

Lufthansa Group Airlines Booking & Ticketing Policy for Industry Agency Partners

This document is valid for:

- Austrian Airlines
- Lufthansa
- SWISS
- Brussels Airlines

Validity: This Policy is valid on/after **15 March 2020** and replaces all other LHG Booking & Ticketing Policies in effect before and remains valid until further notice.

Editor: LHGroup Revenue Integrity



Lufthansa



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O. Overview of Substantial Changes

Date	Chapter	Type	Content
March15,2020	1.1	New	Redistribution restrictions in the United States and Canada
March15,2020	2.1	Moved	Name Element now in 2.1 (former 2.3) thus all following paragraphs one number forward
March15,2020	2.1.1	Updated	Changes to the first O&D requires cancellation and subsequent new booking of the entire O&D in same transaction.
March15,2020	2.1.3.	New	Entry of contact data into PNR (IATA Reso 830d)
March15,2020	2.4.	Updated	Duplicate bookings
March15,2020	3.8.	Updated	DOB entry in PNR
March15,2020	3.8.	New	Flight cancellations due to agent error are not eligible for automatic reinstatement. Fee in case reinstate is performed based on airlines goodwill, see chapter 4. Booking
March15,2020	4.	Harmonized within LHG	Overview of Fees and Charges harmonized within the four LHGroup airlines LH/LX/OS/SN
March15,2020	4.	New	Fee for violation of Form of Payment (as per Farerule)

1. Introduction

This Policy applies to all travel agencies, appointed or not by ARC or IATA to issue airline traffic documents, CTDs, GDS users and any other person or entity accessing Lufthansa Group Airlines' internal reservation system content via the Internet or any other electronic means. Travel Service Providers (resp. "Agents" or "Industry Agency Partners") are responsible for ensuring that all of their employees, contractors, agents and sub-agents in all of its locations, comply with this Policy, including supplements and amendments.

This revised Lufthansa Group Booking & Ticketing Policy replaces all former Lufthansa Group policies.

The purpose of this document is to inform our Agency Partners about existing Austrian Airlines/Lufthansa/SWISS/Brussels Airlines (in the following referred to as *Lufthansa Group airlines*) booking and ticketing rules and main policies.

The Lufthansa Group airlines ticketing policies are related to individual passenger sales, issuance of Lufthansa Group airlines individual fares and documents, exchange/reissue, refund and other related topics. For non-individual = group bookings and ticketing other policies and restrictions may apply.

The Lufthansa Group airlines *Booking* Policy has taken into consideration and complies with IATA resolutions; the obligations of the Travel Agency are described in IATA Resolutions 824 and 830a. As mentioned in paragraph 3.2 of IATA Resolution 824, Lufthansa Group airlines can provide Agencies with this Booking Policy, which are obliged to comply with it.

The Lufthansa Group airlines *Ticketing* Policy has taken into consideration and complies with IATA resolutions; the obligations of the Travel Agency are described in IATA Resolutions 824, 830a, 850m, 852, 890, 838 and 049x.

Lufthansa Group airlines audit all reservation and ticketing transactions.

Lufthansa Group airlines will inform a travel agent who is identified to break the rules of these policies, e.g. manipulate bookings and/or tickets. Documented evidence will be given to that agent and correct applicable fares, flat penalty fees, taxes, surcharges and/or GDS fees associated with the PNR(s) might be charged directly to the Agent with an additional administrative fee. These charges will be raised by ADM for IATA Agents resp. invoiced to Non-IATA Agents.

Repeated rule violation and/or manipulation of reservations and/or tickets and/or failure to pay outstanding invoices/ADMs may result in withdraw of the reservation and/or ticketing agreement with the Lufthansa Group airlines.

Lufthansa Group airlines also reserve the right to issue ADMs for reasons not (yet) specified in this document; previous advice not being mandatory.

On the other hand, an Agency Credit Memo (ACM) may also apply in cases such as e.g. erroneous over-collection in ticketed fare, wrong fare calculation or fare re-calculation when in favour of the customer eligible for refund. See also section 3.7 in the Ticketing Policy.

