

EXCESS BAGGAGE WAIVER REQUEST FORM

Airnorth has a strong commitment in supporting Timor-Leste as a developing nation. We therefore offer support to official accredited / recognised not-for-profit charities and non-government organisations (NGOs) who carry out legitimate humanitarian activities to assist the Timorese community.

Airnorth offer a 10kgs excess baggage waiver to volunteers of accredited / recognised not-for-profit charities and NGOs travelling from Darwin to Dili that are carrying donations to be distributed in Timor-Leste. All 10kg excess baggage waivers travel on a standby basis only (no exceptions) and are subject to space availability.

No excess baggage waivers will be considered for the Dili to Darwin sector.

Excess baggage waivers are only available for official volunteers of the NGO as stated on the required NGO letter (see Section 2). Please note it is **not available** for travel companions of the NGO passenger or for children of 11 years of age or under.

All organisations / volunteers requesting excess baggage waivers must fully complete **sections 1 and 2** of this form. Please be advised that all NGOs requesting excess baggage waivers only must complete this form with the applicable supporting documentation every time they make a booking.

All excess baggage waiver requests are to be submitted via email to reservations@airnorth.com.au a minimum of five (5) working days prior to departure. Any requests received less than five (5) working days prior to departure will not be considered.

SECTION 1 – VOLUNTEER ORGANISATION DETAILS

Organisation	
Organisations ABN	
Years of establishment	
Address	
Phone	
Alternative number	
Website address	
Email	

SECTION 2 – EXCESS BAGGAGE WAIVER APPLICATION

IMPORTANT: Ensure a copy of the organisations NGO registration certificate is provided along with a letter on an official NGO letterhead which validates the below passenger/s travelling as representatives on official NGO accredited / recognised not-for-profit charity or NGO business at time of submission.

No exceptions will apply. Travel companions, children or family/friends of the NGO passenger are not eligible to receive this baggage waiver.

Name of passenger <i>as appears on passport</i>	Passport number	Darwin-Dili Flight date	Flight No.	Booking Reference Number

Booking notes:

All passenger names must be provided as shown on their passports.

All passengers need to have a passport valid for at least a further six months on the day of his/her departure from Timor-Leste. If the passenger fails to observe this, they will be denied check-in prior to departure from Australia.

For updated information regarding passport and visa requirements, go to the Department of Foreign Affairs and Trade website: www.dfat.gov.au or go to www.iatatravelcentre.com

FOR AIRNORTH USE ONLY:	
Airnorth Manager Approval	Name: _____
	Position: _____
	Signature: _____
	Date: _____

For more information about excess baggage waivers contact the Airnorth Reservations team on Australian Freecall Ph: [1800 627 474](tel:1800627474) or via reservations@airnorth.com.au.