



FLIGHT CERTIFICATE REQUEST FORM 行程證明申請表

Letter Type 類別	Written Confirmation of (please tick the appropriate box) 請選擇所需行程證明之類別，並在[] 內加上✓號。 <input type="checkbox"/> Flight Delay 航班延誤 <input type="checkbox"/> Flight Cancellation 航班取消 <input type="checkbox"/> Flight Taken (onboard certificate) 登機證明 <input type="checkbox"/> Missed Connection 未能接駁航班
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Part A – Passenger Information 甲部: 旅客資料

Name (Last Name first) 姓名	<input type="checkbox"/> Mr 先生	<input type="checkbox"/> Ms 女士
	<input type="checkbox"/> Mrs 太太	<input type="checkbox"/> Miss 小姐

The Marco Polo Club/Asia Miles Membership No.

馬可孛羅會/亞洲萬里通會員號碼

Mailing Address 通訊地址

Flat/Room 室 _____ Floor 樓 _____ Block/Tower 座 _____

Building 大廈名稱 _____

Street/Avenue 街道/里 _____

Town/City 鎮/城市 _____ Country 國家 _____

Postal Code 郵政編號 _____

Day-time Contact 日間聯絡電話 (Country Code 國家編號) _____

(City Code 城市編號) _____ (Phone 電話號碼) _____

Fax No. 傳真號碼 _____

Email 電郵 _____

Part B – Flight Information 乙部: 航班資料

Itinerary 行程	Airline 航空公司	Flight No. 航班編號	Flight Date 出發日期	From (Airport) 由 (機場)	To (Airport) 到 (機場)
Original Booked Flight 原訂航班資料					
Actual Flight Taken 最終乘搭航班資料					



Misconnecting Flight (if applicable) 未能接駁航班資料(如適用)					
Itinerary 行程	Airline 航空公司	Flight No. 航班編號	Flight Date 出發日期	From (Airport) 由 (機場)	To (Airport) 到 (機場)
Original Booked Flight 原訂航班資料					
Actual Flight Taken 最終乘搭航班資料					

Air Ticket No.
航空公司機票號碼 _____

Important note: If you do not have a ticket number, please provide a copy of your identity card or passport page with personal information for verification purposes.

注意事項：如未能提供航空公司機票號碼，請附上香港身分證或旅遊證件(個人資料頁) 副本以作資料核實。

Remarks 附注：

1. This flight certificate request form is for use of individual passenger.
此行程證明申請表只適用於個人申請。
2. Dragonair can only issue certificate if the request is made within 6 months after the flight taken.
乘客須於航班啟航日起計六個月內向港龍航空提交申請，我們方可提供有關行程證明。
3. Please complete this form with all required information and return it to Dragonair by fax to (852) 2141 6629.
請填妥申請表內所有相關資料並傳真至港龍航空公司 (852) 2141 6629。
4. Illegible information will prolong or may prevent the processing of your request. The normal processing time takes 2 to 3 weeks from the date of request.
請確定所填寫之資料清晰無誤，一般申請處理需時大約 2-3 星期。
5. This request form is applicable only for Dragonair flights (including code-share flight operated by Dragonair).
此申請表僅適用於港龍航班(包括代號共享由港龍航空營運的航班)。
6. To comply with data privacy requirements, if the request is raised by a third party, please provide the applicant's authorization letter and a copy of the applicant's passport page containing personal information or identity card.
為保障個人資料私隱，若申請者非乘客本人，請於提交申請表時附上乘客簽署之授權書和旅遊證件(個人資料頁)或身份證之副本。
7. All personal data provided in this form will only be used for purposes of processing your request for Dragonair to issue confirmation letter for insurance claim and verifying your identity. You have the right to request access to and correction of your personal data held by us. Request for access or correction should be made in writing to Customer Relations Manager, Hong Kong Dragon Airlines Limited. The data may be transferred to an authorised third party providing services to Dragonair in relation to the above purposes.
一切填報的個人資料只作本公司處理上述保險申報及核對閣下身份之用。乘客如要提出查閱或更正所提交的資料，可致函予港龍航空公司顧客關係經理。相關資料亦可能給予港龍航空公司所授權之第三方代為處理。