

CI/AE FIT Name Modification Policy and effective on/after 28MAY2019 Taipei Local Time (Same with flight departure and name modify date).

Main Rules

The following 4 main rules can be applied one time only and cannot be applied at the same time

(1) **Last name modification less than 2 letters (include 2), for example**

Allowed	Not Allowed
<ul style="list-style-type: none"> ROSE/JOEY to <u>ROME</u>/JOEY ROSE/JOEY to <u>PROSE</u>/JOEY ROSE/JOEY to ROS/JOEY 	<ul style="list-style-type: none"> ROSE/JOEY to <u>RICK</u>/JOEY (3 Characters has been modified) ROSE/JOEY to <u>ROME</u>/JOEY MS (Last name and title has been modified at the same time) ROSE/JOEY to <u>ROME</u>/JOY (Last name and first name has been modified at the same time)

(2) **Reversed first name and last name, all the spelling and title must be identical , for example**

Allowed	Not Allowed
<ul style="list-style-type: none"> CHIAHAO/CHEN MR to CHEN/CHIAHAO MR CHIA HAO/CHEN MR to CHEN/CHIAHAO MR (Name inverted and space deleted) 	<ul style="list-style-type: none"> CHIAHAO/CHEN MS to CHEN/CHIAHAO <u>MR</u> (Name inverted and title modified at the same time) CHIAHAO/CHEN MR to <u>CHIEN</u>/CHIAHAO MR (Name inverted and last name modified at the same time) CHIAHAO/CHEN MR to CHEN/<u>ZHIHHAO</u> MR (Name inverted and first name modified at the same time)

(3) **First name modification less than 4 letters (including 4) , for example**

Allowed	Not Allowed
<ul style="list-style-type: none"> CHU/CHIHHSIUNG MR to CHU/CH<u>IASHIANG</u> MR CHU/CHIHHSIUNG MR to CHU/<u>JOHN</u>CHIHHSIUNG MR CHU/CHIHHSIUNG to CHU/HSIUNG CHU/CHIH SHIUNG MR to CHU/<u>CHENHSIUNG</u> MR 	<ul style="list-style-type: none"> CHU/CHIHHSIUNG to CHU/<u>TONYHSIANG</u> (5 Characters has been modified) CHU/CHIHHSIUNG MR to CHU/SIUNG MR (5 Characters has been modified) CHU/CHIHHSIUNG MS to CHU/CH<u>IASHIANG</u> MR (First name and title has been modified at the same time) CHU/CHIHHSIUNG to <u>CHIU</u>/CH<u>IASHIANG</u> (Last name and first name has been modified at the same time)

(4) **Title modification less than 4 letters (including 4) , for example**

Allowed	Not Allowed
<ul style="list-style-type: none"> LEE/DAVID to LEE/DAVID<u>MSTR</u> LEE/DAVID to LEE/DAVID <u>MR</u> LEE/DAVIDMS to LEE/DAVID <u>MR</u> LEE/DAVID <u>MSTR</u> to LEE/DAVID <u>MR</u> 	<ul style="list-style-type: none"> LEE/DAVID to LEE/DAVID <u>MSTR</u> (5 Characters has been modified include space) LEE/DAVID MR to LEE/DAVID <u>JUSTICE</u> (7 Characters has been modified) LEE/DAVID MS to <u>LI</u>/DAVID <u>MR</u> (Last name and title has been modified at the same time) LEE/DAVIDMS to LEE/<u>DAVE</u> <u>MR</u> (First name and title has been modified at the same time)

Guideline of PNR and Ticketing Handling

	Un-Ticketed PNR	Ticketed PNR		
		PNR	Ticket	Ticket brought from China-airlines.com only
One of above main rule is met	<p><u>When 1st or 2nd rule is met :</u> Create new PNR and subject to flight availability.</p> <p><u>When 3^{rs} or 4th rule is met :</u> Make first name or title modification on original PNR is allowed. Name corrections are actioned by China Airlines on your behalf. By amending the name in the GDS, the PNR can be corrupted.</p>	<p><u>When 1st or 2nd rule is met :</u> Create new PNR and subject to flight availability.</p> <p><u>When 3^{rs} or 4th rule is met :</u> Make first name or title modification on original PNR after ET removed is allowed. Name corrections are only actioned by China Airlines on your behalf. By amending the name in the GDS, the PNR can be corrupted.</p>	The E-ticket must be reissued with NZ\$50 service fee, only actioned by China Airlines.	Please contact China Airlines directly.
None of above main rule is met	Un-Ticketed PNR	Ticketed PNR		
	Create new PNR and subject to flight availability.	PNR	Ticket	
			A new ticket must be purchased subject to availability and applicable fare. The original ticket can be refunded with additional \$50 service fee deducted with a new ticket number attached.	

Notes :

- FIT Name modification policy applies only to CI/AE operating international flight, and 297(CI) or 803 (AE) validated tickets, if codeshare or OA flight(s) contain in the PNR, please create a new PNR and subject to flight availability.
- Force to change name without complying with the above rule will result in confirmed seat(s) status become US (wait-listed) after End of Transaction.
- All name correction requests must be sent to China Airlines (china.airlines@walshegroup.com) along with passenger' s passport or travel document copy attached.
- For a **single name passenger** (without family name or first name as per passport), please use the name in the surname field and use the title in the first name filed following by enter OSI SINGLE NAME PAX
For example, Passenger Name: Lucy
Name Format in the Booking: Lucy/Ms
- For a passenger with first and last names **not specified on the passport**, please use the whole name as the last name and title as the first name.
For example, Passenger Name: Chong Min Tanah Wen
Name Format in the Booking: Chong Min Tarah Wen/Mr
- For a **passenger with a hyphenated name**, enter the name without the hyphen.
For example, Marie-Anne McDonald
Name Format in the Booking: Marieanne/McDonald
- If the name characters exceed the maximum character limits on your GDS, you will need to reduce the name before issuing the tickets by leaving out the title and middle names.