific to the Application.
March 11, 2013

To Whom It May Concern:

The following individuals are authorized to travel to Cuba from April 3 to 6, 2013 under our license, issued by the U.S. Department of the Treasury, Division of Foreign Assets Control:

License No. CT-2012-294798-1

All travel arrangements for this trip have been arranged by Academic Arrangements Abroad, whose Travel Service Provider License No. is CU-78770.

Authority: 31 CFR 515.560 (c) and 515.565 (b) (2)

1. Gloria Carter
2. Shawn Corey Carter
3. 
4. 
5. 
6. 
7. Beyonce Giselle Knowles
8. Celestine Beyonce Knowles
9. Charles Arthur Miller III
10. 
11. 
12. 

A copy of our license is attached. All travelers named above have been informed of the regulations related to travel to Cuba.

Sincerely,

[Signature]

Thomas A. Kligerman
President, Sir John Soane's Museum Foundation

SIR JOHN SOANE'S MUSEUM FOUNDATION
1849 First Avenue, No. 311
New York NY 10021
T: 212 221-2012
SoadFoundation.org

Sir John Soane's Museum Foundation is a 501(c)3 organization and gifts are tax-deductible to the full extent allowed by U.S. law. Federal Tax Id: 13-3544447

N.Y. State Charity Registration No. 17-B-6828

FOIA Request 2013-05-191-016
Steve Cuba Travelers

Visas are not issued for People-to-People programs.

These are the documents that are prepared, like a visa, to allow entry to Cuba. Each traveler is issued a

two-part card, one for entry, one for departure, each is surrendered at customs.
**RESERVATION FORM**

| Outbound Flight | OW528 | Outbound Date | 4/13/2013 | Flight | HAV | Category | (X) | (5) | (9) | OW & RP | RP | (Y) | 9 | 5 | 6 | 8 |
|-----------------|-------|---------------|-----------|--------|-----|----------|-----|-----|-----|--------|----|-----|---|---|---|
| Inbound Flight  | OW529 | Inbound Date  | 4/16/2013 | Agency  | 265 | Agency Name | BEYONCE | KNOWLES | P | KNOWLES | P | BEYONCE | P | KNOWLES | P |
|                 |       |               |           | Last Name | KNOWLES | First Name | BEYONCE |                   |           |                   |           |                   |           |                   |           |
|                 |       |               |           | Citizenship |        |            |         |            |           |            |           |            |           |            |           |
|                 |       |               |           | Entry in USA | PPT | Passport Exp | USA |            |           |            |           |            |           |            |           |
|                 |       |               |           | Entry in Cuba | USA | Passport Exp | USA |            |           |            |           |            |           |            |           |
|                 |       |               |           | Address in USA | GT-264785 | City | HAV | State | HABANA | Zip |                   |           |            |           |            |
|                 |       |               |           |                         |                   |                   |          |                   |           |            |           |            |           |            |           |

**THIS AGREEMENT SETS FORTH THE TERMS AND CONDITIONS UNDER WHICH WE, MARAZUL CHARTERS, INC., 818 NW 87 Ave., MIAMI, FLORIDA 33126, in return for payment of the amount checked as the total charter price, agree to provide you with charter flight services.**

**RESERVATIONS AND PAYMENTS:** Attached to this Agreement is your Reservation Form. We will confirm the reservation within 7 days after receiving the Reservation Form. If the charter flight is fully booked, we will advance your deposit to the current date. The ticket will be issued only after the reservation is confirmed, and you must pay the full charter price when the ticket is issued. All check and money orders, and credit card drafts must be made payable to your travel agent, who will in turn remit payment to MARAZUL CHARTERS, INC., DEPOSITORY ACCOUNT.

**CHARTER PRICE:** The charter price of $549.99 increases you cost for a charter flight that departs from and returns to HAV, Cuba, on 4/13/2013 and 4/16/2013. U.S. taxes, fees, and charges are included in the charter price. Excess baggage charges are NOT included in the charter price and will be collected separately.

**AIRCRAFT:** This flight will be performed by AMERICAN EAGLE, operating a RJ aircraft with 50 passenger seats. This aircraft reserves the right to substitute equivalent aircraft, if necessary.

**INSURANCE:** The charter price includes the cost of supplementary insurance in Cuba. The charter price does not include the cost of supplementary insurance. This service provides limited protection if you are forced to cancel or delay your trip. If you are interested in obtaining more information about the supplementary insurance, please contact your insurance broker.

**BAGGAGE:** The air carrier allows each passenger to carry up to 44 pounds of baggage. Changes for excess baggage over 44 lbs. will be calculated at the airport. For INTRA-NATIONAL flights, the air carrier's liability for loss or damage to checked baggage is limited to the actual value of the baggage, but not more than $100 per pound. For INTRA-NATIONAL flights, the air carrier's liability for loss or damage to checked baggage is limited to the actual value of the baggage, but not more than $100 per pound. If, however, you declare a higher value for your baggage and pay an additional charge in accordance with the air carrier's liability limit, you must submit your claims for loss or damage to checked baggage to the air carrier or to us within 90 days of the flight. The claim must include a copy of the Baggage Check.