This guide will help the Agent to avoid errors that may lead to penalties, ADMs, flight segment cancellations or delink of booking access.

This guide is neither a handbook nor a manual, thus for detailed booking and ticketing procedures refer to Lufthansa Group airlines' specific information as well as GDS help pages and support.

Lufthansa Group airlines' specific information can also be found

- for LH/OS/LX on www.lufthansaexperts.com
- for SN from local Agency Support

1.1. Redistribution restrictions in United States and Canada

The following redistribution restrictions shall apply in the United States and Canada:

Travel Service Providers shall not, without the Lufthansa Group Airlines' prior written consent, at its sole discretion, redistribute, share or in any other manner make the Lufthansa Group Airlines' content of any kind provided hereunder, available to any: (i) GDS, (ii) OTAs/travel agencies, (iii) Metasearch Site or (iv) Unsuitable Web Page (each a "Restricted Entity"). Travel Service Provider shall not, without prior written consent, at its sole discretion, accept Lufthansa Group Airlines' content from any Restricted Entity, nor shall Travel Service Providers allow Restricted Entities to link to the Travel Service Provider for Lufthansa Group Airlines' content.

2. Booking Policy

2.1. Creation and Modification of a Passenger Name Record (PNR)

2.1.1. Booking from O&D Availability in Order of Flight Times

The availability control of the Lufthansa Group Airlines follows the '**Point of Commencement (PoC) logic**'. The country in which the customer begins their journey (the Point of Commencement) determines the availability – irrespective of the country in which the sale takes place or the distribution channel used. Despite the PoC logic there may be differences in offers and fare levels in the various distribution channels.

All reservations must be made **in the order of the flight times**. Bookings done in reverse order (e.g. inbound flight before outbound flight) are not permitted. All **availability requests must be made for complete origin/destination (O&D), irrespective of whether such reservations involve Lufthansa Group airlines flights only or include codeshare and/or other airlines flights**. The selected O&D availability must reflect and secure authorized Minimum Connecting Times.

Changes to the first O&D requires cancellation and subsequent new booking of the entire O&D in same transaction.

Lufthansa Group airlines strictly forbid any manipulations of bookings and subsequent ticketing of such reservations. PNRs that are not booked from the provided O&D availability and/or contain bookings received through any manipulations before or after end transaction are being monitored.

Manipulated unticketed bookings (O&D Bypass) are cancelled by the system and transferred to your queue (SSR FLIGHTS CANCELLED DUE TO NON-ADHERENCE TO LHG BOOKING POLICY).

Ticketed manipulated bookings are not cancelled but an ADM/invoice is issued. Ticketing Agents are responsible for malpractices even if they are not the original Agent making the booking. The ADM will be raised irrespective of the ticket stock used.

This procedure corresponds to the 'Married Segment Control' process.

2.1.2. Name Element/Name Changes/Name Corrections

The full name (according to travel document, e.g. passport) and title of each passenger must be inserted at the time of booking.

Name change means that the person travelling is replaced by another person. Name change is not permitted. If another person shall travel, a new PNR must be created based on current availability and a new ticket must be issued based on current fares. The original PNR must be cancelled. The original unused ticket may be refunded according to fare rules.

Name corrections (up to 2 letters) are only permitted if the customer's name has been misspelled. It is also allowed to correct names based on legal documents (e.g. in case of marriage or divorce). Name corrections for already issued tickets are subject to a fee. Country restrictions/exceptions may apply. Kindly contact your respective Lufthansa Group airlines representation for the handling process to be applied.

2.1.3. Entry of contact data (IATA Reso 830d)

IATA Reso 830d obliges travel agents to actively ask the passenger whether they would like to make their contact details (mobile telephone number and/or email address) available to the airline, so that they can be contacted directly in the event of a flight disruption.

The Lufthansa Group airlines require travel agents to enter the customer contact information in the PNR using the IATA standard "SSR CTC" format. In case the passenger refuses to make the contact details available to the airline, the respective PNR entry is mandatory as well.

