

Korean Air Travel Agent GDS Reference Guide

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Advance Seating

Advance Seating may be pre-assigned for all classes of service up to 48 hours prior to flight departure. Please note that pre-assigned seats are not guaranteed if the passenger fails to complete the check-in at least 90 minutes prior to departure for Economy Class passengers, and 60 minutes prior to departure for First and Business Classes, or if an unexpected change in aircraft occurs.

Please note emergency exit are not permitted for pre-assignment due to security and safety policies.

| 1. Display Seat Map: | |
|----------------------|----------------------------------|
| GDS TYPE | ENTRY |
| Amadeus | SM1 or SMKE018Y12JULLAXICN |
| Apollo | 9V/S1 or 9V/KE018Y12JULLAXICN |
| Sabre | 4G1* or 4G*KE018Y12JULLAXICN |
| Worldspan | 42* or 4018Y12JULLAXICN-KE |
| Galileo | SA*S1 |

| 2. Request Seat: | |
|------------------|---------------|
| GDS TYPE | ENTRY |
| Amadeus | ST/33A, P1/S1 |
| Apollo | 9S/S1/33A |
| Sabre | 44G1/33A |
| Worldspan | 4RS2-1\$33A |
| Galileo | S.S1/33A |

Advance Seating can also be made at our agency website

1. Go to <http://kal4agency.koreanair.com> and log in to your account
2. Click "Manage Booking"
3. Please enter in Pseudo City Code, PNR Address, and 1st Passenger's Last/First Name including title
4. It'll ask "If you would like to request seat assignment" at the bottom, please click the link next to it.
5. Choose the appropriate segment and click select
6. Choose the appropriate seat and click select

Baggage Allowance Rules - Piece System (From/To America)

Carry-on Baggage

| Class | Economy | Prestige | First |
|------------|---|---|---|
| Pieces | 1 + 1 Exception | 1 + 1 Exception | 1 + 1 Exception |
| Max Weight | 12kg (25lbs) total | 18kg (40lbs) total | 18kg (40lbs) total |
| Max Size | Width+Height+Depth 55W 40H 20D 1 bag | Width+Height+Depth 55W 40H 20D 1 piece | Width+Height+Depth 55W 40H 20D 1 piece |
| Child | Same as Adult | Same as Adult | Same as Adult |
| Infant | No Carry-on | No Carry-on | No Carry-on |

*** Regardless of class of service, U.S. departing flights and U.S. domestic connecting flights, are limited to 1 hand-carry item and 1EX item, due to security reasons**

*** 1 Exception is applicable to laptop computer bag, briefcase, and purse, etc.**

*** Infant - 1 collapsible stroller, portable cradle, or child car seat (needs the FAA approved sticker) is allowed.**

Check-in Baggage (Piece System)

| Class | Economy | Prestige | First |
|------------|---|---|---|
| Pieces | 2 pieces | 2 pieces | 2 pieces |
| Max Weight | 23kg (50lbs) per bag | 32kg (70lbs) per bag | 32kg (70lbs) per bag |
| Max Size | Length+Width+Height 158cm/62in per bag | Length+Width+Height 158cm/62in per bag | Length+Width+Height 158cm/62in per bag |
| Child | Same as Adult | Same as Adult | Same as Adult |
| Infant | 1 piece 10kg/22lbs Length+Width+Height 115cm/45in | 1 piece 10kg/22lbs Length+Width+Height 115cm/45in | 1 piece 10kg/22lbs Length+Width+Height 115cm/45in |

| | |
|------------------------|---|
| Overweight | The maximum weight of each bag may not exceed 70lbs. Bags weighting between 51lbs and 70lbs will be assessed an excess baggage fee of USD \$50.00 or CAD \$60.00 per one-way |
| Additional Bags | - Excess Baggage charges vary according to the departure and arrival cities. Please call for details. |
| Brazil | - For flights from/to Brazil tickets issued after Dec 15, 2009, the limit is up to 2 pieces 70 lbs per bag |

