

### Letter of Declaration

Passenger Name: \_\_\_\_\_

Ticket No. to be refunded: \_\_\_\_\_

Substitute Ticket(Or Lost Ticket No.) No.: \_\_\_\_\_

I, the undersigned, hereby apply for ticket refund, required to check any of the following declaration in compliance with China Airlines Refund Policy on account of the incompleteness of attached tickets, papers and/or documents, and declare that should there be any legal liability, or property and/or non-property damage caused, I will bear all consequences. Furthermore, I unconditionally refund the overpayment caused by duplicated refund application.

Check the following declaration if applicable

- 1. I acknowledge and agree that agent commission should be deducted from refund value should tickets be purchased via travel agency.
- 2. I acknowledge and agree that residual value of tickets should be refunded to travel agency's original form of payment (including voucher) should tickets be purchased via travel agency.
- 3. Request to keep original boarding pass in the application of fare difference refund of down-grade.
- 4. Receive refund with copy of ticket receipt under the condition of loss of original copy.
- 5. I acknowledge and agree that 3% bank transaction fee should be deducted from refund value when requested form of refund is cash or check should tickets be paid by credit card.
- 6. I acknowledge and agree that residual value of tickets should be refunded to my credit account as below

\_\_\_\_\_

7. Other conditions: \_\_\_\_\_

This letter is signed to China Airlines, Limited.

Signature of Agent: \_\_\_\_\_ Signature of Principal: \_\_\_\_\_

Tel No.: \_\_\_\_\_ ID No./Passport No.: \_\_\_\_\_

Tel No.: \_\_\_\_\_

Stamp of Travel Agency: \_\_\_\_\_ Address: \_\_\_\_\_

Attached certificates/documents:  Copy of Passport  Copy of ID  Copy of driver's license

The applicant consents to the latest [Privacy Protection Policy and Statement](#) on the official websites of China Airlines and Mandarin Airlines. Personal data (such as name, contact information, account information, copy of ID card, copy of passport, copy of driver's license, etc.) provided in the refund application and accompanying documents, is solely for the purpose of refund processing by China Airlines and Mandarin Airlines. Both airlines undertake not to disclose the personal data to any third party unrelated to the provided services or transactions. Data subjects are assured the right to exercise legal rights over their personal data, including inquiry, supplementation, correction, and deletion. For refund processing and necessary business operations, China Airlines and Mandarin Airlines will retain data subjects' personal data for a required duration. Once these purposes are no longer applicable, both airlines will securely destroy the personal data within the designated time frame, using commercially reasonable and technically feasible measures in compliance with relevant laws to prevent recovery or duplication.

I have thoroughly read and agree to all the stated terms and conditions.