公告

重申中華/華信航空公司(CI/AE) 旅客訂位姓名輸入規則

各位旅遊同業先進：

因應多國政府均要求訂位紀錄中之旅客姓名需正確註記，請依照以下規範將旅客姓名輸入於訂位紀錄中，姓名輸入與旅行證件不一致將可能造成於通關時身分認定問題，出票後修改姓名將衍生需支付改名費用或需退票重開，若行程含它航行程時更可能會被它航拒絕登機。

1. 依據旅客所持之旅行證件上顯示之姓/名欄位各別輸入於訂位紀錄中，輸入時勿包含空格及除姓名間的＂/＂ 任何符號。
2. 輸入正確之稱謂。
3. 部分國家發行之護照個人資料頁與機器判讀區(MRZ)中的拼音順序不同，擇一輸入即可。
4. 姓名輸入範例如下
   ✧ 單純姓+名

證件姓	證件名	稱謂
WANG	CHUNHAO	先生
PNR 輸入方式	WANG/CHUNHAO MR	

   ✧ 姓只有一個字母+名

證件姓	證件名	稱謂
E	YOKOHAMA	小姐
PNR 輸入方式	EE/ YOKOHAMA　MS	

   ✧ 護照只有單名

證件名	稱謂
NEENARANI	女童
PNR 輸入方式	NEENARANI/MISS

✧ 含 Middle name

證件姓	證件名	中間名	稱謂
WONDER	EDWARD	RICHARD	男童
PNR 輸入方式	PNR 輸入方式可依照以下方式均可，因各國規範不一，建議以第一種方式輸入，第二/三種為可接受輸入方式。 1. WONDER/EDWARDRICHARD MSTR 2. WONDER/EDWARDR MSTR 3. WONDER/EDWARD MSTR		

✧ 冠夫姓

證件姓	證件名	稱謂
CHEN,WANG	SHUFEN	女士
PNR 輸入方式	CHENWANG/SHUFEN MRS	

✧ 姓名拼音超過 59 字元

證件姓	證件名	稱謂
BAIJIYISHANCHINHUANGHEJUHAILIU	YUCHUNCHIENLIMUGEN SHANGYITSENLOU	先生
PNR 輸入方式	姓名拼音全部輸入輸到不能輸為止。並於 OSI 註記旅客全名。 OSI CI FULL NAME OF PAX2 S/B AAAAAA/BBBBBB	

✧ 姓名含後綴

證件姓	證件名	後綴	稱謂
WASHINGTON	GROVER	JR	博士
PNR 輸入方式	WASHINGTON/GROVERJR DR		

以上規則大多為現行之既有作法，此次通告僅調整 Middle name 以及姓名過長的輸入方式。

敬請公告周知 ！ 感謝您的配合 ！

中華航空公司 敬上

中華航空 CHINA AIRLINES

Guideline for name element format in PNR for China Airlines/Mandarin Airlines

Dear Valued GDS Partners :

As many countries require travelers to make flight bookings using their correct and full names which are identical to the one being shown on the travel document, please follow this guideline to enter the complete passenger name in the reservation record locator. Please note that the passenger might encounter identity verification issues at the custom if the passenger name in the reservation record **doesn't** exactly match with the one shown on the travel document. If tickets were issued with incomplete names, passengers might be requested to make the name change or reissue at their own expense. They might even face boarding denial if other airlines segments were involved in his/her itinerary.

1. Add first name/last name respectively according to the travel document. Do not enter spaces or punctuations.
2. Select correct title.
3. The name sequence in the passport may be inconsistent with the name sequence in the Machine Readable Zone(MRZ) for some countries. However, using the name sequence shown either in the MRZ or the passport data page is acceptable.
4. Traveler Name Input Examples
   - ✧ Only first or last name present in passport

Last name in passport	First name in passport	Title
WANG	CHUNHAO	Male
Input Example	WANG/CHUNHAO MR	

   - ✧ One-letter last name

Last name in passport	First name in passport	Title
E	YOKOHAMA	Female
Input Example	EE/ YOKOHAMA MS	

   - ✧ Only first or last name is presented in the passport

First name in passport	Title
NEENARANI	Female child
Input Example	NEENARANI/MISS

✧ Middle name is presented in the passport

Last name in passport	First name in passport	Middle name in passport	Title
WONDER	EDWARD	RICHARD	Male child
Input Example	Following 3 options are acceptable for CI to board the passenger while option 1 is strongly recommended to meet the various custom requirements from different countries. 1. WONDER/EDWARDRICHARD MSTR 2. WONDER/EDWARDR MSTR 3. WONDER/EDWARD MSTR		

✧ Adopted husband's last name

Last name in passport	First name in passport	Title
CHEN,WANG	SHUFEN	Married woman
Input Example	CHENWANG/SHUFEN MRS	

✧ Name spelling exceed 59 characters

Last name in passport	First name in passport	Title
BAIJIYISHANCHINHUANGHEJUHAILIU	YUCHUNCHIENLIMUGEN SHANGYITSENLOU	Male
Input Example	Enter the full name until the character limit is reached and address the complete full name in OSI. OSI CI FULL NAME OF PAX2 S/B AAAAAA/BBBBBB	

✧ Name with Suffix

Last name in passport	First name in passport	Suffix	Title
WASHINGTON	GROVER	JR	Doctor
Input Example	WASHINGTON/GROVERJR DR		

Most of the above guideline are existing valid practices, this announcement is to update guidelines of middle name and when name spelling is too long.

China Airlines Thanks for Your Cooperation

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