2.2. Waitlist Segments

Travel Agents are asked to comply with the following rules:

1. Limit the number of WL segments to the minimum level.
2. Cancel and remove not needed WL segments at least 48hrs before flight departure.
3. No Waitlist segments are permitted at the time of check-in if any higher booking class within the same travel compartment is available.

2.3. Passive and Informative Segments

2.3.1. Passive Segments

Lufthansa Group airlines do allow passive segment creation under the following conditions:

If	And	Then
A Non-IATA agent or LHGroup airline creates a PNR in its reservation system	The ticketing IATA agent does not have access to this reservation system	The IATA agent may use passive segments for ticketing. Note: the passive segments must be identical to the active PNR.
Creation of passive segments for any other reason, e.g. for administrative purposes is not permitted, unless agreed in written by Lufthansa Group Airlines.		

In some countries, Lufthansa Group airlines restrict the usage of passive segments.

Mandatory rule: booking and ticketing have to be done within the same system (GDS). If there is i.e. no access to original active PNR: use Claim PNR (Share PNR) functionality to issue the ticket on the active segment. Do not create a new passive segment, whenever this function is available. Thus work with Responsibility Change or Queuing instead of Passives.

Lufthansa Group airlines recommend you to contact the Helpdesk of your GDS for more information on the Claim PNR (Share PNR) functionality.

Apollo (1V):

Tickets must be issued in the active PNR (Status code BK).

Galileo (1G):

Alternatively create passive segments using Drop-Through functionality (specific agency group business only), if this function is available.

Worldspan (1P):

Alternatively queue PNRs between two 1P terminals for ticketing purposes. This requires the Ticketing Agent to open a “bridge” which allows a Non-IATA 1P Agent to queue bookings over for issuing tickets, eliminating the need for creating passive segments.

Sabre (1S), Abacus (1B):

It is not permitted to use status code YK. Technically, this status code does not allow ticketing within Abacus resp. Sabre.

2.3.2. Informative Segments

Lufthansa Group airlines understanding of an informative segment is:

- Creation does neither trigger a message nor is chargeable to the airline
- Ticketing is technically not possible

Based on the above, Lufthansa Group airlines only allow creation of informative segments in:

- Amadeus (1A): Use (non-ticketable) Ghost Segments (Status code GK)
- Worldspan (1P): Use (non-ticketable) AIRTVL segment

Any other GDS: Informative Segments are either not available or **usage not permitted** by Lufthansa Group.

2.4. Duplicate Bookings

Duplicate bookings are more than one booking with the same customer name, same dates and same departure and arrival airports. This applies even if the segments are made in different PNRs, across different reservation systems and/or different booking classes.

Lufthansa Group airlines do not allow duplicate segments and/or PNRs. The creation of bookings across one or more PNRs and/or reservation systems where it is logically impossible to travel, is not permitted.

Lufthansa Group airlines use automated tools to detect and warn or cancel duplicate bookings.

If a segment is cancelled a cancellation message with a status code 'HX' or an immediate cancellation of the segment(s) is automatically sent to your queue. Status code 'HX' segments and other inactive segments should be removed immediately, latest 48 hours before departure.

If you receive an SSR warning "CHECK DUPE" please check the case and contact your Lufthansa Group agency support if the reservation is not a duplicate booking

Note: Inserting the correct full first name of a passenger at the time of the booking ensures duplicate booking checks are minimized.

2.5. Inactive Segments (Statuscodes HX/NO/UC/UN/US)

Inactive segments are segments generated by airline host processes or automatic applications like double booking checks, passive segment notification, no-show or waitlist clearing tools.

All inactive status codes like HX/NO/UC/UN/US must be removed at least 48 hours before flight departure by using the cancel entry.

2.6. Cancellation Ratio

The cancellation ratio (number of cancelled segments vs. number of booked segments) shall not exceed 80% for offline and 50% for online Travel Agents. Cancellations should be done at least 48 hours before departure.

2.7. Fictitious, Speculative, Test Bookings/Incomplete Usage

All bookings must be directly related to a request of a passenger to purchase a ticket. Booking of fictitious, speculative or test segments/PNRs is strictly prohibited.

