



# **Competency Based Learning Material (CBLM)**

**Reservation and Ticketing  
Level-2**

## **Module: Checking Travel Information Manual (TIM)**

**CBLM Code: CBLM- OU-TH-RT-06-L2-V1**



**National Skills Development Authority  
Prime Minister's Office  
Government of the People's Republic of Bangladesh**



## Copyright

National Skills Development Authority  
Prime Minister's Office  
Level: 10-11, Biniyog Bhaban,  
E-6 / B, Agargaon, Sher-E-Bangla Nagar Dhaka-1207, Bangladesh.  
Email: [ec@nsda.gov.bd](mailto:ec@nsda.gov.bd)  
Website: [www.nstda.gov.bd](http://www.nstda.gov.bd).  
National Skills Portal: <http://skillsportal.gov.bd>

This Competency Based Learning Materials (CBLM) on “Check Travel Information Manual (TIM)” under the “Reservation and Ticketing Level-2” qualification is developed based on the national competency standard approved by National Skills Development Authority (NSDA)

This document is to be used as a key reference point by the competency-based learning materials developers, teachers/trainers/assessors as a base on which to build instructional activities.

National Skills Development Authority (NSDA) is the owner of this document. Other interested parties must obtain written permission from NSDA for reproduction of information in any manner, in whole or in part, of this Competency Standard, in English or other language.

It serves as the document for providing training consistent with the requirements of industry in order to meet the qualification of individuals who graduated through the established standard via competency-based assessment for a relevant job.

This document has been developed by NSDA in association with industry representatives, academia, related specialist, trainer, and related employee. Public and private institutions may use the information contained in this CBLM for activities benefitting Bangladesh.



**Approved by the Authority meeting held on .....**



## How to use this Competency Based Learning Material (CBLM)

The module, Maintaining and enhancing professional & technical competency contains training materials and activities for you to complete. These activities may be completed as part of structured classroom activities or you may be required you to work at your own pace. These activities will ask you to complete associated learning and practice activities in order to gain knowledge and skills you need to achieve the learning outcomes.

1. Review the **Learning Activity** page to understand the sequence of learning activities you will undergo. This page will serve as your road map towards the achievement of competence.
2. Read the **Information Sheets**. This will give you an understanding of the jobs or tasks you are going to learn how to do. Once you have finished reading the **Information Sheets** complete the questions in the **Self-Check**.
3. **Self-Checks** are found after each **Information Sheet**. **Self-Checks** are designed to help you know how you are progressing. If you are unable to answer the questions in the **Self-Check** you will need to re-read the relevant **Information Sheet**. Once you have completed all the questions check your answers by reading the relevant **Answer Keys** found at the end of this module.
4. Next move on to the **Job Sheets**. **Job Sheets** provide detailed information about *how to do the job* you are being trained in. Some **Job Sheets** will also have a series of **Activity Sheets**. These sheets have been designed to introduce you to the job step by step. This is where you will apply the new knowledge you gained by reading the Information Sheets. This is your opportunity to practise the job. You may need to practise the job or activity several times before you become competent.
5. Specification **sheets**, specifying the details of the job to be performed will be provided where appropriate.
6. A review of competency is provided on the last page to help remind if all the required assessment criteria have been met. This record is for your own information and guidance and is not an official record of competency

When working though this Module always be aware of your safety and the safety of others in the training room. Should you require assistance or clarification please consult your trainer or facilitator.

When you have satisfactorily completed all the Jobs and/or Activities outlined in this module, an assessment event will be scheduled to assess if you have achieved competency in the specified learning outcomes. You will then be ready to move onto the next Unit of Competency or Module



## Table of Contents

<b>How to use this Competency Based Learning Material (CBLM)</b> .....	7
Learning Outcome 1: Explain travel documents .....	12
Learning Experience 1: Explain travel documents .....	1
Information Sheet-1: Interpret Travel Documents.....	2
<b>Self-Check Sheet -01: Explain travel documents As per IATA standard</b> .....	20
<b>Answer Key-01: Explain travel documents As per IATA standard</b> .....	22
<b>Task Sheet 1.1: Create a checklist to ensure all essentials for a trip</b> .....	24
<b>Task Sheet 1.2: Identify Travel Documents for your Trip and create a checklist</b> .....	25
<b>Specification Sheet-1.2: Identify Travel Documents for your Trip and create a checklist</b> .....	26
<b>Learning Experience 2: Interpret transit and stopover</b> .....	28
Information Sheet-02: Interpret transit and stopover .....	29
<b>Self-Check Sheet-02: Explain transit and stopovers</b> .....	37
<b>Answer key-02: Explain transit and stopovers</b> .....	38
<b>Job Sheet-2.1: Identify Travel Documents for your Trip and create a checklist</b> .....	40
<b>Specification Sheet-2.1: Identify Travel Documents for your Trip and create a checklist</b> .....	41
<b>Job Sheet-2.2: Calculating the overall cost of a trip with a stopover, it's essential to factor in any additional fees that airline</b> .....	42
<b>Job Specification Sheet-2.2: Calculating the overall cost of a trip with a stopover, it's essential to factor in any additional fees that airline</b> .....	43
<b>Learning Experience 3: Analyze travel destination</b> .....	45
Information Sheet: 03: Analyze travel destinations information .....	46
<b>Self -Check -03: Analyze travel destinations information</b> .....	61
<b>Answer Key-03: Analyze travel destinations information</b> .....	62
<b>Job Sheet 3.1 Check visa information and Transit policy as per Timatic</b> .....	63
<b>Specification Sheet-3.1: Check visa information and Transit policy as per Timatic</b> ..	64
<b>Job Sheet 3.2: Demographic Analysis for Aviation and Tourism in Singapore</b> .....	65
<b>Job Specification Sheet-3.2: Demographic Analysis for Aviation and Tourism in Singapore</b> .....	66
Review of Competency .....	67
Reference: .....	68
Development of CBLM .....	69



## Module Content

<b>Unit of Competency</b>	<b>Check Travel Information Manual (TIM)</b>
<b>Unit Code</b>	<b>OU-TH-RT-06-L2-V1</b>
<b>Module Title</b>	<b>Checking Travel Information Manual (TIM)</b>
<b>Module Descriptor</b>	This unit covers the knowledge, skills, and attitudes required to Check Travel Information Manual (TIM). It specifically includes the tasks of interpreting travel documents, interpreting transit and stopover and analyzing Travel destination.
<b>Nominal Hours</b>	<b>20 Hours</b>
<b>Learning Outcome</b>	After completion of this session the trainee will able to  1. Interpret travel documents. 2. Interpret transit and stopovers. 3. Analyze travel destinations.

### Assessment Criteria:

1. Travel document is interpreted
2. Different types of travel documents are identified
3. Required travel documents are checked and information inserted
4. Concept of transit is interpreted
5. Connecting Time is checked as per IATA and airlines
6. Transfer is recognized
7. Concept of stopover is interpreted
8. Stopover Paid by Carrier (STPC) applicability is checked
9. Destination requirements are checked
10. Weather information is checked
11. Demographic information is checked through TIM

## Learning Outcome 1: Explain travel documents

Assessment Criteria	<ol style="list-style-type: none"> <li>1. Travel document is interpreted</li> <li>2. Different types of travel documents are identified</li> <li>3. Required travel documents are checked and information inserted</li> </ol>
Conditions and Resources	<ol style="list-style-type: none"> <li>1. Real or simulated workplace</li> <li>2. CBLM</li> <li>3. Handouts</li> <li>4. Laptop</li> <li>5. Multimedia Projector</li> <li>6. Sample of travel documents</li> <li>7. Paper, Pen, Pencil, Eraser</li> <li>8. Internet facilities</li> <li>9. GDS training version soft wear</li> <li>10. Relevant materials</li> <li>11. White board and marker</li> <li>12. Audio Video Device</li> </ol>
Contents	<ol style="list-style-type: none"> <li>1. Travel document</li> <li>2. Different types of travel documents</li> <li>3. Required travel documents are checked and information inserted</li> </ol>
Activities/job/Task	<ol style="list-style-type: none"> <li>1. Travel Documents Information</li> <li>2. Type of Travel Documents</li> <li>3. Required Travel documents for Visa application</li> </ol>
Training Methods	<ol style="list-style-type: none"> <li>1. Discussion</li> <li>2. Presentation</li> <li>3. Demonstration</li> <li>4. Guided Practice</li> <li>5. Individual Practice</li> <li>6. Project Work</li> <li>7. Problem Solving</li> <li>8. Brainstorming</li> </ol>
Assessment Methods	<p>Assessment methods may include but not limited to</p> <ol style="list-style-type: none"> <li>1. Written Test</li> <li>2. Demonstration</li> <li>3. Oral Questioning</li> </ol>

## Learning Experience 1: Explain travel documents

In order to achieve the objectives stated in this learning guide, you must perform the learning steps below. Beside each step are the resources or special instructions you will use to accomplish the corresponding activity.

<b>Learning Steps</b>	<b>Resources specific Instructions</b>
1. Trainee will ask the instructor about the materials to be used	Instructor will provide the learning materials in (Before Issuing a Ticket check Travel Information Manual and using Sabre Reservation System)
2. Read the Information sheet and complete the Self Checks & Check answer sheets on Be able to explain travel documents, Identify different types of travel documents. Able to collect information by examining necessary travel documents.	Read Information sheet-01 and Answer Self-Check sheet-01  Read Information sheet-02 and Answer Self-Check sheet-02 Read Information sheet-03 and Answer Self-Check sheet-03
3. Read the Job/Task Sheet and Specification Sheet and perform job/Task	Task Sheet 1.1: Create a checklist to ensure all essentials for a trip Task Sheet 1.2: Identify Travel Documents for your Trip and create a checklist Specification Sheet-1.2: Identify Travel Documents for your Trip and create a checklist

## Information Sheet-1: Interpret Travel Documents

**Learning Objective:** After completion of this information sheet, the learners will be able to explain, define and interpret the following contents:

- 1.1. Travel documents.
- 1.2. Different types of travel documents.
- 1.3. Required travel documents have been checked and information.

### 1.1 Travel documents

Travel document issued by a government or International Treaty Organization which is acceptable proof of identity for the purpose of entering another country the documents are passport, Visa, permanent resident card (PR, Green Card, etc.), NID, driving license etc.

A **travel document** is an identity document issued by a government or international entity pursuant to international agreements to enable individuals to clear border control measures. Travel documents usually assure other governments that the bearer may return to the issuing country, and are often issued in booklet form to allow other governments to place visas as well as entry and exit stamps into them.

### 1.2. Different types of travel documents

Travel documents are typically issued in one of two formats:

**Booklets:** the most common format for travel documents containing one or two pages with the individual information and endorsements from the issuing government as well as several additional pages for passport stamps or visas to be affixed

**Identity cards:** a card-sized document containing an individual's identifying information.

The ICAO issues standards for both booklet and identity card-format travel documents which are treated as recommendations to national governments.

**Passport:** In general, a passport is a travel document that also serves as proof of nationality from the issuing country. Although generally accepted by the majority of countries in the world, some issuing countries expressly exclude the validity of passports from nations that are not recognised by their governments. Passports have numerical or alphanumerical designators ("serial number") assigned by the issuing authority.

Machine-readable passport (**MRP**) standards for travel documents have been issued by the ICAO.

Biometric booklets and cards (or **e-passports**) have an embedded contactless chip in order to conform to ICAO standards.

### Different type of passport

- Ordinary passport,
- Official passport,
- Diplomatic passport,
- Service passport



**Ordinary passport:** Ordinary passport issued to ordinary citizens of country for international travel, such as for vacation, study, business trip etc, active.

**Official passport:** Official passport issue to country government employees, government officials and individuals representing the country government on official business. Many visa requirements normally applicable to this country citizens are waived for official passport holders.

**Service Passport:** A service passport or grey passport is a type of passport issued to people who will work abroad for the state.

It is very similar to the green passport issued to civil government officials.

**Diplomatic Passport:** Diplomatic passports are issued to the dignitaries of the state, Diplomats and other entitled categories in pursuance of schedule-IV of passport rules 2021. Approval of diplomatic passports is the responsibility of the ministry of foreign affairs.

**Visa:** A visa is an official document that allows the bearer to legally enter a foreign country. The visa is usually stamped or glued into the bearer's passport. There are several different types of visas, each of which afford the bearer different rights in the host country.

## **VISA: Visitor International Stay Admission.**

### **Different Type of Visa**

- Travel /Tourist Visa
- Visitor Visa
- Work Visa
- Student Visa
- Business Visa
- Transit Visa
- E-Visa
- Medical Visa
- Spouse Visa
- Working Holiday Visa
- Immigrant /Non Immigrant Visa
- Refugee/ Asylum Visa

### **The 3 types of visas by method of application**

- **Online Visa:** Applying online is a modern option that allows travellers to get a visa quickly and easily, without having to make a journey to an embassy or consulate. It is a growing trend and is considered the most convenient way to apply.
- **Embassy/ Consular Visa:** If applying online is not an option, travellers may have to go to an embassy or consulate to apply in person. This is usually a longer process, so it is advisable to apply well in advance.
- **On Arrival Visa:** Some countries still have the traditional method of applying on arrival. This has the considerable downside of risking being sent home after a long journey if the application is denied. It also involves extra queuing at the border.

### **Visa Entry Type :**

- Single entry Visa
- Double entry Visa
- Multiple entry Visa etc.

### **Different Visa Formats**

Visas come in different forms depending on the country of issue and the method of obtaining them.

### **Examples of different visa formats include**

- Electronic visa
- Visa stamps
- Visa stickers
- Visa documents





**Business Visa:** A business visa allows the bearer to enter the host country and engage in business activities without joining that country’s labour market. For example, an individual may require a business visa if they are travelling to a country to do business with another company or if they are attending a business conference. The visitor typically must show that they are not receiving income from the country.



**Work Holidays Visa:** Working holiday visa allow the bearer to undertake temporary employment in a country through which they are travelling. Not every country offers a working holiday program. Australia has the most popular such program.



**Spousal /Family Visa:** Spousal visa allow partners to visit each other when the couple does not hail from the same country.



**Transit Visa:** Travelers may sometimes require transit visas in order to pass through a country that is not their destination country. Transit visas are typically required if you have a layover in a country of more than a few hours. It is required even if the passenger stays in the airport and outside of airport.



**E- Visa:** An E-Visa, or electronic visa, is a digital visa that is stored in a database rather than stamped or glued into the bearer’s passport. The E-Visa is linked to the individual’s passport number. Applications for E-Visa are typically done over the Internet and the applicant will receive a paper document to present while travelling.