**SECURITY AGREEMENT:** Your payment is protected by two security agreements that we have obtained from (a) Aetna Insurance Company, 220 Main Street, New Britain, CT 06050 and (b) Valley National Bank, 1440 Valley Road, Wayne, NJ 07470 (the "Security"). Unless you file a claim with us, or, if we are not available, with the Security within 30 days of the completion of the Charter, the Security will be released from all liability to you under the security agreements.

**CANCELLATION AND REFUNDS:** Individual Travellers: If you cancel your trip to Cuba on or before departure, you will receive a refund of your paid fare, less a $25 administrative fee. If the group cancels the trip before departure, the right to a refund is limited, as explained below and in the additional equipment.

<table>
<thead>
<tr>
<th>Individual Refunds</th>
<th>Groups (10 or more)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Within 14 days before departure:</td>
<td>No Refund</td>
</tr>
<tr>
<td>15-30 days before departure:</td>
<td>10% Refund</td>
</tr>
<tr>
<td>More than 30 days before departure:</td>
<td>Full Refund</td>
</tr>
</tbody>
</table>

If your notice is received, you will receive:

- No refund if your notice is received within 14 days before departure.
- 10% refund if your notice is received between 15 and 30 days before departure.
- Full refund if your notice is received more than 30 days before departure.

- We have no right to cancel the charter flight less than 10 days before departure except for circumstances that make it physically impossible to perform the charter flight. If such occurs, we will notify you as soon as possible but no later than the scheduled departure date. If the charter is canceled, we will make a full refund to you within 14 days after cancellation.

- If the charter flight is canceled, you will receive a refund of your paid fare, less a $25 administrative fee.

**INTERNATIONAL FLIGHTS:** The operation of the charter flight is subject to the Cuban government granting landing rights. If the air carrier cannot obtain landing rights, the flight will be cancelled, and a full refund will be made to you automatically.

I have read and agree to the terms and conditions of the Operator-Participant Contract. I have signed up for the flight specified above and on the Reservation Form.
RESERVATION FORM

Please use 1 sheet per passenger.

Outbound Flight: OW528 Outbound Date: 4/3/2013

Inbound Flight: OW528 Inbound Date: 4/8/2013

Academic Arrangements Abroad

Last Name: MILLER First Name: CHARLES Date of Birth: (b) (6)

Citizenship: USA Passport No.: (b) (6) Passport Expansion: (b) (6)

Entry into Cuba:

License #: (b) (6) City: HABANA State: HABANA Zip: 50

Address in Cuba:

HOTEL BARATOGA

OPERATOR-PARTICIPANT CONTRACT

THIS AGREEMENT SETS FORTH THE TERMS AND CONDITIONS UNDER WHICH WE, MARA2UL CHARTERS, INC., 816 NW 87 Ave.,#201 MIAMI, FLORIDA 33126, in return for payment of the amount indicated as the total charge for this charter flight, agree to provide you this charter flight.

RESPONSIBILITY: We, as the principal, are responsible to you for arranging the charter flight, provided that, in the absence of negligence on our part, we are not responsible for personal injury or property damage caused by the air carrier or other suppliers of any of the services offered in connection with the charter flight.

RESERVATIONS AND PAYMENT: Attached to this Agreement is your Reservation Form. We will confirm the reservation within 7 days after receiving the Reservation Form. If the charter flight is fully booked, we will advise you of alternate travel dates. The ticket is not issued until after the reservation is confirmed, and you must pay the full charter price when the ticket is issued. All checks money orders, and credit card drafts must be made payable to your travel agent, who in turn must send payment to MARA2UL CHARTERS, INC. DEDICATORY ACCOUNT.

CHARTER PRICE: The charter price of $5439.00, represents your cost for a charter flight that departs from HAV, Cuba on 4/3/2013 and returns to HAV on 4/8/2013.

U.S. taxes, fees and charges included in charter price. Excess baggage charges are NOT included in charter price and will be collected separately.

AIRCRAFT: This flight will be operated by AMERICAN EAGLE, operating as RJ, operated by:

MIA to HAV Cuba on 4/3/2013 and return from HAV Cuba to MIA on 4/8/2013.

INSURANCE: The charter price includes the cost of medical/repatriation insurance in Cuba. The charter price does not include the cost of travel cancellation insurance.

The travel insurance provides limited protection if you are forced to cancel or alter your trip. If you are over-insured, we may collect additional insurance from you.

BAGGAGE: The air carrier allows each passenger to carry up to 44 pounds of baggage. Changes for excess baggage over 44 lbs. will be allowed at the airport. For INTERNATIONAL flights, the air carrier’s liability for lost or damaged checked baggage is limited to the actual value of the baggage, but not more than amounts set forth in the Montreux Convention. Specifically, liability is limited to 1,131 Special Drawing Rights (SDR) if the baggage is over 44 lbs. However, if you declare a higher value for your baggage and pay an additional charge to upgrade the air carrier’s liability, your claim must be submitted to the air carrier within 7 days of the flight. The claim must include a copy of the baggage check.

