Dear Mr. Kadesch:

This letter is our final response to your Freedom of Information Act (FOIA), 5 U.S.C. § 552, request, dated April 8, 2013, to the Department of the Treasury (Treasury). You requested all information concerning the request and approval for the trip to Cuba by Beyoncé Knowles-Carter and Shawn Corey Carter, alias Jay-Z. Treasury referred your request to the Office of Foreign Assets Control (OFAC) for processing.

Please be aware that OFAC is experiencing a substantial backlog of FOIA requests that has adversely affected its response time.

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 2013-04-029 in all future correspondence. Copies of the FOIA and Treasury regulations are available at www.treas.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
QFACFOIAOffice@treasury.gov or call our FOIA Requester Service Center at (202) 622-2500, option 3. Please reference FOIA No. 2013-04-029 in all communication.

Sincerely,

[Signature]

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.
Responsive Documents

(32 Pages)
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, andRemittance 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
LICENSE


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 K. Bronnger
Program Manager, Cuba Travel

10/19/12

[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.]
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,

Charles A Miller III
Executive Director

Attachments: Appendix A / B / C
Appendix A – 1 of 2 pages - Sir John Soane’s Museum Foundation:
9 (b) A detailed report setting forth a record of all activities undertaken pursuant to the license and any amendments.

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 Adianes 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. § 515.665 (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: Adnan 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.
  - 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.
  - 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.
  - 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.
  - 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.
  - 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.
  - 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.
  - 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
  - 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.
  - 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.
  - 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.
  - 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.
  - Contact – Arranged via Havanatur (land operator)

- Meet with members of the Church and Jewish Patronato to discuss views on freedom of religion in Cuba.
  - Contact in Santiago de Cuba: Cardinal Jamie Ortega
  - 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.
  - Contact in Santiago de Cuba: Jorge Carlos Jordan, Art Historian and Curator of Museo Casa Velazquez
  - Contact in Matanzas: Adianas 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.
  - Contact: Rolando Estevez Jordán
DEPARTMENT OF THE TREASURY,
WASHINGTON, D.C. 20220

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 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-17937

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 C. 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]

Date 7/20/11
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.
8. Beyoncé Giselle Knowles
9. Celestine Beyoncé Knowles
10. Charles Arthur Miller III
11.
12. (b) (6)

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
Visas are not issued for People-to-People programs. These are the documents that are prepared, like visas, 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**
- Outbound Date: 4/3/2013
- Outbound Flight: OW523

**Inbound Flight**
- Inbound Date: 4/16/2013
- Inbound Flight: OW528

### Details
- **Destinations:** Havana, Cuba
- **Category:** RT OW R WP VA
- **Agency:** 265 Academic Arrangements Abroad
- **Name:** KNOWLES BEYONCE

### Terms and Conditions

**RESERVATION AND PAYMENT:**
- This agreement sets forth the terms and conditions under which WE, MARAZUL CHARTERS, INC., 810 E. 57 Ave., Miami, FL, 33142, in return for payment of the amount indicated as the total charter price, agree to provide you the charter flight.
- **Responsibility:** We, as the principals, are responsible to you for arranging the charter flight. However, in the event of negligence on our part, we are not responsible for personal injury or property damage caused by the air carrier or any supplier of the services offered in connection with the charter.

**RESERVATION 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 alternative travel dates.
- **Charter Price:** The charter price of $439.00 covers the cost for a charter flight that departs from MIA to Havana, Cuba, and returns from Havana, Cuba, to MIA on 4/5/2013.

**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/lodging insurance in Cuba. This charter price does not include the cost of trip cancellation insurance.

**Baggage:**
- The air carrier allows each passenger to carry up to **44 pounds** of baggage. Charges for excess baggage over 44 lbs. will be assessed at the airport. For **International 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 the amount set forth in the Montreal Convention. Specifically, liability is limited to 1,131 Special Drawing Rights (SDR) per passenger regardless of the number of checked bags.

