



Process for availing special pre-paid baggage rates for foreign

tourists of IATO Members

PROCESS FOR AVAILAING SPECIAL PRE-PAID BAGGAGE RATES FOR FOREIGN TOURISTS OF IATO MEMBERS

Foreign tourists handled by IATO Members for travel on IndiGo domestic network shall be offered special pre-paid baggage rates as per below slabs:

- 08 Kgs for Rs.1000/-
- 15 Kgs for Rs.1500/-
- 30 Kgs for Rs.3000/-

Process to avail the special rates:

1. IATO members/issuing agent to send the request for special baggage rates in the below table to agency.support@goindigo.in.
The template to be used is given in Annexure A of this document.

IndiGo PNR Nos: ABCDEF			
Passenger Names	Nationality	Passport Number	Baggage Slab to be attached
Mr. XYZ			08 Kgs
Ms.ABC			15 Kgs
Mr.MNO			30 Kgs

2. The names of the passengers in the booking should match to the names on their passport.
3. In case of any name mis-match, the request shall be rejected.
4. All passengers in the booking should be foreign nationals holding foreign passports. Indian nationals/NRIs/Resident permit holders should not be a part of the group booking.
5. The request to be sent at least 3 days prior to the travel date excluding holidays and weekly offs.
6. IndiGo to process the request by attaching the relevant baggage SSR and charge the fee to the agency login ID as shown on the PNR immediately. The e mail sent by the IATO Agent/ Issuing Agent to act as an authorisation to charge the IndiGo login ID of the ticketing agent.
7. The excess baggage once attached to the PNR will not be removed or refunded
8. Any additional weight to be charged as per IndiGo's normal excess baggage rates at the airport.
9. IndiGo reserves the right to discontinue the scheme or revise the above rates/slabs any time without notice.

ANNEXURE A

Template of the e mail to be sent to process the IATO Special Baggage

To: Agency.support@goindigo.in

Copy: Respective IndiGo Account Manager / Sales

Subject Line: Special Pre-paid baggage for IATO customers

Dear Sir / Madam,

Kindly add pre-paid baggage at special rates for foreign tourists of IATO Members as per the below table:

IndiGo PNR Nos: ABCDEF			
Passenger Names	Nationality	Passport Number	Baggage Slab to be attached 8Kg/10Kg/30Kg
Mr. XYZ			
Ms.ABC			
Mr.MNO			

We hereby certify that the nationality and the passport numbers of the above passengers are true and correct.

Through this e mail, we also authorise you to debit the applicable charges to the agency ID mentioned in the PNR.

Thanks & regards

xyz