

06 September 2021

Dear Business Partner,

GLOBAL TRAVEL WAIVER POLICY FOR COVID-19 (UPDATED 06 SEP 2021)

Effective: 06 September 2021

1. Further to the last version of the Global Travel Waiver Policy for Covid-19 sent on 09 Dec 2020, please note that customers can rebook their new travel date up till **30 June 2022**.
2. This policy applies to all 618 tickets that meet the following criteria (“Eligible Ticket”):
 - a) Ticket must be issued on/before 15 March 2020,
 - b) Original travel date must commence on or between 24 January 2020 and 31 March 2021, and
 - c) Booked for travel on SIA, SilkAir or SQ/MI codeshare flights.
3. A passenger holding an Eligible Ticket may cancel their existing booking, and choose from the following options, subject to the Terms & Conditions of the Global Travel Waiver Policy For Covid-19 (attached as Annex A):
 - a) Enjoy flexible rebooking with Flight Credits and receive Bonus Flight Credits. Please find attached Terms & Conditions for this option in Annex A.
 - b) Refund the unused value of the ticket. Please find attached Terms & Conditions for this option in Annex A.
4. This policy shall also apply to tickets where the period of validity has expired, or partially unused tickets, as long as the ticket satisfies the conditions set out in point 2 above. Refund is applicable only for unutilized portion(s) of the ticket.
5. Passengers who have been impacted by SIA, SilkAir or OAL-operated flight cancellations are eligible, even if the ticket issuance date and/or travel dates do not meet the criteria of this Policy.
6. Tickets where a SQ/MI-operated flight was removed from a passenger’s booking due to Covid-19 regulatory/governmental regulations, even if flight is still operating are also eligible. This is regardless of ticket issuance dates and travel dates.

7. Please note to cancel the segments in the PNR as soon as the passenger decides not to travel on their original itinerary.

For further assistance, please contact your Account Manager or email our Sales Operations team at:

USA - usa_salesops@singaporeair.com.sg

Kindly inform your staff and customers accordingly.

Thank you

Annex A

SINGAPORE AIRLINES UPDATED GLOBAL TRAVEL WAIVER POLICY FOR COVID-19 POLICY TERMS & CONDITIONS

Original Date: 9 April 2020

Revision 12: 06 September 2021

GENERAL POLICY	
Policy	The Terms & Conditions of the Covid-19 Global Travel Waiver Policy apply and may found on our website. Failure to adhere to this T&Cs may result in an ADM.
Eligibility	<ol style="list-style-type: none"> 1. This Covid-19 Global Travel Waiver Policy (“Policy”) applies to all 618 and 629 tickets that meet all of the following criteria: <ol style="list-style-type: none"> i. Issued on or before 15 March 2020; ii. For original travel commencing on or between 24 January 2020 and 31 March 2021; and iii. Booked for travel on SIA, SilkAir or our codeshare partner airlines flights (referred to as “Eligible Ticket”). 2. This Policy shall also apply to: <ol style="list-style-type: none"> i. tickets where the period of validity has expired; and ii. tickets where a passenger has travelled on one or more flights in the ticket but has not completed the full flight itinerary in the ticket (“Partially Unused Tickets”), as long as the ticket satisfies the conditions set out in paragraph 1 above. 3. Passengers who have been impacted by SIA/SilkAir/OAL flight cancellations due to Covid-19 are eligible even if the ticket issuance date and/or travel dates do not meet the criteria of this policy. 4. Passengers holding a ticket where an SQ/MI flight was removed from the booking due to Covid-19 regulatory/governmental regulations, even if the flight is still operating, and regardless of ticket issuance and/or travel dates.
Available Options	<p>A passenger holding an Eligible Ticket may cancel his existing booking, and choose from the following options, subject to the Terms & Conditions of this policy:</p> <ol style="list-style-type: none"> 1. Enjoy flexible rebooking with Flight Credits and receive Bonus Flight Credits of USD50 to USD350 per ticket 2. Refund the unused value of the ticket