Sports Equipment-Applies to all classes

| Size | Small/Medium | Large/Oversize |
|----------|--|--|
| Weight | 23kg (50lbs) or less | 23kg (50lbs)~32kg (70lbs) |
| Max Size | 158cm (62in) | 277cm (109in) |
| Fee | Considered as 1 piece of free baggage / as long as it's 1 bag and 1 sports equipment | 50% of the extra baggage charge / 2nd oversize baggage wil full 100% extra baggage fee |
| Examples | 1 set of golf clubs, skis/snowboard, or diving equipment | Surfboards, wind surfboards, or bicycles |

Baggage Allowance Rules - Weight System (All other international routes)

Check-in Baggage (Weight System)

| Class | Economy | Prestige | First |
|------------|---|---|---|
| Max Weight | 20kg/44lbs | 30kgs/66lbs | 40kg/88lbs |
| Max Size | Length+Width+Height 158cm/62in per bag | Length+Width+Height 158cm/62in per bag | Length+Width+Height 158cm/62in per bag |
| Child | Same as Adult | Same as Adult | Same as Adult |
| Infant | none | none | none |
| Overweight | 1.5% of the YOW fare per kilogram | 1.5% of the YOW fare per kilogram | 1.5% of the YOW fare per kilogram |

Additional information on Korean Air websites

| | |
|--|---|
| Go to www.koreanair.com 1. Click "At the Airport" at the center of the page 2. Click "Baggage Services" to view the baggage information | Go to http://kal4agency.koreanair.com and Log in 1. Click "KAL Resources, then "Subjects from A-L" on the left 2. Click "Baggage Allowance" on the center to view the baggage information |
|--|---|

Wheelchair Request

| | |
|---------------------------------|--|
| 1. Applicable passengers | Disabled and elderly passenger with difficulties of movements. |
|---------------------------------|--|

| | |
|---|--|
| 2. Different Wheelchair Requests | -WCHR: Remote. Passenger with difficulty in walking to remote distance. |
| | -WCHS: Step. Passenger with difficulty in use of stairs. |
| | -WCHC: Cabin. Passenger riding wheelchair into cabin. |

| GDS | Entry |
|------------------|--------------|
| Sabre | 3WCHR |
| Worldspan | 3SAWCHR |
| Amadeus | SRWCHR |
| Apollo | @:3WCHR |
| Galileo | SI.WCHR |

Infant Reservation

| | |
|---------------------|---|
| 1. Age limit | Korean Air Korea domestic - Age 7 days to under 2 years old |
| | Korean Air International - Age 14 days to under 2 years old |

| | |
|---------------------------|---|
| 2. Required on PNR | Name / Date of Birth / Adult traveling with infant (one infant allowed per adult) |
|---------------------------|---|

| | |
|---|---|
| 3. Bassinet Request (Optional) | Size and weight limit for the infant 75cm (30 in) x 11KG (24lbs) |
| | -Korean Air cannot provide bassinet if infant exceeds the height and/or weight limit |
| | (Korean Air must have bassinet seat available at the time of request to be assigned) |
| | -If no seats are available, you can change the date or try requesting again at time of check in (Korean Air cannot guarantee the bassinet when requesting at the airport) |

*****Bassinet - Must be requested before 48 hours prior to the flight**

| | |
|---------------------------------------|--|
| 4. Meal Request (Optional) | Korean Air has 3 different meal choices for infants |
| | 1. Infant meal (IFML) Korean Air only - Baby milk (formula) and baby juice produced by specialized manufacturer are available. Suitable for children aged 0-12 month. |
| | 2. Baby meal (BBML) - Ready-made baby meal product containing pureed meat, vegetables and baby juice are available. Suitable for toddlers aged 12-24 months. |
| | 3. Child meals for infants (ICML) Korean Air only - CHML (Child meal) for infants. Service is same as CHML. |

IFML and ICML meals must be requested through our agency website, by our chat service or E-mail