SECURITY AGREEMENT: Your payment is protected by two security agreements that we have obtained from (a) Air Insurers Company, 223 Main Street, New Britain, CT 06050 and (b) Valley National Bank, 1450 Valley Road, Warwick, NJ 07470 (the “Securitas”). Unless you file a claim with us, or, if we are not available, with the Securitas within 60 days after the completion of the charter, the Securitas will be released from liability to you under the security agreement.

CANCELLATION AND REFUND: Individual Travelers: If you cancel the trip or fail to travel on the charter flight, your right to receive a refund is limited, as set forth below. If we are able to replace your seat, you will receive a refund, less a 22% administrative fee. (b) (6) Groups (10 or more): If the group cancels the trip or fails to travel on the charter flight, the rights to a refund are limited, as explained below and in the attachment supplement.

Individual Travelers:

<table>
<thead>
<tr>
<th>Condition</th>
<th>Refund Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Within 14 days before departure:</td>
<td>No Refund</td>
</tr>
<tr>
<td>15 to 30 days before departure:</td>
<td>50% Refund</td>
</tr>
<tr>
<td>More than 30 days before departure:</td>
<td>Full Refund</td>
</tr>
</tbody>
</table>

Groups (10 or more):

<table>
<thead>
<tr>
<th>Condition</th>
<th>Refund Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Within 14 days before departure:</td>
<td>No Refund</td>
</tr>
<tr>
<td>15 to 30 days before departure:</td>
<td>50% Refund</td>
</tr>
<tr>
<td>31 to 60 days before departure:</td>
<td>No Refund</td>
</tr>
<tr>
<td>More than 60 days before departure:</td>
<td>Full Refund</td>
</tr>
</tbody>
</table>

You must send all requests for refunds to us in writing to our office or by overnight mail. Refunds, according to the schedule above, will be made within 14 days of receipt of the notice of cancellation. If a trip needs to be canceled due to weather or other factors beyond our control, you have no right to cancel the charter less than 10 days before departure except for circumstances that make it physically impossible to perform the charter trip.

If that occurs, we will notify you as soon as possible but no later than the scheduled departure date. If the charter is canceled, we will make a full refund to you within 14 days after cancellation.

The right to refund and other services provided under this contract are in addition to any other rights or remedies under applicable law. However, we offer refunds under the contract with the express understanding that our passengers receive a refund based on any costs incurred.

INTERNATIONAL FLIGHTS: The operation of the charter flight is subject to the Cuban government granting landing rights. If the air carrier cannot obtain landing rights, the flight will be canceled, and a full refund will be made to you automatically.

I have read and agree to the terms and conditions of the Operator-Participant Contract. I have signed up for the flight specified above and on the Reservation Form.

Signature of Applicant:

Date:

Phone:
RESERVATION FORM

OPERATOR: MARAZZU

OUTBOUND FLIGHT: CW929
INBOUND FLIGHT: CW929

Ticket: CELESTINE KNOWLES

Agency: 258

Date of Birth: (b) (6)

MOTHER’S MARRIED NAME: KNOWLES

Date: 4/18/2013

Category: X 11 1 11 1

Agencies: Marazzu, 258

NVT/OWA/RA/UA

1ST NAME: CELESTINE

Academic Arrangements Abroad

The following confirms the details and conditions under which we, Marazzu, Charters Inc., 818 NW 87th Ave #203 Miami, Florida 33172, in return for payment of the amount indicated as the flight charter price, agree to provide you the charter flight.

As principal, we are responsible for you arranging the charter flight, provided that in the absence of negligence on our part, we are not responsible for personal injury or property damage caused by the air carrier or other suppliers, if any of the services offered in connection with the service.

RESERVATIONS AND PAYMENT: This Agreement is your Reservation Form. We will confirm the reservation within 7 days after receiving the Reservation Form. If the charter flight is fully booked, we will advise you of alternate travel dates. The deposit will be issued only after the reservation is confirmed, and the amount paid will be the full charter price when the Charter is issued. All charges, including airfare, and credit card charges must be made payable to your travel agent, who will remit the payment to MARAZZU CHARTERS INC. Disbursement Account.

CHARTER PRICE: The charter price is $5429.00. The deposit is due at the time of booking. The deposit will be refunded in full in the event of liquidation of the operation.

AIRCRAFT: This flight is operated by American Eagle, carrying a RJ aircraft with 50 passenger seats. The air charter reserves the right to substitute equivalent aircraft, if necessary.

INSURANCE: The charter price includes the cost of special accident liability insurance in Cuba. The charter price does not include the cost of trip cancellation insurance, which is optional and is purchased through Marazzu.

BAGGAGE: The air charter allows all passengers to carry 40 pounds of baggage. The baggage charges for excess baggage are not included in the charter price and must be paid separately.

SECURITY AGREEMENTS: You are required to provide two security agreements that we have obtained from (1) the U.S. Custom Inspectors, 233 Main Street, New York, NY 00000, and (2) the U.S. Customs Inspectors, 1666 Valley Street, New York, NY 00000. Unless you file a claim with us, we are not responsible for the contents of the cargo. The security agreements will be returned to you after the completion of the charter. The security agreements will be returned to you after the completion of the charter.