Türkiye Cumhuriyeti Elektronik Vizesi Electronic Visa, Republic of Turkey		B1	BY 1818067286
<b>Reterans No</b> Address No	: AP4-YQP	<b>Giriş Sayısı</b> Number of Entries	: Tek Giriş Single Entry
<b>Adı</b> Name	[REDACTED]	<b>Geçerlilik Tarihi</b> Valid From	: 01 Eyl/Sep
<b>Soyadı</b> Surname	[REDACTED]	<b>Geçerlilik Bitişi</b> Valid Until	: 27 Şub/Feb
<b>Doğum Yeri</b> Place of Birth	[REDACTED]	<b>İkamet Süresi</b> Duration of Stay	: 30 Gün / Days
<b>Doğum Tarihi</b> Date of Birth	: 24 Nis/Apr 1979	<b>PLEASE READ CAREFULLY!</b>	
<b>Üyruk Adı</b> Nationality	: Benlialadeg	<ul style="list-style-type: none"> <li>• This passport covers the period that I will be staying in Turkey.</li> <li>• I am travelling for the purposes of tourism or business.</li> <li>• I have a valid Schengen or other multiple entry visa OR valid USA type of passport or one of the Schengen Countries supporting documents.</li> <li>• I can prove that I hold a return ticket, hotel reservation and at least 50 \$ per each day of my stay.</li> </ul>	
<b>Seyahat Belgesi</b> Travel Document	: Umuma Mafsus Pasaport	<p><b>DISCLAIMER</b></p> <p>Notwithstanding that the records in your e-visa and passport differ, your e-visa will be deemed invalid, in the event that the information recorded in your visa application and the information recorded in your passport differ. Your e-visa will be issued, if the persons recorded to the accompanying section of your passport are to travel with you, it is essential that they also get e-visa.</p> <p>E-visa shall not be used for purposes other than tourism and commercial trips. Visa applications such as work, study, etc. must be made via foreign missions of Turkey.</p> <p>E-visa system does not monitor the days of your stay/residence in Turkey. Hence, it is your own responsibility to check whether your residence permit has expired or not.</p> <p>Should your stay upon single entry without residence permit be longer than 30 days, you may well be sentenced to administrative fine and your entry into Turkey might be forbidden for a certain period of time.</p> <p>In exceptional circumstances, it is possible that Turkish authorities may not permit an e-visa holder to enter into Turkey. For more information, please visit <a href="http://www.evisa.gov.tr">http://www.evisa.gov.tr</a></p>	
<b>Belge No</b> Travel Document No.	[REDACTED]	<p>46 1849 275866</p>	
<b>Belge Veriliş T.</b> Travel Doc. Issue Date	: 19 Nis/Apr		
<b>Belge Geçerlilik T.</b> Travel Doc. Expiry Date	: 19 Nis/Apr		
<b>Ek Vize</b> Additional Visa	: Vize / Schengen		
<b>Ek Vize Geç. T.</b> Additional V. Expiry Date	: 25 Eyl/Sep		

**Medical Visa:** An Medical Visa Is required when a person is seeking medical treatment in a hospital of a country



**Immigrant or No-Immigrant Visa:** Travel visa can be separated into two categories: immigrant and nonimmigrant. Immigrant visa allow the bearer to reside permanently in the host country, whereas nonimmigrant visa allow the bearer entry into the host country on a temporary basis.



**Refugee and Asylum Visa:** Refugee visa and asylum visa can be granted to individuals fleeing persecution, war, natural disasters and other situations in which their life is at risk.



**National Identification Documents:** An identity document (also called ID or colloquially as **papers**) is any document that may be used to prove a person's identity. If issued in a small, standard credit card size form, it is usually called an identity card (IC, ID card, citizen card),<sup>[a]</sup> or national id card.<sup>[b]</sup> Some countries issue formal identity documents, as national identification cards that may be compulsory or non-compulsory, while others may require identity verification using regional identification or informal documents. When the identity document incorporates a person's photograph, it may be called photo ID.



A number of countries do not have national identity cards. These include Andorra, Australia, the Bahamas, Canada, Denmark, India, Japan (see below), Kiribati, Nauru, New Zealand, Palau (issued only to non-Palau citizens), Samoa, Turkmenistan, Tuvalu, and the United Kingdom. A number of countries have voluntary identity card schemes. These include Austria, Belize, Finland, France, Hungary (however, all citizens of Hungary must have at least one of: valid passport, photo-based driving licence, or the National ID card), Iceland, Ireland, Norway, Saint Lucia, Sweden, Switzerland.

**Birth Certificate :** A birth certificate is a vital record that documents the birth of a person. The term "birth certificate" can refer to either the original document certifying the circumstances of the birth or to a certified copy of or representation of the ensuing registration of that birth. Depending on the jurisdiction, a record of birth might or might not contain verification of the event by a healthcare professional such as a midwife or doctor. Birth certificate is an official document issued to record a person's birth, including such identifying data as name, gender, date of birth, place of birth, and parentage.

(UPBDR Form-3A)

**People's Republic of Bangladesh**  
Office of the Registrar of Birth and Death  
Charati Union Parishad  
Saitkama, Chattogram

**Birth Certificate**  
Under the Birth and Death Registration (Union Parishad) Rules, 2000  
(Extract from Birth Register)

Register No: 19

Date of Registration: 14-01-2020 Date of Issue: 14-01-2020

Birth Registration No: \*19961518229129900

Name: MD. DANDEL SAQIB

Date of Birth: 09-09-1996 Sex: Male  
Ninth September Nineteen Hundred Ninety Six


Place of Birth: Vill: South Tulatali, Ward-05, P.O.: Tulatali,  
P.S.: Saitkama, Dist: Chattogram.

Father's Name: MD. NURUL HASAN  
Father's Nationality: Bangladeshi

Mother's Name: NURUN-NESA  
Mother's Nationality: Bangladeshi

Permanent Address: Vill: South Tulatali, Ward-05, P.O.: Tulatali,  
P.S.: Saitkama, Dist: Chattogram.

*14/01/2020*  
UP Secretary: Prakash Dutta  
Charati Union Parishad  
Saitkama, Chattogram


  
(Seal of the Registrar's Office)

*14/01/2020*  
(Signature and Name of Registrar with Seal)  
Dr. Md. Masud Rashed Khan  
Chairman No-1, Charati, U.P.  
Saitkama, Chattogram

\*The first three digits represent year of birth, next seven digits are area code and last six digits are person's serial number.

**Health Certificate:** Health certificates are needed to review a person's health status before a visa can be issued. Health certificates are often required for pets to travel via flight. Health certificates are used for school documentation, insurance purposes, and other contexts where verification of one's health is necessary.


Health certificate attesting a person's good health, sometimes required when travelling between states or countries.



Government of the People's Republic of Bangladesh  
Ministry of Health and Family Welfare

**COVID-19  
Vaccination Certificate**

Certificate No: BD000000000




**Md AXXXXX XXXXX**

NID Number	00000000000
Passport No	B000000
Nationality	Bangladeshi
Vaccine Name	Moderna (Moderna)
Total Doses	3

To verify this certificate please visit [www.surokkha.gov.bd/verify](http://www.surokkha.gov.bd/verify)  
or  
**Scan the QR code.**

---

For any further assistance, please visit [www.dghs.gov.bd](http://www.dghs.gov.bd) or e-mail: [info@dghs.gov.bd](mailto:info@dghs.gov.bd)



**Driving License** : A driver's license, driving licence, or driving permit is a legal authorization, or the official document confirming such an authorization, for a specific individual to operate one or more types of motorized vehicles—such as motorcycles, cars, trucks, or buses —on a public road. Such licenses are often plastic and the size of a credit card.



Driving License two type :

- Private Driving License
- Professional Driving License



**Student ID Card:** A student ID card is a student identification card with a student’s name, photo, identification number, and the school/college/University they attend all listed on it. Student ID cards are available to students who enrol in school/college/University.



The International Student Identity Card (ISIC) serves as internationally recognized proof of student status and offers access to various benefits and discounts globally, including travel, accommodation, and cultural institutions. The ISIC Association also issues the International Youth Travel Card (IYTC) for non-students, and the International Teacher Identity Card (ITIC) for teachers and professors. Membership fees for these cards vary by country.



**Travel insurance:** Travel insurance is an insurance product for covering unforeseen losses incurred while travelling, either internationally or domestically. Basic policies generally only cover emergency medical expenses while overseas, while comprehensive policies typically include coverage for trip cancellation, lost luggage, flight delays, public liability, and other expenses.

**OVERSEAS MEDICLAIM IDENTIFICATION AND SCHEDULE FOR BUSINESS & HOLIDAY POLICY**

This Overseas Mediclaim Insurance is available to Bangladesh Citizens and/or Bangladesh Residents between 6 months and 79 years of age for undertaking bonafide trips outside Bangladesh to Worldwide excluding Schengen Countries, USA & Canada which will not involve any form of manual work and does not exceed 180 days in duration Unless Specifically Extended.

Policy No.	RILKBZB-HP-0002306	Date of Issue	22/06/20
1. Name of Insured Person (as indicated in passport)	MD		
2. Age (in complete years)		Date of Birth	3. Passport No.
4. Present/Mailing Address	Gulshan Avenue, Gulshan-1, Dhaka.		
5. Permanent Address (as indicated in Passport)			
6. Insured's Occupation (Specify)			
7. Name of the usual Physician			
8. Telephone No.(Office)	Res.	Mobile No.	
9. Plan Type	Plan A - Worldwide excluding Schengen Countries, USA & Canada		
10. Category	Non-Medical		

11. Limit of Cover		USA / CANADA : US\$ 100,000 or Euro equivalent (Both Illness & Accident)	
		Other than USA / CANADA : US\$ 50,000 or Euro equivalent (Both Illness & Accident)	
		Schengen Countries : Euro 30,000 (Both Illness & Accident)	
		Dental Treatment : US\$ 500 or Euro equivalent.	
12. Deductible	No Deductible for Schengen Countries. US\$ 100 for medical expenses and hospitalization each and every claim in respect of Non-Schengen countries only. Emergency Dental care US\$ 50 only.		
13. No. of days covered	From	10/07	To 05/0 (180 Days)
14. Countries to be visited	ISTANBUL, TURKEY		
15. Date of Departure	10/07/2016	(Date & Time Commencing from the time of boarding the aircraft or other mode of transport from Bangladesh)	
16. Amount of Premium (in BDT)		17. Money Receipt Information	
	Net Premium	Vat	Total
18. Address of Issuing Office with Telephone and Fax No.		Dhaka-	
<b>SUBJECT TO CLAUSES/WARRANTIES AND/OR ENDORSED ATTACHED HEREWITH</b>			
i) Claims Important Information			
ii) Electronic data Endorsement B			
Warranted that if any Alteration/ Modification/ Cancellation of this policy is needed the insured must inform the Reliance Insurance Limited in writing before his/her departure (date as mentioned in the policy) from Bangladesh.			
For and on behalf of			

**Health Insurance:** Health insurance or medical insurance is a type of insurance that covers the whole or a part of the risk of a person incurring medical expenses. In the event of minor injury or illness overseas, medical benefits offer coverage for visits to general practitioners, medicine, ambulance fees, and limited dentistry benefits. In the event of hospitalisation, most travel insurance policies include emergency assistance services, which can offer guarantees of payment to hospitals for treatment, liaise treating doctors, and organise transfers between hospitals or medical evacuations back to the insured person's country of origin.<sup>[5]</sup> More comprehensive policies include an emergency companion cover, so that a family member can remain with the insured person while in hospital.

#### Health insurance or medical insurance policies will be

- Undeclared pre-existing medical conditions
- Unlicensed operation of a motorcycle
- Travelling for the purpose of receiving medical treatment
- Elective surgery or treatment
- Injury or illness caused by reckless activity such as careless driving, use of alcohol, use of recreational drugs
- Leaving belongings unattended
- Participating in high risk sports and activities (such as scuba diving, extreme sports)
- Travelling against government advice and recommendations.



**Manpower Clearness Card:** The process of getting The Bureau of Manpower, Employment and Training (BMET) immigration clearance card” -is called as “Manpower processing” in Bangladesh. And this card is called as “Manpower card “. By completing the manpower process through our agency, you will get your digital chip embed smart card which includes your passport information, visa details, and bio-metric information. The Bureau of Manpower, Employment and Training (BMET) office of the Ministry of Expatriates’ Welfare and Overseas Employment of Bangladesh has introduced a process to register aspiring migrants into the Government mandated BMET database. You will not be allowed to pass the airport immigration without having this card even if you are holding a valid visa. If passenger have BMET card passenger no need bought return ticket.



**Hotel Booking :** Hotel reservations play a crucial role in the overall travel experience. By securing a reservation in advance, travellers can have peace of mind, knowing that they have a comfortable place to stay during their trip. It also allows hotels to anticipate the number of expected guests and plan their operations accordingly. As tourism purpose passenger have hotel booking confirmation is mandatory.



1 / 2

## Reservation confirmation

Hello **MR.**

thank you very much for your reservation. Hotel ibis Styles KL Cheras \* \* \* in CHERAS is booked for you. The hotel is automatically being sent a reservation confirmation at this very moment!  
We wish you a pleasant stay!

### Your booking

Process number: 48525149  
Access code: 25970  
Reservation date: Mo. 1 | 07:30 (CET/CEST)  
Booked by:  
Email:  
Telephone: +  
Booked via:

### Your chosen hotel

ibis Styles KL Cheras \* \* \*  
Jalan C180/1 Dataran C 180 | 43200 CHERAS | Cheras | Malaysia  
Telephone | Fax: 0060390868888 | 0060390868889  
Email: H8001-RE@accor.com  
Reception: 00:00 - 24:00  
Reception manned at weekends: 00:00 - 24:00  
Earliest check-in (Local time): 14:00

**Your booking**

**1. standard room : HRS best-price (Sgl.)**

Reservation number: 98223365  
Hotel booking number: 115-08LL  
Arriving guests: [REDACTED]  
Arrival / Departure: Tu. 11. [REDACTED] - Th. 13.0 [REDACTED]  
Total room price (incl. tax): [REDACTED]

Time period	Meals (per person/night)	Price (per room/night)	Price
11.02.-13.02.	Including breakfast	[REDACTED]	[REDACTED]

**Type of reservation:** Standard reservation - Arrival before 6 p.m. (local time) required. There is no right to the room if you arrive later.

**Rates** Best unrestricted BB rate. Guests arriving after 18:00 (local time) must provide a guarantee.

**Description of hotel room** Standard Room 1 Queen Bed

**Special cancellation conditions:** No cancellation charge applies prior to 18:00(local time) on the day of arrival. Beyond that time, the first night will be charged.