<http://kal4agency.koreanair.com>

spclsvc@mail.koreanair.com

*****Meals - Must be requested at least 24 hours prior to the flight**

| | |
|-------------------|--|
| 5. Baggage | Infant is allowed one check-in baggage of 10kg (22lbs) size limit of 115cm (45in) and one fully collapsible stroller or car seat |
| | -Car seat must have FAA approved label sticker |
| | -No Carry-on baggage for the infant |

| GDS | Entry |
|------------------|------------------------------|
| Sabre | 3INFT1/SMITH/JOHN/25DEC09 |
| Worldspan | -SMITH/JOHN*INF |
| Amadeus | NM1SMITH/JANE MRS (INF/JOHN) |
| Apollo | N:I/SMITH/JOHN MR*25DEC09 |
| Galileo | N.I/SMITH/JOHNMR*7MTHS |

Child Meals

| | Free Text Codes | Description |
|---------------------------------|-----------------------|--------------------------------------|
| Available in all flights | HOT DOG | Hot dog |
| | SPAGHETTI | Spaghetti |
| | HAMBURGER | Cheeseburger |
| | PIZZA | Vegetable pizza and corn dog |
| Only from ICN Mar~Aug | HOT DOG | Hot dog |
| | JAJANGBAB | Egg fried rice with black bean sauce |
| | SPAGHETTI | Spaghetti |
| | HAMBURGER | Cheese burger |
| | OMURICE | Fried rice with egg pancake |
| | SCRAMBLE EGG | Scramble Egg |
| | PIZZA | Vegetable pizza and corn dog |
| | TORTILLA | Beef bulgogi bun and tortilla wrap |
| | SANDWICH | Sandwich |
| Only from ICN Sep~Feb | GIMBAB | Seaweed roll |
| | HOT DOG | Hot dog |
| | LASAGNA | Lasagna |
| | SPAGHETTI | Spaghetti |
| | HAMBURGER | Cheeseburger |
| | CHICKEN TENDER | Fried rice with egg pancake |
| | PORK CUTLET | Pork cutlet |
| | PIZZA | Vegetable pizza and corn dog |
| | TOAST | Cinnamon toast |
| | SANDWICH | Sandwich |
| | GIMBAB | Seaweed roll |

***Must be requested at least 24 hours prior to the flight departure**

***Child meals are not available for all flights and always subject to change**

Free Text needs to be inputted correctly or child meals may not get confirmed

| GDS | Entry | Example |
|------------------|----------------------|------------------|
| Sabre | 3CHML1/FREE TEXT-1.1 | 3CHML1/PIZZA-1.1 |
| Worldspan | 3SACHML FREE TEXT | 3SACHML PIZZA |
| Amadeus | SRCHML-FREE TEXT | SRCHML-PIZZA |
| Apollo | @:3CHML/FREE TEXT | @:3CHML/PIZZA |
| Galileo | SI.CHML*FREE TEXT | SI.CHML*PIZZA |

Vegetarian meals

| Type | Code | Description |
|---------------------------|-------------|--|
| Vegetarian Lacto-Ovo Meal | VLML | Neither meat, poultry, fish of any kinds nor product with lard and gelatin are used. Yet meals can contain egg & dairy products. Main ingredients are grains, fruit, vegetables and vegetable oil. |
| Vegetarian Vegan Meal | VGML | Neither meat, poultry, fish of any kind, product with lard and gelatin, nor dairy products and eggs are used. Main ingredients are grains, fruit, vegetables and vegetable oil. |
| Vegetarian Hindu Meal | AVML | Neither meat, poultry, fish of any kind nor eggs are used. Meals are spicy vegetarian combinations which may contain dairy products. |
| Vegetarian Jain Meal | VJML | Neither meat, poultry, fish of any kind, product with lard and gelatin, nor dairy products and eggs are used. No root vegetables such as onion, garlic, ginger are used. Meals are spicy Indian vegetarian combinations. |
| Vegetarian Oriental Meal | VOML | Neither meat, poultry, fish of any kind, product with lard and gelatin, nor dairy products and eggs are used. Meals are prepared in Oriental Chinese style. Root vegetables such as onion, garlic, and ginger are now allowed. |
| Raw Vegetarian Meal | RVML | Combination of raw fruits and vegetables. *RVML is only available on flights from Seoul. As for flights to Seoul, the items are subject to change according to the oversea station's food supplies. |