**Security Agreement:**
- Your payment is protected by the security agreements we have obtained from the Cuban government. (
  - (i) **Aeropuerto Internacional Jose Marti**
  - (ii) **Aeropuerto Internacional Abel Santamaria**

**Cancellation and Refund:**
- If you cancel your 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 reschedule your flight, you will receive a refund, less a $25 administrative fee.
- **Refund Policy:**
  - Groups 10 or more individuals:
    - **Within 14 days before departure:** Full Refund
    - **More than 30 days before departure:** Full Refund
    - **16 to 30 days before departure:** 85% Refund
    - **31 to 60 days before departure:** 75% Refund
    - **More than 60 days before departure:** No Refund
- **Individuals:**
  - **Within 14 days before departure:** Full Refund
  - **More than 30 days before departure:** Full Refund
  - **16 to 30 days before departure:** 85% Refund
  - **31 to 60 days before departure:** 75% Refund

**Refund Policy:**
- If you are unable to travel on the charter flight, your right to receive a refund is limited, as set forth below. If you are able to reschedule your flight, you will receive a refund, less a $25 administrative fee.
- **Refund Policy:**
  - **Within 14 days before departure:** Full Refund
  - **More than 30 days before departure:** Full Refund
  - **16 to 30 days before departure:** 85% Refund
  - **31 to 60 days before departure:** 75% Refund

**International Flights:**
- The operation of the charter flight is subject to the Cuban government granted 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.

**Signature of Applicant:**
- [Signature]
- [Date]
- [Phone]

---

**FOIA Request 2013-04-029-018**
### RESERVATION FORM

**PLEASE USE 1 SHEET PER PASSENGER**

<table>
<thead>
<tr>
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<th>Outbound Date</th>
<th>Ticket</th>
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**Last Name:** MILLER  
**First Name:** CHARLES  
**Date of Birth:** (b) (6)

**Citizenship:**  
**Mother's Maiden Name:** (b) (6)

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<th>Doc. Nationality</th>
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<td>(b) (6)</td>
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**OFAC:**  
**Address in USA:** License #: GT-204768  
**City:** HAVANA  
**State:** HAVANA  
**ZIP:**

**Address in CUBA:**  
**HOTEL:** SABARATORCA  
**City:** HAVANA  
**State:** HAVANA  
**ZIP:**

---

**OPERATOR-PARTICIPANT CONTRACT**

**THIS AGREEMENT SETS FORTH THE TERMS AND CONDITIONS UNDER WHICH WE, MARAZUL CHARTERS, INC. 818 NW 37 Ave., Miami, Florida 33127, in return for payment of the amounts 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 checks 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 $549.00 represents your cost for a charter flight that departs from MIA to HAV, Cuba on 4/3/2013 and returns from HAV to MIA on 4/6/2013. 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 using a RJ-100 aircraft with 30 passenger seats. This air carrier reserves the right to substitute equivalent aircraft, if necessary.

**INSURANCE:** The charter price includes the cost of medical/medical evacuation insurance. This air carrier provides limited protection. If you are interested in receiving more information, please contact your insurance provider.

**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 amounts set forth in the Montreal Convention. Specifically, liability is limited to 1,500 Special Drawing Rights (SDR) per kilogram, unless you declare a higher value for your baggage and pay an additional charge in advance, the air carrier's liability will be higher. You must accept the air carrier's liability or damaged checked baggage at the air carrier's office within 72 hours of the flight. The claim must include a copy of the Baggage Check.

**SECURITY AGREEMENT:** Your payment is protected by a security agreement that we have obtained from (fi) Americal Insurance Company, 233 Main Street, New York, New York 10009, and (ii) American National Bank, 1659 Valley Road, Wayne, NJ 07470 (the "Securites"). Unless you file a claim with us, or if we are not available with the Securites within 60 days after the completion of the charter, the Securites will be released from all liability to you under the security agreement.

**CANCELLATION AND REFUND:**

**Individuals:** 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 your flight is rescheduled:  
  - Your flight will be rescheduled as soon as possible.

- If your flight is canceled:  
  - You will receive a refund.

**Groups:** If your flight is canceled, you will receive a refund as follows:

- If your flight is rescheduled:  
  - Your flight will be rescheduled as soon as possible.

