

1135 / 31 October 2015

Dear colleagues,

Hereby we inform you about updated ADM policy contact information.

We added the format for agents. The format is below.

The update starts from 01,November 2015. From this date all PNRs created in Sabre without contact information will be a subject for ADM issuance.

Urgently inform your agents.

Thank you for cooperation.

**PNR MUST** contain direct passenger contact information or contact information of authorized person available 24/7 for carrier flight irregularity direct communication. Sufficient contact information is a mobile telephone number and e-mail.

Applicable formats (examples):

Amadeus: OSI PS CTC 1234567

Galileo: SI. PS \* CTC 1234567

Sabre: 3OSI PS CTC123456/ 9 0445815145-B

If agency will not add such contact information in booking, UIA will have a right to fine the agency.

Link for ADM policy information is following:

[http://www.flyuia.com/agents/ADM\\_en.html](http://www.flyuia.com/agents/ADM_en.html)

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