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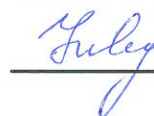
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APPROVED

S7 Airlines



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21, 2015

GUIDELINES

ON ENTERING PASSPORT AND VISA DETAILS OF PASSENGERS INTO A RESERVATION

Guidelines on Entering Passport and Visa Details of Passengers
Travelling with S7 Airlines

1. GENERAL

- 1.1.** These Guidelines set forth the procedure for entering passport and visa details of passengers into the reservation and traffic document (ticket) in accordance with Order No. 243 of the Ministry of Transport of July 19, 2012 *On Approval of the Procedure for Generation and Maintenance of Automated Centralised Personal Data Bases on Passengers and for Provision of Information Contained therein*.
- 1.2.** The following passport details of passengers shall be entered into the reservation: the passenger's name and last name, date of birth, the type and number of the identification document used for purchasing the traffic document (ticket).
- 1.3.** If tickets contain international flights, the passenger shall provide a valid identification document effective in a foreign state.
- 1.4.** When issuing tickets to countries that require Advanced Passenger Information (the USA, Canada, and Germany), the information on the passport, visa, place of birth and address of residence in the country of stay must be entered into the reservation at least 24 hours before the flight departure.
- 1.5.** The documents provided shall be valid as of the date of initial departure of the first segment and throughout the stay of the passenger in the foreign state.
- 1.6.** The issuing Agent shall be responsible for providing the carrier with timely, full and reliable information on the passenger. If the Agent commits violation or fails to enter data in the prescribed format, the Agent shall incur penalties provided under the Agency Agreement, as well as any penalties that may be imposed on the carrier by the Federal Security Service of the receiving party due to the Agent's failure to comply with these Guidelines.

2. ENTERING PASSENGER'S PASSPORT DETAILS

- 2.1.** Personal data shall be entered into the reservation in strict compliance with **SSR:DOCS** and **SSR: FOID** formats for each passenger.
- 2.2.** **SSR:DOCS** element shall be entered for each passenger (including children under 2 years of age without a seat).
- 2.3.** The following formats shall be used for entering passport details of passengers into the reservation (Gabriel CRS):
 - **SSR:DOCS S7 HK1/P/RU/721211111/RU/01JAN80/M/01JAN20/IVANOV/IVAN/P1** for an adult passenger;

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- **SSR:DOCS S7 HK1/F/RU/IXET123456/RU/22JAN08/M/01JAN22/IVANOV/PETR/P1** for a child from 2 to 12 years of age;
- **SSR:DOCS S7 HK1/F/RU/IJET123456/RU/01JAN14/MI/01JAN26/IVANOV/PAVEL/P1** for children from 0 to 2 years of age,

where:

DOCS	is the special service code;
S7	is the airline code;
HK1	is the confirmation status;
P	is the type of document (passport);
	P is the passport;
	F is the birth certificate / deputy certificate;
	M is a military card or any other similar document;
	A is a residence permit of a stateless person; residence permit; identity certificate (release certificate, document loss certificate, etc.);
RU	is the code of the country where the document was issued (two-letter or three-letter code indication); The following command shall be used to determine the two-letter code of the country: EX:N/RUSSIA A three-letter code shall be indicated in international passports. UNO code shall be indicated if a passport has been issued by the UN (the United Nations Organisation).
721211111	is the document number. In case a passport contains letters (national passport), letters and digits shall be specified, e.g., EN231123. When indicating the birth certificate, the number shall be specified as Roman number and shall be entered in LATIN letters I, V, and X; two letters; six digits, e.g., IXET124341.
RU	is the passenger's citizenship (two-letter or three-letter country code indication); XXX code shall be indicated if a residence permit of a stateless person is produced; UNO code shall be indicated if no regular passport is available.
01JAN80	is the passenger's date of birth (mandatory);
M	is the passenger's sex (M is for male, F is for female, MI is for a male infant under 2 years of age, FI is for a female infant under 2 years of age);
01JAN20	is the expiration date of the passport;
IVANOV	is the passenger's last name;
IVAN	is the passenger's first name; and

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P1 is the passenger's number in the reservation (when passport details are entered for an infant under 2 years of age, an identifier of the passenger who accompanies the child shall be specified).

