

If you did not take trip cancellation insurance and wish to transfer your reservation to another person, please fill in this form and submit it with your letter of cancellation.

Replacement Passenger for Tour Cancelled FORM:

This form can only be used up until 48 hours prior to departure.

Sun Ice Tours, be advised that I have canceled my tour as per my **Letter of Cancellation** and I have a replacement passenger to take over my reservation. All funds I submitted to Sun Ice Tours Inc. are to be applied to my replacement passenger. Replacement passenger will be responsible for any outstanding balance payments still owing on my reservation at time of or after transfer. Replacement Passenger will supply payment details for new file and be responsible for obtaining their own insurance on the tour. Insurance is not transferable from original passenger to replacement passenger. Once replacement passenger is confirmed by Sun Ice Tours the transfer will be considered complete and my obligation between myself and Sun Ice Tours will be terminated. Replacement passenger will be liable for all contractual obligations going forward with Sun Ice Tours Inc.

Name of Original Passenger cancelling: _____

Tour Name: _____

Original Tour Confirmation Invoice # **SIT** _____

As of this date: _____, 20__

The following person is taking over my original reservation:

Full Legal Name as it appears on passport: _____ Please type or print clearly

Address: _____

City/Prov: _____ Postal Code: _____

Cell Ph: _____ 2nd Ph #: _____

Birth Date: Month: _____ D: _____ Y: _____

e-mail: _____

Departure Pick Up Location on our itinerary: _____

Comments or important information we should know about this person:
ie: any allergies, preferences, special requests, emergency contacts, etc.

Today's Date: _____ 20__

Signature of Original Passenger: _____

Please print, sign, scan and send this form back to us and we will process your replacement passenger reservation

COPY FOR EACH PASSENGER BEING REPLACED



Sun Ice Tours Inc. (1983) 111 Mayfield Crescent, Winnipeg, MB. R3R 3A9
204-896-3879 sunicetours@shaw.ca
www.sunicetours.ca