CANCELLATION AND REFUND: If you cancel the trip or fail to travel on the chartered flight, your right to receive a refund is limited, as set forth below. If we are unable to meet your request, you will receive a refund, less a $30 administrative fee. If you do not travel on the chartered flight, you will receive a refund, less a $30 administrative fee. If you do not travel on the chartered flight, you will receive a refund, less a $30 administrative fee. If you do not travel on the chartered flight, you will receive a refund, less a $30 administrative fee. If you do not travel on the chartered flight, you will receive a refund, less a $30 administrative fee.

You must send all requests for refunds to us in writing by facsimile or overnight mail. Refunds, according to the schedule above, will not be made within 14 days of receipt of the notice of cancellation. If a refund is requested after 14 days, Marazzu will notify you of any balance that may be due.

INTERNATIONAL FLIGHTS: The operation of the charter flight is subject to the Cuban government granting the necessary permits. If the flight is cancelled, you will receive a full refund for the cost of the flight, and our responsibility is limited to the amount of any out-of-pocket expenses incurred by you. If the flight is cancelled, you will receive a full refund for the cost of the flight, and our responsibility is limited to the amount of any out-of-pocket expenses incurred by you. If the flight is cancelled, you will receive a full refund for the cost of the flight, and our responsibility is limited to the amount of any out-of-pocket expenses incurred by you. If the flight is cancelled, you will receive a full refund for the cost of the flight, and our responsibility is limited to the amount of any out-of-pocket expenses incurred by you.

I have read and agree to the terms and conditions of the Charter Agreement. I have signed the agreement and agree to the terms and conditions of the Charter Agreement. I have signed the agreement and agree to the terms and conditions of the Charter Agreement. I have signed the agreement and agree to the terms and conditions of the Charter Agreement.
**RESERVATION FORM**

<table>
<thead>
<tr>
<th>Outbound Flight</th>
<th>OW5628</th>
<th>Inbound Flight</th>
<th>OW5629</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
<td>4/8/2013</td>
<td>Date</td>
<td>4/8/2013</td>
</tr>
<tr>
<td>Ticket</td>
<td>268</td>
<td>Agency</td>
<td>Academic Arrangements Abroad</td>
</tr>
</tbody>
</table>

**Category:** [X1] [X1] [X1] [X1] [X1] [X1] [X1] [X1] [X1] [X1] [X1] [X1] [X1] [X1] [X1] [X1]

[RT UW R RP WA]

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**AIRCRAFT:** This flight will be performed by **AMERICAN EAGLE**, an RJ-135 aircraft with 50 passengers.

**INSURANCE:** The charter price includes the cost of travel accident insurance in Cuba. The charter price does not include the cost of trip cancellation insurance. The travel insurance provides basic protection if you are forced to cancel or alter your trip. If you are interested in obtaining additional information about trip cancellation insurance, please contact your insurance provider.

**BAGGAGE:** The charter carrier allows each passenger to carry up to 44 pounds of baggage. Charges for excess baggage over 44 lbs. will be collected at the airport. For **INTERNATIONAL** flights, the air carrier’s liability for lost or damaged checked baggage is limited to the actual value of the baggage, but not more than amounts set forth in the Montreal Convention. If, however, you declare a higher value for your baggage and pay an additional charge to assure the air carrier’s liability, your claim for lost or damaged checked baggage will be handled accordingly. (See baggage check limits in the Montreal Convention for more information.)

**SECURITY AGREEMENT:** Your payment is protected by two security agreements that we have obtained from the Federal Aviation Administration, 2330 Hillwood Ave, McLean, VA 22101 (the “Securities”). Unless you, as a claimant with us, or we are not available, the Securities will be released after 30 days after the completion of the charter, the Security will be released from all liability to you under the security agreement.

**CANCELLATION AND REFUND POLICY:** If you cancel the trip or fail to travel on the charter flight, your right to receive a refund is limited.

- **Within 14 days before departure:** No Refund
- **More than 30 days before departure:** Full Refund

**GROUPS (2 or more):**

- **Within 14 days before departure:** No Refund
- **15 to 30 days before departure:** 75% Refund
- **31 to 60 days before departure:** 50% Refund

**You must send all requests for refunds in writing by facsimile or by overnight mail. Refunds, according to the schedule above, will be made within 14 days of receipt of the notice of cancellation.**

**INTERNATIONAL FLIGHTS:** The operation of the charter flight is subject to the Cuban government granting landing rights. If the air carrier cannot obtain landing rights, the flight will be canceled, and a full refund will be made to you automatically.

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**HOTEL SARATOGA**

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**FOIA Request 2013-05-191-021**
This agreement sets forth the terms and conditions under which Marazul Charters, Inc., 816 NW 57 Ave., Miami, Florida 33134, in return for payment of the amount indicated as the total charter price, agrees to provide you the charter flight.

RESEATABILITY: We, as the principal, are responsible to you for arranging the charter flight. Provided, however, that in the absence of negligence on our part, we are not responsible for any property damage caused by the air carrier or other suppliers of any of the services charged in connection with the charter.

