

BAGGAGE CLAIM FORM 行李索償表

Please complete this form and mail it to us as soon as possible. In case of missing baggage, this additional information will help us with our continued baggage tracing. If the tracing is unsuccessful, this form will serve as your notice of claim.

請填寫此表並盡快寄給我們。若遺失行李，表內資料將有助於我們的進一步搜尋行動。搜尋不成功，此表將會被用作閣下的索償通知。

Please quote File Reference 請填寫檔案號碼					
Type of Claim 索償類別	Missing Baggage 遺失行李 Missing Item(s) 遺失物件	<input type="checkbox"/>	Damaged Baggage 損壞行李 Damaged Item(s) 損壞物件	<input type="checkbox"/>	Others 其他 <input type="checkbox"/>

Please complete in BLOCK letters. 請用正楷填寫

PART A - PASSENGER INFORMATION. 甲部 - 乘客資料		
Name (Surname First) 姓名 (以姓氏先行)		Mr 先生 <input type="checkbox"/> Ms 女士 <input type="checkbox"/> Mrs 太太 <input type="checkbox"/> Miss 小姐 <input type="checkbox"/>
Contact Address 聯絡地址		Phone No. 電話號碼 () Fax No. 傳真號碼 ()
Email Address 電子郵件地址		
Nationality 國籍	Passport / ID Card No. 護照/身份證號碼	The Marco Polo Club/Asia Miles Membership No. (if applicable) 馬可孛羅會/亞洲萬里通會員號碼 (如適用)






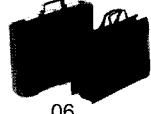





PART B - FLIGHT INFORMATION 乙部 - 航機資料					
Airline 航空公司	Flight No. 航班號碼	Class 客艙級別	Day / Month / Year 日/月/年	From (Airport) 由 (機場)	To (Airport) 往 (機場)
Passenger Ticket No. 機票號碼 Please enclose 請附上機票				No. of Accompanying Passengers 同行乘客人數	

PART C - BAGGAGE DETAILS 丙部 - 行李資料				
Total No. of Baggage Checked 託運行李總數	<input type="text"/>	Pieces 件 <input type="text"/>	Kilos 公斤 <input type="text"/>	Any Other Distinctive Markings or Name/Address Label placed on Bag (Besides Baggage Claim Tag) 繫於行李上的其他標記或地址標籤 (除行李牌外)
Total No. of Baggage Received 收取行李總數	<input type="text"/>	Pieces 件 <input type="text"/>	Kilos 公斤 <input type="text"/>	
Total No. of Baggage (Missing/Damaged) 行李總數 (遺失/損壞)	<input type="text"/>	Pieces 件 <input type="text"/>	Kilos 公斤 <input type="text"/>	
Please enclose Baggage Claim Tag(s) 請附上行李牌				






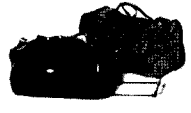




- Checked in at _____ (Airport 機場) on _____ (Date 日期) Checked to (City shown on Tag)
託運於 _____ 託運於 (行李牌之城市)
- Last seen at _____ (Airport 機場) on _____ (Date 日期)
最後見於 _____
- Have you rechecked any baggage? No 否 or 或 Yes 是 , rechecked by _____ (Airline)
是否有行李重新託運? 重新託運於 _____ (航空公司)
- Have you reported to other airlines? No 否 or 或 Yes 是 , reported to _____ (Airline) at _____ (Airport)
是否曾經申報於其他航空公司? 申報在 _____ (航空公司) 於 _____ (機場)
on _____ (Date 日期)
- Have you paid for any excess baggage? No 否 or 或 Yes 是 , **please enclose excess baggage ticket 請附上超額行李票據**
or **advise weight and amount paid etc 或提供行李重量及金額等** _____
- Have you paid for excess valuation declaration? No 否 or 或 Yes 是 , **please enclose excess valuation receipt 請附上超價申報收據**
or **advise amount paid or other details 或提供金額或其他資料** _____

