



HONG KONG EXPRESS AIRWAYS LIMITED  
香港快運航空有限公司

TICKET REFUND APPLICATION FORM  
退票申請書

BOOKING REFERENCE: 訂單編號			
NAME OF APPLICANT: 申請人姓名			
CONTACT NUMBER: 聯絡電話		EMAIL ADDRESS: 電郵地址	
REMARKS/REASON OF REFUND: 備註/退票原因:			
<b>REFUND TICKET INFORMATION</b> 退票資料			
NAME OF GUEST TO BE REFUNDED 退票旅客姓名	ITINERARY 機票航程	TRAVEL DATE 旅遊日期 (DD/MM/YY)	REFUND SECTOR 退票航段
(1)			
(2)			
(3)			
(4)			
(5)			
(6)			
(7)			
(8)			
APPLICANT'S SIGNATURE 申請人簽署 DATE 日期		ON BEHALF OF HONG KONG EXPRESS AIRWAYS LIMITED & CO. CHOP 代表香港快運航空有限公司 SIGNATURE & CO. CHOP 辦理人簽署及公司簽章 DATE 日期	
<b>TERMS &amp; CONDITIONS</b> <ol style="list-style-type: none"><li>All HK Express fares are non-refundable. Fees and surcharges are non-refundable (subject to compliance with local laws and to the extent such local laws at point of sale are applicable), with the exception of the fuel surcharge. An administrative fee of HKD\$100 applies for the refund of the fuel surcharge on a per Guest and per segment basis. Departure taxes will be refunded subject to local regulations.</li><li>HK Express will send an email acknowledgment upon receipt of application form. All applications are subject to approval and an approximate 6 to 8 weeks from the date of receiving the application is required. The approved refund amount will be credited to the original booking credit card.</li><li>In case of dispute, HK Express reserves the right of final decision.</li></ol>			
<b>條款及細則</b> <ol style="list-style-type: none"><li>所有 HK Express 的機票票價均不設退款。除燃油附加費外，其他收費及附加費亦不設退款(各條款須符合當地法律要求，及遵守銷售點當地的適用法律)。處理燃油附加費的退款須收取港幣 100 元手續費，費用根據每位旅客每航段計算。離境稅如需退款，將按當地法律要求進行。</li><li>HK Express 在收妥申請表後會向申請人發出確認電郵。所有退款申請必須經過審批，而獲批之相關退款金額將會存入原本訂單的信用卡戶口內，整個過程由收取申請表日起計算約需 6 至 8 個星期。</li><li>如有任何爭議，HK Express 將保留最終決定權。</li></ol>			