**Travel information:** Value-added tax at the legally applicable rate is included in the price. Hotels are responsible for any price information provided, including information about taxes.

**Payment method:** You always pay the hotel directly, unless advance payment is required. The above conditions apply! Please remember: if these conditions require advance payment to be made, the hotelier may debit your credit card immediately.

---

VAT: included | **Additional taxes:** included |  
Possible service charges: included | Some locations/regions charge visitors' tax.

**Total price:** [REDACTED]

---

**HRS Services**

Direct Contact: Monday to Sunday: 24 hours a day  
Telephone: +49 (0) 221 – 2077 600

**Credit Card:** Travel credit card is a credit card that earns rewards on your everyday purchases that can be used towards travel expenses. Rewards can take the form of points or miles, which can be redeemed for travel expenses like airfare, hotel stays, car rentals and other travel-related expenses.

Travel credit cards typically come with benefits that are travel-oriented, such as trip delay and cancellation insurance, airport lounge access, hotel status, waived baggage fees and no foreign transaction fees.



### **Common Benefits of Travel Credit Cards:**

It's not surprising that travel credit cards offer benefits that enhance the travel experience. The suite of benefits offered vary depending on the card.

Here are some of the benefits you might find on travel credit cards:

- No foreign transaction fee
- Trip delay and trip cancellation insurance
- Baggage delay or lost baggage insurance
- Auto rental collision damage waiver
- Airline lounge access
- TSA Pre-Check or Global Entry application fee credit.

**Travelers Check:** A traveller's check (sometimes spelled "cheque") is a once-popular but now largely outmoded medium of exchange utilized as an alternative to hard currency and intended to aid tourists. The product is typically used by people on vacation in foreign countries. It offers a safe way to travel overseas without the risks associated with losing cash.

**Travelers** purchase them before they leave home to exchange for cash in the local currency when they arrive at their destination. These checks are printed in varying denominations, and each check is uniquely numbered so that it can be replaced quickly if lost or stolen.

**Traveller's** checks are a form of payment issued by financial institutions such as American Express. These paper cheques are generally used by people when traveling to foreign countries. They are purchased for set amounts and can be used to buy goods or services or be exchanged for cash. If your traveller's check is lost or stolen it can readily be replaced. Once widely used, traveller's checks have largely been supplanted today by prepaid debit cards and credit cards.

**Departure card & Arrival Card: Departure card:** A departure card, also known as an outgoing passenger card or embarkation card, is a legal document used by immigration authorities to provide passenger identification and an effective record of a person's departure from certain countries.

**Arrival Card:** An arrival card, also known as an incoming passenger card, landing card or disembarkation card, is a legal document used by immigration authorities of many countries to obtain information about incoming passenger not provided by the passenger's passport and to provide a record of a person's entry into the country.



গণপ্রজাতন্ত্রী বাংলাদেশ সরকার  
Govt. of the People's Republic of Bangladesh  
(খروجী কার্ড/Departure Card)

1. নাম Name

2. লেঙ্গ Sex  পুরুষ Male  মহিলা Female

3. জন্ম তারিখ Date of Birth Day Month Year

4. জাতীয়তা Nationality

5. পাসপোর্ট নম্বর Passport Number

6. মেয়াদ উত্তীর্ণের তারিখ Date of Expiry Day Month Year

7. ফ্লাইট নম্বর Flight Number

8. ছাড়ানের তারিখ Date of Departure Day Month Year

9. বাংলাদেশে অবস্থানকারী ঠিকানা (বিদেশী যাত্রিকের জন্য) Address in Bangladesh (For Foreigners)

10. বাংলাদেশের পাসপোর্টের জন্য For Bangladesh Nationals

a. ভিসা নম্বর Visa Number

b. মেয়াদ উত্তীর্ণের তারিখ Date of Expiry Day Month Year

c. ভিসার প্রকার Type of Visa

d. ভ্রমণের উদ্দেশ্য Purpose of Visit

সীল Seal

যাত্রীর স্বাক্ষর Passenger's Signature

তারিখ: Day Month Year

Date



গণপ্রজাতন্ত্রী বাংলাদেশ সরকার  
Govt. of the People's Republic of Bangladesh  
(অগমনী কার্ড/Arrival Card)

1. নাম Name

2. লেঙ্গ Sex 

পুরুষ Male	
মহিলা Female	

3. জন্ম তারিখ Date of Birth Day Month Year

4. জাতীয়তা Nationality

5. পাসপোর্ট নম্বর Passport Number

6. মেয়াদ উত্তীর্ণের তারিখ Date of Expiry Day Month Year

7. ফ্লাইট নম্বর Flight Number

8. আগমনের তারিখ Date of Arrival Day Month Year

9. বিদেশী যাত্রিকের জন্য For Foreigners

a. ভিসা নম্বর Visa Number

b. মেয়াদ উত্তীর্ণের তারিখ Date of Expiry Day Month Year

c. ভিসার প্রকার Type of Visa

d. ভ্রমণের উদ্দেশ্য Purpose of Visit

e. Address in Bangladesh

সীল Seal

যাত্রীর স্বাক্ষর Signature of Passenger

তারিখ: Day Month Year

Date

ফর্ম নং: ২০১৭/১৮-০২৩০ (২০১৭)-০০,০০,০০০ (২০১৭)

**1. 3. Required travel documents have been checked and information has been entered.**

<b>SI No</b>	<b>Required documents</b>
01	Valid Travel documents-Passport (Minimum Six month Validity) Previous all passport needed as per embassy required.
02	Bank Solvency Certificate ( Original )
03	Bank Statement last 6 months
04	NOC(No objection Certificate) letter with company pad (For Services Holder)
05	Trade License English Translation with Notary, Memorandum if Limited company. Incorporation certificate
05	Job ID Card (For Services holder)
06	Visiting Card
07	TIN Certificate (Tax return Certificate-Last 3 years)
08	All FDR, Sanchay patro, DPS statement , Share market Investment documents copy
09	National Identity Card (NID) English Translation with Notary
10	Photo as per embassy required photo size Example:35mmX45mm(UK,SIN)
11	Spouse –NID, Contact number
12	Marriage Certificate, Nekhnama(Translate with Notary)-(If Married)
13	Baby Birth Certificate, School ID copy , NOC letter –School leave
14	Salary Certificate
15	Pay Slip last 3 months
16.	Foreign Ministry & Chamber of commerce approval for Businessman
17	Travel Health Insurance (Europe, Turkey, Australia)
18	Asset Valuation (First world Country- USA, UK, CAN etc) Translate with notary, Certified by CA firm.
19	Security Clearance (Need police clearance- if embassy required)
20	BMET-Manpower Card –for Work Visa
21	School/College/University offer letter –For Student Visa
22	Invitation letter for businessman or Visitor
23	Last 5/10 years travel history-A

## **Self-Check Sheet -01: Explain travel documents As per IATA standard.**

**1. What is travel document?**

**Answer:**

**1. How many type of Passports are there?**

**Answer:**

**2. VISA stand for?**

**Answer:**

**3. Write down the name of 6 type of VISA**

**Answer:**

**4. What do you mean on arrival visa?**

**Answer:**

**5. What is E-Visa?**

**Answer:**

**6. What is Travel Insurance?**

**Answer:**

**7. Write down the Common Benefits of Travel Credit Cards?**

**Answer:**

**8. What is Departure Card?**

**Answer:**

**9. Write down required Travel documents for Visa application for services holders?**

**Answer:**

## **Answer Key-01: Explain travel documents As per IATA standard.**

### **1. What is travel document?**

**Answer:** Travel document issued by a government or International Treaty Organization which is acceptable proof of identity for the purpose of entering another country the documents are passport, Visa, permanent resident card (PR, Green Card, etc.), NID, driving license etc. A **travel document** is an identity document issued by a government or international entity pursuant to international agreements to enable individuals to clear border control measures. Travel documents usually assure other governments that the bearer may return to the issuing country, and are often issued in booklet form to allow other governments to place visas as well as entry and exit stamps into them.

### **2. How many type of Passports are there?**

**Answer: Different type of passport:**

- Ordinary passport,
- Official passport,
- Diplomatic passport,
- Service passport,

### **3. What is stand for VISA?**

**Answer: VISA: Visitor International Stay Admission.**

### **4. Write down the name of 6 type of Visa**

**Answer:**

- Tourist Visa
- E-Visa
- Work Visa
- Medical Visa
- Student Visa
- Immigrant Visa

### **5. What do you mean on arrival visa?**

**Answer: On Arrival Visa:** Some countries still have the traditional method of applying on arrival. This has the considerable downside of risking being sent home after a long journey if the application is denied. It also involves extra queuing at the border.

### **6. What is E-Visa?**

**Answer: E- Visa:** An E-Visa, or electronic visa, is a digital visa that is stored in a database rather than stamped or glued into the bearer's passport. The E-Visa is linked to the individual's passport number. Applications for E-Visa are typically done over the Internet and the applicant will receive a paper document to present while travelling.

## 7. What is Travel Insurance?

**Answer:**

**Travel insurance:**

Travel insurance is an insurance product for covering unforeseen losses incurred while travelling, either internationally or domestically. Basic policies generally only cover emergency medical expenses while overseas, while comprehensive policies typically include coverage for trip cancellation, lost luggage, flight delays, public liability, and other expenses.

## 8. What id departure Card?

**Answer:**

Departure card: A departure card, also known as an outgoing passenger card or embarkation card, is a legal document used by immigration authorities to provide passenger identification and an effective record of a person's departure from certain countries.

## 9. Write down required Travel documents for Visa application for services holders?

**Answer:** Required Travel documents checklist and information for Visa application for Services Holder:

Sl No	Required documents
01	Valid Travel documents-Passport (Minimum Six month Validity) Previous all passport needed as per embassy required.
02	Bank Solvency Certificate ( Original )
03	Bank Statement last 6 months
04	NOC(No objection Certificate) letter with company pad (For Services Holder)
05	Job ID Card (For Services holder)
06	Visiting Card
07	TIN Certificate (Tax return Certificate-Last 3 years)
08	All FDR, Sanchay patro, DPS statement , Share market Investment documents copy
09	National Identity Card (NID) English Translation with Notary
10	Photo as per embassy required photo size Example:35mmX45mm(UK,SIN)
11	Spouse –NID, Contact number
12	Marriage Certificate, Nekhnama (Translate with Notary)-(If Married)
13	Baby Birth Certificate, School ID copy , NOC letter –School leave
14	Salary Certificate
15	Pay Slip last 3 months
16	Travel Health Insurance (Europe, Turkey, Australia)
17	Asset Valuation (First world Country- USA, UK, CAN etc) Translate with notary, Certified by CA firm.
18	Security Clearance (Need police clearance- if embassy required )
19	Invitation letter for businessman or Visitor
20	Last 5/10 years travel history-A

## **Task Sheet 1.1: Create a checklist to ensure all essentials for a trip**

Task Name: Mr Nazir Mohammad wishing to travel aboard for his holiday vacation.  
Create a checklist to ensure all essentials for his trip

Goal: Understand the purpose of common travel documents.

Steps:

1. Research: Identify 5-7 common travel documents
2. (e.g., passport, visa, boarding pass, travel insurance document, health certificate).
3. Explanation: For each document, write a short paragraph explaining:
4. Its purpose (e.g., identification, travel permission, medical clearance).
5. Who issues it (e.g., government agency, airline, travel insurance provider).
6. How to obtain it (e.g., application process, purchase).

## **Task Sheet 1.2: Identify Travel Documents for your Trip and create a checklist**

Goal: Determine the specific documents you need for your upcoming trip and create a checklist.

Steps:

1. Destination Research: Identify your travel destination (country/region).
2. Travel Type: Specify if it's a domestic or international trip.
3. Official Website: Locate the official government website of your destination country.
4. Travel Requirements: Search the website for information on travel entry requirements for your nationality.
5. Document List: Based on the website information, create a list of all required documents for your trip (e.g., passport, visa, and proof of onward travel).
6. Additional Research: Research additional document needs based on your specific situation (e.g., health certificate for certain destinations).
7. viii) Document Gathering: Find and gather all the necessary documents (originals and copies).

**Specification Sheet-1.2: Identify Travel Documents for your Trip and create a checklist**

**Necessary Tools**

<b>Sl. No</b>	<b>Name of Tools</b>	<b>Specification</b>	<b>Unit</b>	<b>Quantity</b>
1	Pen	As Need	No.	01
2	Paper	As Need	No.	01

## Learning Outcome 2: Interpret transit and stopover

Assessment Criteria	<ol style="list-style-type: none"> <li>1. Concept of transit is interpreted</li> <li>2. Connecting Time is checked as per IATA and airlines</li> <li>3. Transfer is recognized</li> <li>4. Concept of stopover is interpreted</li> <li>5. Stopover Paid by Carrier (STPC) applicability is checked</li> </ol>
Conditions and Resources	<ol style="list-style-type: none"> <li>1. Real or simulated workplace</li> <li>2. CBLM</li> <li>3. Handouts</li> <li>4. Laptop</li> <li>5. Multimedia Projector</li> <li>6. Paper, Pen, Pencil, Eraser</li> <li>7. Internet facilities</li> <li>8. White board and marker</li> <li>9. Audio Video Device</li> </ol>
Contents	<ol style="list-style-type: none"> <li>1. Concept of transit</li> <li>2. Connecting Time checking</li> <li>3. Transfer</li> <li>4. Concept of stopover</li> <li>5. Stopover Paid by Carrier (STPC)</li> </ol>
Activities/job/Task	<ol style="list-style-type: none"> <li>1. Check connecting time</li> <li>2. Interpret concept of stopover and Stopover Paid by Carrier (STPC)</li> </ol>
Training Methods	<ol style="list-style-type: none"> <li>1. Discussion</li> <li>2. Presentation</li> <li>3. Demonstration</li> <li>4. Guided Practice</li> <li>5. Individual Practice</li> <li>6. Project Work</li> <li>7. Problem Solving</li> <li>8. Brainstorming</li> </ol>
Assessment Methods	<p>Assessment methods may include but not limited to</p> <ol style="list-style-type: none"> <li>1. Written Test</li> <li>2. Demonstration</li> <li>3. Oral Questioning</li> </ol>

## Learning Experience 2: Interpret transit and stopover

In order to achieve the objectives stated in this learning guide, you must perform the learning steps below. Beside each step are the resources or special instructions you will use to accomplish the corresponding activity.

