



BAGGAGE CLAIM FORM 行李索償表格

Please complete this form in BLOCK letters and return it to us as soon as possible. In case of missing baggage, if the tracing is unsuccessful, this form will serve as your notice of claim.

請用正楷填妥此表並儘快交回給我們。如遺失行李搜尋不獲，此表格將會被用作閣下的索償通知。

File Reference 檔案號碼		KA		Example 例: HKGKA12345
Type 類別	Missing Baggage 遺失行李 <input type="checkbox"/>	Damaged Baggage 損壞行李 <input type="checkbox"/>	Others 其他 _____	
	Missing Item(s) 遺失物件 <input type="checkbox"/>	Damaged Item(s) 損壞物件 <input type="checkbox"/>		

PART A - PASSENGER INFORMATION 甲部 - 乘客資料

Name (Surname Name first) 姓名 (姓氏先行)		Mr 先生 <input type="checkbox"/>	Ms 女士 <input type="checkbox"/>
		Mrs 太太 <input type="checkbox"/>	Miss 小姐 <input type="checkbox"/>
Contact Address 聯絡地址		Contact Phone No. 聯絡電話號碼 ()	
		Mobile Phone No. 流動電話號碼 ()	
Email Address 電郵地址		Fax No. 傳真號碼 ()	
Nationality 國籍	Passport No. 護照號碼	Occupation 職業	The Marco Polo Club Membership No. 馬可孛羅會會員號碼

PART B - FLIGHT INFORMATION 乙部 - 航機資料

Airline 航空公司	Flight No. 航班號碼	Class 客艙級別	Day / Month / Year 年/月/日	From (Airport) 由 (機場)	To (Airport) 往 (機場)

Passenger Ticket No. 機票號碼	<input type="text"/>	Please enclose tickets 請附上機票
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PART C - BAGGAGE INFORMATION 丙部 - 行李資料

Total No. of Baggage Checked-in 託運行李總數	<input type="text"/>	pieces 件	<input type="text"/>	kilos 公斤	Any other distinctive markings or name/ address label placed on bag (besides baggage claim tag) 特殊標記或繫於行李上的姓名 / 地址標籤 (除行李牌外)
Total No. of Baggage Received 已取行李總數	<input type="text"/>	pieces 件	<input type="text"/>	kilos 公斤	
Total No. of Baggage Missing or Damaged 遺失或損壞行李總數	<input type="text"/>	pieces 件	<input type="text"/>	kilos 公斤	
Tag No. 行李牌號碼	<input type="text"/>				
Please enclose baggage claim tags 請附上行李牌					

- Baggage checked-in at 行李託運於 _____ (airport 機場) on 在 _____ (date 日期) and checked to 及託運往 _____ (city shown on baggage claim tag 行李牌上之城市)
- Baggage last seen at 行李最後見於 _____ (airport 機場) on 在 _____ (date 日期)
- Have you rechecked any baggage? 閣下是否曾經重新託運行李? No 否
Yes 是 , rechecked by 重新託運與 _____ (airline 航空公司)
- Have you reported to other airline? 閣下是否曾經向其他航空公司申報? No 否
Yes 是 , reported to 申報與 _____ (airline 航空公司) at 於 _____ (airport 機場)
on 在 _____ (date 日期)
- Have you paid any excess baggage charges? 閣下是否已付超額行李費用? No 否 Yes 是 **Please enclose receipt 請附上收據**
- Have you paid any excess value declaration charges? 閣下是否已付超額價值申報費用? No 否 Yes 是 **Please enclose receipt 請附上收據**

PART D - BAGGAGE INSURANCE 丁部 - 行李保險

Name and address of the insurance company 保險公司名稱及地址	Phone No. 電話號碼 ()
	Fax No. 傳真號碼 ()
	Policy No. 保單號碼



»» Baggage Identification Chart 行李種類圖表

Luggage/Bags 旅行箱 / 手提箱

Horizontal design Hard Shell  01 	Upright design  02 	Horizontal design softcase Non-expandable  03 	Horizontal design softcase Expandable  05 	Garment Bag/ Suit Carrier  20 	Upright design, soft material  22 	Upright design, combined hard and soft materials  22D 	Upright design, hard material  22R 
Briefcase  06 	Closes without zippers 沒有拉鍊行李 Types 01-12 種類 		Document Case  07 	Horizontal design softcase  23 	Closes with zippers 有拉鍊行李 Types 20-29 種類 		Duffel/ Sport Bag  25 
Military Style Bag  08 	Plastic/ Lunch Bag  09 	Box (/ Single item use codes 01-69 with descriptive element 0)  10 	Storage Container  12 	Lap Top/ Overnight bag  26 	Expandable cottage  27 	Mattress storage bag  28 	Backpack/ Rucksack  29 

Miscellaneous Articles 其他物件

May have protective cover, Specify Brand of article 可能有保護性的覆蓋物，請說明物件的牌子

Hat Box  50 	Cosmer Bag/ Bag/Package  51 	Trunk/Sampler/ Display case (Describe item)  52 	Art/Display Portfolio  53 	Tube -- without spring equipment  54 	Daily use articles (Describe item)  55 	Cosmetic/Beauty case  56 	Kennel/Pet container  57 	Ice Chest/ Cooler  58 	Tool/ Tackle box  59 
Fishing Rod  60 	Firearm(s)  61 	Golf bag and/or Clubs (Describe item)  62 	Bicycle and/or accessories (Describe item)  63 	Sleeping bag/ Tent (Describe item)  64 	Surf Equipment (Describe item)  65 	Ski/Ski Pole  66 	Snow Board and Other Sledding Devices (Describe item)  67 	Ski Boots/ Boot Bag  68 	Sporting Equipment -- Not shown elsewhere (Describe item)  69 
Child/Infant Car Seat  71 	Child/Infant equipment not listed elsewhere (Describe item)  72 	Full Size Baby Carriage  73 	Umbrella Stroller  74 	Wheeled Sporting Items (Describe item)  75 	Audio/Video/Visual/ Photo equipment (Describe item)  81 	Computer/ Communication equipment (Describe item)  82 	Electrical Appliances (Describe item)  83 	All Main Instruments (Describe item)  85 	
Folding Chair  89 	Baggage trolley  90 	Security Removed Items (Describe item)  92 	Shopping Bag (all materials)  93 	Wheel Chair, powered or manual and accessories  94 	Orthopedic Devices  95 	Bedding bag  96 	Dive Bag/ Equipment  97 	Umbrella (all types)  98 	Article not shown (describe item) 其他物件 (請描述) 99 



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1. You can fax this form to us at Fax No.
此表可以傳真遞交致傳真號碼

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2. Baggage Services Office Telephone No. is
行李服務組辦事處電話號碼為

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3. Email address for baggage enquiry is
查詢行李事宜之電子郵件地址為

4. Website for baggage tracing status is
行李搜尋情況網頁地址為

<http://www.dragonair.com/baggage>

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