PART D - TRAVEL INSURANCE (if applicable) 丁部 - 旅遊保險 (如適用)	
Name and Address of Insurance Company 保險公司名稱及地址	Phone No. 電話號碼 () Fax No. 傳真號碼 () Policy No. 保單號碼

BAGGAGE IDENTIFICATION CHART 行李種類圖表
(TYPE 01-11) NON-ZIPPERED TYPE BAGS (種類01-11) 沒有拉鍊行李

01 Hard shell 硬殼 	02 	03 	04 Non-expandable 不可伸張 	05 Expandable 可伸張 	06 Attaché/briefcase 公文噏/手提袋 	07 Document case 公文箱 	08 Military Style Bag 軍用袋 	09 	10 Box (if single item, see 50-99) 盒子(如單一物件, 參照50-99) 	11 
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(TYPE 20-29) ZIPPERED TYPE BAGS (種類20-29) 有拉鍊行李

20 Includes garment bags in boxes 包括放於盒中的外衣袋 	21 	22 	23 	24 Two handles 兩手挽 	25 	26 Carry on/Cabin Bag 手提包 	27 	28 	29 
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(TYPE 50-99) MISCELLANEOUS ARTICLES (種類50-99) 其他物件

50 Small Package Priority Service 小型優先服務包裹	69 Sporting Equipment (not shown elsewhere) 運動用具 (不在此列)
51 Courier Bag 速遞包	70 Stroller/Pram/Baby Carriage 手推車/嬰兒車
52 Sample/Display/Equipment Case 樣品/陳列品/用具箱	71 Child/Infant Car Seat 兒童汽車座位
53 Art/Display Portfolio 藝術品/陳列品公事包	72 Child/Infant Equipment (not shown elsewhere) 兒童用具 (不在此列)
54 Tube without Sporting Equipment 沒有運動用具裝備的管	80 Audio Equipment 音響器材
55 Duty Free Articles 免稅品	81 Video/Visual/Photo Equipment 影視器材
56 Cosmetic/Beauty Case 化粧/美容箱	82 Computer Equipment 電腦用具
57 Kennel/Pet Container 寵物箱	83 Electrical Appliances 電器用品
58 Ice Chest/Cooler/Plastic Storage Container 冰箱/塑膠貯存器	84 Communications Equipment 通訊用具
59 Tool/Tackle Box 工具箱	85 Musical Instrument 樂器
60 Fishing Rods/Poles/Sticks 魚竿	90 Baggage Trolley 行李手推車
62 Golf Bag/Clubs 高爾夫球袋/棒	91 Wheelchair/Wheelchair Battery/Other Orthopaedic Devices 輪椅/輪椅電池/其他矯形裝備
63 Bicycle/Accessories 單車/附件	92 Security Removed Items 保安理由被取去之物件
64 Sleeping Bag/Windsurfer/Bedroll/Tent 睡袋/帳幕	93 Shopping Bag (all materials) 購物袋 (任何質料)
65 Surfboard/Windsurfer/Paddle/Boogie Board 滑浪板/風帆板/划槳	98 Beach/Patio Umbrella 沙灘/露台傘
66 Skis/Ski Poles 滑雪板	99 Others 其他
67 Snow Boards/Other Sledding Devices 雪板/其他雪橇裝備	
68 Ski Boots/Boot Bag 滑雪鞋/鞋袋	

NOTICE OF BAGGAGE LIABILITY LIMITATIONS 行李責任限制之通告

- ◆ Liability for loss, delay, or damage to baggage is limited unless a higher value is declared in advance and additional charges are paid. For most international travel (including domestic portions of international journeys) the liability limit is approximately US\$9.07 per pound (US\$20.00 per kilo) for checked baggage and US\$400.00 per passenger for unchecked baggage.
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- ◆ We are not liable for loss of, damage to or delay in the delivery of fragile or perishable items, keys, artwork, cameras, money, jewellery, precious metals, silverware, medicines, drug, dangerous goods, commercial goods, odd-sized articles, negotiable papers, securities, or other valuables, business documents, passports and other identification documents, or samples, which are included in your Checked Baggage.
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