RESERVATIONS AND PAYMENT: Attached to this agreement is your Reservation Form. We will confirm the reservation in writing within 7 days after receiving the Reservation Form. If the charter flight is fully booked, we will advise you of a later travel date. The ticket will be issued only after the reservation is confirmed, and you must pay the full charter price when the ticket is issued. All check or money orders, and credit card drafts must be made payable to your travel agent, who in turn must remit payment to Marazul Charters, Inc. DEPOSITORY ACCOUNT.

CHARTER PRICE: The charter price of $4,390.00 represents your cost for a charter flight that departs from Miami, HAV, to Havana, CUBA, and returns from Havana, HAV, to Miami, MIA, on 4/3/2013. U.S. taxes, fees, and charges are included in the charter price. Excess baggage charges are NOT included in the charter price and will be collected separately.

AIRCRAFT: This flight will be performed by American Eagle, operating a RJ, with a passenger limit. This air carrier reserves the right to substitute equivalent aircraft, if necessary.

INSURANCE: The charter price includes the cost of mediaticare insurance in CUBA. The charter price does not include the cost of trip cancellation insurance. The latter may provide low-cost protection if you are forced to cancel or alter your trip. If you are interested in receiving more information about trip cancellation coverage, please contact your insurance broker.

BAGGAGE: The air carrier allows each passenger to carry up to 44 pounds of baggage. Charges for excess baggage over 44 lbs. will be collected at the airport. For INTERNATIONAL flights, the air carrier's liability for lost or damaged checked bags is limited to the actual value of the baggage, but not more than $1,500 per item. Additionally, liability is limited to 1,500 Special Drawing Rights (SDR) per kilogram. If, however, you declare a higher value for your baggage and pay an additional charge or security surcharge, the air carrier's liability will be higher. You must submit your claim in writing or in person or by written complaint to the air carrier's liability office within 30 days of the flight. You will receive a claim number and a copy of the baggage claim.

REGULATORY AGREEMENT: Your payment is protected by two security agreements that we have obtained from Air Insurers Company, 123 Main Street, New York, NY 12345, and Air Insurers Comp., 567 Main Street, New York, NY 56789 (the "Securals"). Unless you file a claim with us, or, if we are not available, with the Securals within 60 days after the completion of the flight, the Securals will be released from liability to you under the security agreement.

CANCELLATION AND REFUND: Individual Travelers: If you cancel the trip or fail to travel on the charter flight your right to receive a refund is limited, as set forth below. If you are able to re-secure your seat, you will receive a refund, less a $15 administrative fee ("Group 10 or more preliminary") if the group cancels the trip before departure, or a refund of 65% of the charter price, less a $15 administrative fee ("Group 10 or more enhanced") if the group cancels the trip after departure.

Individual Travelers:
- Within 14 days before departure: No Refund
- 16 to 30 days before departure: 50% Refund
- 31 to 60 days before departure: 75% Refund
- 61 days or more before departure: Full Refund

Group (10 or more):
- Within 14 days before departure: No Refund
- 16 to 30 days before departure: 50% Refund
- 31 to 60 days before departure: 75% Refund
- 61 days or more before departure: Full Refund

You must send all requests in writing by facsimile or by overnight mail. Refunds, according to the schedule above, will be made within 14 days of receipt of the notice of cancellation. If a refund is not received after the 14 days, Marazul will send you any balance that may be due. We have no right to cancel the charter less than 10 days before departure except as circumstances make it physically impossible to perform the charter trip. If that occurs, we will notify you as soon as possible but no later than the scheduled departure date. If the charter is cancelled, we will make a full refund to you within 14 days after cancellation. The rights and remedies made available under this contract are in addition to any other rights or remedies under applicable law. However, if we offer refunds under the contract with the express understanding that a passenger's receipt of a refund waives any additional remedies.

INTERNATIONAL FLIGHT: The operation of the charter flight is subject to the Cuban government granting landing rights. If the air carrier cannot obtain landing rights, the flight will be canceled, and a full refund will be made to you automatically.

I have read and agree to the terms and conditions of the Operator-Participant Contract. I have signed up for the flight specified above and on the Reservation Form.

Signature of Applicant: __________________________ Date: ____________ Phone: ____________________________
**RESERVATION FORM**

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Outbound Flight</td>
<td>DW4369</td>
</tr>
<tr>
<td>Outbound Date</td>
<td>4/3/2013</td>
</tr>
<tr>
<td>Ticket</td>
<td>(b) (6)</td>
</tr>
<tr>
<td>Destination</td>
<td>HAV</td>
</tr>
<tr>
<td>Category</td>
<td>(b) (6)</td>
</tr>
<tr>
<td>Inbound Flight</td>
<td>DW5209</td>
</tr>
<tr>
<td>Inbound Date</td>
<td>4/5/2013</td>
</tr>
<tr>
<td>Agency</td>
<td>(b) (6)</td>
</tr>
<tr>
<td>Agency Name</td>
<td>Academic Arrangements Abroad</td>
</tr>
<tr>
<td>Last Name</td>
<td>(b) (6)</td>
</tr>
<tr>
<td>First Name</td>
<td>(b) (6)</td>
</tr>
<tr>
<td>Date of Birth</td>
<td>(b) (6)</td>
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</tbody>
</table>

**Signature of Applicant**

*Date: (b) (6) Phone:*

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**OPERATOR-PARTY-PARTY CONTRACT**

This Agreement sets forth the Terms and Conditions under which MRZ, MARAZUL CHARTERS, INC., 216 W 87 Ave, Miami, FL 33126, in return for payment of the amount indicated as the total charter price, agree to provide you the charter flight.

