

## LETTER OF REQUEST

### Surat Permohonan

Please fill out in capital letters. *Isilah dengan huruf besar.*

We hereby declare that a member of our family, / *Dengan ini kami sampaikan bahwa anggota keluarga kami,*

Name / Nama : \_\_\_\_\_

GarudaMiles Number / Nomor GarudaMiles : \_\_\_\_\_

Was declared dead on / *Telah meninggal dunia pada* \_\_\_\_\_ *Location / Lokasi :* \_\_\_\_\_

Due to this turn of events, we request that all the miles within the GarudaMiles account of the deceased to be transferred to the appointed beneficiary with the following details / *Berkeaan dengan hal tersebut, kami mohon agar seluruh jumlah miles yang terdapat dalam keanggotaan GarudaMiles Almarhum dapat dialihkan kepada ahli waris dengan keterangan sebagai berikut:*

Name / Nama : \_\_\_\_\_

Relation to the deceased / *Hubungan dengan Alm :* \_\_\_\_\_

Address / *Alamat :* \_\_\_\_\_

Email : \_\_\_\_\_

Phone / *No. Telepon :* \_\_\_\_\_ *Cell phone / HP :* \_\_\_\_\_

Listed below are the supporting documents necessary for the mileage transfer / *Berikut dokumen pendukung yang dibutuhkan untuk pengalihan mileage:*

1. Death Certificate (original or legalized copy) / *Akta Kematian (asli atau fotokopi legalisir)*
2. Letter of Appointment of Beneficiary (original or legalized copy) / *Surat Keterangan Waris (asli atau fotokopi legalisir)*
3. Letter of Acknowledgment / *Surat Pernyataan*
4. Letter of Release / *Surat Pembebasan dan Pelepasan*
5. Original GarudaMiles Card of the Deceased / *Kartu Anggota GarudaMiles Asli Almarhum*
6. Copy of ID or Passport of the Deceased / *Fotokopi KTP atau Paspor Almarhum*
7. Copy of GarudaMiles Card of The Beneficiary / *Fotokopi KTP atau Paspor Ahli Waris*
8. Copy of ID or Passport of The Beneficiary / *Fotokopi KTP atau Paspor Ahli Waris*

Thus the purpose of this letter. We expect for this request to be processed accordingly / *Demikian permohonan ini kami sampaikan, mohon agar ditindaklanjuti secepatnya.*

.....

\_\_\_\_\_  
(Full Name / *Nama Lengkap*)

All copies of supporting documents must be in accordance with the original version / *Semua fotokopi dokumen pendukung harus sesuai dengan versi aslinya*

## LETTER OF ACKNOWLEDGEMENT

### Surat Pernyataan

Please fill out in capital letters. *Isilah dengan huruf besar.*

On This Day / Hari ini : .....

I, as the legal beneficiary with the details below / Saya sebagai ahli waris yang sah dengan keterangan sebagai berikut:

1. Name / Nama : \_\_\_\_\_  
Profession / Pekerjaan : \_\_\_\_\_  
ID or Passport / No. KTP atau Paspor : \_\_\_\_\_  
Address / Alamat : \_\_\_\_\_  
Phone / No. Telepon : \_\_\_\_\_ Cell phone / HP : \_\_\_\_\_

As the 1st beneficiary of / Selaku ahli waris ke-1 dari ....., who has been legally appointed in accordance with the Letter of Appointment of Beneficiary / yang sah secara hukum berdasarkan Surat Keterangan Waris No. ....

2. Name / Nama : \_\_\_\_\_  
Profession / Pekerjaan : \_\_\_\_\_  
ID or Passport / No. KTP atau Paspor : \_\_\_\_\_  
Address / Alamat : \_\_\_\_\_  
Phone / No. Telepon : \_\_\_\_\_ Cell phone / HP : \_\_\_\_\_

As the 2nd beneficiary of / Selaku ahli waris ke-2 dari ....., who has been legally appointed in accordance with the Letter of Appointment of Beneficiary / yang sah secara hukum berdasarkan Surat Keterangan Waris No. ....

3. Name / Nama : \_\_\_\_\_  
Profession / Pekerjaan : \_\_\_\_\_  
ID or Passport / No. KTP atau Paspor : \_\_\_\_\_  
Address / Alamat : \_\_\_\_\_  
Phone / No. Telepon : \_\_\_\_\_ Cell phone / HP : \_\_\_\_\_

As the 3rd beneficiary of / Selaku ahli waris ke-3 dari ....., who has been legally appointed in accordance with the Letter of Appointment of Beneficiary / yang sah secara hukum berdasarkan Surat Keterangan Waris No. ....

4. Name / Nama : \_\_\_\_\_  
Profession / Pekerjaan : \_\_\_\_\_  
ID or Passport / No. KTP atau Paspor : \_\_\_\_\_  
Address / Alamat : \_\_\_\_\_  
Phone / No. Telepon : \_\_\_\_\_ Cell phone / HP : \_\_\_\_\_

As the 4th beneficiary of / Selaku ahli waris ke-4 dari ....., who has been legally appointed in accordance with the Letter of Appointment of Beneficiary / yang sah secara hukum berdasarkan Surat Keterangan Waris No. ....