Religious meals

| Type | Code | Description |
|-------------|-------------|--|
| Hindu Meal | HNML | Non Vegetarian Indian meal. Neither beef nor veal is used. Yet it contains other types of meat such as lamb, fish, poultry and seafood. Yet it contains other types of meat such as lamb, fish, poultry and seafood. |
| Kosher Meal | KSML | Sourced and prepared in accordance with Jewish dietary laws. Korean Air provides a quality ready-made product made by specialized manufacturer. The meal is prepared in pre-packed and sealed condition. Cabin attendants are allowed to open only after getting permission from passengers who ordered Kosher meal. |
| Moslem Meal | MOML | Neither alcohol, pork, ham, bacon, gelatin nor any pork byproducts are used. Other types of meat such as beef, poultry and lamb are prepared according to the "Halal" |

***Must be requested before 24 hours prior to the flight**

***Special meals are not available for all flights and always subject to change**

| GDS | Entry | For additional information |
|------------------|---------|--|
| Sabre | 3VGML1 | <ol style="list-style-type: none"> 1. Go to http://kal4agency.koreanair.com 2. Log into your account 3. Click "KAL Resources" 4. Click "Subjects from M-Z" on the left 5. Now you should be able to see all the meal choices available. |
| Worldspan | 3SAVGML | |
| Amadeus | SRVGML | |
| Apollo | @:3VGML | |
| Galileo | SI.VGML | |

STPC - Stopover service

| | |
|------------------------------|---|
| 1. Embargo Period | To protect revenue, an embargo period shall be applied during the high-demand season. Embargo shall be applied based on the date of service provided, irrespective of the initial date of travel |
| 2010 Year | <p>1. Embargo period for Summer Season : Jul 16, 2010 ~ August 15, ※ Case of Itinerary including America : May 22, 2010 ~ September 5, 2010 ※ Embargo period is waived for Booking Class O including Americas and Europe itinerary.</p> <p>2. Embargo period for Winter Season : Dec 24, 2010 ~ Jan 9, 2011 ※ Case of Itinerary including America : December 11, 2010 ~ January 9, 2011 ※ Embargo period is waived for Booking Class O including Americas and Europe itinerary.</p> |
| 2011 Year | <p>1. Embargo period for Summer Season : Jul 16, 2011 ~ August 15, ※ Case of Itinerary including America : May 20, 2011 ~ September 5, 2011 ※ Embargo period is waived for Booking Class O including Americas and Europe itinerary.</p> |
| 2. Services Available | <p>Between 6 and 9 hours - Lounge of ICN airport(1) or Incheon Hyatt Fitness Center(2)</p> <p>over 9 hours - Layover service for day use or overnight hotel stay (over 6 hours - for 5 or more passengers / city tour is available)</p> |
| 3. Applicable class | <p>- Korean region : A/ D/ U/ E/ B/ N/ X / G CLS will not be able to use</p> <p>- Overseas region : A/ D/ U/ L/ N/ X/G CLS will not be able to use</p> <p>V/CLS (Departure from China, Southeast, Southwest Asia) will not be able to use</p> |
| 4. STPC Request | <p>1. The completed request form must be submitted by fax or email at least 48 hours prior to departure.</p> <p>-Fax (310) 417-5682</p> <p>-Email: Ticket@mail.koreanair.com</p> <p>Request form can be found on http://kal4agency.koreanair.com</p> <p>2. The STPC status needs to be checked in each agency's system after submitting the request to Korean Air. Please allow 1~2 working days to process your request.</p> <p>3. Provide passenger with procedures to pick up STPC voucher upon arrival.</p> <p>4. For any date changes, or any segment changes, please advise Korean Air if a new PNR has been created.</p> <p>5. Please inform Korean Air if the passenger has canceled the booking so STPC service may be canceled</p> <p>(Service is not guaranteed without the confirmation)</p> |
| 5. Important Facts | <p>STPC can be authorized only once in the whole itinerary.</p> <p>Out-bound hotel layover + In-bound hotel day use is not available</p> <p>STPC service will not be provided at Gimpo.</p> <p>STPC has to be re-request in case of a schedule change</p> |



