HONGKONG AIRLINES
香港航空

常旅客里程獎賞轉讓書
Frequent Flyer Award Transfer Application Form

申請人資料 Customer Details

登機牌上姓名 Name printed on boarding pass

電話 Telephone

護照/身份證號碼的首 4 個數字
The first 4 digits of passport/ID

兌換獎賞項目 Redemption Items

☐ 免費升艙 Upgrade to Business Class (require 3 fare-paying flights sectors)

☐ 免費機票 Award Travel

- ☐ One-way Business Class 單程商務艙 (require 5 fare-paying Business Class sectors)
- ☐ Round-trip Business Class 雙程商務艙 (require 10 fare-paying Business Class sectors)
- ☐ One-way Economy Class 單程經濟艙 (require 5 fare-paying Economy Class sectors)
- ☐ Round-trip Economy Class 雙程經濟艙 (require 10 fare-paying Economy Class sectors)

所需登機牌上的航班資料 Flight sectors on eligible Boarding Passes

1)	6)
2)	7)
3)	8)
4)	9)
5)	10)

Recipients Details 受讓人資料

受讓人姓名 Name printed on passport or ID

電話 Telephone

護照/身份證號碼的首 4 個數字
The first 4 digits of passport/ID

本人同意遵守以下各項相關細則，並認可受讓人兌換以上獎賞機票。
I agree to abide by the conditions as details below, and acknowledge that the redemption item specified will be transfer to aforesaid recipient.

申請人簽署 Applicant signature	申請日期 Applying date
公司專用欄位 For airline use only	One copy to passenger / One copy to issuing office file / One copy to sales report

附註細則：
1. 申請人請先選定轉讓獎賞項目，並確認有足夠里程供兌換。
2. 申請轉讓須附申請人護照影本或身分證影本，並於本公司辦公時間內辦理。
3. 轉讓手續須待本公司接獲轉讓表格及所需文件後方可辦理。
4. 所有兌換及轉讓手續必須於旅程出發前最少 7 天完成申請。
5. 乘客須自行負擔免費機票的香港機場稅、香港機場保安稅、燃油附加費及國內離境稅及相關行政等費用。
6. 已轉讓之獎賞申請，恕不接受退還或再轉讓。

Conditions:
1. Please confirm your redemption item and make sure that you have sufficient accrued sectors.
2. Please submit this form with your passport or ID copy within our office hour.
3. Transferring proceed is taken upon receipt of the Transfer Form and necessary documents.
4. All redemption application and transfer procedure must be completed at least seven days prior to the preferred departure date.
5. The issuance of tickets is subject to the passenger being responsible for applicable departure taxes, airport or government handling fees, fuel surcharges and security charge.
6. Redemption item cannot be exchanged or returned after transfer request accepted.