

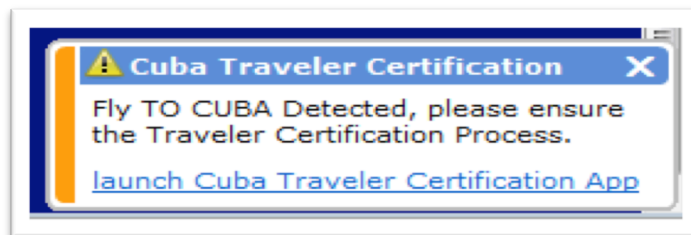
Cuba Travel

To: Omega Employees
From: Karla Lobo
Cc: Gloria Bohan, Goran Gligorovic, Betsy Amos, Nadim Hajje
Date: March 7, 2016
Re: Cuba Travel

While travel restrictions to Cuba have been greatly relaxed, there are restrictions that still remain in place. As a result, Omega must maintain records showing that we are in compliance with the rules. ASTA has provided an information sheet and form setting forth the current rules. Omega has been advised by legal counsel to obtain a completed form from each traveler requesting travel to Cuba **prior to ticketing**. The interpretation of the various categories of visits has been expanded, but we still must be sure that our customers fall within one of the permitted categories. ***The United States Government requires us to keep all completed forms on file for a period of 5 years.***

Please follow the following guidelines prior to ticket issuance:

- **Sabre Agents** - Make reservation following the ticketing time limit
 - If booking in Sabre, use the Cuba Travel App. This App will pre-populate the form with basic traveler information and automatically email it to the passenger to complete. The GDS will prompt you with a message, image below:



The GDS will send a message to the carrier validating the data provided by the passenger as an SSR message. i.e. **SSR OTHS YY ASTA 31 CFR 515576 ACTIVITIES OF PRIVATE FOUNDATIONS RESEARCH OR EDUCATIONAL INSTITUTES**

- **Apollo Agents** -The GDS does not provide the same tools as the others. Please use the attached official ASTA form. Make sure to have the client complete the form prior to ticketing.

- **Amadeus Agents** -The GDS does not provide a document but it does provide a Smart Key that can be used to validate the information received from the passenger. The Smart Key is named CUBA and can be found under the Public Smart Keys. Image below:

Add PNR Remarks for U.S. Travelers to Cuba -- Webpage Dialog

***** UNITED STATES TRAVEL TO CUBA *****

>> CERTIFICATION OF TRAVEL AGENT PROVIDING CUBA TRAVEL SERVICES

I HEREBY CERTIFY AS FOLLOWS WITH REGARD TO PERSON(S) ("TRAVELERS")
FOR WHOM I AM MAKING RESERVATIONS FOR TRAVEL TO/FROM/WITHIN CUBA,
PURSUANT TO U.S. TREASURY REGULATION 31 CFR SECTION 515.572.

>> PLEASE REFER TO GGAMAUSCUBA FOR MORE INFORMATION

I. I HAVE RECEIVED A WRITTEN CERTIFICATION & RELEVANT DOCUMENTATION
FROM THE U.S. TRAVELER(S) THAT THEY QUALIFY FOR A GENERAL
LICENSE TO TRAVEL TO/FROM/WITHIN CUBA WITHOUT A SPECIAL LICENSE
UNDER ONE OF THE TWELVE CATEGORIES OF AUTHORIZED TRAVEL:

1.FAMILY VISITS	9.OFFICIAL BUSINESS OF THE
2.JOURNALISTIC ACTIVITY	U.S. GOV'T, FOREIGN GOV'Ts
3.EDUCATIONAL ACTIVITIES	& CERTAIN INTERGOVERNMENTAL
4.RELIGIOUS ACTIVITIES	ORGANIZATIONS
5.HUMANITARIAN PROJECTS	10.PROFESSIONAL RESEARCH &
6.SUPPORT FOR THE CUBAN PEOPLE	PROFESSIONAL MEETINGS
7.PUBLIC PERFORMANCES, CLINICS,	11.ACTIVITIES OF PRIVATE FOUNDA-
WORKSHOPS, ATHLETIC & OTHER	TIONS OR RESEARCH OR
COMPETITIONS & EXHIBITIONS	EDUCATIONAL INSTITUTES
8.CERTAIN EXPORT TRANSACTIONS	12.EXPORTATION/IMPORTATION OR
THAT MAY BE CONSIDERED FOR	TRANSMISSION OF INFORMATION
AUTHORIZATION	OR INFORMATIONAL MATERIALS

II. IF THE U.S. TRAVELER(S) IS/ARE TRAVELING TO/FROM/WITHIN CUBA
UNDER ONE OR MORE SPECIFIC LICENSES, I HAVE OBTAINED A COPY OF
SAID LICENSE(S). I HAVE NO REASON TO DOUBT THE TRUTHFULNESS OF
THE CERTIFICATION AND/OR LICENSE(S) PROVIDED TO ME.

III. I WILL RETAIN THE NAMES, ADDRESSES, CERTIFICATIONS, LICENSES
AND RELEVANT DOCUMENTATION PROVIDED BY THE U.S. TRAVELER(S) AS
DESCRIBED ABOVE FOR FIVE (5) YEARS FROM THE DATE OF THE TRAVEL
RESERVATION TRANSACTION.

IV. I AGREE TO COMPLY WITH ALL APPLICABLE LAWS AND REGULATIONS
PERTAINING TO MY PROVISION OF TRAVEL SERVICES TO THE TRAVELER(S)
AND THEIR PLANNED TRAVEL TO/FROM/WITHIN CUBA.

V. I UNDERSTAND THAT AMADEUS IS RELYING ON THIS CERTIFICATION AND THE
ACCURACY OF THE INFORMATION CONTAINED HEREIN TO PROVIDE ME ACCESS
TO CUBA-RELATED INFORMATION AND BOOKING FUNCTIONALITY IN A MANNER
CONSISTENT WITH U.S. LAW.

VI. I HAVE READ AND FULLY UNDERSTAND THE FOREGOING.

> > UPON CERTIFICATION OF THE TRAVELER(S) :

> Type "C" to confirm/certify travel to Cuba and add
mandatory "CUBA TRAVEL VALIDATED" remark to the PNR

> Press ENTER to continue if traveler(s) not confirmed/certified
You may launch this Smart Key at a later time to confirm/certify

Send

The GDS will add the following on the remarks field, i.e.
RM CUBA TRAVEL VALIDATED