Learning Activities	Recourses/Special Instructions
1. Trainee will ask the instructor about the learning materials	1. Instructor will provide the learning materials ‘Interpret transit and stopover ‘
2. Read the Information sheet and complete the Self Checks & Check answer sheets on “Interpret Radio Alphabet”	1. Read Information sheet 3: ‘Interpret transit and stopover 2. Answer Self-check 3: Interpret transit and stopover 3. Check your answer with Answer key 3: Interpret transit and stopover
3. Read the Job/Task Sheet and Specification Sheet and perform job/Task	Job Sheet-2.1: Identify Travel Documents for your Trip and create a checklist Specification Sheet-2.1: Identify Travel Documents for your Trip and create a checklist  Job Sheet-2.2: Calculating the overall cost of a trip with a stopover, it's essential to factor in any additional fees that airline Job Specification Sheet-2.2: Calculating the overall cost of a trip with a stopover, it's essential to factor in any additional fees that airline

## Information Sheet-02: Interpret transit and stopover

Learning Objective:

- 2.1. Concept of transit and stopover.
- 2.2. Connection times and transfers.
- 2.3. Concept of stopover
- 2.4. Stopover paid by Carrier (STPC)

### 2.1. Concept of transit and stopover

#### Who is a transfer/transit passenger?

Passengers with a confirmed flight ticket and who have a transit stop of less than 24 hours at any point between the departure airport and the arrival airport, and who continue their travel with the same or different airline company are referred to as transfer passengers.

Including in the transfer category, Economy Class passengers making transit stops over 12 hours and our Business Class passengers making transit stops over 9 hours are entitled to benefit from hotel and catering services. This service is not provided if the ticketed passengers have a shorter connecting flight. The obligations required to enter the country (visa, passport, etc.) are the responsibility of the passenger.

**Stopover:** A stopover is a stop at a transitional point of a journey. It's typically related to the break between the flight legs of the connecting flight. Stopover is often used interchangeably with layover but there's one important difference – the stop duration. At its simplest, a stopover is simply a longer layover. Most airlines define a layover as any connection of less than 4 hours on a domestic flight or less than 24 hours on an international flight

#### 2.2 Concept of Transit , Stopover and Layover:

Once again, a layover is a stop that lasts less than 24 hours, while a **stopover** lasts 24 hours or more. On the other hand,

**Transit** is simply the act of returning to the same aircraft after your layover at the airport. A traveler in transit is expected to continue his journey on the same airline, flight, and boarding pass.

Once again, a **layover** is a stop that lasts less than 24 hours, while a stopover lasts 24 hours or more. On the other hand,

### 2.2. Connection times and transfers.

**Minimum connecting time (MCT):** Minimum Connect Time (MCT) refers to the shortest allowable time required for a passenger and baggage to make a connecting flight at an airport. It's a buffer time that airlines set to ensure passengers have enough time to disembark one flight, navigate through the airport, and board their connecting flight.

Minimum connection time (MCT) is the least amount of time that an airport has determined it will take for a passenger to make it to their connection. This metric varies between airports, with larger hubs having longer minimum connection times. Other factors, such as airport layout and security rescreening, can also play a role. Furthermore, some airlines will establish their own MCTs if they think the ones provided by the airport are inadequate.

Minimum connection times typically range between 30 minutes and two hours for domestic flights within the continental United States. For international flights, the range increases to between one and three hours.

- Minimum connection time (MCT) is the set amount of time needed for a successful flight transfer at an airport.
- Factors determining MCT include travel time between gates, transit processes, and luggage transit.
- MCT is important for passengers to ensure successful connections and for airlines to offer shorter total journey times and competitive options.

**Minimum Connecting time check as per IATA and airlines-Use GDS Sabre :**

```

T*CT-DAC«
STANDARD.D/D...D/I...I/D...I/I.
ONLINE      .30  1.00  2.00  1.00
OFFLINE     .30  1.00  2.00  1.00
** OR * ARE ALL
BG-BG DD   3.00 FLT  148 - 148 - FLT  601 - 601 22JUN23 - INF
BG-BG DD   3.00 FLT  136 - 136 - FLT  603 - 603 22JUN23 - INF
BG-BG DD   1.00 10NOV19 - INF
CX-CX DD   GLSUP CDS  ** - ** 27OCT19 - INF
DL-DL DD   GLSUP 09JAN23 - INF
PK-PK DD   1.00
TP-TP DD   GLSUP CDS  S4 - LG
TP-TP DD   GLSUP CDS  LG - S4
TP-TP DD   GLSUP CDS  SN - S4
TP-TP DD   GLSUP CDS  S4 - SN
AA-2Z DD   GLSUP CDS  ** - **
AA-2Z DD   GLSUP CDS  N/A - **
AA-2Z DD   GLSUP CDS  ** - N/A
AA-2Z DD   GLSUP
  
```

Here : D/D =Domestic/Domestic -Minimum connecting time 30 Minutes  
 D/I =Domestic /International - Minimum connecting time 1 Hours  
 I/D= International/Domestic - Minimum connecting time 2 Hours  
 I/I= International/ International - Minimum connecting time 1 Hours

Check Minimum connecting time is valid or not if not valid we cannot issue this ticket.

```
*FFWAXG«
-----
FFWAXG
1.1JANNATH/HALIMA MRS
1 KU 284B 06MAY 1 DACKWI HK1 0310 0605 /DCKU*6CLX6A /E
2 KU 167B 06MAY 1 KWICDG HK1 0820 1340 /DCKU*6CLX6A /E
3 OTH KU 30AUG F GK1 DAC/KEEP PNR LIVE
TKT/TIME LIMIT
1.T-04APR-C46D*AAM
PHONES
1.DAC8801883500093-H-1.1
FORM OF PAYMENT DATA EXISTS *FOP TO DISPLAY ALL
PASSENGER EMAIL DATA EXISTS *PE TO DISPLAY ALL
PASSENGER DETAIL FIELD EXISTS - USE PD TO DISPLAY
INVOICED
```

```
VCT*«
-----
MINIMUM CONNECT TIME EDIT VALID FOR ALL CONNECTIONS
```

### 2.3. Stopover paid by Carrier (STPC)

A “Stopover Paid by Carrier” refers to a scenario in airline travel where the airline itself covers the cost of a stopover for passengers during their journey. This stopover is typically longer than a regular layover and allows travellers to spend time in the connecting city before continuing their trip to the final destination. Stopover Paid by Carrier or STPC. These are completely free stays planned by the airline during your layover and depending from carrier to carrier they could include tours to the city, visa fees and even accommodation at luxury hotels.

Some notable airlines also have an STPC policy such as Qatar Airways, Royal Jordanian, Lufthansa Airlines, American Airlines, Air Canada, Air France, Asiana Airlines and others airlines also have their own STPC policies.

To be able to make use of Airlines STPC the transit must be because there are no shorter scheduled flights for your route (i.e. Because you are forced to), not because you want to sit in the lounge for an absorbent amount of time.

One Star Alliance STPC: Just to make it absolutely clear, Airlines STPC is a separate program to the Visit Turkey Stopover programme – The latter offers a free layover in Istanbul to visit the city.

## **WHATS A AIRLINES STOPOVER**

If you're flying Airlines internationally from basically anywhere on their network, you're pretty much guaranteed to be flying through Turkey en route to your final destination, and that probably means a stop at Airlines hub in Istanbul. It's an awesome city and to encourage people to actually explore Turkey, rather than just flying through it, The flag carrier has implemented a free stopover service.

## **AN IMPORTANT DISTINCTION BETWEEN AIRLINES STOPOVER & LAYOVER**

At this point, it is important to make the distinction between a stopover and layover as Airlines uses the phrase "stopover" interchangeably which causes confusion (a quick Google about it shows that people have mashed the two concepts up passing them off as interchangeable). Airlines has two different programs targeting transit passengers. One of the programs is aimed at passengers who have around 6-24 hours of layover in Istanbul. While the other is aimed at passengers, who wish to spend a day or two in Istanbul before continuing onto their journey. In short, they are two similar but different concepts and apply to two different groups of travellers depending on their circumstances.

## **STOPOVER**

A stopover, as discussed in this article, focuses on what it says on the tin – a stopover in Istanbul. As will be explained, it allows you to visit Istanbul for up to 48 hours depending on travel class with a complimentary hotel so you can explore the city. This, of course, is heavily advertised as a key feature when flying with Airlines.

This works in many ways, for timid would-be adventurers who fear long-haul flights, the Airline Stopover in Istanbul program is the perfect way to break up the trip. For seasoned travellers, it offers a way to bolt-on an additional location while also boosting the local tourism economy.

Importantly, unlike a forced layover, aside from the hotel and with exception to the visa fees you bear the cost of travel around the city and the cost of travel between the airport and hotel.

- Free accommodation is available for round-trip tickets only. Free accommodation can be used on the outbound or return journey only once.
- Passengers needs a transit duration between two flights at least 20 hours or more and request must be made via online or via e-mail address at least 72 hours before the first flight.
- Visa fees, the cost of travel around the city, and cost of travel between the airport and hotel are borne by the passenger.
- Passenger who have USA, UK, Ireland & Schengen Visa Can Get E-VISA for Turkiye from <https://www.evisa.gov.tr/> (62USD).

**Steps to book STOPOVER Hotel Online;**

1. Visit <https://www.turkishairlines.com/en-int/flights/stopover/>
2. Use your **TK Reservation Number** and **Last Name** to log in to the reservation screen.
3. Continue and finalize your free hotel reservation.
4. Create your hotel voucher yourself.

You can write us to [FREEHOTELBANGLADESH@THY.COM](mailto:FREEHOTELBANGLADESH@THY.COM) if you face any ERROR in online procedure. You must send an email with the EROOR massage as attached file.

Departure Point	Arrival Points
DAC (Bnagladesh)	Albania, Argentina, Austria, Azerbaijan, Belarus, Belgium, Bosnia and Herzegovina, Brazil, Bulgaria, Canada, Colombia, Croatia, Cuba, Czechia, Denmark, Estonia, Finland, France, Georgia, Germany, Greece, Hungary, Ireland, Italy, Kosovo, Latvia, Lithuania, Luxembourg, Macedonia, Malta, Mexico, Moldova, Montenegro, Netherlands, Norway, Panama, Poland, Portugal, Qatar, Romania, Russia, Serbia, Slovakia, Slovenia, Spain, Sweden, Switzerland, Ukraine, United Kingdom, United States, Venezuela

## LAYOVER

A forced extended layover, which also technically known as a Stopover Paid-by Carrier (or STPC for short) is when you are forced to transit for an extended period of time due to an organic layover, as opposed to voluntary layover. In other words, what this effectively means is that you are forced to transit because of the airlines routing rather than because you have chosen to stay at the airport for an extended period. In Airlines case, if you have an organic layover of more than 6 or 12 hours, the airline will provide either a city tour or a hotel and transit between free of charge – this, of course, is buried and never advertised. I discuss this in another article further.

- Services for eligible passenger are available from Hotel Desk offices 24/7 which are located on the right side of the greeters' hall on the arrivals level after the baggage belt area.
- International transfer passengers cannot make use of both Touristanbul, and free hotel service (STPC) / STOPOVER at the same time.
- There is no age limitation. Children, infants and young Passengers (till 18 years old) will be asked for parental accompany.
- Unaccompanied minors, wheel chair / disabled passenger and pets are not allowed for the tour.
- All guests are requested to report at tour desk (Hotel Desk) half an hour before the tour starts and guests will be returned to the airport minimum 1 hour 25 minutes before their scheduled departure time.
- Visa fees & other personal expenses will be borne by the guest him/herself.
- Passenger who have USA, UK, Ireland & Schengen Visa Can Get E-VISA for Turkiye from <https://www.evisa.gov.tr/> (62USD).
- Passengers are recommended to find /check the compatible tour schedule depending on their departure and arrival flight time. Detail can be find from TK website linked at the bottom.

Tour schedules & details							
<b>T01</b> 08:00- 11:30 <i>Sightseeing Tour</i>	<b>T02</b> 08:30- 15:00 <i>Half day tour</i>	<b>T03</b> 08:30- 18:00 <i>Full day tour</i>	<b>T04</b> 10:00- 16:00 <i>Turkish Historical Series Tour</i>	<b>T05</b> 12:00- 18:00 <i>Afternoon tour</i>	<b>T06</b> 16:00- 21:30 <i>Evening tour</i>	<b>T07</b> 18:30- 23:00 <i>Bosphorous tour</i>	<b>T08</b> 18:30- 23:00 <i>Shopping tour</i>
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	

## WHAT IS THE STOPOVER IN ISTANBUL?

Airlines offers a stopover program in Istanbul for free on almost every ticket fare class and city-pairs. So long as you meet the requirements, this package is perfect for travellers who like to be a little spontaneous in their journey and build in a day or two in Istanbul.

It is important to remember that while the hotel is complimentary, the visa is not and you will need to make sure you have a visa upon arrival.

## FREE ACCOMMODATION

The catch is you can't just rock up expecting to have it.

To make use of the program you have to send an email to the mail address designated according to your departure point stating your name & surname, reservation code (PNR) or ticket number, date range for the anticipated accommodation, preferred room type (single, double or triple), telephone and e-mail address at least 72 hours before your first flight.

## Get A Visa

Turkey requires visas for citizens of many countries and to ensure the easiest entry process, it's best to get one well in advance although some countries can get it on arrival. You can read up on everything you need to apply online at the Turkey e-visa website, from past experience it takes 5-10 mins tops.

## Email Airlines

- Once you've made a booking with Turkish, you simply email the local stopover office, no later than 72 hours prior to the flight.
- When you email, include your name, your record locator/confirmation number and which date(s) you'd like to stay in Istanbul. You can also note if you prefer double beds, etc. Add in your email and telephone number.
- Then they will get back to you with a list of hotels that you can choose from.

- You can even send an email or call them on the number provided if you have any doubts about the stopover program before and after booking your flights.
- Airlines provides you with a 1-night stay in a 4-Star hotel for Economy Class and a 2-night stay in a 5-Star hotel for Business Class passengers.

## HOW TO GET THE STOPOVER

### Booking with a Stopover:

1. **Search for Multi-city Flights:** Many online travel search engines offer a "multi-city" search option. This allows you to build an itinerary with more than one destination, including your stopover city. This is usually the most straightforward way to guarantee a stopover.
2. **Contact the Airline Directly:** Airlines may offer special stopover programs or deals. Reach out to the airline you're interested in flying with to see if they have any stopover options and what the terms and conditions are.

### Turning a Layover into a Stopover:

1. **Check Allowable Layover Duration:** Some airlines might allow a long enough layover at a hub city that you can essentially turn it into a stopover. See how long layovers are typically for your route and inquire with the airline about extending your layover if it seems feasible.
2. **Be Flexible with Dates:** Sometimes slightly adjusting your departure or arrival dates by a day or two can open up stopover options on certain routes.