- If your flight is canceled:  
  - You will receive a refund as follows:
    - More than 30 days before departure: Full Refund
    - 16 to 30 days before departure: 50% Refund
    - Less than 16 days before departure: 0% Refund

**REFUND PROCEDURES:**

- You must send all requests for refunds to us in writing by facsimile or by overnight mail. Requests, according to the schedule above, will be made within 14 days of notice of the right to receive a refund. If a refund is not made within 14 days, Marazul will send you any continuing balance that may be due.

**TAXES AND CHARGES:** The costs of air transportation are included in the charter price. You are responsible for other charges such as hotel and meal charges. You are also responsible for other charges such as hotel and meal charges. You are also responsible for other charges such as hotel and meal charges.

**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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**Signature of Applicant:**  
**Date:**  
**Phone:**

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FOIA Request 2013-04-029-019
OPERATOR/PARTICIPANT CONTRACT

THIS AGREEMENT SETS FORTH THE TERMS AND CONDITIONS UNDER WHICH WE, MARAZUL CHARTERS, INC., 151 NW 87 AVE, #222 MIAMI, FLORIDA 33160, in return for payment of the amount indicated as the charter price, agree 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 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 plans. 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 checks must clear, and credit card charges must be made payable to your travel agent, who in turn will remit payment to MARAZUL CHARTERS, INC., DEPOSITORY ACCOUNT.

CHARTER PRICE: The charter price of $429.00 represents your cost for a charter flight that departs from MIA to HAV on 4/3/2013 and returns from HAV to MIA on 4/3/2013. U.S. taxes, fees, and charges are included in the charter price. Baggage charges are NOT included in the charter price and will be collected separately.

AIRCRAFT: The flight will be performed by AMERICAN EAGLE, operating a RJ1 aircraft with 50 passenger seats. This air carrier reserves the right to substitute equivalent aircraft, if necessary.

INSURANCE: The charter price includes the cost of medical/accident insurance in Cuba. The charter price does not include the cost of trip cancellation insurance. The latter insurance provides additional protection if you are forced to cancel or alter your trip. If you are interested in obtaining more information about trip cancellation insurance, 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 loss or damage to checked baggage is limited to the actual value of the baggage, but not more than amounts set forth in the Montreal Convention. Specifically, liability is limited to 1,131 Special Drawing Rights (SDRs) per passenger, regardless of the number of checked bags. If, however, you declare a higher value for your baggage and pay an additional charge in advance, the air carrier's liability will be higher. You must submit your claim for damage or loss of checked baggage to the air carrier or its agent 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 (1) Aastra Insurance Company, 253 Main Street, New Britain, CT 06052 and (2) Valley National Bank, Wayne, NJ 07470 ("the Securities"). Unless you file a claim with us, or, if we are not available, with the Securities within 60 days after the completion of the charter, the Securities will be released from all liability to you under the security agreements.

CANCELLATION AND REFUND: Individual Travellers: 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 unable to reach your seat, you will receive a refund, less a $30 administrative fee ("Refund Eligibility Limit"). If the group cancels the trip or fails to travel on the charter flight, the right to a refund is limited, as explained below in the attached supplement (*).

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<thead>
<tr>
<th>Group Size</th>
<th>Duration Before Departure</th>
<th>Refund Eligibility Limit</th>
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</thead>
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<td>More than 30 days before departure</td>
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<td>11 to 20</td>
<td>More than 30 days before departure</td>
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</tr>
<tr>
<td>21 to 30</td>
<td>More than 30 days before departure</td>
<td>Full Refund</td>
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<tr>
<td>31 to 60</td>
<td>More than 30 days before departure</td>
<td>Full Refund</td>
</tr>
<tr>
<td>More than 60</td>
<td>More than 30 days before departure</td>
<td>Full Refund</td>
</tr>
</tbody>
</table>

You must send all requests for refunds to us 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 seat is reserved after the 14 days, the refund will vary depending on the nature of the service provided after the 14 days have elapsed.

If you fail to board your flight, your ticket will be void and you will not be entitled to a refund. We reserve the right to refuse to issue a refund if the flight is canceled after you have boarded.

