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Date: 21 December 2003

**To: Airlines operating international scheduled flights to Maldives
Approved Air Transport Sales Agents**

CIRCULAR

1. In accordance with the Civil Aviation Regulations Part 3.1; in order to promote and encourage the orderly and economic development of civil aviation; it is important that air transport sales are conducted in a manner pursuant to this.
2. Some recent experiences have indicated the need for greater scrutiny of relevant travel documents at the point of sale of an air transport document(s).
3. Greater vigilance and scrutiny of documentation will enhance security, avoid confusions and ensure smooth and conclusive departure control procedures.
- 4.1 Approved Air Transport Sales Agents are required to ensure all documentation in order, prior to issuance of any air transport document(s).
- 4.2 In particular special attention must be given to the following aspects:
 - i. Validity and applicability of travel document as necessary
 - ii. Confirmation of record of name(s) on air transport document and travel document.
 - iii. Proper information and advice is given to the traveler with regard to departure/entry procedures and requirements at airport(s) of departure, transit and destination.
 - iv. Proper information and advice is given in regard to carriage of dangerous goods.
5. In the interest of better facilitation of passengers, all airlines are urged to ensure that their sales agents and handling agents adhere to above at point of sale and at check-in.
6. This Circular is applicable forthwith.

Yours faithfully

Mahmood Razee
DIRECTOR GENERAL OF CIVIL AVIATION