### General Tips:

- **Research Airline Hubs:** Airlines often have hubs where they offer more flexible stopover options. Consider flying through a hub city that interests you.
- **Be Flexible:** The more flexible you are with your travel dates and itinerary, the easier it will be to find a stopover that works for you.
- **Book in Advance:** Especially for special stopover deals or programs, booking your trip well in advance is recommended.

## RULES ON THE ROUND-TRIP TICKET

- **Strict Round-Trip Requirement:** Airlines are indeed strict about needing a round-trip ticket to qualify for their stopover programs with free accommodation. This means you can't book a one-way ticket to your final destination and expect a free stay in a stopover city.
- **Outbound or Return Stopover:** The good news is that some airlines allow you to use the free accommodation on either your outbound journey or your return journey, depending on your preference. This gives you some flexibility in planning your stopover.
- **Stopover Destinations List:** Be aware that some airlines have a specific "Stopover Destinations" list. To qualify for the free accommodation, your chosen stopover city

must be included on this list. It's important to check the airline's website or contact them directly to confirm these stopover destinations.

- **Same Departure and Return Country:** This is another common rule for stopovers with free accommodation. Your entire trip, including the stopover, must originate and end in the same country. So, for example, you couldn't fly from Dhaka to London with a stopover in Istanbul (assuming Istanbul is on the stopover list) if you wanted to return to a different city, like Dubai.
- **"Gaining" the System (with Caution):** There might be some online discussions about loopholes or ways to "trick" the system, but it's important to be cautious. Airlines can be strict about enforcing their rules, and attempting to bend them could result in your stopover benefit being revoked or even facing additional charges.
- **Playing by the Rules:** It's always best to play by the airline's established rules when it comes to stopovers. By understanding the round-trip ticket requirements and the other limitations, you can still enjoy the benefits of a stopover program with free accommodation, while avoiding any potential issues with the airline.

## AIRLINES STOPOVER TERMS AND CONDITIONS

Airline stopover terms and conditions can vary depending on the airline, so it's always best to check directly with the airline you're considering. However, some general things to keep in mind include:

- **Booking:** You might need to book your stopover in advance, especially if the airline offers special deals for stopovers that include hotel stays or tours. Some airlines may charge a fee to add a stopover to your existing itinerary, particularly after your ticket is issued.
- **Stopover duration:** Airlines may have limits on how long you can stay in the stopover city, with some offering a maximum of 24 hours and others allowing for several days.
- **Visa requirements:** You may need a visa to enter the country where you have your stopover, even if you're just staying at the airport. Check the visa requirements for the specific country well in advance.
- **Accommodation and other costs:** Some airlines may offer stopover packages that include hotel accommodation, but these are not always included. Be sure to factor in the cost of any extras you might need during your stopover, such as meals, transportation, and activities.
- **Change fees:** If you need to make changes to your stopover itinerary after you've booked, you may be charged a fee by the airline.

## **Self-Check Sheet-02: Explain transit and stopovers.**

1. Who is transfer or transit Passenger?

Answer:

2. What is Stopover?

Answer:

3. What is Minimum connecting time?

Answer:

4. What do you mean Layover?

Answer:

5. What is STPC?

Answer:

## **Answer key-02: Explain transit and stopovers**

### **01. Who is transfer or transit Passenger?**

Answer: Passengers with a confirmed flight ticket and who have a transit stop of less than 24 hours at any point between the departure airport and the arrival airport, and who continue their travel with the same or different airline company are referred to as transfer passengers.

Including in the transfer category, Economy Class passengers making transit stops over 12 hours and our Business Class passengers making transit stops over 9 hours are entitled to benefit from hotel and catering services. This service is not provided if the ticketed passengers have a shorter connecting flight. The obligations required to enter the country (visa, passport, etc.) are the responsibility of the passenger.

### **2. What is Stopover?**

Answer: Stopover: A stopover is a stop at a transitional point of a journey. It's typically related to the break between the flight legs of the connecting flight. Stopover is often used interchangeably with layover but there's one important difference – the stop duration. At its simplest, a stopover is simply a longer layover. Most airlines define a layover as any connection of less than 4 hours on a domestic flight or less than 24 hours on an international flight.

### **3. What is Minimum connecting time?**

Answer: Minimum connecting time (MCT): Minimum Connect Time (MCT) refers to the shortest allowable time required for a passenger and baggage to make a connecting flight at an airport. It's a buffer time that airlines set to ensure passengers have enough time to disembark one flight, navigate through the airport, and board their connecting flight.

Minimum connection time (MCT) is the least amount of time that an airport has determined it will take for a passenger to make it to their connection. This metric varies between airports, with larger hubs having longer minimum connection times. Other factors, such as airport layout and security rescreening, can also play a role. Furthermore, some airlines will establish their own MCTs if they think the ones provided by the airport are inadequate.

Minimum connection times typically range between 30 minutes and two hours for domestic flights within the continental United States. For international flights, the range increases to between one and three hours.

### **4. What do you mean Layover?**

Answer: A forced extended layover, which also technically known as a Stopover Paid-by Carrier (or STPC for short) is when you are forced to transit for an extended period of time due to an organic layover, as opposed to voluntary layover. In other words, what this effectively means is that you are forced to transit because of the airlines routing rather than because you have chosen to stay at the airport for an extended period. In Airlines case, if you have an organic layover of more than 6 or 12 hours, the airline will provide either a city tour or a hotel and transit between free of charge – this, of course, is buried and never advertised. I discuss this in another article further.

## 5. What is STPC?

Answer: A “Stopover Paid by Carrier” refers to a scenario in airline travel where the airline itself covers the cost of a stopover for passengers during their journey. This stopover is typically longer than a regular layover and allows travellers to spend time in the connecting city before continuing their trip to the destination. Stopover Paid by Carrier or STPC. These are completely free stays planned by the airline during your layover and depending from carrier to carrier they could include tours to the city, visa fees and even accommodation at luxury hotels.

Some notable airlines also have an STPC policy such as Qatar Airways, Royal Jordanian, Lufthansa Airlines, American Airlines, Air Canada, Air France, Asiana Airlines and others airlines also have their own STPC policies.

## **Job Sheet-2.1: Identify Travel Documents for your Trip and create a checklist**

The calculations for airline stopovers step by step, including total travel time, stopover duration.

### **Flight Itinerary:**

- Depart from City A → Connect in City B → Arrive in City C
  - Departure from City A: 10:00 AM
  - Arrival in City C: 6:00 PM the next day
  - Flight from City A to City B: 3 hours
  - Flight from City B to City C: 5 hours
- 
- i) Calculate Total Travel Time?
  - ii) Calculate Stopover Time (stopover in City B time).

**Specification Sheet-2.1: Identify Travel Documents for your Trip and create a checklist**

**Necessary Tools**

<b>Sl. No</b>	<b>Name of Tools</b>	<b>Specification</b>	<b>Unit</b>	<b>Quantity</b>
1	Pen	As Need	No.	01
2	Paper	As Need	No.	01
3	Calculator	As Need	No.	01

## **Job Sheet-2.2: Calculating the overall cost of a trip with a stopover, it's essential to factor in any additional fees that airline**

When calculating the overall cost of a trip with a stopover, it's essential to factor in any additional fees that airlines may impose. Here's how you can do that:

Steps to Factor in Stopover Fees:

- 1. Check Airline Policies:**
  - Visit the airline's website or contact customer service to find out if they charge a fee for stopovers.
- 2. Identify Fees:**
  - Fees can vary by airline and may include:
    - A fixed fee for adding a stopover.
    - Increased fare for the itinerary.
    - Additional charges for accommodations or transfers.
- 3. Calculate Total Trip Cost:**
  - Start with the base fare for your itinerary.
  - Add any stopover fees.
  - Include any extra costs for accommodations, meals, or transportation during the stopover.

### **Calculate of Total Trip Cost:**

Base fare for your trip: \$500

Stopover fee: \$100

Estimated accommodation costs during the stopover: \$75

**Job Specification Sheet-2.2: Calculating the overall cost of a trip with a stopover, it's essential to factor in any additional fees that airline**

**Necessary Tools**

<b>Sl. No</b>	<b>Name of Tools</b>	<b>Specification</b>	<b>Unit</b>	<b>Quantity</b>
1	Pen	As Need	No.	01
2	Paper	As Need	No.	01
3	Calculator	As Need	No.	01

### Learning Outcome 3: Analyze travel destination

Assessment Criteria	<ol style="list-style-type: none"> <li>1. Destination requirements are checked</li> <li>2. Weather information is checked</li> <li>3. Demographic information is checked through TIM</li> </ol>
Conditions and Resources	<ol style="list-style-type: none"> <li>1. Real or simulated workplace</li> <li>2. CBLM</li> <li>3. Handouts</li> <li>4. Laptop</li> <li>5. Multimedia Projector</li> <li>6. Paper, Pen, Pencil, Eraser</li> <li>7. Internet facilities</li> <li>8. White board and marker</li> <li>9. Audio Video Device</li> </ol>
Contents	<ol style="list-style-type: none"> <li>1. Destination requirements</li> <li>2. Weather information</li> <li>3. Demographic information</li> </ol>
Training Methods	<ol style="list-style-type: none"> <li>1. Discussion</li> <li>2. Presentation</li> <li>3. Demonstration</li> <li>4. Guided Practice</li> <li>5. Individual Practice</li> <li>6. Project Work</li> <li>7. Problem Solving</li> <li>8. Brainstorming</li> </ol>
Assessment Methods	<p>Assessment methods may include but not limited to</p> <ol style="list-style-type: none"> <li>1. Written Test</li> <li>2. Demonstration</li> <li>3. Oral Questioning</li> </ol>

### Learning Experience 3: Analyze travel destination

In order to achieve the objectives stated in this learning guide, you must perform the learning steps below. Beside each step are the resources or special instructions you will use to accomplish the corresponding activity.

<b>Learning Activities</b>	<b>Recourses/Special Instructions</b>
1. Trainee will ask the instructor about the learning materials	1. Instructor will provide the learning materials Analyze travel destination.
2. Read the Information sheet and complete the Self Checks & Check answer sheets on “Interpret Radio Alphabet”	1. Read Information sheet 3: Analyze travel destination 2. Answer Self-check 3: Analyze Travel destination 3. Check your answer with Answer key 3: Interpret Radio Alphabet
3. Read the Job/Task Sheet and Specification Sheet and perform job/Task	Job Sheet 3.1 Check visa information and Transit policy as per Timatic Specification Sheet-3.1: Check visa information and Transit policy as per Timatic . Job Sheet 3.2: Demographic Analysis for Aviation and Tourism in Singapore. Job Specification Sheet-3.2: Demographic Analysis for Aviation and Tourism in Singapore.

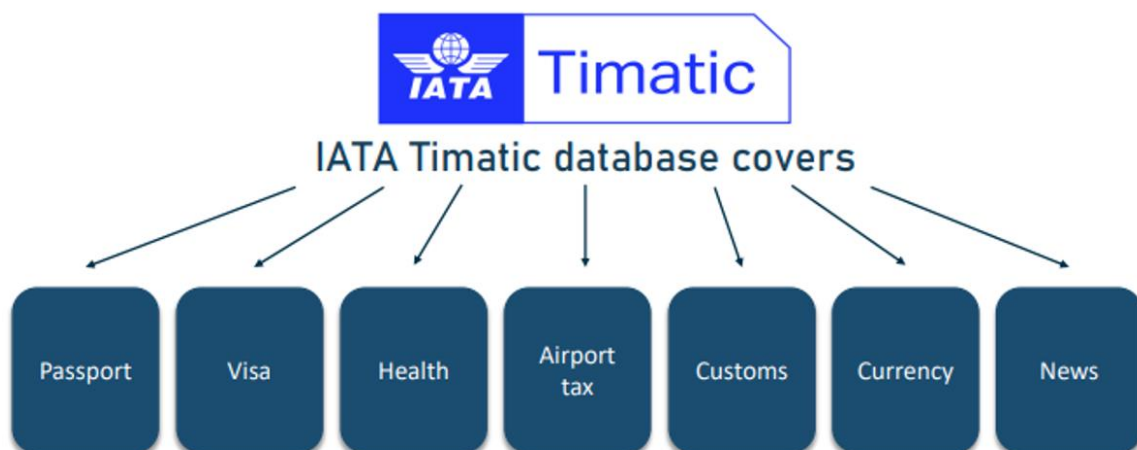
## Information Sheet: 03: Analyze travel destinations information

**Learning Objective:** After completion of this information sheet, the learners will be able to explain, define and interpret the following contents:

- 3.1. Destinations information
- 3.2. Weather information
- 3.3 Demographics information

### 3.1. Destinations information

**Travel Information Manual (TIM):** As we all know, international air traveling involves numerous restrictions and extensive document checking. All countries have different travel requirements for crossing their borders, which makes things even more complicated. Timatic by IATA became a great solution to this problem as it automates the verification of passenger documents. Every year, airline employees and ground handlers use Timatic by IATA to check the travel documents of over 700 million passengers.



IATA Timatic is a one-stop shop for the air travel's industry most reliable and up-to-date travel and health document rules information for anywhere in the world. It lets travelers and businesses know if a passenger's documentation meets the requirements of their itinerary with certainty.

Some airlines require multiple validations before a Passenger can correctly check in and/or board. One of the validations can be done using Timatic database containing cross-border Passenger documentation requirements. Each Passenger in the reservation can be verified against this database to check recommendation if a Passenger can be checked-in/boarded basing on the provided details.

*Digital Connect Check-In* services support the following functionalities related to Timatic: Informing POS that the Timatic verification is required and has not been triggered yet

## **Adding Timatic related documents and data**

Verifying Passenger using Timatic database and returning the results of this validation  
Overriding Timatic result (Agent-specific capability).

*Digital Connect Check-In* informs about the required Timatic Verification using mechanism of Eligibilities. The `ADDITIONAL_VERIFICATION_REQUIRED` code is returned as a part of the `/dcci /passenger/details` response and then POS should know that the Timatic verification should be triggered.

Timatic verification is a separate action available through *Digital Connect Check-In* services and should be performed when POS has collected all details from a Passenger. Using *Digital Connect Check-In* services there is a possibility to add Timatic specific data such as:

### **Timatic document type**

Residency document

Stay type - which determines the reason for the travel

Return date - which determines when a Passenger leaves the particular country

Additionally, the Agent-oriented applications can use the 'Visa verified' flag which informs that an Agent already verified Visa details for the Passenger.