(May be added in accordance with the number of beneficiaries / Dapat ditambahkan sesuai dengan jumlah ahli waris)

## LETTER OF ACKNOWLEDGEMEN

### Surat Pernyataan

Please fill out in capital letters. *Isilah dengan huruf besar.*

Hereby consent in handing over the deceased's GarudaMiles account to / *Dengan ini menyatakan persetujuan untuk memberikan isi rekening*

*GarudaMiles Alm. kepada:*

Name / *Nama* : \_\_\_\_\_

Profession / *Pekerjaan* : \_\_\_\_\_

ID or Passport / *No. KTP atau Paspor* : \_\_\_\_\_

Address / *Alamat* : \_\_\_\_\_

As the legal beneficiary of the deceased's GarudaMiles account based on the Letter of Appointment of Beneficiary No. / *Sebagai penerima pengalihan isi rekening GarudaMiles yang sah dari Alm berdasarkan Surat Keterangan Waris No.* \_\_\_\_\_

This letter of acknowledgement is made in good faith and under no pressure whatsoever / *Surat pernyataan ini dibuat sebenar-benarnya tanpa paksaan apapun.*

Stamp Duty IDR 6,000.-

*Materai Rp 6.000,-*

\_\_\_\_\_  
Deceased's Beneficiary /  
*Ahli Waris Almarhum*

\_\_\_\_\_  
GarudaMiles Beneficiary /  
*Penerima Pengalihan GarudaMiles*

Witnessed by / *Disaksikan oleh,*

Witness I / *Saksi I* : \_\_\_\_\_

Witness II / *Saksi II* : \_\_\_\_\_

Notes: Witnesses are Garuda Indonesia Staff members

*Catatan: Saksi adalah Staff Garuda Indonesia*

## LETTER OF RELEASE SURAT PEMBEBASAN DAN PELEPASAN

Please fill out in capital letters. *Isilah dengan huruf besar.*

I, whose signature are inscribed below, *Saya yang bertanda tangan di bawah ini,*

Name / Nama : \_\_\_\_\_  
ID or Passport Number / No. KTP or Passport : \_\_\_\_\_  
Family Certificate Number / No. Kartu Keluarga : \_\_\_\_\_  
Profession / Pekerjaan : \_\_\_\_\_  
Address / Alamat : \_\_\_\_\_  
\_\_\_\_\_

As the / *sebagai* \_\_\_\_\_ of / *dari* \_\_\_\_\_

(relation with the deceased / *hubungan dengan alm.*)

(name of the deceased / *nama alm.*)

(Letter of Appointment of Beneficiary Number / *Surat Keterangan Waris No.* \_\_\_\_\_ )

Hereby declares and acknowledges that / *dengan ini menyatakan dan mengakui bahwa:*

1. I have fully received an amount of / *saya telah menerima pengalihan mileage sebesar* \_\_\_\_\_ miles, from the GarudaMiles account of the deceased / *GarudaMiles, yang berasal dari rekening GarudaMiles Almarhum,* \_\_\_\_\_ (name of the deceased / *nama almarhum*). Therefore release PT. Garuda Indonesia (PERSERO), its association, companies, officers, employees, agents, and representatives of all charges, to one subject or more, which may occur due to this transfer of GarudaMiles / *Untuk itu melepaskan dan membebaskan PT. Garuda Indonesia (PERSERO), asosiasi, anak perusahaan, pejabat, pegawai, agen, dan perwakilan dari segala tuntutan yang dapat diajukan, baik terhadap satu pihak atau lebih, yang dapat timbul dari pengalihan GarudaMiles ini.*
2. I have read and understood all the conditions in this 'Letter of Release', and have given my signature of agreement under no pressure whatsoever / *Saya telah membaca dan memahami seluruh persyaratan 'Pelepasan dan Pembebasan' ini, yang saya tandatangani tanpa adanya paksaan apapun.*

Dated today / *tertanggal hari ini,* .....

Stamp Duty IDR 6,000.- /

Materai Rp 6000

Appointed Beneficiary /  
*Ahli Waris yang Ditunjuk*

Witnessed by / *Disaksikan oleh:*

Witness I. Name & Signature / *Saksi I. Nama & Tanda Tangan* : \_\_\_\_\_

Address / *Alamat* : \_\_\_\_\_  
\_\_\_\_\_

Witness II. Name & Signature / *Saksi II. Nama & Tanda Tangan* : \_\_\_\_\_

Address / *Alamat* : \_\_\_\_\_  
\_\_\_\_\_

Notes: Witness I represents Garuda Indonesia and Witness II represents the family of the deceased  
*Catatan: Saksi I adalah Pihak Garuda Indonesia dan Saksi II adalah Pihak Keluarga Almarhum*