**Responsibility**

We, as the principal, are responsible to you for arranging the charter flight, provided however, that in the absence of negligence on our part, we are not responsible for personal injury or property damage caused by the air carrier or other suppliers of any of the services offered in connection with the charter.

**Reservations and Payment**

Attached to this Agreement is your Reservation Form. We will confirm the reservation within 7 days after receiving the Reservation Form. If the charter flight is fully booked, we will advise you of alternate travel dates. The ticket will be issued only after the reservation is confirmed, and you must pay the full charter price when the ticket is issued. All changes, money orders, and credit card charges must be made payable to your travel agent, who in turn must remit payment to MARAZUL CHARTERS, INC., DISCOURTARY ACCOUNT.

**Charter Price**

$435.00 per person for a charter flight that departs from MIA to HAV, return from HAV to MIA on 4/20/2013.

**Aircraft**

This flight will be performed by American Eagle, operating as R1011 with a capacity of 50 passengers.

**Insurance**

The charter price includes the cost of supplemental insurance in Cuba. The charter price does not include the cost of trip cancellation insurance. This supplemental insurance provides limited protection if you are forced to cancel or alter your trip. If you are interested in obtaining more information about the cancellation coverage, please contact your insurance provider.

**Baggage**

The air carrier shall be responsible for the safe and sound transportation of baggage, subject to the terms and conditions set forth in the air carrier's rules and regulations.

**Security Agreement**

Your payment is protected by two security agreements that we have obtained from: (a) Aceat Insurance Company, 233 Main St, New York, NY 10201 (the “Securitas”), (b) Cuban National, 1450 East 87th St, Miami, FL 33024 (the “Saratoga”). If you fail to comply with any of these agreements, the penalties outlined in the agreements will be enforced.

**Cancellation and Refund**

Individual Traveler:

If you cancel the trip or fail to travel on the charter flight, your right to receive a refund is limited, as set forth below. If we are able to resell your seat, you will receive a refund, less a $35 administrative fee. (Schedule of charges is enclosed.) If the group cancels the trip or fails to travel on the charter flight, the right to a refund is limited, as shown below and in the attached supplement. (c)

**Signature of Applicant**

*Date: (b) (6) Phone:*
RESERVATION FORM

<table>
<thead>
<tr>
<th>Flight Number</th>
<th>Depature Date</th>
<th>Arrival Date</th>
<th>Flight Type</th>
<th>Status</th>
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<tr>
<td>CWW639</td>
<td>4/8/2013</td>
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<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Date of Birth</th>
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<tr>
<td>Carter</td>
<td>Gloria</td>
<td>(b) (6)</td>
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<tr>
<th>Address to</th>
<th>City:</th>
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<th>Zip:</th>
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</thead>
<tbody>
<tr>
<td>Hotel Saratoga</td>
<td>Habana</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

OPERATOR-PARTICIPANT CONTRACT

THIS AGREEMENT SETS FORTH THE TERMS AND CONDITIONS UNDER WHICH, MARAZUL CHARTERS, INC., 816 NW 57 Ave., Miami, Florida 33125, in return for payment of the amount indicated as the charter price, agrees to provide you this charter flight.

RESPONSIBILITY: We, as the principal, are responsible to you for arranging the charter flight, provided, however, that in the absence of negligence on our part, we are not responsible for personal injury or property damage caused by the air carrier or other suppliers of any of the services offered in connection with the charter.

RESERVATIONS AND PAYMENTS: Reservations in this Agreement is your Reservation Form. We will confirm the reservation within 7 days after receiving the Reservation Form, if the charter flight is booked. We will advise you of alterations travel dates. The ticket will be issued only after the reservation is confirmed. You must pay the charter price when the ticket is issued. Air charts money orders, and credit card drafts must be made payable to your travel agent, when in turn must remit payment to MARAZUL CHARTERS, INC., DEPOSITORY ACCOUNT.

CHARTER PRICE: The charter price of $431.00 represents your charter flight business from MIA to CUBA, Cuba. If the charter flight is cancelled, your charter business will be refunded in full. Inbound

<table>
<thead>
<tr>
<th>Address in USA</th>
<th>City:</th>
<th>State:</th>
<th>Zip:</th>
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Pleaue use 1 service  per passenger. This air charter reserves the right to substitute equivalent aircraft, if necessary.

AIRCRAFT: This flight will be performed by AMERICAN EAGLE, operating a RJ aircraft with 50 passenger seats.

