

Dear Valued Travel Partner

Please find below examples where the passengers name is mentioned in an in-correct format. Can you ensure the correct name process is followed as the below example is invalid.

RP/YVREX38AA/YVREX38AA

WS/SU 14OCT22/1700Z

1. MANSIMRAN KAUR/XXX (ADT)



1. MANIT JAIN/XXX (ADT)

Vistara now has a Revenue Integrity tool in place to detect the abuses, to avoid the cancellation of the bookings please do share with all your relevant teams of the above incorrect name format and below is the General Name Format Rules.

Name Rules

➤ **No First Name:** If you do not have a First Name, please repeat the last name in the first name field to continue.

E.g: If the only name on your travel document is Raman, please enter Raman in the last name field and in the first name field.

➤ **No Last Name:** If you do not have a Last Name, please repeat the first name in the last name field to continue.

E.g: If the first name on your travel document is Vikas, please enter Vikas in the last name field and in the first name field.

➤ **Last name is one letter:** If your Last Name has only one letter, please enter your First and Last Name in the last name field.

E.g: If the name on your document is *Ramya S*, please enter *Ramya S* in the last name field only and your title in the first name field.

➤ **First/Last Name contains special characters:** If your First and/or Last Name contains special characters other than hyphen, quote, dot, comma and space; please omit them when entering your name.

E.g: If the name on your document is *Jose' Johnson*, please enter *Jose* in the first name field and *Johnson* in the last name field.

➤ **Middle name:** If you have a Middle Name, please enter the same in the first name field.

E.g: If the name on your document is *Rahul Kumar Singh*, please enter *Rahul Kumar* the first name field and *Singh* in the last name field.

➤ **First/Last name is too long:** The length of your First Name should be between 1-25 characters while your Last Name should be between 2-40 characters. If the total length of your name is too long, then enter as much of your First Name in the first name field as possible, followed by the initials of your Last Name.

E.g: If the name on your document is *Nanduri Ramachandra Krishna Murthy Iyer*, please enter as much as your First name as possible i.e *Nanduri Ramachandra KM* in the first name field and your last name i.e *Iyer* in the last name field.

You may also refer to our GDS/Audit Policy to avoid ADM's in the future