

## 行李調查表

## Baggage Inventory Form

CHINA AIRLINES

案件編號 Ref. No.		行李遺失 Missing Bag.		行李損壞 Damage Bag.	
		物品遺失 Missing Item.		物品遺失 Damage Item	
請用正楷填寫 <b>Please complete this form in BLOCK letters.</b>					
旅客資料 Passenger Information		先生 Mr.		女士 Mrs.	
小姐 Miss					
姓 Surname		名 First Name			
聯絡地址 (宅/R) : _____					
Contact Address (公/B) : _____					
電話號碼 (宅/R) : _____			傳真號碼		
Tel. No. (公/B) : _____			Facsimile No.		
電子郵件信箱			機票號碼		
E-Mail Address : _____			Passenger Ticket No.		
國籍 Nationality	護照號碼 Passport No.		年齡 Age		
職業 Occupation	服務單位 (公司/行號名稱) Employed by		職稱 Position		
華夏會員卡號 Dynasty Card No. _____	同行旅客人數 Number of passengers _____		兩歲以下幼童人數 Infants (under 2 Yrs.) _____		
以前是否曾向航空公司申報行李意外事件? 是 ___ / 否 ___ . Have you had previous mishandled bag claim to any airline? Yes ___ / No ___ . 如曾申報, 請列出申報航空公司、日期及地點。 If yes, give the name of the Airline, Place where you reported and when. 航空公司 / Name of Airline: _____ 日期 / 地點 Date/Place: _____ . 賠償額若干 The Amount of compensation you received: _____ .					
行程 Complete Itinerary					
航空公司 Airline	班機號碼 Flight No.	搭乘艙等 Class	日期 (日/月/年) Day/Month/Year	自 (機場) From (Airport)	至 (機場) To (Airport)
行李資料 Bag Information					
行李 Baggage	件數 No. of Pcs.	重量 Weight	行李號碼/目的地/行李箱上姓名、圖記 Tag No., Destination, Name/Identification on Bag		
託運 Checked					
收到 Received					
遺失/破損 Missing/Damaged					
託運於 Checked at _____	機場 Airport.	最後見於 Last seen at _____	機場 Airport.		
日期/Date _____		日期/Date _____			
重新託運於 Rechecked at _____	機場 Airport.	此事件曾向 Report also made with _____	航空公司 Airlines		
新行李號牌號碼 New Tag No. _____		於 _____ 日期 _____	機場申報 Airport		
超重行李收據號碼 Excess Bag Receipt No.	已付超值申報的金額 Amount paid for Excess Value Declaration				
已付超重行李的重量(件數)及金額 Weight (piece) and amount paid for excess baggage					
行李是否投保? Did you insure your bag? 是/Yes ___ 否/No ___ . 如果有投保, 請註明保險公司名稱、地址、電話號碼、傳真號碼。 If yes, Name/address/Tel No/Fax No. for the Insurance Company					
_____					
_____ 保單號碼 Policy No. _____					



敬告貴客：

台端行李於運送過程中發生異常情事，導致不便，深致歉意。請確實填寫本調查表並將遺失物品逐項列出（每一件遺失行李填寫一張調查表），以便後續查尋工作。如行李仍無法尋獲，本行李調查表將作為賠償的參考。此外，下列文件必須隨行李調查表一併寄交本公司處理：

1. 全程機票存根（旅客收執聯）。
2. 遺失物品價格超過一百美元，請附購買憑據（發票）。
3. 遺失物品重量超過免費託運行李額度，請附行李超重費收據。
4. 遺失行李如已申報保值並付保值費用，請附保值行李收據。

本表填妥後請儘速寄交本行李服務組或是本公司任一行李服務單位，俾便後續處理。如自申報行李意外二十天內未收本表，本公司將認為遺失的物品經由其他途徑尋獲奉還，無需處理。貴客所遺失的物品如經由其他途徑歸還，亦請通知本公司結案。另外，航空公司對於行李意外賠償均有設限，請參閱貴客機票中「行李賠償限額通告」。

另本公司對下列物品遺失、損壞或是延遲不負賠償責任：

易腐品、易碎品、酒、急用藥品、金錢、珠寶首飾、銀器、有價證券、可轉讓票據、商業(個人)文件、著作原稿、鑰匙、出版品、計劃藍圖、藝術(畫)作品、錄影(音)作品、商業樣品、無法替代物品、照片、業務用裝備、天然皮毛製品、古董、傳家寶、收藏品、工藝品、稀有金屬(礦石)、攝錄影音器材及相關產品、電腦軟(硬)體製品、電子器材及其他貴重物品或商業性物品。

最後謹對貴客的合作及耐心敬表謝忱。

中華航空公司 謹啓

日期：\_\_\_\_\_

Dear Passenger:

We sincerely apologize for the mishandling of your property and the inconvenience caused. The most intensive phase of tracing is based on the information provided on this claim form. The claim form should be completed in its entirety with a detailed description of each individual item contained within the bag(s) or the items which are missing from the bag (Please complete as separate form for every piece of baggage missing). In case of unsuccessful tracing, this form will serve as your notice of claim. Failure to include the following information may affect the processing of your claim:

1. Passenger copy of the flight ticket(s) with whole itinerary covered.
2. Items valued at US\$ 100 (or equivalent) or higher must be substantiated with original proof of purchase indication value.
3. Receipt of Excess Bag Charge, if missing bag (item) exceed the maximum free bag allowance.
4. Receipt of Excess Value, if excess value has been declared.

Once completed this Form, please return it to this bag services office or you can forward it to any Bag Services Office of China Airlines. Failure to return the completed form(s) within 20 days from the date of reporting bag mishandling (as mentioned on the Property Irregularity Report), we will assume that you have received your property by other means and this case will be considered as closed. In case of the missing bag (s) has been restored to you through other means also please kindly inform us to close this file. We should point out that airline liability for lost baggage is limited. Detail can be found in your ticket under "Notice of Baggage Liability Limitations".

Please note that China Airlines is not liable for loss, damage to, or delay in delivery of any perishable property, nor for damage to or damage caused by fragile articles, liquids, or perishables, nor for the loss of, damage to or delay in delivery of medicines, orthotics (surgical supports), money, jewelry, silverware, negotiable papers, securities, business/personal documents, spirits, books/manuscripts, optics, keys, publications, blueprints, paintings/works of art, sound reproduction equipment, business samples, artistic items, irreplaceable items, photographs, business equipment, natural fur products, antiques, heirlooms, collectibles, precious metals / stones, photographic / audio / video equipment and related items, computer hardware / software, electronic components / equipment and other similar valuables or commercial effects.

Thank you for your patience.

China Airlines

Date: \_\_\_\_\_

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