INSURANCE: The charter price includes the cost of medical evacuation insurance in Cuba. The charter price does not include the cost of any cancellation insurance. We offer travel insurance and will provide you with additional information about the cancellation coverage, please contact your insurance broker.

BAGGAGE: The air charter allows each passenger to carry up to 14 pounds of luggage. Charges for excess baggage over 44 lbs. will be collected at the airport. For INTERNAL DOMINICA flights, the air charter accepts only two checked bags per person, each weighing 44 lbs. or less. For domestic flights, the air charter accepts only one checked bag per person weighing 44 lbs. or less. For international flights, the air charter accepts only two checked bags per person weighing 44 lbs. or less. The following charges will be assessed for excess baggage: $25 per bag over 44 lbs. per person per flight.

SECURITY AGREEMENT: Your payment is protected by security agreements that we have obtained from Airline Insurance Company, 233 Main Street, New York, NY 10007, and the Cuban National Bank, 1400 Valley Road, Venice, FL 33470. Unless you file a claim with us, or if we are not available, with the insurers, you will not recover any amounts for your luggage damage losses.

CANCELLATION AND REFUND: Individual Tickets: If you cannot travel or travel on the charter flight, your right to a refund is limited, as set forth below. If you are able to resell your ticket, you will receive a refund, less a 20% administrative fee. The group can only cancel if all members of the group are willing to cancel. If the group cancels, the trip to Cuba will be refunded in full. If the group cancels, the trip to Cuba will be refunded in full. If the group cancels, the trip to Cuba will be refunded in full.

INTERNATIONAL FLIGHTS: The operation of the charter flight is subject to the Cuban government granting landing rights. If the air charter cannot obtain landing rights, the flight will be cancelled, and a full refund will be made to you automatically.

I have read and agree to the terms and conditions of the Operation-Participant Contract. I have signed up for the flight specified above and on the Reservation Form.

Signature of Applicant: Date: Phone:
This Agreement sets forth the terms and conditions under which Marazul Charters, Inc., 810 NW 87 Ave., Miami, Florida 33126, in return for payment of the amount indicated as the total charter price, agrees to provide you a charter flight.

Responsibility: You are responsible for making sure that you arrange for transportation to the airport and boarding the flight on your own. If you need to cancel or change your trip, you will be responsible for any fees incurred by Marazul Charters.

Revenue and Payment: Attached to this Agreement is your Reservation Form. This charter flight has been reserved for you. If the charter flight is finally booked, we will advise you of alternate travel times. If your flight is canceled, you may be entitled to a refund or credit. The charter fare must be made payable to you travel agent, who in turn must remit payment to Marazul Charters, Inc.

Charter Price: The charter price of $439.00 represents your cost for a charter flight that departs from MIA.

Passengerba: This flight will be operated by American Eagle, operating a RJ aircraft.

Inbound Flight: QW6529
Outbound Flight: QW6529

Inbound Date: 4/14/2013
Outbound Date: 4/14/2013

Inbound Agency: 285
Outbound Agency: 285

Inbound City: Havana
Outbound City: Havana

Customer Information:

First Name: Shawn
Middle Initial: A
Last Name: Carter
Date of Birth: (b) (6)
Gender: M
Passport Number: 4007

Reservations and Payment: Attached to this Agreement is your Reservation Form. Wa will confirm the reservation within 7 days after receiving the Reservation Form. If the charter flight is finally booked, we will advise you of alternate travel times. The ticket will be issued only after the reservation is confirmed, and you must pay the full charter price when the ticket is issued. A choice money orders and credit card drafts must be made payable to your travel agent, who in turn must remit payment to Marazul Charters, Inc.

Cancellation and Refund: Individual Traveler: If you cancel the trip or fail to travel on the charter flight, your right to receive a refund is limited, as set forth below. If we are unable to replace your seat, you will receive a refund, less a $23 administrative fee (1). Refunds may be subject to the following conditions (2).

<table>
<thead>
<tr>
<th>Group</th>
<th>Less Than 10 Days Before Departure</th>
<th>Between 10 and 30 Days Before Departure</th>
<th>More than 30 Days Before Departure</th>
</tr>
</thead>
<tbody>
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<tr>
<th>Group</th>
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<tbody>
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<td>300</td>
<td>No Refund</td>
<td>50% Refund</td>
<td>100% Refund</td>
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You must send all requests for returns to us at the address below. Our address is 810 NW 87 Ave., Miami, FL 33126. If you have any questions or concerns, please contact us at (305) 267-2990.

International Flights: The operation of the charter flight is subject to the Cuban government granting the landing rights. If the air carrier cannot obtain landing rights, the flight will be canceled, and a full refund will be made to you automatically.

