



January 29, 2008

<b>IMPORTANT!</b>
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**MEMO**

**Re:           Mandatory passport information for passengers**

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Please be advised that the booking requests for passengers, traveling on AEROFLOT, TRANSAERO and domestic airlines operating within Russia, **MUST BE SUPPORTED** with the following information:

- date of birth
- country of citizenship
- passport # and expiry date

Please note, it is solid responsibility of your agency to provide proper passport information for your passenger. Canadian Gateway reserves the right to issue debit memo if incomplete information is attached.

Should you have any questions, please do contact CANADIAN GATEWAY.

This rule is already in effect. Please govern yourself accordingly.

Thank you,

*Management*