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/Patient Contract. I have signed up for the flight specified above and on the Reservation Form.

Signature of Applicant: 

Date: 

Phone: 

Per Person: 

Per Person: 

Per Person:
RESERVATION FORM

PAPER USE 1 SHEET PER PASSENGER

Outbound Flight: OWS928
Outbound Date: 4/3/2013
Tickets: Destination: HAV
Category: Category: [X] 01 [ ] 02 [ ] 03 [ ] 04 [ ] 05 [ ]
R/T O/W A R/P UA

Inbound Flight: OWS929
Inbound Date: 4/5/2013
Agency#: 286
Agency Name: Academic Arrangements Abroad

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

Citizenship: (b) (6)
Country of Issue: (b) (6)
Type of Passport: (b) (6)

Entry to Cuba
Doc.No.:
Doc. Type: (b) (6)
Doc. Country: (b) (6)
Doc. Nationality: (b) (6)
Doc. Expiration: (b) (6)
Gender: (b) (6)

Entry to USA
Doc.No.:
Doc. Type: (b) (6)
Doc. Country: (b) (6)
Doc. Nationality: (b) (6)
Doc. Expiration: (b) (6)
Gender: (b) (6)

Address in USA:
City:
State:
Zip:
Address in Cuba:
City:
State:
Zip:
HOTEL SARA DOGA
HABANA
HABANA

This Agreement sets forth the terms and conditions under which we, Marazul Charters, Inc., 915 NW 87 Ave., #302, Miami, Florida 33126, in return for payment of the amount indicated as the total charter price, agree to provide you this charter flight.

Responsibility: We, as the principal, are responsible for 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 check money orders, and credit card checks must be made payable to your travel agent, who in turn must remit payment to Marazul Charters, Inc., DEPOSITORY ACCOUNT:

Charger Price: $439.00 represents your cost for a charter flight that departs from MIA to HAV, Cuba on 4/3/2013 and return from HAV, Cuba to MIA or 4/5/2013.

U.S. taxes, fees and charges 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, aircraft a RJ aircraft with 60 passenger seats. This aircraft reserves the right to substitute equivalent aircraft, if necessary.

Insurance: The charter price includes the cost of medical/medical insurance in Cuba. The charter price does not include the cost of trip cancellation insurance. The latter insurance provides broad 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 loss or damage of checked bags is limited to the actual value of the baggage, but not more than amounts set forth in the Montreal Convention. Specifically, liability is limited to 1,500 Special Drawing Rights regardless of the number of checked bags. In addition, you will receive a higher value for your baggage and pay an additional charge in advance. The air carrier's liability will be higher. You must submit your claim for damage to checked baggage to the air carrier or us within 5 days of the flight. The claim must include a copy of the Baggage Claim.

Security Agreement: Your payment is protected by a security agreement that we have obtained from [name of insurance company], 233 Main Street, New York, NY 10002. Unless you file a claim with us, or if we are not satisfied, with the carrier within 60 days after the completion of the charter, the carrier will be released from all liability to you under the security agreement.

Cancellation and Refunds: Individual Travelers: If you cancel your trip or fail to travel on the charter flight, you will receive a refund limited as set forth below. If you are able to reschedule your flight, you will receive a refund, less a $25 administrative fee (a). Groups 10 or more: If you cancel the trip or fail to travel, the refund is limited as set forth below. If you are able to reschedule your flight, you will receive a refund, less a $25 administrative fee (b).

Inbound Outbound
Beginning Date Ending Date
15 to 30 days before departure: Full Refund
More than 30 days before departure: Full Refund

You may need to request refunds to us 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 trip is rescheduled within 14 days of the original departure date, we will notify you as soon as possible by phone and in writing. If a trip is rescheduled more than 14 days before departure, you will receive a full refund. If a trip is canceled, you will receive a full refund 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 flight will be rescheduled, 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:

FOIA Request 2013-04-029-021
RESERVATION FORM
PLEASE USE 1 SHEET PER PASSANGER

Outbound Flight: CW9528
Outbound Date: 4/3/2013

Inbound Flight: CW9528
Inbound Date: 4/5/2013

Tickets: [ ]
Destination: [ ]
Category: [ ]

