



Siberia Airlines, PJSC
Ob-4, Novosibirsk region,
Russian Federation, 633104

Ref. № 10-C-210-15/4190

dt. «25» 08 2015

to № _____

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**On advance seats reservation
for passengers accompanying children
under 12 years old**

TO: AGENTS OF S7 AIRLINES

Dear Colleagues,

Please, be informed that according to the p. 84 of FAR about a child transportation next to the accompanying adult if a child is under 12 years old, **starting from the 1st of June 2015** Agents of S7 Airlines working in GDS Gabriel and GDS Amadeus are authorized to book seats for such passengers at the moment of PNR creation. Seat reservation must be done using seat map and ASR function.

1. A seat indicated as "I" in the seat map is reserved for passengers accompanying infants under 2 years old. Please, note:
 - A seat indicated as "I" is reserved for the adult associated with the infant in the PNR.
 - Seats next to the adult accompanying infant may be booked for other adults in the PNR.
 - If there are no "I" seats available at the moment of a PNR creation, advance seat reservation is NOT done, agent shall add the following remark in the PNR:

RMK:NO I SEATS AVAILABLE

2. Advance seat reservation for children over 2 and under 12 years old is done so that the child is seated next to the accompanying adult. Please, note:
 - Seats may be reserved in advance for all adults booked in the same PNR with the child.
 - If the child and the adult are booked in different PNRs, or in one group PNR, seats are reserved for free for the child and for one accompanying adult.
 - If passengers refuse from advance seat reservation, add the following remark in the PNR:

RMK:PAX REFUSE ASR

3. Seats for the passengers indicated in the p.1 and p.2 of hereby letter must be booked free of charge if these are **not** enhanced comfort seats. Enhanced comfort seats must be paid according to the *List of S7 Airlines Service Charges and Fees for Ancillary Operations*.
 - If an adult accompanying a child is a status participant of S7 Priority Program (Silver, Gold, Platinum) or Oneworld Priority Program (Ruby, Sapphire, Emerald), preliminary reservation of enhanced comfort seats must be done for free for this status passenger and for two fellow-passengers of this status adult. In this case preliminary reservation of enhanced comfort seats





- for fellow-travelers may be done for free, but only if the fellow-travelers are booked in the same PNR with status passenger and even if these fellow-travelers are children under 12 years old. Enhanced comfort seats may be reserved only in Service Centre of S7 Priority Program.
- Enhanced comfort seats next to the emergency exits may not be booked for adult passengers accompanying child under 18 years old even if this adult is a status participant of S7 priority program or oneworld Alliance companies Priority program.

Preliminary seat reservation is done according to the Procedure for the Preliminary Reservation of Seats in the Aircraft Cabin for the Flights of S7 Airlines.

Letter 10-C-210-15/1822 as of May 27, 2015, On obligatory advance seats reservation for passengers accompanying children under 12 years old is hereby terminated.

In case of any questions, do not hesitate to contact Technology and Training Department via tech@s7.ru or +7 383 222-31-35.

Best regards,

**Mr Ruslan Vereshchagin,
Siberia Airlines**

A handwritten signature in blue ink, appearing to read 'Ruslan Vereshchagin', with a long horizontal line extending to the right.

Prep. by Technology and Training Dept.
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