All the above details can be added using the `/dcci/timatic/add` service and when collected from a Passenger, the Timatic verification should be triggered by POS using the `/dcci/timatic/verify` service. The response depends on POS type and for self-service applications it contains the following results returned as eligibilities-

#### **PASSENGER\_DOES\_NOT\_HAVE\_VISA**

This information means that Timatic validation status is either `CONDITIONAL` or `NOT OK TO BOARD` where we are able to determine that at least one of the status reasons is lack of VISA document. Because of this information VISA document can be added by a Passenger (if not added so far) and the Timatic status can be verified one more time.

#### **SELF\_SERVICE\_CHECK\_IN\_NOT\_AVAILABLE**

This information means that the Timatic status is either `CONDITIONAL` or `NOT OK TO BOARD` and the lack of VISA is not a problem. This Eligibility means that from self-service application perspective nothing can be done, and the Passenger should contact an Agent.

**Note** If none of the above eligibilities occurs as a result of the `/dcci/timatic/verify` service, the Passenger can be checked-in by any channel (including self-service).

The Agent-oriented applications can retrieve more detailed information about the result of the Timatic verification operation. As an addition to eligibility information separate structure called **timatic Verification Results** is returned. This section contains all pure details returned by the Timatic system. An Agent needs to go through the detailed response and decide whether a Passenger should be checked-in/boarded or not.

Whatever the Timatic verification result is, an Agent application still has a chance to override this result by using the `/dcci/timatic/override` service? After override action the Passenger is treated by Sabre systems in the same way as if Timatic result would be `OK TO BOARD`.



Access trustworthy travel document information



Improve the passenger experience



Reduce costs (training, management, repatriation)



Enable passenger growth

TIMATIC is a database maintained and managed by IATA.

Used globally during reservation and check-in by the entire airline industry. to determine travel border control requirements. It enables airlines to board the maximum number of passengers. Having the proper documentation improves the travel experience for all passengers. TIMATIC is an important part of the industry's efforts. To smooth the passenger's experience. Imagine this all-too-common scenario: a young couple boards a flight for a long-awaited honeymoon. But, when they arrive to their destination, their dream is ruined.

Unknown to the couple, the airline or their travel agent, passengers of their nationality now require a visa to enter the country. The result is great disappointment for the couple, a possible fine for the airline, and additional work for immigration authorities who must send the couple home. The net result could be a lot of negative publicity for the destination country, even though they did nothing wrong. TIMATIC can prevent this scenario and thousands like it by providing up to date travel requirements to airlines and passengers.

How can we support each other to achieve this important goal? We can partner to establish a robust and efficient communication process. For example, you can nominate a liaison officer. to handle communications with the TIMATIC team. Most importantly, we encourage you to be proactive. Submit your updates before they come into effect. Our team of immigration experts is available 24/7.

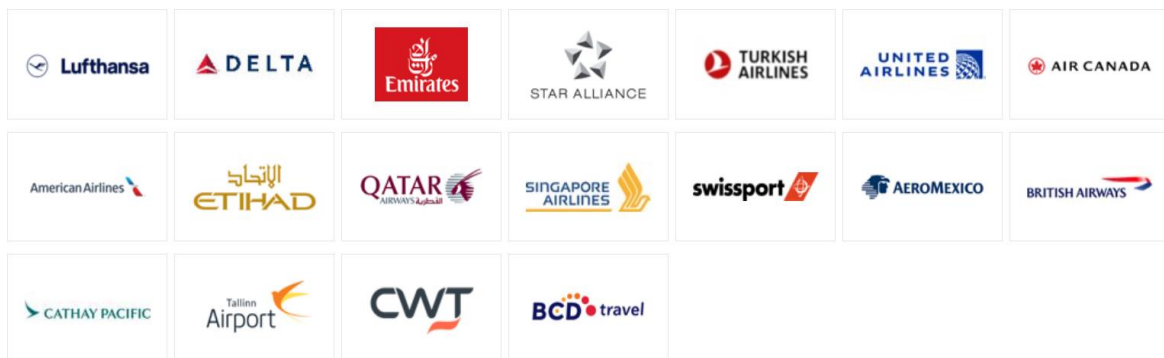


We understand complex travel regulations and terminology, not to mention 12 languages! With the collaboration of more than 1,300 information sources like you, IATA TIMATIC solutions provide airlines, travel agents and passengers worldwide with up to date passport, visa and health requirements. Our close partnership help us to develop many mutual benefits and ensures all passengers travel with correct documents to every country. Working with our government partners, TIMATIC delivers a smooth compliance process and a better passenger experience with 100% global coverage. Tourists, business travelers, diplomats, merchant seamen, minors, United Nations personnel traveling on duty, stateless, refugees and aliens residents, TIMATIC provides travel info for every passenger type from every nationality, going to every destination via every transit point. Communicate your changes to TIMATIC and let us do the rest.

Our combined efforts provide many important benefits with new entry and transit rules and regulations communicated to the entire travel industry and beyond in real time. What else does TIMATIC do for you? We are your single point of contact. We reach a worldwide audience of 300 airlines, 130,000 travel agents and millions of passengers which can significantly lower your administrative workload and we help reduce airport congestion and delays at immigration.

Plus, as a TIMATIC information source, you get full use of this powerful platform free of charge, allowing you to have full control on the travel advice featured in your country. TIMATIC is an excellent medium to promote your country and your country's travel regulations to a global audience. Avoid the headache associated with passengers who are refused or denied entry. Your support is critical to ensure TIMATIC continues to provide complete and accurate travel information. There is no cost to participate, and the benefits are mutual. With TIMATIC.

### Trusted by industry leaders for real-time travel information



## 3.2. Weather Information

**Check visa information and Transit policy as per Timatic Airlines System here we given Airlines TIMATIC check below information.**

**If Bangladeshi passport holder travel Turkey – Istanbul  
Sector: DAC-IST-DAC  
FOR ISTANBUL**

TIMATIC-3 / 08APR24 / 2218 UTC  
NATIONAL BANGLADESH (BD) /DESTINATION TURKIYE (TR)  
VISA DESTINATION TURKIYE (TR)

..... NORMAL PASSPORTS ONLY.....

PASSPORT REQUIRED.

- Normal passports issued to nationals of bangladesh must be
- Valid for a minimum of 90 days from the arrival date.
- Visa required.
- Passengers of origin with a foreign passport and a
- National id card issued by turkiye (nufus card).
- Or

### VISA ISSUANCE

- E-visas can be obtained before departure at [www.evisa.gov.tr](http://www.evisa.gov.tr)
- Passengers must have an electronic or a printed e-visa
- Confirmation. Airlines must check all the additional
- Tipn
- Requirements specified on the e-visa confirmation. A
- Supporting document such as a third country visa or
- Residence permit may be required.

### WARNING

- Passengers holding travel documents not printed in the latin alphabet will be refused entry.
  - passports and all other travel documents in booklet form of all non-nationals must contain at least 1 unused visa page
  - passports and other travel documents accepted for entry are considered valid until the day before the expiration date.
  - visitors who require a visa and do not hold return/onward tickets could be refused entry.
- simplify your request use tifa, tifv and tifh full text available use tidft  
check ?

**Sector: DAC-IST-CCS-IST-DAC  
FOR VENEZUELA**

TIMATIC-3 / 08APR24 / 2222 UTC

NATIONAL BANGLADESH (BD) /DESTINATION VENEZUELA (VE)

VISA DESTINATION VENEZUELA (VE)

..... NORMAL PASSPORTS ONLY.....

**PASSPORT REQUIRED.**

- PASSPORTS MUST BE VALID FOR A MINIMUM OF 6 MONTHS FROM THE ARRIVAL DATE.

**VISA REQUIRED. MINORS:**

- VENEZUELAN MINORS OR FOREIGN MINORS BORN IN VENEZUELA:

?TITK-DFT/VE/PA/MI/ID22038

**ADDITIONAL INFORMATION:**

- DUAL NATIONALS OF VENEZUELA MUST ENTER AND DEPART USING THEIR VENEZUELAN PASSPORT.

- EXTENSION OF STAY POSSIBLE:

- FOR ADDITIONAL 90 DAYS FOR NATIONALS OF BANGLADESH.

**WARNING:**

- VISITORS NOT HOLDING RETURN/ONWARD TICKETS COULD BE REFUSED ENTRY.

- VISITORS NOT HOLDING PROOF OF ACCOMMODATION COULD BE REFUSED ENTRY.

SIMPLIFY YOUR REQUEST USE TIFA, TIFV AND TIFH

FULL TEXT AVAILABLE USE TIDFT

CHECK ?TITK-NEWS - CHECK LATEST NEWS AND UPDATES ON TRAVEL INFORMATION

**Sector: (DAC-ECN-DAC)**

**FOR CYPRUS:**

TIMATIC-3 / 08APR24 / 2223 UTC

NATIONAL BANGLADESH (BD) /DESTINATION CYPRUS (CY)

VISA DESTINATION CYPRUS (CY)

..... NORMAL PASSPORTS ONLY.....

**PASSPORT REQUIRED.**

- PASSPORTS AND OTHER DOCUMENTS ACCEPTED FOR ENTRY MUST BE VALID FOR A MINIMUM OF 3 MONTHS BEYOND THE PERIOD OF INTENDED STAY.

VISA REQUIRED, EXCEPT FOR PASSENGERS WITH A DOUBLE OR MULTIPLE ENTRY "C" VISA ISSUED BY BULGARIA, ROMANIA OR A SCHENGEN MEMBER STATE ?TITK-RGL/SCHN VALID FOR THE PERIOD OF INTENDED STAY. THEY ARE VISA EXEMPT FOR A MAXIMUM STAY OF 90 DAYS. (SEE NOTE 66301)

NOTE 66301: THE MAXIMUM STAY IS GRANTED WITHIN 180 DAYS.

VISA REQUIRED, EXCEPT FOR PASSENGERS WITH A "D" VISA ISSUED BY BULGARIA, ROMANIA OR A SCHENGEN MEMBER STATE ?TITK-RGL/SCHN FOR A MAXIMUM STAY OF 90 DAYS. (SEE NOTE 66301)

NOTE 66301: THE MAXIMUM STAY IS GRANTED WITHIN 180 DAYS.  
- INFORMATION ON SCHENGEN VISAS

**ADDITIONAL INFORMATION**

- VALID VISAS IN FULL, INVALIDATED OR EXPIRED TRAVEL DOCUMENTS ARE ACCEPTED IF ACCOMPANIED BY A NEW TRAVEL DOCUMENT.

**WARNING**

- FOR ENTRY REGULATIONS APPLICABLE AT ERCAN (ECN), PLEASE SEE: [HTTP://MFA.GOV.CT.TR/CONSULAR-INFO/VISA-REGULATIONS/](http://MFA.GOV.CT.TR/CONSULAR-INFO/VISA-REGULATIONS/)
- PASSPORTS AND PASSPORT REPLACING DOCUMENTS ISSUED MORE THAN 10 YEARS PRIOR TO DATE OF TRAVEL ARE NOT ACCEPTED.
- VISITORS NOT HOLDING RETURN/ONWARD TICKETS COULD BE REFUSED ENTRY.

SIMPLIFY YOUR REQUEST USE TIFA, TIFV AND TIFH

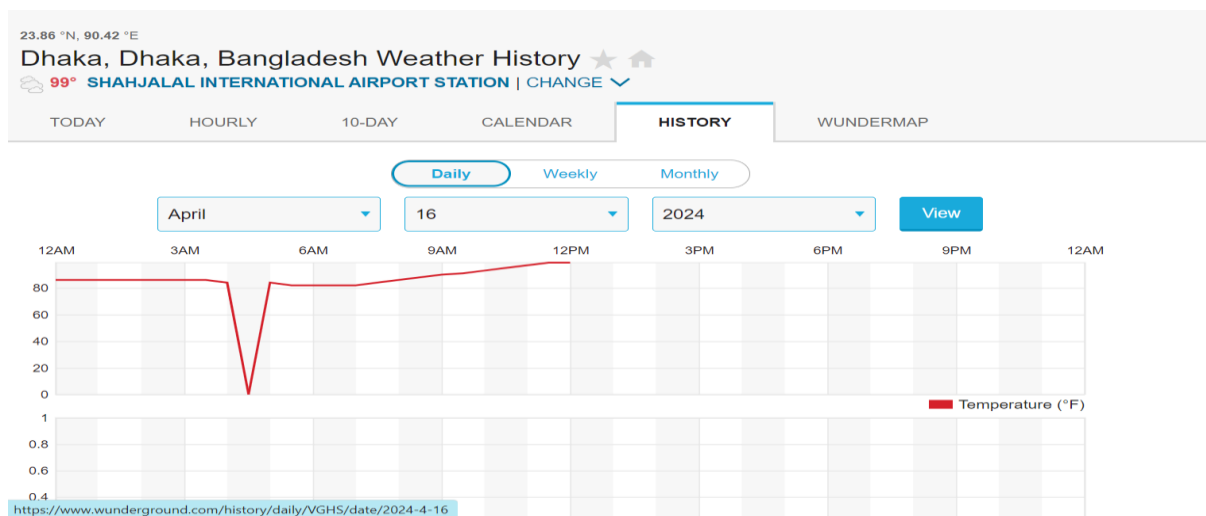
FULL TEXT AVAILABLE USE TIDFT

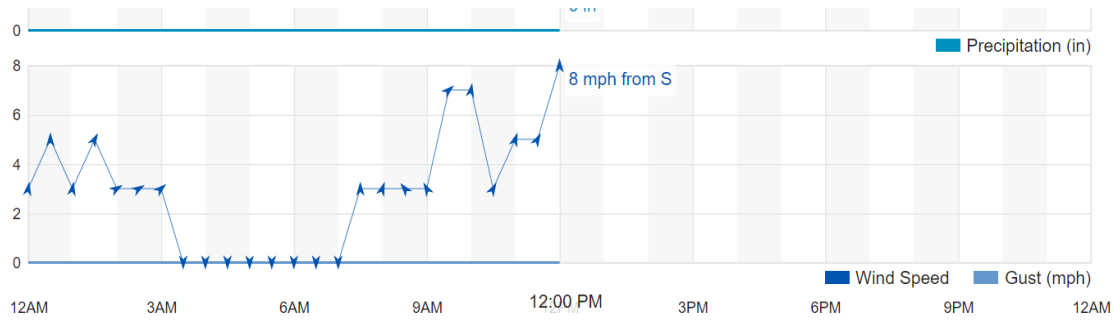
CHECK ?TITK-NEWS - CHECK LATEST NEWS AND UPDATES ON TRAVEL INFORMATION

**Sector: DAC-JFK-POS-JFK-DAC**

**Weather conditions**

Accurate and up-to-date weather information is essential for ensuring the safety of passengers, crew, and aircraft. Aviation weather forecasts provide critical information about weather conditions such as temperature, humidity, wind speed and direction, precipitation, cloud cover, and visibility. Here given some link with information. Weather forecasting is of utmost importance in aviation. It provides pilots and flight planners with critical information to ensure the safety of passengers, crew, and aircraft. Accurate and up-to-date weather information is essential for making informed decisions regarding flight safety and route planning.