Last Name: [ ]
First Name: [ ]
Date of Birth: [ ]

Entry to USA:
Country of Issue: [ ]
Type of ID: [ ]

Entry to Cuba:
Type of ID: [ ]
Country of Issue: [ ]

APR-5-2013 02:20 FROM: [ ]
TO: [ ]

RUIZ

OPERATOR-PARTICIPANT CONTRACT
This Agreement sets forth the terms and conditions under which we, MARAZUL CHARTERS, INC. 818 NW 57 Ave., Miami, FLA 33127,愿望您在机舱中为您的航班提供服务。

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 confirmation is received, and you must pay the full charter price when the ticket is issued. A credit card deposit 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 $439.00 represents your cost for a charter flight that departs from MIA to HAV, Cuba on 4/6/2013 and returns from HAV Cuba to MIA 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 collected separately.

FLIGHT: The flight will be performed by AMERICAN EAGLE, operating a RJ aircraft with 60 passenger seats. This air carrier reserves the right to substitute equivalent aircraft, if necessary.

INSURANCE: The charter price includes the cost of comprehensive insurance in Cuba. The charter price does not include the cost of trip cancellation insurance. The latter insurance provides limited coverage. If you are forced to cancel or alter your trip, if you are interested in obtaining more information about this cancellation coverage, contact your travel 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 baggage is limited to the actual value of the baggage, but not more than that amount set forth in the Montreal Convention. Specifically, liability is limited to 1,131 Special Drawing Rights regardless of the number of checked bags. If, however, you declare a higher value for your baggage and pay an additional charge in accordance with the air carrier's liability regulations, the air carrier's liability will be higher. You must submit your claim for lost or damaged checked baggage to the air carrier or to us within 6 days of the flight. The claim must include a copy of the Baggage Check.

SECURITY AGREEMENT: Your payment is protected by security agreements that we have obtained from (1) Aetna Insurance Company, 223 Main Street, New York, NY 10007. The security agreement is not available, with the security within 60 days of the completion of the charter, the security will be released from all liability to you under the security agreement.

CANCELLATION AND REFUND: Individual Travellers: If you cancel the trip and fail to travel on the charter flight, your right to receive a refund is limited, as set forth below. If you are able to resell your seat, you will receive a refund, less a 5% administrative fee (**). ** Groups (10 or more):

- Within 14 days before departure:
- 50% Refund
- More than 14 days before departure:
- No Refund
- 75% Refund
- Full Refund

REFUNDS: Refunds, according to the schedule above, will be made within 14 days of receipt of the notice of cancellation. If the flight is canceled after the 14 days, the airline will send you any fees that may be due.

You must send all requests for refunds to us 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.

The rights and remedies applicable under this Agreement are in addition to any other rights or remedies under applicable law. However, we offer refunds under this contract with the express understanding that a passenger's receipt of a refund waives any additional remedies.

INTERNATIONAL FLIGHTS: The operation of the charter flight is subject to the Cuban government's granting landing rights. If the air carrier cannot obtain landing rights, the flight will be cancelled, and any 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.

Signature of Applicant:
Date:
Phone:

Hotel Saratoga
City:
Havana
State:
Havana

- FQIA:Request 2013-04-029-022 -
RESERVATION FORM

PLEASE USE 1 SHEET PER PASSENGER

Outbound Flight: OW523
Outbound Date: 4/2/2013
Ticket #: (b) (6)
Destination: HAV
Category: Destination: Category: I
OW OW R RP VA

Inbound Flight: OW529
Inbound Date: 4/5/2013
Agency #: 268
Agency Name: Academic Arrangements Abroad

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

Citizenship: M
Mother's Maiden Name: (b) (6)

Entry to CUBA: (b) (6)
Passport: (b) (6)
Passport Expiration: (b) (6)
Country of Issue: A
Type of Passport: (b) (6)

Entry to USA: (b) (6)
Document Type: PPT
Document #: (b) (6)
Document Expiration: (b) (6)
Gender: A
Country: M

