



**UNHAS**  
Humanitarian Air Service

**WFP - UNHAS Yemen**  
**United Nations Humanitarian Air Service**  
**AUTHORIZED PERSONNEL LIST**

Agency Name : .....

put the Name of Agency in capital letters

I the undersigned confirm that;

- a.) all the below listed names are staff members of .....
- b.) all are on the monthly payroll of the organization.
- c.) all are assigned staff to work for Yemen operation.
- d.) Total number of below enlisted staff is .....

put the name of agency in capital letters

put the total number of enlisted staff in below list the number should be in words capital letters

**Certified by Head of HR**

**Endorsed by the Head of Agency**

Name:

Name:

Title:

Title:

Date:

Date:

Signature / Stamp

Signature / Stamp

put (0) prior to 0 if the passport number starts with number zero

No.	Gender	First & Second Name	Family Name	Nationality	National Passport No.:	2nd Passport No.:	Work ID No.:	Position	Position Arabic Translation	Contract Type	Contract Expiry Date	E-mail	Rmarks
1		All in capital letters and As Printed in the Passport	All in capital letters and As Printed in the Passport										
2													
3													
4													

if the staff has UNLP, Second National Passport. If Applicable



UNHAS  
USE

# Passenger Booking Request Form

**MULTIPLE PASSENGERS - SAME ROUTE; SAME DATE**

COMPLETE IN BLOCK LETTERS ONLY. Forward by e-mail to

THE BOOKING FORM, WHEN COMPLETED, IS TO BE FORWARDED / DELIVERED TO UNHAS AT LEAST TWO WORKING DAYS PRIOR TO THE DATE OF TRAVEL

DATE OF FLIGHT:		CUSTOMER ACCOUNT NUMBER:	
DEPARTURE POINT:		RECEIVED BY:	
ARRIVAL POINT:		DATE:	
TELEPHONE:			

PASSENGER NAME	E-MAIL CONTACT	GENDER M/F	NATIONALITY	UN/NGO AGENCY NAME	TELEPHONE	PASSPORT NUMBER	POSITION	REMARKS

PURPOSE OF TRAVEL	
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**PLEASE NOTE: A PASSENGER IS LIMITED TO 20KGS CHECKED LUGGAGE & 5KGS HAND LUGGAGE ON ALL UNHAS FLIGHTS**

**IMPORTANT REMARKS :**

- The Services provided are operated by independent operators contracted by WFP/UNHAS for the official business and purposes of the United Nations, and are not to be used as commercial services or as services for the general public. Services are provided in possibly hazardous conditions, including hostilities.
- All Services provided by WFP/UNHAS are governed by the "Standard Terms and Conditions of Service for the provision of United Nations Humanitarian Air Services" and the "Financial Conditions for the Provision of Air Transportation Services" ("Financial Conditions") and the Standard Administrative and Operating Procedures ("SAOPs"), which collectively form the General Terms and Conditions of Services for the provision of United Nations Humanitarian Air Services ("General Terms and Conditions of Service").
- The General Terms and Conditions of Services are incorporated by reference into the Electronic Ticket and could be requested from the User Organization's booking file.
- The signatory confirms herewith, that the applicant is an employee or associate of the agency/organization, certifies that his/her travel is strictly for important official duties and that he/she accepts the General Terms and Conditions of Services.
- In accordance with UN security policy all UN staff on Official missions and/or travel must apply for and receive security clearance prior to undertaking said travel.

THE SIGNATORY CONFIRMS HEREWITH THAT THE APPLICANT IS AN EMPLOYEE OR ASSOCIATE OF THE ABOVE AGENCY/Organization AND CERTIFIES THAT TRAVEL IS FOR OFFICIAL DUTIES ONLY

AUTHORIZED BY HEAD OF AGENCY OR OIC: (PLEASE PRINT NAME) SIGNATURE: DATE:	STAMP
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put the name and the position title of the Head of Agency or the officer in charge who signed the PMR

A brief discription on the purpose of travel is mandatory