KOREAN AIR STPC HTL REQUEST

| FROM | |
|---------------|--|
| Date | |
| Travel Agency | |
| Agent Name | |
| TEL Number | |

| | PAX NAME | KE PNR | HTL CHECK-IN Date | Number of Rooms | Fare Basis |
|---|----------|--------|-------------------------|--------------------|------------|
| 1 | | | | | |
| 2 | | | | | |
| 3 | | | | | |
| 4 | | | | | |
| 5 | | | | | |
| 6 | | | | | |

Please contact Annie Kim at 213-484-5772 for any inquiries or urgent cases. Otherwise, please fax your request to (310)417-5682

Pet Reservations

| | |
|-------------------------|---|
| 1. Types of pets | Only dogs, cats and birds will be accepted on Korean Air |
| | Any other types of animals - please contact our cargo team |
| | (American pit bull terrier, Doberman, Rottweiler and any animal that shows aggression will NOT allow to be transported as PETC/AVIH) |

| 2. Types of transport | PETC | AVIH |
|---------------------------------|----------------------------------|---|
| Weight including the pet | 5KG (11lbs) Max | 32KG (70lbs) Max |
| Total size of cage | Length/Width/Height 115cm (45in) | Length/Width/Height 246cm (97in) with a maximum height of 84cm/33in |

| | |
|---------------------|--|
| 3. Cage info | - Must provide enough space for the animal to move freely. |
| | - Cage must be sturdy, properly ventilated, and large enough. |
| | - Must be constructed out of rigid plastic, wood, metal with solid roofs |
| | O KE accepts soft cage with above condition on cabin pet only. |
| | O KE accept waxed cardboard box on ke domestic flights as cabin pet only |
| | - Must have leak proof bottom and absorbent bedding to prevent loss of water or waste material. |
| | - Must have equipment with security lock to prevent escape, but allowing personnel to open it in case of emergency |

| | |
|--------------------------------|--|
| 4. PETC or AVIH Request | Must submit with the following info. 48 hours prior to flight |
| | 1. Type of pet |
| | 2. Size of the cage and weight including the pet |
| | 3. Please inform Korean Air if you have all necessary paperwork such as rabies vaccination certificate and health certificate. |
| | 4. Please inform Korean Air whether you have contacted the quarantine office of the country you're visiting. |
| | - Must use SSR OTHS to input #3 and 4 (Paperwork and having contacted the quarantine office) |
| | (Some countries' quarantine offices will need to be contacted in advance, so please go to our website for additional information) |
| | (Service is not guaranteed without the confirmation) |

GDS Requests

| GDS | Entry | Example |
|------------------|---------------------------|---|
| Sabre | 3PETC1/FREE TEXT-1.1 | 3PETC1/DOG POODLE 40X40X30CM 5KG-1.1 |
| Worldspan | 3S1PETC FREE TEXT | 3S1PETC DOG POODLE 40X40X30CM 5KG |
| Amadeus | SR PETC FREE TEXT | SR PETC DOG POODLE 40X40X30CM 5KG |
| Apollo | @:3SSR PETC NN1/FREE TEXT | @:3SSR PETC NN1/DOG POODLE 40X40X30CM 5KG |
| Galileo | SI.PETC*FREE TEXT | SI.PETC*DOG POODLE 40X40X30CM 5KG |

UM (Unaccompanied Minor)

| Classification | Description |
|---|--|
| MANDATORY UM | ① Not in the same compartment (cabin) |
| | ② Not traveling with an adult |
| | ③ Ages between 5 to 11 years old |
| OPTIONAL UM | Applies to passenger ages between 12 and 16 years traveling alone on Korean Air-ONLINE flight only (no code-share flights) |
| Children under the age of 5 years old will not be accepted as UM with NO EXCEPTIONS. | |
| Other Airlines (OAL) Connection | OAL may have different regulation on UM from Korean Air, please advised passenger to contact OAL to verify the regulation. [Some OAL allows children traveling with another passenger with certain age group (18yrs).] |
| | <u>Eg) UM service is not required on DL, when traveling with a passenger over the age of 18 years old.</u> |
| | UM service will not be provided to the connecting flights between USA/CANADA national air carrier (including code-share flights) and international flights. |

| | |
|---------------------------|--|
| 2. Making requests | Korean Air will need Minor's DOB, gender, nationality, departure and arrival cities |
| | Also the name of the guardian/relations to the minor/contact phone number |
| | (Korean Air will need the information of both person dropping off and picking up the minor) |
| | Unaccompanied Minor requests must be made at least 48 hours prior to departure |
| | (Service is not guaranteed without the confirmation) |