2.4. In reservation systems other than Gabriel CRS, passport details shall be entered in formats that comply with the relevant requirements of the distribution system.

2.5. If a passenger's document without validity is entered into the reservation, the future period shall be indicated in the Validity Period field, i.e. the date after the flight completion.

2.6. It is prohibited to indicate blank fields as // in the request!

2.7. If tickets are issued with the participation of Interline Partners, information on the passenger's passport details **SSR:DOCS** shall be entered for each passenger (including infants under 2 years of age without a seat) and for each carrier involved in the carriage.

2.8. To display the document number in the passenger's electronic ticket and itinerary receipt when working in Gabriel CRS, enter **SSR:** element with service code **FOID** into the reservation as well.

2.9. SSR:FOID element shall be entered into the reservation **before** ticket issuance.

2.9.1. The format of entering **SSR:FOID** element:

SSR: FOID S7 HK/PP12345467890/P1

where:

FOID	is the special request code;
S7	is the airline's code;
HK	is the confirmation status;
PP	is the document code (passport, birth certificate, etc.);
12345467890	is the document number; and
P1	is the link to the passenger.

2.9.2. The format of entering **SSR:FOID** element for an infant under 2 years of age without a seat:

SSR: FOID S7 HK/PP12345467890/INF1/P1

where:

INF1	is the identifier of an infant under 2 years of age without a seat in the aircraft cabin (the sequential number in OSI element is #1, #2, and so on); and
P1	is the identifier of the passenger who accompanies the infant.

2.9.3. SSR:FOID element does not replace SSR:DOCS element; both elements must be entered into the reservation.

2.9.4. If tickets are issued with the participation of Interline Partners, information on the passenger's passport details **SSR: FOID** shall be entered for S7 only.

2.9.5. In reservation systems other than Gabriel CRS, the passport number shall be entered into the passenger's ticket and itinerary receipt in the formats that comply with the relevant requirements of the distribution system.

2.10. In case of changes in the passenger's passport details, the Agent shall enter the required changes into the reservation (in Gabriel CRS, old elements **DOCS** and **FOID** shall be deleted and new ones shall be entered) and perform ticket exchange at no extra charge. Remark **INVOL CHNG/CHNG PSPT** shall be entered into the **ENDO** field of the ticket mask.

3. ENTERING VISA DETAILS

3.1. Information on the passenger's visa and place of birth **SSR:DOCO** shall be entered in the following cases:

- For flights to the USA, Canada, or Germany. Information shall be entered for the Carrier that carries the passenger to the country of destination;
- Subject to the carrier's request for entry of visa information. This requirement shall be indicated for booking of the carrier's flight segment.