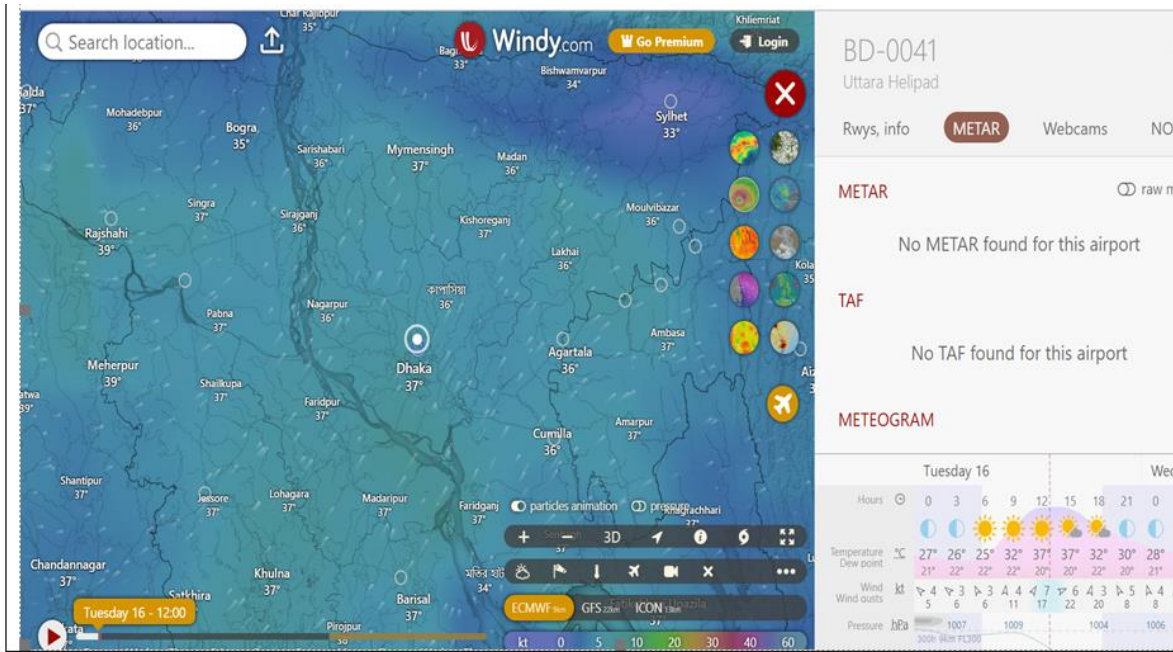


## Summary

No data recorded

## Daily Observations

Time	Temperature	Dew Point	Humidity	Wind	Wind Speed	Wind Gust	Pressure	Precip.	Condition
12:00 AM	86 °F	66 °F	51 %	S	3 mph	0 mph	29.74 in	0.0 in	Haze
12:30 AM	86 °F	66 °F	51 %	S	5 mph	0 mph	29.74 in	0.0 in	Haze
1:00 AM	86 °F	68 °F	55 %	S	3 mph	0 mph	29.74 in	0.0 in	Haze
1:30 AM	86 °F	66 °F	51 %	SSW	5 mph	0 mph	29.74 in	0.0 in	Haze
2:00 AM	86 °F	66 °F	51 %	WSW	3 mph	0 mph	29.74 in	0.0 in	Haze
2:30 AM	86 °F	66 °F	51 %	WSW	3 mph	0 mph	29.71 in	0.0 in	Haze
3:00 AM	86 °F	66 °F	51 %	SW	3 mph	0 mph	29.71 in	0.0 in	Haze
3:30 AM	86 °F	66 °F	51 %	CALM	0 mph	0 mph	29.71 in	0.0 in	Haze
4:00 AM	84 °F	66 °F	55 %	CALM	0 mph	0 mph	29.71 in	0.0 in	Haze
4:30 AM	0 °F	0 °F	0 %	CALM	0 mph	0 mph	29.71 in	0.0 in	Haze
5:00 AM	84 °F	66 °F	55 %	CALM	0 mph	0 mph	29.71 in	0.0 in	Haze
5:30 AM	82 °F	66 °F	58 %	CALM	0 mph	0 mph	29.74 in	0.0 in	Haze
6:00 AM	82 °F	68 °F	62 %	CALM	0 mph	0 mph	29.74 in	0.0 in	Haze
6:30 AM	82 °F	70 °F	66 %	CALM	0 mph	0 mph	29.74 in	0.0 in	Haze
7:00 AM	82 °F	72 °F	70 %	CALM	0 mph	0 mph	29.77 in	0.0 in	Haze
7:30 AM	84 °F	73 °F	70 %	S	3 mph	0 mph	29.77 in	0.0 in	Haze
8:00 AM	86 °F	75 °F	70 %	SSW	3 mph	0 mph	29.77 in	0.0 in	Haze
8:30 AM	88 °F	75 °F	66 %	SE	3 mph	0 mph	29.77 in	0.0 in	Haze
9:00 AM	90 °F	77 °F	66 %	SSE	3 mph	0 mph	29.77 in	0.0 in	Haze
9:30 AM	91 °F	75 °F	59 %	SW	7 mph	0 mph	29.77 in	0.0 in	Haze
10:00 AM	93 °F	73 °F	52 %	S	7 mph	0 mph	29.77 in	0.0 in	Haze
10:30 AM	95 °F	72 °F	47 %	SSW	3 mph	0 mph	29.74 in	0.0 in	Haze
11:00 AM	97 °F	72 °F	44 %	SSW	5 mph	0 mph	29.74 in	0.0 in	Haze
11:30 AM	99 °F	72 °F	42 %	SSW	5 mph	0 mph	29.74 in	0.0 in	Haze



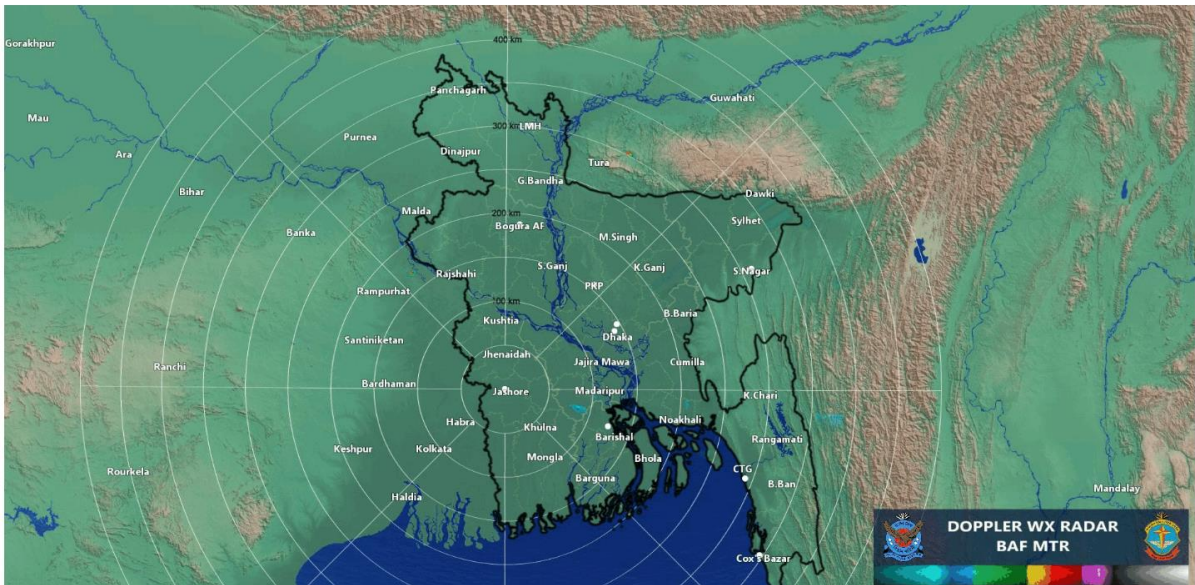
LATEST WEATHER ( METAR & WARNING)								16 APR 24		
STATION	TIME (BST)	S/WIND (KTS)	VIS (M)	WX	CLOUD (FT)	QNH (MBS)	TEMP (°C) RH%	WARNING		
								TYPE	PHENOMENA	UP TO
<b>BAF BBD</b>	1200 F	180/10	3000 M	HZ	SKC	1007.2	37 41%	Y	P/VIS	1400 F
<b>BAF BSR</b>	1200 F	180/08	4000 M	HZ	SKC	1009.0	37 45%	Y	P/VIS & G/W	1330 F
<b>BAF MTR</b>	1200 F	250/06	2000 M	HZ	SKC	1007.1	37 52%	Y	P/VIS	1300 F
<b>BAF ZHR</b>	1200 F	140/07	3500 M	HZ	FEW 12000	1010.0	36 59%	Y	P/VIS	1430 F
<b>BAF CXB</b>	1200 F	260/03	3500 M	HZ	FEW 12000	1009.6	32 69%	Y	P/VIS	1430 F
<b>BAF PKP</b>	1200 F	300/04	5000 M	HZ	SKC	1008.0	37 44%	-	NIL	-
<b>BOG</b>	1200 F	030/04	1000 M	HZ	SKC	1006.2	35 54%	-	-	-
<b>SNR</b>	1200 F	080/05	2000 M	HZ	SCT 12000	1004.7	34 60%	-	-	-

## 02. WEATHER INFO (Last 24 hrs)

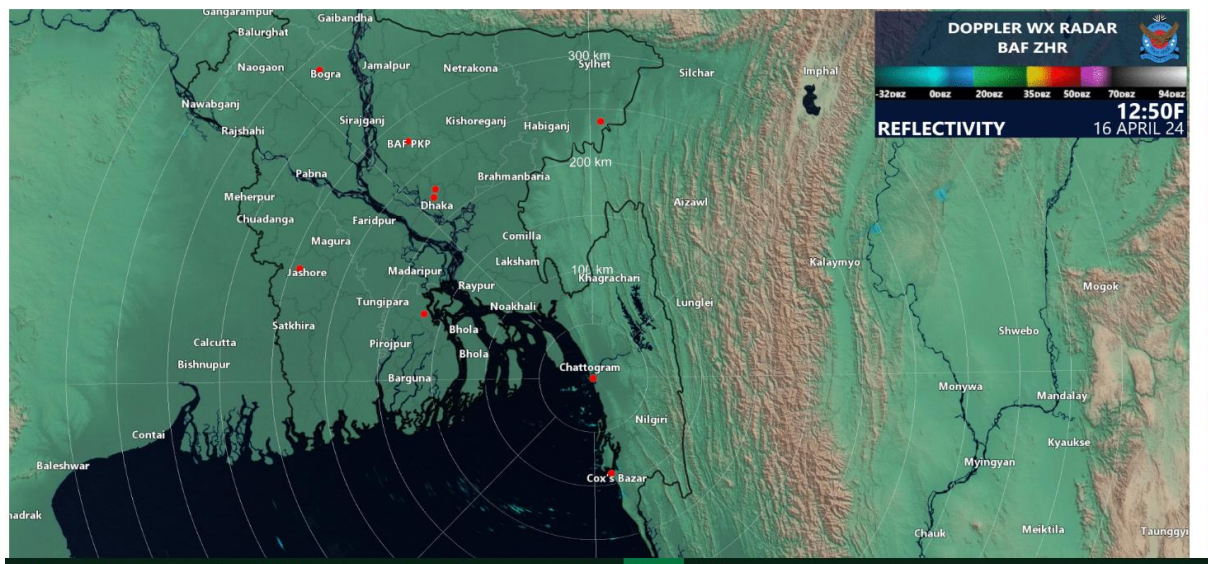
MISC WEATHER INFO		16 APR 24					
Wx Elements		BAF BBD	BAF BSR	BAF MTR	BAF ZHR	BAF CXB	PKP
Max Temp (°C)	Last 24 Hrs	38.4	38.4	38.6	38.4	38.0	-
Min Temp (°C)		27.0	27.0	25.6	26.2	26.6	-
Rain Fall (mm)		NIL	NIL	NIL	NIL	NIL	-
Max Wind (Kts)		220/10	240/10	180/06	320/06	-	-
Sun Rise (F)		0535	0535	0541	0531	0531	0537
Sun Set (F)		1821	1821	1825	1814	1812	1823

<b>Moon Rise/Set (F)</b>	<b>1155/0109</b>	<b>Moon Phase: FIRST QTR</b>	
<b>Country Max Temp</b>	<b>40.2</b>	<b>KHEPUPARA</b>	<b>SOURCE: BMD</b>
<b>Country Min Temp</b>	<b>22.5</b>	<b>NIKLI</b>	

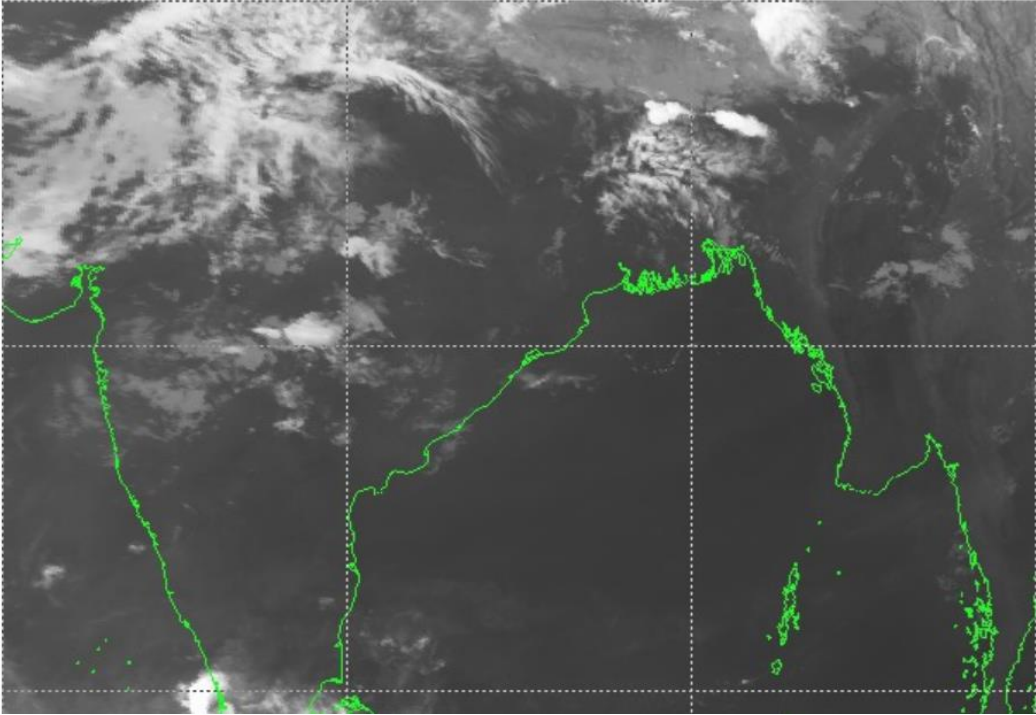
### 03. RADAR ANIMATION (MTR)



