



GENERAL TERMS AND CONDITIONS OF CARRIAGE

AIRFARE and CANCELLATION / REBOOKING FEE

1. Airfare for the MNL-BSI-MNL and CRK-BSI-CRK flight is summarized in ANNEX A attached hereto.
2. Airfare payments can be made at The City Club (TCC), CAAP/Alphaland Hangar in Manila, and Alphaland Clark Hangar. It can also be deposited at any duly designated banks. Please take note that check and cash payments are NOT accepted at the AAI Hangar Lounge.
3. A passenger who cancels his/her flight within 48 hours before the scheduled date/time of departure will be charged a cancellation fee equivalent to one-way airfare. The same cancellation fee will be charged to a passenger who misses his/her flight for no valid reason. Getting caught in traffic is not a valid reason.
4. A passenger's request to change his/her scheduled flight within 48 hours before the scheduled date/time of departure will only be accommodated after the payment of a rebooking fee equivalent to one-way airfare. The same amount will be imposed if passenger cancels or misses his/her flight for no valid reason and is accommodated in a later flight.
5. A request for cancellation/rebooking will only be entertained by AAI between 8 am to 4 pm daily.
6. In the event that a passenger had already paid the full airfare and missed his/her flight for no valid reason or had it cancelled within 48 hours before the scheduled date/time of departure, the amount paid will not be refunded.
7. A child below two years of age is free of charge but will not occupy a revenue seat; he/she must sit on the lap of a parent/guardian/adult companion.



PASSENGER AND BAGGAGE CHECK-IN BOARDING PROCEDURES

1. Passengers are advised to be at the compound of AAI Hangar at least *1 hour and 30 minutes* before their scheduled flight departure time.
2. Upon entering the AAI Hangar, passengers are advised to immediately proceed to the baggage drop-off area for baggage check-in. Each passenger is allowed to have 10 kilograms of check-in baggage; any excess will be charged a fee of PhP 100.00 per kilogram or a fraction thereof. Hand-carried bags/items must not exceed 5 kilograms per passenger. It must fit under the passenger seat or inside the overhead storage bin where it will stay for the duration of the flight.
3. Passengers are strongly advised that they must read and understand Form AAI-DGP-2018 before packing their baggage(s). Likewise, he/she must have read, understood and filled-up Form AAI-BC-2018 (Baggage Security Checklist) prior to baggage check-in. The properly filled-up Form AAI-BC-2018 will be submitted at the baggage drop-off area. Said form can only be submitted and accepted once it is signed by the concerned passenger in front of a Check-in Agent (CA) stationed thereat.
4. Once baggage check-in is accomplished, passengers must go inside the AAI Hangar Lounge then straight to the Passenger Check-in counter. All hand-carried baggages/items will be subjected to a security check before it is allowed into the lounge.
5. At the Passenger Check-in counter, every passenger must present a valid photo ID and a duly accomplished/filled-up Form AAI-PIS-2018 (Passenger Information Sheet). The properly filled-up Form AAI-PIS-2018 must be signed before it is collected at the counter. Excess baggage fee(s) and unpaid airfare(s) must be settled at the counter prior to boarding.
6. The Passenger Check-in counter will be closed 30 minutes before the scheduled flight departure time. Boarding of passengers will follow after the counter has been closed and has stopped accepting the check-in of passengers.
7. Passengers traveling with infants/children below 12 years old, unaccompanied minors, expectant mothers, persons with disabilities, persons with reduced mobilities, persons with medical conditions and other persons needing special assistance will be given priority in boarding.
8. The doors of the aircraft will be closed 15 minutes before their scheduled flight departure time. As such, all passengers are requested to stay just within the AAI Hangar lounge after check-in.

NOTE: Please be reminded that all flight schedules are tentative in nature as they are subject to changes due to weather conditions, air traffic congestion, and/or availability of the aircraft.



ALPHALAND AVIATION RATES

WEEKDAYS (MONDAY TO THURSDAY)	
	Airfare (VAT-inclusive)
Members (Spouse & Qualified Dependent)	6,720.00
Guest	8,960.00
WEEKENDS (FRIDAY TO SUNDAY) / HOLIDAYS (PEAK DATES)	
	Airfare (VAT-inclusive)
Members (Spouse & Qualified Dependent)	7,840.00
Guest	8,960.00