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AVMOWDXB15MAR,EK
1- EK 132 /F4 A4 J7 *SU15MAR DMEDXB 0005 0620 772 0 M E
      C7 I7 O7 PC Y9 E9 R9 W9 M9 B9 U9 K9 H9 Q9 L9 T9 V9
      X9
      Departure DME Terminal / Arrival DXB Terminal 3
2+ EK 134 /F4 A4 J2 *SU15MAR DMEDXB 1645 2305 77W 0 M E
      C2 IC OC PC Y9 E9 R9 W9 M9 B9 U9 K9 H9 Q9 L9 T9 V3
      X9
      Departure DME Terminal / Arrival DXB Terminal 3
-SD1Y1
  EK 132 Y SU15MAR DMEDXB DK1 0005 0620 772 .1G.
  *
  *ARRIVES DXB TERMINAL 3*
  **ADD ADVANCE PASSENGER INFORMATION IN SSR DOCS**
  *ADD ADVANCE PASSENGER INFORMATION SSRS DOCA/DOCO/DOCS*
  *PERSONAL DATA WHICH IS PROVIDED TO US IN CONNECTION*
  *WITH YOUR TRAVEL MAY BE PASSED TO GOVERNMENT AUTHORITIES*
  *FOR BORDER CONTROL AND AVIATION SECURITY PURPOSES*
  *ELECTRONIC TKTG AVAILABLE ON THIS FLIGHT*

```

or directly into the reservation via element **SSR:OTHS**, **OSI**: or **OP**.

For example,

OPS/0830/24FEB15/MOW907/PLS ADV SSR DOCO OTHERWISE ADM WILL BE ISSUED

3.2. Data in **SSR:DOCO** shall be completed in accordance with the information from visa forms entered into the passenger's passport and named as VISA or VISTO, VIZUM, VISADO, ΘΕΩΡΗΣΗ, WIZA, etc.

3.3. Request format for Gabriel CRS:

SSR:DOCO LH HK1/NOVOSIBIRSK RU/V/9897718/NOVOSIBIRSK/14MAR15/DE/I/P1

where:

DOCO	is the code of the information input;
LH	is code of the airline;
HK1	is the confirmed seat code;
NOVOSIBIRSK	is the city of birth;
RU	is the country of birth (the two-letter code, USSR, etc.);
V	is type of document, V is for visa;
9897718	is the document number;
NOVOSIBIRSK	is the city of the visa issue;
14MAR13	is the date of visa issuance;
DE	is the code of the country for which the visa is issued;
I	is the indicator of an infant under two years of age without a seat; No indicator shall be specified if the request is entered for a passenger with a seat;
P1	is the passenger's identifier.

3.4. In distribution systems other than Gabriel CRS, visa data shall be entered in the formats that comply with the relevant requirements of the distribution system.

3.5. Since the visa may be obtained after the ticket issuance, the Agent may enter **SSR:DOCO** element after the ticket issuance, but at least 24 hours before the flight departure. To control such passengers, the Agent may use **OP** element to retrieve the PNR in the queue of own agency:

OP: 15MAR/MOW002/DOCO DOCA

where:

OP:	is the operation code element in the PNR;
15MAR	is the date when the PNR comes in the queue;
MOW002	is the Agent's office in the queue of which PNR must come; and
DOCO DOCA	is the information about the need to enter the data on the passenger's visa and address of temporary residence in the country of stay.



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Once the reservation comes in the queue, the Agent shall check whether the required information is available in the reservation and contact the passenger if such information is absent.

- 3.6.** Visa information **SSR:DOCO** shall not be entered for persons with dual citizenship, residence permit, etc. who enter the country of their citizenship or residence. In case of a document allowing for visa-free entry to the country, document information **SSR:DOCS** shall be entered for each relevant segment; for example, for the residence permit:

SSR: 2 DOCS S7 HK1/A/DE/CG6JXVHF1/RU/01JAN80/M/01JAN20/VAYLERT/DENNIS/P1
where:

2 is the number of the relevant flight segment.

The Agent shall inform the passenger about the need to carry all documents entitling the passenger to enter the countries indicated in the ticket.

Important: In case of flight/date/route changes, element SSR:DOCS shall be repeatedly entered into the reservation for the changed segment.

- 3.6.1.** If the passenger has foreign passports of two states, the ticket shall be issued on the basis of the passport that entitles the passenger to enter the country of stay. This passport shall also be indicated in **SSR:DOCS**. No **SSR:DOCO** has to be entered.
- 3.6.2.** If the passenger has a foreign passport and a residence permit (or any document other than visa valid for a long stay in the country of destination) issued as a separate document or pasted in the passport, the ticket shall be issued on the basis of the foreign passport. In this case, **SSR:DOCS** element shall be entered for both documents. No **SSR:DOCO** has to be entered. If the second document is without validity period, the validity period of the foreign passport shall be indicated in the Validity Period field.

For example, carriage on the route Novosibirsk – Moscow – Munich. The ticket shall be issued on the basis of the foreign passport. In this case, **SSR:DOCS** element shall be entered twice—for both the passenger's passport and residence permit:

SSR: DOCS S7 HK1/P/RU/641234567/RU/01JUN85/M/21MAR22/IVANOV/IVAN/P1
SSR: DOCS S7 HK1/A/DE/5G6TEYK/RU/01JUN85/M/21MAR22/IVANOV/IVAN/P1

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The reservation:

