

# ADM-waiver

## Terms and Conditions

### General

- > The ADM-waiver will be available from January 1st, 2011.
- > The ADM-waiver is available once in a period of 365 days per Agency registered on our website (identified by its Agency number). It is not multiplied if more than one agent per Agency is registered. Please ensure that you check with your management before using the ADM-waiver.
- > The ADM-waiver is valid to waive one ADM, identified by the unique Hahn Air ADM number. It cannot be split up to cover separate ADMs, nor can the ADM itself be split up. The ADM to be waived must not be issued more than three calendar months before the ADM-waiver is drawn by the respective Agency (e.g. earliest November 1st if the ADM-waiver is drawn in February).
- > The ADM-waiver is valid up to a maximum amount that equals 10% of the turnover of the respective Agency generated in the three full calendar months before the ADM-waiver is drawn. With an ADM-waiver you can waive one ADM up to that maximum amount. The waiver is effected by means of a withdrawal of the respective ADM or an ACM covering the respective amount will be issued. There will be no cash payment or remittance of the waived amounts.
- > If the ADM you wish to waive is above the maximum amount, the waiver will be limited to the given maximum. If the ADM is lower or meeting the maximum amount, the total amount will be waived. The difference cannot be saved, accumulated or credited in any way; the ADM-waiver will again be available 365 days after your Agency submitted it.
- > Hahn Air will audit each draw of an ADM-waiver and reserves the right in its sole discretion to decline the use of an ADM-waiver in a particular case. Hahn Air reserves the right to exclude agencies from participation if there are justifying reasons – e.g. undue interference regarding the ADM-waiver, manipulation etc. for such action may be denied and reclaimed afterwards if such actions become known to Hahn Air. As the ADM-waiver is an offer made voluntarily to Agencies, Hahn Air may at any time withdraw its offer at its sole discretion. There is no binding right whatsoever arising out of this offer or the repeated use of it.

### Processing of the ADM-waiver

- > To redeem an ADM-waiver, your Agency needs to be registered on the Hahn Air website ([www.hahnair.com](http://www.hahnair.com)). You need to log in to “My Hahn Air” and if available the ADM-waiver will show up in your personal section of the website, where you can fill out the provided form to submit the ADM-waiver request.
- > Please ensure that you check with your management before using the ADM-waiver as this cannot be revoked.
- > After filling in the form and submitting the ADM-waiver request to Hahn Air, we will audit your request and inform you about further proceedings. The waiver is effected by means of a withdrawal of the respective ADM or an ACM covering the respective amount will be issued. There will be no cash payment or remittance of the waived amounts.
- > You can always check the redemption date on your personal section of the website. The ADM-waiver will again be available to the Agency 365 days after the ADM-waiver request was submitted. The ADM-waiver cannot be multiplied or in any other way accumulated if your Agency did not require this service for more than 365 days.

### Examples

- > Example 1: You wish to draw the ADM-waiver in February 2011 for an ADM of €500 (issued after October 31st, 2010). Your Agency's turnover in the last three calendar months (November 2010 to January 2011) was €7,100. 10% equals €710. The total amount of the ADM will be waived. There is no splitting up option to cover the unused portion of the ADM-waiver.
- > Example 2: You wish to draw the ADM-waiver in February 2011 for an ADM of €500 (issued after October 31st, 2010). Your Agency's turnover in the last three calendar months (November 2010 to January 2011) was €3,800. 10% equals €380. €380 of the ADM amount will be waived.