OPTION 1: ENJOY FLEXIBLE REBOOKING WITH FLIGHT CREDITS AND BONUS CREDITS	
Key Features	<ol style="list-style-type: none"> 1. Use Flight Credits to rebook up to 2 itineraries 2. Apply Bonus Flight Credits during ticket reissuance
Conditions	<p><u>Flight Credits</u></p> <ol style="list-style-type: none"> 1. Flight Credits are retained in the form of an open ticket, and its value are equivalent to the unused fare and taxes of the ticket. 2. Flight Credits from an Eligible Ticket may be used to offset the ticket purchase (fare and taxes) of up to 2 rebooked itineraries. 3. Rebooked itineraries must have travel completion on/before 30 Jun 2022. 4. Flight Credits may be used for rebooking to any destination, RBD and flight dates, on any SQ, MI or codeshare flights. 5. Flight Credits may only be used on/before 30 Jun 2022. 6. Any unused Flight Credits shall expire on 30 Jun 2022 and is non-refundable. 7. Flight Credits are non-combinable and non-transferrable. 8. Where there is more than one passenger on a PNR, the Flight Credits shall be retained in the name of each individual passenger on the PNR, in the form of individual open tickets. <p><u>Bonus Flight Credits</u></p> <ol style="list-style-type: none"> 9. Bonus Flight Credits will be awarded to passengers who choose to rebook using their Flight Credits, for use on rebooked travel completing on/before 30 Jun 2022. 10. Bonus Flight Credits will be applicable to the first rebooked itinerary only. 11. Bonus Flight Credits will be awarded based on the highest booked cabin class of the Eligible Ticket. 12. Bonus Flight Credits are strictly non-refundable. 13. The Bonus Credits per Eligible Ticket are as follows: <ol style="list-style-type: none"> a. Economy Class: USD 50 b. Premium Economy Class: USD 70 c. Business Class: USD 140 d. First / Suites: USD 350 14. The following tickets are not eligible for Bonus Flight Credits: <ol style="list-style-type: none"> a. Tickets issued on child fares with child discount b. Tickets issued on infant fares with infant discount c. Partially Unused Tickets <p><u>Residual Flight Credits</u></p> <ol style="list-style-type: none"> 15. Residual Flight Credits is retained in the form of an EMD (RSVR EMD: RFIC = 'D', RFISC = '996'). 16. RSVR EMD may only be refunded if a new ticket is issued for pax's 2nd trip. Please see Section on how this can be done. 17. For Sabre bookings, issue an MCO instead of an EMD and follow the instructions listed for EMDs. 18. Residual Flight Credits are non-combinable and non-transferrable. <p><u>Application of Flight Credits and Bonus Flight Credits</u> Please see Section 2 for Application</p>

	<p>19. At the point of rebooking of the new flight itinerary, the Bonus Flight Credit (if applicable) shall first be applied to the total cost of the new flight itinerary. Waive applicable cancellation and no-show fees.</p> <p>20. Where the Flight Credits retained is sufficient to cover the cost of the new flight itinerary (or the balance cost of the new flight itinerary if the Bonus Flight Credit is applicable), the entire cost of the new flight itinerary (or the entire balance cost of the new flight itinerary, as the case may be) shall be deducted against the Flight Credits. Any remaining Flight Credits (“Residual Flight Credits”) may be used to offset the cost of a 2nd flight itinerary.</p> <p>21. Where the Flight Credits (together with any applicable Bonus Flight Credit) retained in the name of the passenger is insufficient to cover the entire cost of the new flight itinerary for that passenger, the passenger shall pay for any top-ups for the new flight itinerary.</p> <p>22. The passenger shall be issued a new ticket when the Flight Credits (and the Bonus Flight Credits, if applicable) are used to rebook a new flight itinerary. All fare conditions of the new ticket, including any applicable rebooking fees, refund conditions and/or cancellation fees) shall be applicable to that new ticket.</p>
OPTION 2: REFUND	
Conditions	<ol style="list-style-type: none"> 1. Flight Credits from an Eligible Ticket, where fully unused or partially unused, whether refundable or non-refundable. 2. Refund full unused fare and taxes of the ticket, with waiver of cancellation and no-show fees.
Application	<ol style="list-style-type: none"> 1. Retrieve open ticket and process refund 2. Waive applicable cancellation and no-show fees 3. Enter waiver code SQ939/20 in the refund Waiver Code Box/location

2. APPLICATION OF FLIGHT CREDITS, BONUS FLIGHT CREDITS AND RESIDUAL FLIGHT CREDITS

During Rebooking

1. Create a new booking with the passenger’s preferred itinerary, for travel completion on/before **30 Jun 2022**.
2. Price the new itinerary
3. Deduct the applicable Bonus Credits quantum from the fare and manually adjust the fare
4. Comparing the adjusted fare with the amount pax had paid in original ticket purchase
 - a. Collect ADC if the Adjusted Fare is higher than the Original Itinerary Fare (Scenario 1)
 - b. No ADC/RSVR EMD required if the Adjusted Fare is equal to the Original Itinerary Fare (Scenario 2)
 - c. Issue Residual Value EMD (RSVR EMD) for residual balance for use for 2nd trip if the Adjusted Fare is lower than the Original Itinerary Fare (Scenarios 3 and 4)