OFAC: A1: Diplomat
A2: Journalist
A3: Special License
A4: Close Relative
A5: Professional Researchers
A6: Amateur Athlete
B1: Cuban National

Address in USA: License #: CT-284798
City: HABANA
Zip: 9296

Address in CUBA: HOTEL SARA TOGA
City: HABANA
Zip: 9296

OPERATOR-PARTICIPANT CONTRACT

This Agreement sets forth the terms and conditions under which the MARAZUL CHARTERS INC., 816 NAV ST Ave, #202 MIAMI, FLORIDA 33129, in return for payment of the amount indicated as the charter price, agrees to provide you charter flight.

RESERVATIONS AND PAYMENT: Attached to this is your Reservation Form. We will confirm your reservation within 7 days after receiving your reservation. If the charter 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 travel money orders, and credit card sales 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 $5439.00 represents your cost for a charter flight that departs from MIAMI to HAVANA and returns from MIAMI on 4/2/2013. The price includes the cost of trip cancellation insurance. If you are interested in obtaining more information about trip cancellation insurance, please contact your travel agent.

AIRCRAFT: This flight will be performed by an American Eagle airplane with 50 passengers. This airplane provides you with substitute equivalent service, if necessary.

INSURANCE: The charter price includes the cost of medical evacuation insurance in Cuba. The charter price does not include the cost of trip cancellation insurance. If you are interested in obtaining more information about trip cancellation insurance, please contact your travel agent.

BAGGAGE: The charter allows each passenger to carry up to 44 pounds of checked baggage. Charges for excess baggage within the limits of 44 pounds 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 paid for such baggage. Specific limitations for international flights are reviewed with each air carrier and payment by the air carrier is limited to the lesser of the amount paid for such baggage or $1.75 per pound. You must submit your claim for lost or damaged checked baggage to the air carrier or to us within 60 days of the flight. The claim must include a copy of the Baggage Check.

SECURITY AGREEMENT: Your flight is protected by 2 security agreements that we have obtained from (a) Atlassian Insurance Company, 333 Main Street, New York, CT 02050 and (b) Walsworth National Bank, 1403 Valley Road, Wayne, NJ 07470 (the "Secure") unless you tell us otherwise. If you do not tell us otherwise, we will make all arrangements with the Secure and you will be responsible for all fees and charges associated with the charter trip.

CANCELLATION AND REFUND: If you cancel the charter trip, your charter flight trip is non-refundable. If the charter is canceled, we will refund the charter trip fee in the amount paid by you. If you are not satisfied with the charter trip, you may cancel the charter flight trip before departure and receive a refund as follows:

- If you cancel the charter flight trip within 14 days before departure, you will receive a refund of 75% of the charter price.
- If you cancel the charter flight trip within 31 to 60 days before departure, you will receive a refund of 50% of the charter price.
- If you cancel the charter flight trip more than 60 days before departure, you will receive a refund of 25% of the charter price.

You must send any requests for refunds to us in writing by facsimile or overnight mail. Refunds, according to the schedule above, will be made within 14 days of receipt of notice of cancellation. If a Notice of Cancellation is not received by the scheduled departure date, you will be responsible for the full charter price.

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 as per 2 above.

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

**OPERATOR-PARTICIPANT CONTRACT**

THIS AGREEMENT SETS FORTH THE TERMS AND CONDITIONS UNDER WHICH MARAZUL CHARTERS, INC. 616 NW 55 Ave., Miami, Florida 33153, is in return for payment of the amount indicated as the total charter price, agrees to provide you this charter flight.

**RESERVATIONS AND PAYMENT:** Accepted 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 totally booked, we will advise you of similar travel dates. The ticket will be issued only after the reservation is confirmed. You are responsible for all charter flight when the tickets are issued. All change, money orders, and credit card drafts must be made payable to your travel agent, who in turn may remit payment to MARAZUL CHARTERS, INC. DISPOSATORY ACCOUNT.

**CHARTER PRICE:** The charter price of $439.09 represents your cost for a charter flight that departs from MIA as HAV on 4/8/2013 and returns from HAV to MIA on 4/12/2013 in the charter flight. Service baggage charges are not included in the charter price, and will be quoted separately.