I have read and agree to the terms and conditions of the Operator-Participant Contract. I have signed up for the flight specified above and on the Reservation Form.
FOIA Request 2013-05-191-026
**RESERVATION FORM**

**PLEASE USE 1 SHEET PER PASSENGER**

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<td>Inbound Date</td>
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<tr>
<td>Exit from Cuba</td>
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**CANCELLATION AND REFUND: Individual Travelers:**

- If you cancel the trip or fail to travel on the charter flight, your right to receive a refund is limited, as set forth below. **Individual Travelers:**
  - Less than 30 days before departure: No Refund
  - 30 days or more before departure: Full Refund

**Groups (10 or more):**

- Less than 30 days before departure: No Refund
- 30 days or more before departure: Full Refund

**Terms and Conditions:**

- You must submit all requests for refunds in writing by facsimile or by overnight mail. Refunds will be made within 14 days of receipt of the notification of cancellation. We will not be liable for any losses that may be due.
- We will not be liable for any losses that may be due.
- The refund will be made within 14 days after cancellation. The refund will be made within 14 days after cancellation. The refund will be made within 14 days after cancellation.
- The refund will be made within 14 days after cancellation. The refund will be made within 14 days after cancellation.

**INTERNATIONAL FLIGHTS:** The operation of the charter flight is subject to the Cuban government granting landing rights. If the air carrier cannot obtain landing rights, the charter flight will be canceled, and a full refund will be mailed to you automatically.

**Contact Information:**

- Address In USA: HOTEL SARATOGA, HABANA, HABANA
- Address In Cuba: HOTEL SARATOGA, HAVANA, CUBA

**Signature of Applicant:**

**Date:**

<table>
<thead>
<tr>
<th>Phone:</th>
<th></th>
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</thead>
</table>

**FLIGHT DATA:**

- Inbound: HAV (b) (6)
- Outbound: HAV (b) (6)

**FLIGHT INFORMATION:**

- FLIGHT 529:
  - OW8529
  - OW8529
  - OW8529

**ACCOMMODATIONS:**

- HOTEL SARATOGA, HABANA, HABANA, CUBA

**OPERATOR-PARTICIPANT CONTRACT:**

- This agreement sets forth the terms and conditions under which, NARAZUL CHARTERS, INC., 815 NW 67th Ave, #202 MIAMI, FLORIDA 33126, in return for payment of the amount indicated as the total charter price, agree to provide you with charter flight.

**RESPONSIBILITY:** We, as the principal, are responsible to you for arranging the charter flight, provided, however, that in the absence of negligence on our part, we are not responsible for personal injury or property damage caused by the air carrier or other holders of any of the services offered in connection with the charter.

**RESERVATIONS AND PAYMENT:** Attached to this Agreement is your Reservation Form. We will confirm the reservation within 7 days after receiving the Reservation Form. If the charter flight is fully booked, we will advise you of available travel space. The ticket will be issued only after the reservation is confirmed, and you must pay the full charter price when the ticket is issued. All check cash orders, and credit card drafts must be made payable to your travel agent, who in turn must remit payment to NARAZUL CHARTERS, INC., DEPOSITORY ACCOUNT.

**CHARTER PRICE:** The charter price of $110.00 represents your cost for a charter flight that departs from HAV, Cuba on 4/3/2013, and returns from HAV, Cuba on 4/8/2013. U.S. taxes, fees, and charges are included in the charter price. Excess baggage charges are NOT included in the charter price and will be canceled separately.

**AIRCRAFT:** This flight will be performed by AMERICAN EAGLE, operating a RJ aircraft with 50 passengers capacity. This aircraft reserves the right to substitute an equivalent aircraft, if necessary.

**INSURANCE:** The charter price includes the cost of medical/recovery insurance in Cuba. The charter price does not include the cost of trip cancellation insurance.

**SECURITY AGREEMENT:** Your payment is protected by two secondary agreements that we have obtained from (a) American Insurance Company, 233 Main Street, New York, NY 10012, and (b) Valpar National Bank, 1405 Valley Road, Wayne, NJ 07470 (the "Securites"). Unless you file a claim with us, or, if we are not available, with the Securites within 90 days after the completion of the charter, the Securites will be released from all liability to you under the security agreement.

**CANCELLATION AND REFUND:**

- If you cancel the trip or fail to travel on the charter flight, your right to receive a refund is limited, as set forth below. **Individual Travelers:**
  - Less than 30 days before departure: No Refund
  - 30 days or more before departure: Full Refund

- **Groups (10 or more):**
  - Less than 30 days before departure: No Refund
  - 30 days or more before departure: Full Refund

**TERMS AND CONDITIONS:**

- You must submit all requests for refunds in writing, by facsimile or by overnight mail. Refunds will be made within 14 days of receipt of the notification of cancellation. We will not be liable for any losses that may be due.
- We will not be liable for any losses that may be due.
- The refund will be made within 14 days after cancellation. The refund will be made within 14 days after cancellation. The refund will be made within 14 days after cancellation.
- The refund will be made within 14 days after cancellation. The refund will be made within 14 days after cancellation.

**INTERNATIONAL FLIGHTS:** The operation of the charter flight is subject to the Cuban government granting landing rights. If the air carrier cannot obtain landing rights, the charter flight will be canceled, and a full refund will be mailed to you automatically.

**FOIA Request 2013-05-191-027**
Pages 28-32 are withheld in full pursuant to FOIA exemptions (b)(4) and (b)(6)