Note: For Sabre bookings, agents should issue an MCO instead of an EMD

Example: Bonus credit = USD 70

Scenario		Original Itinerary Fare (USD)	1 st New Itinerary's Fare (USD)	Adjusted Fare (USD) (Less Bonus Credit)	Additional Collection (USD)	Residual Value EMD (USD)
1	New fare is higher than original fare + bonus credit i.Adjust fare ii.Collect ADC	1,000	1,200	1,130	130	N/A
2	New fare equals to original fare + bonus credit i.Adjust fare	1,000	1,070	1,000	0	N/A
3	New fare = Original fare i.Adjust fare ii.Issue residual value EMD for remaining	1,000	1,000	930	0	70
4	New Fare < Original Fare + Bonus Credit i.Adjust fare ii.Issue residual value EMD for remaining	1,000	770	700	0	300

5. Reissue ticket and waive rebooking fees.
6. Insert **COVID 19 USD XXX [Bonus Credit Quantum]** into the endorsement box of the ticket.
7. If there is a fare and/or tax increase, collect any additional collection.
8. If there is a fare and/or tax decrease, reissue a RSVR EMD for any residual balance.
9. Commission may be claimed off the full published fare by manually adjusting dollar amount where applicable.
 - a. Store Full published fare as PQ1
 - b. Store Adjusted fare as PQ2
 - c. Calculate commission dollar adjustment off PQ1
 - d. Reissue ticket off PQ2 adjusting commission by calculated dollar amount off PQ1
10. Final commission claimed will be the difference between original and reissued ticket.

During Rebooking of 2nd Trip (if applicable)

To utilize the Residual Flight Credits for a 2nd trip,

1. Create a new booking with the passenger's 2nd preferred itinerary, for travel completion on/before **30 Jun 2022**.
2. Issue a NEW ticket and collect full payment. In the endorsement box of the ticket, please enter **COVID 19 USD XXX [RSVR EMD value] 618XXXXXXXXXX [RSVR EMD no]**
*Note: For Sabre bookings, enter **COVID 19 USD XXX [MCO value] 618XXXXXXXXXX [MCO no]***
3. Process the refund of the RSVR EMD and enter **618XXXXXXXXXX [2nd trip's ticket no]** in the waiver code field of the refund application. The value to refund is as follows:
 - a. If the full RSVR EMD value is used, refund the RSVR EMD in full (Scenario 3)
 - b. If part of the RSVR EMD value is used, insert residual value into penalty fee (i.e. to forfeit the residual balance) and refund the remaining amount of the RSVR EMD (Scenario 4)

For Sabre bookings, MCO refunds must follow scenario 3(a) and 3(b) as well.

4. As much as possible, please ensure the ticket issuance in Pt 2 and the refund of RSVR EMD are done in the same ARC reporting period.

Scenario	Residual Value EMD (USD)	2 nd New Itinerary's Fare (USD)	Total Fare Paid (USD)	Residual Value EMD Penalty Fee upon Refund (USD)	Residual Value EMD Refunded (USD)
1 New itinerary's fare is higher than residual value EMD's	100	300	300	0	100
2 New itinerary's fare is lower than residual value EMD's	300	200	200	100	200

Computation of Partially Unused Tickets

1. How can the unused value of Partially Unused Tickets be computed for the purposes of refund?

For the purposes of computing the unused value of Partially Unused Tickets for refund, please be guided by the table below.

#	Scenario	Computation
1	SINBKK vv trip SINBKK (Y) + BKKSIN (Z), where SINBKK is flown	Unused = Total fare minus half of SINBKK Y RT fare
2	BOMJKT vv trip BOMJKT (Y) + JKTBOM(Z), where BOMJKT is flown	Unused = Total fare minus half of BOMJKT Y RT fare
3	BOMJKT vv trip BOMJKT (K) + JKTBOM(Z), where BOMJKT is flown	Unused = Total fare minus half BOMJKT K RT fare
4	SINBOM//DELSIN trip SINBOM (Y) + DELSIN (Z), where SINBOM is flown	Unused = Total fare minus half of SINBOM Y RT fare
5	BOS-NYC-SIN vv trip (global add-on) Where BOS-NYC-Sin is flown	Unused = Total fare minus half of BOS-NYC-SIN RT fare.
6	SIN-BOM-DEL-SIN trip (triangle SQUK fare product), where SINBOM is flown	Unused = Total fare minus half of SINBOM RT fare

7	SIN-BOM-DEL-SIN trip (triangle SQUK fare product), where SINBOM & BOMDEL is flown	Unused = Total fare minus half of SINDEL RT fare
8	SIN-SYD-MEL-SIN trip (triangle SQVA RT+ add on product), where SINSYD is flown	Unused = Total fare minus half of SINSYD RT fare
9	SIN-SYD-MEL-SIN trip (triangle SQVA RT+ add on product), where SINSYD & SYDMEL is flown	Unused = Total fare minus half of SINMEL RT fare