### 04. RADAR ANIMATION (ZHR)



# 05. SATELLITE IMAGE ANIMATION



Airport wise weather report (METAR, TAF etc)

A screenshot of a weather website showing METAR data for Dhaka. The page includes a search bar, navigation tabs, and a detailed weather report. The report shows: MVFR (No warnings), 38 °C (Haze), 6 kt (210°), 5 km (Visibility), None (Ceiling), and 1006 hPa (18:20 (5:05h)). A wind rose and a vertical scale are also visible.

metar-taf.com/VGHS

Dhaka  
VGHS · Dhaka, Bangladesh

Search: Airport, city, company or

METAR TAF NOTAM History Airport Climate

Livestream Show on map Embed Share

Countries > Bangladesh > Dhaka FIR

METAR VGHS · Dhaka

VGHS 16 April 13:00 LT 15m

<b>MVFR</b> No warnings	<b>38 °C</b> Haze	<b>6 kt</b> 210°	<b>5 km</b> Visibility	<b>None</b> Ceiling	<b>1006 hPa</b> 18:20 (5:05h)
----------------------------	----------------------	---------------------	---------------------------	------------------------	----------------------------------

No significant clouds are observed

2 kt      6 kt

14/32 [Change](#)

Temperature (°C)      Visibility (km)

1,000  
0 ft

METAR VGHS 160700Z 21006KT 5000 HZ NSC 38/22 Q1006 NOSIG

Wind speed (kt)      QNH (hPa)

### METAR Dhaka - VGHS

Dhaka is a unknown in Dhaka, Bangladesh. The airport is located at latitude 23.85000 and longitude 90.40000. The airport has one runway: 14/32. The ICAO airport code of this field is VGHS. The airport is in the Dhaka FIR.

This aviation weather observation was made for Dhaka on April 16, 2024 13:00, local time.

#### Airport observations

The wind is from direction 210° with a speed of 6 kt.

Visibility is 5 km.

There are no significant clouds are observed. No ceiling has been observed.

Current weather is haze. The temperature and wind chill are 38 °C. The heat index is 43. The dew point is 22 °C, the relative humidity is 40%. The air pressure at sea level is 1006 hPa (QNH).

#### Daylight period

Today the sun rises at 05:35 and sets at 18:20. This applies to Dhaka, the universal daylight period may be different. The difference between the local time and UTC is +6 hour. Daylight saving time is currently in progress.

#### Companies

We don't have information about companies on this airport.

#### Experiences

Go to [Vliegles.nl](#) to find flying lessons, skydives and other flying experiences. Browse the page for all available activities near Dhaka. You can also use the search function to find specific flying lessons, skydives or other flying experiences near your place.

**Your flying school here** >

Add your flying school, club or dropzone for free.

[+ Add company](#)

#### Runways

Id	Heading	Crosswind	Headwind	Crosswind %
14/32	140°-320°	← 6 kt	2 kt	94 %

ⓘ The direction with the greatest headwind component is highlighted and used for crosswind calculation. This does not necessarily mean this direction is in use.

#### Clouds

-	NSC	No significant clouds are observed
---	-----	------------------------------------

#### Temperature & Weather

Weather	Haze
Temperature	38 °C
Dewpoint	22 °C
Rel. humidity	40%
Heat index	43 °C
K <sub>p</sub> -index	2 (0-9)

#### Daylight period

K<sub>p</sub>-index    2 (0-9)

#### Daylight period

Sunrise 05:35      Midday 11:58      Sunset 18:20 (5:05h)

#### Widget

Do you want a widget with the current aviation weather (METAR) for Dhaka on your website?

[Show HTML code](#)

### 3.3 Demographic Information

Demography is the statistical study of human populations. Demography examines the size, structure, and movements of populations over space and time. It uses methods from history, economics, anthropology, sociology, and other fields. Demography is useful for governments and private businesses as a means of analysing and predicting social, cultural, and economic trends related to population.

- **Age:** Distribution of individuals in different age groups.
- **Gender:** The proportion of males, females, and non-binary individuals.
- **Ethnicity:** The racial and cultural background of the population.
- **Income:** Information about the income levels and economic status of individuals.
- **Education:** The highest level of education attained by the population.
- **Occupation:** Types of jobs and industries people are employed in.
- **Marital Status:** Data on whether individuals are single, married, divorced, etc.
- **Location:** Geographic distribution, such as urban vs. rural, or regional and national distribution.

**IATA**

Passport, Visa & Health | Buy TimaticWeb 2 Now! | About | Co-branding | TimaticWeb 2 Videos | Sitemap | Login

**Training**

weLearning:  
The 101 in Performing Travel Document Checks

**timaticweb<sup>2</sup>**

**Login**

User name

Password  **Go**

[Forgot your password?](#)

**Register for a FREE 1 month trial**

**TimaticWeb 2**

**Personalized Passport, Visa and Health advice** based on the travelers details, travel documents and itinerary. The information contains both requirements which must be met such as whether a visa is required, as well as recommendations such as prevalence of malaria.

**Create your own TimaticWeb 2 site** and include it on your public or internal websites. Using the customization tool you can quickly and easily create your own site(s) by personalizing the look and feel, including any default values such as Nationality, and choosing which fields to include.

**Set-up and manage sub-accounts**, which can be for individuals or other offices. As the master-user you can set up (and disable) multiple sub-user accounts. You can also view their activity for the current and previous periods.


Other features:

- **Customs, Currency and Airport Tax information**
- **Send to travelers** – A link to the personalized advice page can be sent to the traveler
- **Traveler profiles** – Set up traveler profiles with their document details for ease of use
- **Default options** – Define your default values on the passport, visa and health enquiry page

### Demography


Marketers must link the price to the real and perceived value of the product, but they also must take into account supply costs, seasonal discounts, and prices used by competitors.

60%




Your Title  
Refers to a good or service being offered

40%




Your Title  
Refers to a good or service being offered

10%



Your Title  
Refers to a good or service being offered

80%




Your Title  
Refers to a good or service being offered

### Demography


Marketers must link the price to the real and perceived value of the product, but they also must take into account supply costs, seasonal discounts, and prices used by competitors.

35%




Your Title  
Refers to a good or service being offered

20%




Your Title  
Refers to a good or service being offered

50%



Your Title  
Refers to a good or service being offered


20%




Your Title  
Refers to a good or service being offered

### Demography

Marketers must link the price to the real and perceived value of the product, but they also must take into account supply costs, seasonal discounts, and prices used by competitors.



Your Title  
Refers to a good or service being offered





Your Title  
Refers to a good or service being offered

### Demography


Marketers must link the price to the real and perceived value of the product, but they also must take into account supply costs, seasonal discounts, and prices used by competitors.

Your Title  
Refers to a good or service being offered







Your Title  
Refers to a good or service being offered




Your Title  
Refers to a good or service being offered




Your Title  
Refers to a good or service being offered



Your Title  
Refers to a good or service being offered



60%




### DEMOGRAPHY

Praesent volutpat semper lorem, eu faucibus enim. Proin et mollis quam.

### ELEMENTS


Curabitur quis ullamcorper mi. Nunc vehicula ligula tincidunt eleifend mattis.

40%




#### CURABITUR


20%




40%




60%



80%



100%




Ut et turpis ut urna maximus facilisis vel nisi

#### PULVINAR

68%


Pellentes



32%


Curabitur

#### AENEAN




#### MAECENAS


52%




84%




75%




53%



67%




71%




Nulla imperdiet varius euismod

#### PHASELLUS

32K




27K




Aliquam bibendum efficitur suscipit

#### MAECENAS

60%




40%



Quisque cursus quis tortor in mattis


#### WORLD MAP




Cras rutrum sit  
Nullam rhoncus

#### PHASELLUS

82%




54%




Duis nec metus risus semper porta turpis accumsan

#### MAECENAS

60%



40%



Maecenas feugiat fringilla dui

# Demographic infographics



## **Self -Check -03: Analyze travel destinations information**

1. What is TIMATIC?

Answer:

2. What is Demography?

Answer:

3. Weather report is important for Aviation Industry?

Answer:

## **Answer Key-03: Analyze travel destinations information**

### **1. What is TIMATIC?**

Answer: TIMATIC is a database maintained and managed by IATA. Used globally during reservation and check-in by the entire airline industry. to determine travel border control requirements. It enables airlines to board the maximum number of passengers. Having the proper documentation improves the travel experience for all passengers. TIMATIC is an important part of the industry's efforts. To smooth the passenger's experience

### **1 What is Demography?**

Answer: Demography is the statistical study of human populations. Demography examines the size, structure, and movements of populations over space and time. It uses methods from history, economics, anthropology, sociology, and other fields. Demography is useful for governments and private businesses as a means of analysing and predicting social, cultural, and economic trends related to population.

### **3. Weather report is important for Aviation Industry?**

Answer:

Yes. Weather report is important for Aviation Industry, Accurate and up-to-date weather information is essential for ensuring the safety of passengers, crew, and aircraft. Aviation weather forecasts provide critical information about weather conditions such as temperature, humidity, wind speed and direction, precipitation, cloud cover, and visibility. Here given some link with information.

Weather forecasting is of utmost importance in aviation. It provides pilots and flight planners with critical information to ensure the safety of passengers, crew, and aircraft. Accurate and up-to-date weather information is essential for making informed decisions regarding flight safety and route planning.

### **Job Sheet 3.1 Check visa information and Transit policy as per Timatic .**

Travel Scenario: Mr Shahriar Sayeed Journey from Dhaka to Cyprus

Traveler: Mr Shahriar Sayeed

Airline: Turkish Airlines

Departure: Dhaka, Bangladesh

Destination: Cyprus

Overview of TIMATIC:

TIMATIC is a database managed by the International Air Transport Association (IATA) that provides vital travel information, including entry requirements, visa regulations, and health guidelines. It is widely used by airlines, including Turkish Airlines, to ensure that passengers have the necessary documentation for their journeys.

Mr Shahriar Sayeed Travel Requirements are?

**Specification Sheet-3.1: Check visa information and Transit policy as per Timatic .**

**Necessary Tools**

<b>Sl. No</b>	<b>Name of Tools</b>	<b>Specification</b>	<b>Unit</b>	<b>Quantity</b>
1	Pen	As Need	No.	01
2	Paper	As Need	No.	01
3	GDS Version soft wear	As Need	No.	01

## **Job Sheet 3.2: Demographic Analysis for Aviation and Tourism in Singapore.**

**Location:** Singapore

**Year:** 2024

**Purpose:** To assess demographic trends to inform aviation and tourism strategies in Bangladesh.

Key Demographic Information for Singapore?

## **Job Specification Sheet-3.2: Demographic Analysis for Aviation and Tourism in Singapore.**

### **Necessary Tools**

<b>Sl. No</b>	<b>Name of Tools</b>	<b>Specification</b>	<b>Unit</b>	<b>Quantity</b>
1	Pen	As Need	No.	01
2	Paper	As Need	No.	01

NB: After completion of all LO, then complete the following review of competency

## Review of Competency

Below is yourself assessment rating for module “Check Travel Information Manual (TIM)” of Reservation and Ticketing Level-2

Assessment performance Criteria	Yes	No
Travel document is interpreted	<input type="checkbox"/>	<input type="checkbox"/>
Different types of travel documents are identified	<input type="checkbox"/>	<input type="checkbox"/>
Required travel documents are checked and information inserted	<input type="checkbox"/>	<input type="checkbox"/>
Concept of transit is interpreted	<input type="checkbox"/>	<input type="checkbox"/>
Connecting Time is checked as per IATA and airlines	<input type="checkbox"/>	<input type="checkbox"/>
Transfer is recognized	<input type="checkbox"/>	<input type="checkbox"/>
Concept of stopover is interpreted	<input type="checkbox"/>	<input type="checkbox"/>
Stopover Paid by Carrier (STPC) applicability is checked	<input type="checkbox"/>	<input type="checkbox"/>
Destination requirements are checked	<input type="checkbox"/>	<input type="checkbox"/>
Weather information is checked	<input type="checkbox"/>	<input type="checkbox"/>
Demographic information is checked through TIM	<input type="checkbox"/>	<input type="checkbox"/>

I now feel ready to undertake my formal competency assessment.Signed:

Date:

## Reference:

1. IATA Ticketing Hand book.
2. IATA glossary
3. ICAO Training (Guidelines on Passenger Name Record (PNR) Data)
4. IATA Passenger Service Conference Resolution Manual
5. Thy.com, Airlines Inc. (Aviation Academy).
6. <https://vdocuments.mx/passenger-type-codes-sabre-type-codes-quick-reference-task-format-price>
7. <https://www.altexsoft.com>
8. <https://www.handyvisas.com/>
9. <https://www.forbes.com/>
10. <https://www.wunderground.com/>
11. <https://weather.com/>
12. <https://www.windy.com/>
13. <https://en.allmetsat.com/metar-taf>
14. <https://metar-taf.com/VGHS>
15. <https://education.nationalgeographic.org/>
16. Wikipedia

## Development of CBLM

The Competency based Learning Material (CBLM) of 'Checking Travel Information Manual (TIM)' (Occupation: Reservation and Ticketing, Level-2) for National Skills Certificate is developed by NSDA with the assistance of SAMAHAR Consultants Ltd.in the month of June, 2024 under the contract number of package SD-9C dated 15th January 2024.

SL No.	Name and Address	Designation	Contact Number
1	Md Ahsan Habib	Writer	Cell:+8801712618950 Email:ahsanmasbd@gmail.com ahsanovi01@gmail.com
2	Ejaz Kadery & Zafor Imam	Editor	Cell:+8801713574720 zimam@thy.com
3	Khan Mohammad Mahmud Hasan	Co-Ordinator	Cell: 01714087897 Email: kmmhasan@gmail.com
4	Syed Azharul Haque	Reviewer	Cell: 01711047815 Email: azharulhaque2008@gmail.com.com