```

OVB017 124 0442 17JUN /RU/PID49627
1.IVANOV/IVAN MR VQNCB
2. S7 184 Y WE15JUL OVBDME HK1 0940 1115
   *ELECTRONIC TKTG AVAILABLE ON THIS FLIGHT*
3. S7 897 Y WE15JUL DMEUC HK1 1305 1520
   *ELECTRONIC TKTG AVAILABLE ON THIS FLIGHT*
4.+7-383-222-31-35/OTIO
5.TL/X/2000/17JUN/OVB017
6.SSR DOCS S7 HK1/P/RU/641234567/RU/01JUN85/M/21MAR22/IVANOV/IVAN/P1
7.SSR DOCS S7 HK1/A/DE/5G6TEYK/RU/01JUN85/M/21MAR22/IVANOV/IVAN/P1
8.OVB017
    
```

4. ENTERING INFORMATION ON THE TEMPORARY STAY ADDRESS

4.1. SSR:DOCA element about the temporary stay address in the country of destination shall be entered in the following cases:

- For flights to the USA and Canada. Information shall be entered for the Carrier that carries the passenger to the country of destination.
- Subject to the carrier's request for entry of residential address information. This requirement shall be indicated when booking the carrier's flight segment.

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AVMOWDXB15MAR,EK
1- EK 132 /F4 A4 J7 *SU15MAR DMEDXB 0005 0620 772 0 M E
   C7 I7 O7 PC Y9 E9 R9 W9 M9 B9 U9 K9 H9 Q9 L9 T9 V9
   X9
   Departure DME Terminal / Arrival DXB Terminal 3
2+ EK 134 /F4 A4 J2 *SU15MAR DMEDXB 1645 2305 77W 0 M E
   C2 IC OC PC Y9 E9 R9 W9 M9 B9 U9 K9 H9 Q9 L9 T9 V3
   X9
   Departure DME Terminal / Arrival DXB Terminal 3
-SD1Y1
EK 132 Y SU15MAR DMEDXB DK1 0005 0620 772 .1G.
*
   ARRIVES DXB TERMINAL 3*
**ADD ADVANCE PASSENGER INFORMATION IN SSR DOCS**
**ADD ADVANCE PASSENGER INFORMATION SSRS DOCA/DOCO/DOCS*
**PERSONAL DATA WHICH IS PROVIDED TO US IN CONNECTION*
**WITH YOUR TRAVEL MAY BE PASSED TO GOVERNMENT AUTHORITIES*
**FOR BORDER CONTROL AND AVIATION SECURITY PURPOSES*
**ELECTRONIC TKTG AVAILABLE ON THIS FLIGHT*
    
```

or directly into the reservation via element **SSR:OTHS**, **OSI**: or **OP**.

- When tickets are issued for flights to the USA for passengers who do not permanently reside in the USA, two parameters **DOCA**: shall be entered: address of temporary stay in the USA and the country of permanent residence. The format of the command for entering information on the passenger's country of residence shall be entered into the system for all passengers:

SSR:DOCA LH HK1/R/RU/I

where:

RU is the two-letter country code;

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I is the indicator of an infant under two years of age without a seat. No indicator shall be specified if the request is entered for a passenger with a seat.

- When tickets are issued for flights to the USA for US citizens, element **DOCA** shall be entered with the indication of the address of permanent residence.

4.2. Request format:

SSR:DOCA LH HK1/D/USA/20 STREET/NEW YORK/USA/30215/I/P1

where:

DOCA	is the code of the information input;
LH	is the code of the airline;
HK1	is the confirmed seat code;
D	is the code of address of residence;
USA	is the three-letter code of the country of stay;
20 STREET	is the house or street number;
NEW YORK	is the city;
USA	is the state (province) code; if the state code is unknown, the USA code may be entered;
30215	is the index; if unknown, enter 99999;
I	is the indicator of an infant under two years of age without a seat; no indicator shall be specified if the request is entered for a passenger with a seat;
P1	is the passenger's identifier.

4.3. In distribution systems other than Gabriel CRS, residence address data shall be entered in the formats that comply with the relevant requirements of the distribution system.