Enter PNR: **Group Name:**

Instructions:

A Name Template is required to be completed for each valid Group PNR within your Group Booking.

- Please ensure the passenger names entered are correct as per Passenger Photo Identification for Domestic Travel or as per Passenger Passport for International Travel. Any naming errors may incur a charge in order to correct.
- Please complete all mandatory information remarked with an astrix in the subject header and in addition include as much details for the passengers travelling. The date of birth for each infant/child aged 0-11 years (inclusive) is mandatory; whether an infant/child fare discount applies or not.
- The passenger description 'child' and date of birth for each child must be entered when advising the passenger names for your booking to ensure the correct weight and balance is allocated to an aircraft.
- If you are choosing to copy and paste from word or excel, use Paste Options and Match Destination Formatting to ensure the correct upload of your template.
- Name details should contain alphabets and blank characters only. Characters such as apostrophe (') or hyphens (-) should not be included.
- Once passenger names are uploaded from spreadsheet to website, please ensure they have been added correctly to the site.
- If using either a pre-2011 Mac operating system or Excel version, passenger's Dates of Birth do not copy correctly into the Excel upload template. Action to be taken: For each child (aged 2-11 years) CHECK the passenger type description ('child') and that the corresponding Date of Birth are correct. This mandatory information will prevent any potential safety implications in flight.

Passenger No.	Passenger Type*	Names should match passport *				Passport Information				Specific Requirements		Frequent Flyer	
		Title	First (Given) Names	Last Name	Date of Birth	Passport Number	Expiry	Issued By	Citizenship	Mobility Aid	Special Meal Request	Airline	Frequent Flyer Number
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