GDS Requests

| GDS | Entry | Example |
|------------------|--|--------------------------------|
| Sabre | 3UMNR(segment number)/UM (age in two digits)-(name number) | 3UMNR/UM10-1.1 |
| Worldspan | 3S1UMNR FREE TEXT | 3S1UMNR 25DEC99/M/USA |
| Amadeus | SR UMNR-UM10 | SR UMNR-UM10 (AGE) |
| Apollo | @:3SSR UMNR NN1 UM10 FREE TEXT | @:3SSR UMNR UM10 25DEC99/M/USA |
| Galileo | SI.UMNR*FREE TEXT | SI.UMNR*25DEC99/M/USA |

UM Rules and Regulations for different countries

| Destination | Age Group/Condition | Requirements |
|-------------|---|--|
| Canada | Under 13 yrs of age | Download and complete "Custodianship Declaration" from Korean Air homepage which must be presented at the Canada airport upon check-in |
| | -Not traveling with his/her own parents | |
| | -Traveling with a guardian, who is not his/her own parent | |
| Philippines | 1. Philippine Young Minor under 15 yrs of age | |
| | 2. UM or traveling with a guardian other than parents | |
| | | The following documents must be submitted and an immigration fee of PHP 3,120 paid |
| | *Cebu airport-Affidavit of Consent must be notarized | a) Affidavit of request, consent and guaranty by parent or legal guardian, naming the person who will be accompanying the child to the PH, and with whom the child will be residing in the PH. |
| | | b) Birth Certificate |
| | *Manila airport-Un-notarized agreement letter by parent is acceptable | c) Clear photocopy of the data page of the child's passport |
| | | d) Clear photocopy of the data page of the passport of the accompanying adult or guardian |
| | Accompanied by parent | a) Allowed to enter PH if father and child have same last name |
| | | b) Mother and child may have different last name, need to provide proof of relationship (Birth Certificate, Tax return, etc.) |
| | | c) If mother's passport contains same last name (e.g. Wife of KIM), additional document is not necessary |
| | ★ If there are more than 2 Passenger are traveling, first, verify if any one of them are under the age of 15 years old . | |
| | If yes, advise the required traveling documents when traveling without a parent. | |

Philippines UM Examples

| Case | | Detailed Procedure |
|--|---|--|
| Required documents for Young Minor entering PH. (applies for NON-PH P/P holder) | | Q) Are documents required to be notarized? "Yes" |
| 1. Notarized parents' Consent letter in English. | | PH immigration fee of PHP3120 and preparation of WEG (Waiver of Exclusion Ground) upon arrival in PH are required. Cebu Airport : Notarized affidavit of consent is required. (except Manila, agreement letter from the parents may be accepted) Passport must be valid for minimum of 6 months beyond the period of intended stay. |
| 2. Photocopy of the minor's passport (picture section). | | |
| 3. Photocopy of the accompanying adult's (or guardian) passport (picture section). | | |
| 4. Minor's ticket copy (ITR) | | |
| Required documents for Minor entering PH when parents are outside of PH | Case 1) Minor traveling alone (including UM) | 1. Consent letter from the parents 2. Minor's passport copy 3. Ticket copy (ITR) 4. PHP3120 |
| | Case 2) Accompanied by guardian other than parents | 1. Consent letter from the parents 2. Minor's & guardian's passport copy 3. Ticket copy (ITR) 4. PHP3120 |
| | Case 3) Accompanied by one of the parents | No document required unless the minor's last name is different from the parent. -If the last name is different, proof of relationship is required in English. (Notary is not required.) -If mother's passport indicates father's last name (wife of KIM), document is not required. |
| Example 1 | When 7yrs and 13yrs passengers are traveling together to PH. | Q) Can we consider 13 year old passenger as a guardian? |
| | | A) "YES" UMNRR is not necessary but consider them as Young Minor (because they belong to age group of 15yrs or under) when entering PH immigration. Therefore, necessary documents and PHP3120 per passenger are required. |
| Example 2 | 7yrs and over 15yrs passengers are traveling together for PH and not requesting for UMNRR | Q) Can 15yrs of passenger be a guardian? A) "YES", but documents below are required |
| | ☞ Manila immigration considers age range of 13~20 as guardian for young minor to enter PH. | |
| | But, minor whose age under 15 must prepare parent's consent letter, P/P copy, PHP3120 and guardian's P/P copy | - For 7 years old passenger 1. Parents' consent letter 2. Minor and guardian's P/P copy 3. PHP 3120 |
| | | - For 15 years old passenger: NONE ▷ As above case, Parents consent letter may indicate 15yrs old as a young minor's guardian ▷ WEG (Waiver of Exclusion Ground) needs to be completed by both passenger. |