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

**INSURANCE:** The charter price includes the cost of medical and accident insurance in Cuba. The charter price does not include the cost of trip cancellation insurance. The insurance provided is limited to covered losses under the terms and conditions of the insurance policy. Your travel agent/broker or insurance company can provide you with more information about the trip cancellation insurance policies available to you.

**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 allocates the maximum number of checked bags to the actual weight of the baggage, but not more than the weight limit set forth in the Montreal Convention. Excess baggage charges will be assessed per bag in multiples of 5 lbs. The air carrier's liability for lost or damaged checked baggage is limited to $1,500 per bag, regardless of the number of checked bags. If you declare a higher value for your baggage and pay an additional charge in advance, the air carrier's liability will be higher. You must submit your claim for loss or damage to the air carrier in writing to the air carrier within 30 days of the flight. The claim must include a copy of the baggage claims.

**SECURITY AGREEMENT:** Your payment is subject to two security agreements that we have obtained from (1) Alstar Insurance Company, 233 Main Street, New York, N.Y. 10065; and (2) Capital Assurance Company, 5200 Valley Road, Wayne, N.J. 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 release all liability to us under the security agreements.

**CANCELLATION AND REFUND: INDIVIDUAL TRAVELER:** If the group cancels the trip or fails 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, we will refund you any balance that may be due.

<table>
<thead>
<tr>
<th>Group</th>
<th>More than 30 days before departure</th>
<th>16 to 30 days before departure</th>
<th>10 to 30 days before departure</th>
<th>11 to 14 days before departure</th>
<th>Less than 10 days before departure</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cancelation and Refund</td>
<td>Full refund</td>
<td>50% refund</td>
<td>25% refund</td>
<td>0% refund</td>
<td>0% refund</td>
</tr>
</tbody>
</table>

**CANCELLATION AND REFUND: GROUP TRAVELER:** If the group cancels the trip or fails 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, we will refund you any balance that may be due.

<table>
<thead>
<tr>
<th>Group</th>
<th>More than 30 days before departure</th>
<th>16 to 30 days before departure</th>
<th>10 to 30 days before departure</th>
<th>11 to 14 days before departure</th>
<th>Less than 10 days before departure</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cancelation and Refund</td>
<td>Full refund</td>
<td>50% refund</td>
<td>25% refund</td>
<td>0% refund</td>
<td>0% refund</td>
</tr>
</tbody>
</table>

- **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 all refunds will be made to you automatically.

- **PERSONAL TERMS:** 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:**
**RESERVATION FORM**

**Pricing And Service Tax:** These prices include the service tax and are subject to change without notice. **Use of a Special Discount Code:** If you use a Special Discount Code, please mention it when you make your reservation. **Payment:** Payment can be made by credit card or bank transfer. **Cancellation and Refund:** If you need to cancel your flight, please contact your travel agent. **Contact Information:** For any queries, please contact us at our customer service number. **Booking Policy:** All bookings are subject to our booking policy. **Refunds:** Refunds will be issued after deducting any applicable transaction fees. **Restrictions:** Certain flights may have restrictions on baggage allowances. **Language:** All communications will be in English. **Emergency Contact:** In case of an emergency, please contact the nearest embassy or consulate. **Health and Safety:** Please ensure you have the necessary vaccinations and travel insurance. **Privacy:** Your personal information will be treated in accordance with our privacy policy. **Terms and Conditions:** By booking with us, you agree to our terms and conditions. **Contact Information:** For any queries, please contact us at our customer service number.
### Reservation Form

<table>
<thead>
<tr>
<th><strong>Outbound Flight</strong></th>
<th><strong>Inbound Flight</strong></th>
<th><strong>Ticket</strong></th>
<th><strong>Destination</strong></th>
<th><strong>Category</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>0W9529</td>
<td>0W9529</td>
<td>4/3/2013</td>
<td>HAV</td>
<td>Return</td>
</tr>
</tbody>
</table>

