



A STAR ALLIANCE MEMBER 

深圳航空
Shenzhen Airlines



CA/ZH Change and Refund Policy due to Covid-19: 01JUN20

Due to the ongoing Covid-19 situation, Air China and Shenzhen Airlines have cancelled some flights on domestic, international and regional routes. Please find below some standard procedures set in place for you to assist clients booked on Air China and Shenzhen Airlines for both Involuntary Cases and Voluntary cases.

This policy is only for UK and Ireland IATA agents. This supersedes previous issues.

1. INVOLUNTARY CHANGE

[E.g Where flight has been cancelled by airline]

For passengers booked on a cancelled service, please rebook alternative CA or ZH flight where requested by passenger where services are available or refund as per below guide;

1.1 Involuntary Rebook Procedure:

For flights operated before June 30, 2020 (included), no change fee, sub-class fare difference or seasonal fare difference will be charged. Rebook in same RBD or lowest RBD available in the same cabin of travel on CA or ZH operated flight and reissue without further charges with waiver code below.

For flights operated after July 1, 2020 (included), no change fee will be charged, but any sub-class fare difference and seasonal fare difference will be charged.

Codeshare Bookings: Applicable when flights on 999 tickets with Air China code operated by another airline, or When flights on 999 tickets with code of another airline operated by Air China, between an international city and Mainland China. During the ticket validity period, the flight date can be changed involuntarily once for free. The new flight must still be one with Air China code operated by another carrier or one with the code of another carrier operated Air China. Where original sub-class remains the same no fee/seasonality/change fees are applicable. Where sub-class is not the same as the original passenger ticket, no service handling fee will be charged, but sub-class fare difference /seasonal fare difference will be charged. The above waiver to 30 June is not applicable

1.2 Involuntary Reroute Procedure:

Domestic only reroutes: Must be refunded and new ticket purchased.

International reroutes: Cancelled service can be rebooked to another city in the same region [eg to another EU city where EU is final destination] New flight must be CA or ZH operated service.

Reroute can also be via another CA hub eg LHR-CTU change to LHR-PEK-CTU

Codeshare Flight reroutes : It is not allowed to change the route or the operating carrier

NOTES: In all cases, only 1 involuntary change is permitted. Subsequent changes will be as per fare rules. **Future voluntary refunds requests on already changed tickets will be charged as per fare rules.** All changes must be made within ticket validity.

Where no rebook/reroute option is possible, or passenger wishes to travel on another carrier, passenger will have to cancel ticket and purchase an alternative ticket at their own expense.

1.3 Involuntary Refund procedure -Before departure:

Unused fare and tax can be fully refunded. Please refund via your GDS. Enter waiver code below.

Codeshare Flight Bookings: Applicable when flights on 999 tickets with Air China code operated by another airline, or When flights on 999 tickets with code of another airline operated by Air China between an international city and Mainland China, full refund Can be given without any refund charge as detailed above

1.4 Involuntary Partial Refund procedure - After departure:

In all cases, when passenger has used outbound and is affected with cancelled service for other sectors, and no rebook option is applicable, then ticket must be part refunded. Refund unused NUC amount and taxes/charges. In the event of no NUC amount showing then apply the following rule:

Simple return itineraries where RBD is the same: Refund 50/50 of the base fare plus the unused taxes/charges.

For open jaw/mixed booking codes: Deduct 50% of the USED outbound amount based on the equivalent return fare for the RBD booked. Deduct used taxes/charges. Do not calculate fare used based on the one-way fare equivalent. Refund the remaining unused amount and unused taxes/charges.

1.5 Involuntary Waiver Code

For involuntary changes/rebook/refunds the below waiver code must be shown on the ticket as to why additional fee/cancellation has been waived, or risk ADM;

"INVOL DUE CAxxx CANCEL / CHANGE" [xxx = flight number]

2. VOLUNTARY CHANGE/REFUND

[E.g Changes at passengers request where no change has been done by airline]

Applicable Tickets:

- All CA/ZH tickets issued before 00:00 28 January 2020 for travel or transit to China on any date on after 01 JAN 2020 to any date in 2020.
- [Tickets issued from 28 January 2020 onwards apply standard ticket conditions]
- All Air China operated / CA coded "999" tickets
- All Shenzhen operated / ZH coded "479" tickets

2.1 Voluntary Refund procedure:

Passenger can request a full refund. Please refund this in your GDS. Due to expected volumes, submissions via BSP could take many months to process.

For part used tickets refund as per above involuntary rule.

No Show: No fee up until 29 February 2020 departures. Normal cancellation conditions apply for no show passengers with flight dates 01 March 2020 onwards. Segments in PNR must be cancelled before departure from this date.

NOTE: Refunds for flights with travel dates from 01 March 2020 must also be submitted before the original scheduled flight time. Even if PNR has been cancelled. Voluntary refund can not be submitted/processed after the original travel date.

2.2 Voluntary Rebooking procedure:

For any voluntary change follow normal fare rules for all date/flight changes or submit for refund as above and purchase a new ticket.

2.3 Voluntary waiver code for refund:

Waiver code : must be inputted as to why cancellation fee have been waived:

"CANCELLED DUE COVID-19"

**Where CA has cancelled the service do not use Covid-19 as a waiver. Apply Involuntary code above.*

Notes:

The above guidelines are valid until **01 July 2020** unless advised earlier of any additional changes. Note- this is not the travel date deadline.

We would be grateful this information be cascaded to all relevant sales and refunds departments and ensure all clients are contacted accordingly.

Refunds must be made via the original sales channel. Agency bookings can not be refunded by the airline directly. Passengers contacting the airline directly will be referred back to their booking agent.

Should you have any further queries please do not hesitate to contact Air China European call centre:

Or
UK sales support:

Air China London Office/01JUN2020