




**REVISION HISTORY**

Revision Date	Revision Details
July 15, 2021	Initial Issue
March 31, 2024	Revise address



**REVIEW AND APPROVAL**

This document has been reviewed and approved for implementation.

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Effectivity Date		March 31, 2024



## COMPANY PROFILE MANAGEMENT

We are **SWIRE TRAVEL PHILIPPINES, INC.**, a 100% Filipino-owned duly authorized travel agency licensed by the Department of Tourism to offer specialized travel services. It is a subsidiary of Rayomar Management Inc., a holding company involved in managing other transport-related corporate organizations.

### SWIRE TRAVEL PHILIPPINES INC.'s CORE COMPETENCIES

**Longevity** – Since 1979 and through the years, we have been servicing corporate accounts with continuous high standards of efficiency and care, evolving with the times through regional crises of global strife, illness, financial exigencies.

**Global Travel Management** – As the sole Philippine representative and Global Alliance Partner of Uniglobe and Egencia, Swire offers Global Management of accounts through implementation of Corporate Travel Policy, regular reporting of services per account, and analysis of travel spend and top travel data. Other customized reports, as you require, may be provided.

**Expertise** – We provide designated account handlers to each account and an Account Manager oversees every aspect of the travel trail. With a combined work experience in the Industry of 12 years per consultant, you are assured of top advice in planning your every travel. We will give you the best recommendations to choose from based on what your priorities are- cost, convenience, preferred suppliers.

**Aggregate services** – We offer consolidated services – visas, travel insurance, hotels, cars, rail, cruise, and air travel services. With a Global Alliance network of over 500 travel professionals, we can provide a complete spectrum of whatever services are needed, wherever. We are well trained in handling Marine and Medical Evacuation travel as well.

**Safety** – We have an emergency protocol for retrieving our traveler's whereabouts in times of crisis, which includes rerouting his travel in the best possible way. We also issue travel alerts regularly so that you know where the world's trouble spots are – whether because of strife, strikes, weather, and other natural phenomena. The vital news of our Industry, we relay to you.

**24/7 accessibility** – Any emergency can be handled no matter what day or time, holidays included. We realize travel is affected by many factors, all of which do not just take place during regular work hours alone. We are there for you when you need us.

### SERVICES WE PROVIDE

#### For Corporate Travel

Marine Travel Services  
Incentives & Corp. Meetings (MICE)  
Management of Corp. Travel Policy  
Travel Management Reporting  
Pre-Departure Briefings  
Emergency (Medivac) Travel  
Meet & Greet Services @ NAIA

#### Leisure Travel

Hotel Bookings  
Package Tours  
Group Tours  
Adventure Holidays  
Cruises, Ferries &  
Rails  
Car Rental  
Travel Insurance

#### Documentation

Passport Acquisition/Renewal  
Visa Acquisition  
Change of Visa Status  
Philippine Visa Extension  
Immigration Clearance

### OFFICE LOCATIONS

#### Head Office

Unit 9B Country Space 1 Bldg., Salcedo Village. Makati City 1200