

# FOR INTERNAL USE ONLY



## WAIVER REQUEST FORM

PNR:

No. of Passenger:

Name of staff involved:

Amount waived (RM):

Staff error  Passenger request  Others

Description of waiver:

- Waiver of domestic cancellation fee
- Waiver of international cancellations / reissuance / no-show fee / penalty
- Authority to uplift on non designed flight
- Waiver of advance purchase ticketing time limit requirement
- Waiver of minimum stay
- Extension of ticketing time limit
- Extension of ticket validity / maximum stay
- Waiver of lost ticket fee
- Fare differential not agreeable
- Authority to issue on lower RBD fare
- Authority to process the refund on lower RBD fare (TBF Maswings packages)

Remarks:

Ticket No:

Agent Signature: \_\_\_\_\_

Name:

I.C. No:

Passenger Attended By: \_\_\_\_\_

Name:

Staff No:

Certified By: \_\_\_\_\_

Name:

Staff No:

*\* Please attach all supporting documents*