비동반 소아 운송신청서

Handling Advice for child traveling alone

| | | | | | |
|---|------------------|------------------|-------------|-------------|--------------------------|
| Minor 소아 | Family Name 성 | Given Name 이름 | Age 나이 | Sex 성별 | Language Spoken 사용 언어 |
| | <div></div> | <div></div> | <div></div> | <div></div> | <div></div> |
| Permanent address and phone number (주소 및 전화번호) | | <div></div> | | | |

| Flight | Date | From | To |
|-------------|-------------|-------------|-------------|
| <div></div> | <div></div> | <div></div> | <div></div> |
| <div></div> | <div></div> | <div></div> | <div></div> |
| <div></div> | <div></div> | <div></div> | <div></div> |

| | | |
|--|-------------|---|
| Guardian-name. Address. Telephone No. 보호자 성명, 주소, 전화번호 | | Signature for release of minor 도착지 보호자 소아 인수 서명 |
| Departure 출발지 | <div></div> | |
| Stopover point 경유지 | <div></div> | |
| Arrival 도착지 | <div></div> | |

I confirm that I have arranged for the above mentioned minor to be accompanied to the airport on departure and to be met at stopover point and on arrival by the persons named. Should the minor not be met at stopover point or destination,

I authorize the carrier(s) to take whatever action they consider necessary to ensure the minor's safe custody including return of minor to the airport of original departure, and I agree to indemnify and reimburse the carrier(s) for the costs and expenses incurred by them in taking such action.

I certify that the minor is in possession of all travel documents required by applicable laws. I the undersigned parent or guardian of the above mentioned minor agree to and minor named above and certify that the information provided is accurate.

본인은 상기 소아에 대하여 출발지, 경유지, 도착지에서 상기 언급된 보호자가 출영하도록 조치하였음을 확인함. 만약 상기에 기재된 대로 출영치 않을 경우에는 본인은 귀사가 소아를 출발지 공항으로 귀송함은 물론 소아를 안전 보호함에 있어 필요하다고 간주되는 조치를 취할 권한을 부여하며 이에 따라 발생하는 항공사의 제경비를 변상함에 동의함. 본인은 소아가 여행함에 있어 필요한 서류, 여권, 사증, 검역증명서 등이 모두 갖추어져 있음을 확인함. 본인은 상기에 기재된 소아의 부모 혹은 보호자로서 기재된 대로의 비동반 운송에 동의하며 이를 귀사에 의뢰함. 또한 상기에 기재된 제반사항이 틀림 없음을 서약합니다.

