



**BSP\_CHINA REFUND APPLICATION/AUTHORITY**  
**退款申请**

Please complete and submit first two copies together with supporting document(s) to airline  
请填写完表格后, 将本表第一、二联并相关凭证送交航空公司

**A. REFUND APPLICATION**

退款申请书

FROM (Agent)  
代理人名称

TO (Airline)  
航空公司

Passenger Name  
旅客姓名

Reasons for refund  
退款理由

USED TRANSPORTATION (DATE/FLIGHT No./ROUTING)  
已用航段 (日期/航班号/航段)

- VOLUNTARY 自愿                       INVOLUNTARY 非自愿  
 UNUSED 未使用                       OTHER 其他

Remarks 说明

**DOCUMENTS ENCLOSED FOR REFUND**

所附退款票证

AIRLINE 航空公司	SERIAL No./S 顺序号	CPN No./S 票联
.....	.....	.....
.....	.....	.....

Copy of all conjunction documents must be submitted. If ticket covers are unavailable or illegible, please enclose photocopies of the issuing office coupons which will be returned with the authority to refund.

请将整套相关机票的复印件送交航空公司。如果没有客票封面或难以辨认, 请附上出票人联影印件, 此影印件将同授权书一起退回代理人处。

**ORIGINAL DOCUMENT**

原始票证:  
Airline                      Serial No./S  
航空公司.....                      顺序号.....  
Date and Place of Issue  
出票日期/地点.....  
Form Payment  
付款方式.....  
Credit Card Code/Account No.:  
信用卡代号/帐号.....

Agent's Telephone No. and Contact Person:  
代理人电话和联系人:

Agent's Signature                      Date  
代理人签章                      日期

Agent's Ref.No.  
代理人编号:

**B. REFUND AUTHORITY (FOR AIRLINE USE)**

退款授权书(由航空公司填写)

FARE CONSTRUCTION REASSESSED AS FOLLOWS: 运价再计算

FARE PAID 原付票款金额	FARE USED 已用航段金额	PASSENGER NAME 旅客姓名		
		A/L CODE 航空公司代号	REFUNDED TICKET/MPD NUMBER 退款客票杂费证号码	CPN.No./S CK 票联
<b>GROSS REFUND</b> 退款金额				
Add Tax(es) 加税金	<input type="text"/> +			
	<input type="text"/> +			
	<input type="text"/> +			
Less Commission 减手续费 %	<input type="text"/> -	Refund by 退款单位	Date 日期	
Other Deduction 其他减项	<input type="text"/> -			
<b>NET REFUND</b> 退款净额		Airline Authority/Reference 航空公司授权/编号		

WHEN COMPLETED THIS STUB MUST BE DETACHED AND ATTACHED BEHIND THE REFUND NOTICE 撕下存根附在退换通知书后面。

(Airline Validation)  
航空公司签章