** Last Name: ** CARTER  
** First Name: ** BLUE  
** Date of Birth: ** (b) (6)

**Citizenship:**  
**Passport:**  
**Passport Expiration:**  
**Country of Issue:**  
**Type of Pac:**

**Entry to Cuba:**  
**Doc Type:** PPT  
**Doc No:** (b) (6)  
**Nationality:** USA  
**Doc Expiration:**  
**Gender:**  
**Home Country:**

**Entry to USA:**  
**Doc Type:** PPT  
**Doc No:** (b) (6)  
**Nationality:** USA  
**Doc Expiration:**  
**Gender:**  
**Home Country:**

**Address in USA:**  
**License # & State:** CT-7364736  
**City:** HABANA  
**State:** HABANA  
**Zip:**

**Address in Cuba:**  
**License # & State:**

**OPERATOR-PARTICIPANT CONTRACT**

**THIS AGREEMENT SETS FORTH THE TERMS AND CONDITIONS UNDER WHICH WE, MARAZUL CHARTERS, INC., 818 NW 87 Ave, #202 MIAMI, FLORIDA 33126, IN RETURN FOR PAYMENT OF THE AMOUNTS AS THE TOTAL CHARTER PRICE, AGREE TO PROVIDE YOU THIS CHARTER FLIGHT. RESPONSIBILITY:** We, as the principal, are responsible for you for arranging the charter flight, provided however, that the airline 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 mailed only after the reservation is confirmed, and you must pay the full charter price when the ticket is issued. All checks must be made payable to the air carrier agent, and in turn must remit payment to MARAZUL CHARTERS, INC. DEPOSITORY ACCOUNT.

**CHARTER PRICE:** The charter price of $110.00 represents your cost for a charter flight that departs from MIA to HAV, Cuba on 4/3/2013 and returns from HAV, Cuba to MIA on 4/8/2013.

**CANCELLATION AND REFUND:** To cancel your charter flight, you must provide 60 days’ notice before departure. If you cancel less than 60 days before departure, you will receive a refund as follows: **(For non-cancelable charter flights):**

- **60-30 days before departure:** 80% Refund
- **30-0 days before departure:** Full Refund

**FLIGHT: This flight will be operated by AMERICAN EAGLE operating a RJ100 aircraft with 50 passenger seats. This air carrier reserves the right to substitute equivalent aircraft, if necessary.

**INSURANCE:** The charter price includes cost of medical/travel insurance. The charter price does not include cost of trip cancellation insurance. The total insurance provides low-cost protection if you are forced to cancel your trip. If you are interested in obtaining 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 charged at the airport. For INTERNATIONAL flights, the air carrier’s liability for loss or damage checked baggage is limited to the actual value of the baggage, but not more than amounts set forth in the Air Mail Convention. Specifically, liability is limited to 1.25 Special Drawing Rights (SDR) for each kilogram of damaged baggage. However, you desire a higher value for your baggage and pay an additional charge in advance, the air carrier’s liability will be higher. You must submit your claim for loss or damage checked baggage to the air carrier or us within 3 days of the flight. The claim must include a copy of the Baggage Claim.

**SECURITY AGREEMENT:** Your payment is protected by a security agreement that we have obtained from (Acacia Insurance Company, 233 Main Street, Salem, CT 06420) and (Portover, 1450 Valley Road, Seaside, NJ 07423). For more information, please call us at 1-800-555-3333, or if we are not available, with the Security within 60 days after the completion of the charter, the Security will be released from all liability to you under the security agreement.

**ACCOMMODATIONS:** If you apply for accommodations, you have the right to receive a refund as follows: **(For non-cancelable charter flights):**

- **60-30 days before departure:** 80% Refund
- **30-0 days before departure:** Full Refund

**INTEGRATION RIGHTS:** The operation of the charter flight is subject to the Cuban government granting landing rights. If the air carrier cannot attain landing rights, the flight will be canceled, and a full return will be made to you automatically.

**Signature of Applicant:**
**Date:**
**Phone:**

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**FOIA Request 2013-04-029-027**
Pages 28-32 are withheld in full pursuant to FOIA exemptions (b)(4) and (b)(6)