Name :

Signature :

Date :

Airline staff in charge of minor whilst in their custody (Name/Airline code)

| | | | | | |
|----------------------|-----------|-------------------|-----------|--------------------|----------------------|
| At departure airport | In flight | At transfer point | In flight | At arrival airport | Special Instructions |
| | | | | | |

Distribution: (Issuing Office)/Departure Station/U.M/(Transfer Station)



CUSTODIANSHIP DECLARATION - (PARENT/GUARDIAN)

보호자 동의 확인서 - (부모/보호자)

| STUDENT Information / 학생 신상 정보 | | | |
|--|------------------|---|--------------------------------|
| Student Name / 학생성명 | Citizenship / 국적 | Date of Birth (dd/mm/yyyy) 생년월일 <div style="display: flex; justify-content: space-between;"> <div style="width: 10px; height: 10px;"></div> <div style="width: 10px; height: 10px;"></div> <div style="width: 10px; height: 10px;"></div> <div style="width: 10px; height: 10px;"></div> <div style="width: 10px; height: 10px;"></div> <div style="width: 10px; height: 10px;"></div> <div style="width: 10px; height: 10px;"></div> <div style="width: 10px; height: 10px;"></div> <div style="width: 10px; height: 10px;"></div> <div style="width: 10px; height: 10px;"></div> </div> | Sex / 성별 M:[] F:[] 남 여 |
| Name and address of School in Canada / 캐나다 현지 학교명 및 주소 | | | |

| PARENT/GUARDIAN Information / 부모/보호자 신상 정보 | | |
|--|---|----------------------------------|
| Full Name / 성명 | Date of Birth (dd/mm/yyyy) 생년월일 <div style="display: flex; justify-content: space-between;"> <div style="width: 10px; height: 10px;"></div> <div style="width: 10px; height: 10px;"></div> <div style="width: 10px; height: 10px;"></div> <div style="width: 10px; height: 10px;"></div> <div style="width: 10px; height: 10px;"></div> <div style="width: 10px; height: 10px;"></div> <div style="width: 10px; height: 10px;"></div> <div style="width: 10px; height: 10px;"></div> <div style="width: 10px; height: 10px;"></div> <div style="width: 10px; height: 10px;"></div> </div> | |
| Current Address / 현재주소 | Telephone (Home) / 전화번호(집) () - | Telephone (Work) / (직장) () - |
| E-mail Address / 이메일 주소 | | |

| CUSTODIAN Information / 현지 보호자 신상 정보 | | |
|--------------------------------------|---|--------------------------------------|
| Full Name / 성명 | Date of Birth (dd/mm/yyyy) 생년월일 <div style="display: flex; justify-content: space-between;"> <div style="width: 10px; height: 10px;"></div> <div style="width: 10px; height: 10px;"></div> <div style="width: 10px; height: 10px;"></div> <div style="width: 10px; height: 10px;"></div> <div style="width: 10px; height: 10px;"></div> <div style="width: 10px; height: 10px;"></div> <div style="width: 10px; height: 10px;"></div> <div style="width: 10px; height: 10px;"></div> <div style="width: 10px; height: 10px;"></div> <div style="width: 10px; height: 10px;"></div> </div> | |
| Present Position / 현 직급 | E-mail Address / 이메일 주소 | |
| Current Address / 현재주소 | Telephone (Home) / 전화번호(집) () - | Telephone (Work) / 전화번호(직장) () - |

I, _____ (name of parent/guardian), solemnly declare that I am the parent or legal guardian of the Student. While the Student is in Canada, she/he will be in the Custodian's care. I have granted my authorization and adequate arrangements have been made for the Custodian to act in place of me in times of emergency, such as when medical attention or intervention is required, but also for day-to-day care and supervision of the Student as appropriate.

상기본인은 (부모/보호자) 학생의 부모/법적 보호자임을 선언하며, 학생이 캐나다에 있는 동안 평상시 또는 비상시 보호자 역할을 할 수 있는 권리를 보호자 대행에게 위임하며 이에 따른 모든 필요한 조치를 사전에 취하였음을 확인함.

The Custodian will be legally responsible for the Student until she/he is of legal age in the province or territory of _____(province/territory)

보호자 대행은 상기 학생이 캐나다(지방/지역)에서 인정하는 법정연령이 될 때까지 법적인 책임을 짐.

Signature of parent/guardian : _____ Date: _____
(부모/보호자 서명) (날짜)

| | |
|---|--------------------------------|
| (동란은 작성 불요) | |
| Sworn before me at : _____(city), in the Province of _____(province/territory), _____ Country (if applicable) | |
| This _____day of _____(month), _____(year) | |
| Signature of Notary : _____ | Official Seal of Notary Public |