

## Topic: Extra Seat Procedures - TUI

Dear All

I would like to draw your attention to the TUI Extra Seat Procedures. Unfortunately, this is not always booked properly by the travel agent.

Please pay due attention not to check in the Extra Seat booking, nor board it on the flight. Only the passenger shall be checked in, and the seat which is purchased as extra seat should be blocked.

Otherwise, the figures for the load sheet won't be correct.

### 4.3.3.2 Passenger holding EXST booking

In case that **one** passenger shows up at check-in with a paid extra seat booking the following procedure is to be followed:

- EXST may be used for fixing of bulky cabin baggage. For a detailed description refer to [GHM Part 1 chapter 9.1.6](#) .
- pap gets **one** boardingpass only
- second seat is to be blocked in EDP-system or stickered additionally on boardingpass
- additional seat shall never be issued to standby-pax if aircraft is fully booked or to revenue pap in case of overbooking
- information to crew has to be given on PIL / PIS

Thank you!

Norbert