This also includes the requirement that the coupons of a ticket must be flown in full and sequential order.

2.7.1. Fictitious/Speculative/Test Bookings

Examples of such bookings include reservations with names in PNRs such as SCHEDULE/A/B/C, MOUSE/MICKEY, SMITH/A/B/C, and TEST/AIRLINE.

Furthermore, PNRs should not be created for training and testing reasons. The training mode provided by the GDS must be used when testing a functionality or training personnel.

It is prohibited to create segments and/or PNRs for:

- holding or blocking seats in view of expected demands
- circumventing fare rules
- requesting and/or selling airline space not at the specific request of a customer or to meet GDS productivity agreements

Lufthansa Group airlines have an automated process in place focused on detection and cancellation of fictitious, speculative and test bookings, which cancels the segment with a status, code 'HX' or an immediate cancellation of the segment(s).

2.7.2. Incomplete Usage & Out of Sequence

It is not permitted to make reservations different from the passenger's real itinerary including fictitious segments with the aim to undercut the applicable fare. This includes booking and issuing round-trips for the purpose of one-way use or partial travel only as well as amending itineraries without passenger request.

Should the customer change their travel plans for return flight(s) at their destination, and the original ticket does not allow rebooking/rerouting, a Lufthansa Group ticket should be bought and issued in same PNR to avoid ADM. IATA Resolution 830 as well as Selling Agreements between GDS users and GDS providers do not allow any reservation without a specific customer request. Thus, speculative/fictitious bookings (entire fictitious bookings or single fictitious segments) violate contractual agreements as well as fare rules, paragraph SR (Sales Restriction).

2.8. Uncommitted Bookings

Uncommitted bookings are bookings that are not finalized with ET but held by the booking originator.

If the reservation of flight segments is taking longer than the average time necessary to close the sale, the seats are blocked on Lufthansa Group airlines inventory. The airline risks being priced-out and is unable to sell such flight segments. This is why the number of uncommitted bookings being held, including the time they are being held for, is regularly monitored.

Uncommitted bookings are to be removed immediately when the passenger requests to stop the sales process. Double or multiple uncommitted bookings for one and the same passenger/date/flight number/O&D are not permitted.

Lufthansa Group airlines reserve the right to terminate sessions of uncommitted bookings at any time:

- If flight segments are held longer than the average time needed for sale.
- If the Travel Agent holds multiple uncommitted bookings on the same flight.

2.9. Churning

All GDS bookings must be either ticketed as per tariff rules or cancelled in the GDS immediately when not required. This has to be done prior to departure.

Churning refers to cancelling and rebooking of the same itinerary in the same or different classes of service across one or more PNRs or GDSs and is strictly prohibited under any circumstances.

2.10. Correct Booking RBD/Sub-Class

All bookings must reflect the correct and appropriate booking class according to the fare paid.

In most cases, the first letter of the Lufthansa Group airlines Fare Base Code denotes the RBD to be used; it is important to check the correct booking class. The ticketing agent will be held responsible if not complying.

2.11. Ticket Deadline Control

A date and time deadline required for ticket issuance is set in a PNR. Each fare has its own ticketing time limit, which is reflected in CAT5 (AP) of the respective fare note chapter. However in case of discrepancy between the time limit set in the system and the content coded in CAT5 (AP), the most restrictive ticketing time limit will apply.

Lufthansa Group airlines use an automated process to cancel segments when ticketing has not occurred by applicable time limit. The cancellation of such segment(s) is sent with a status code 'HX' or an immediate cancellation of such segment(s). Status code 'HX' segments and other inactive segments must be removed immediately.

In case of PNRs with multiple names and ticket numbers not being issued for all names, the PNR will be split and the non-ticketed names will be cancelled. A valid ticket number related to the PNRs customer and itinerary has to be issued and reported.

Note: Voided or Refunded tickets will be checked and will result in a cancellation of active segments. **Note:** A fake ticket number is considered as intention to bypass the TTL.

2.12. Service Deadline Control/Automated Issuance Limit

A date and time deadline required for the issuance of Electronic Miscellaneous Document is set for certain chargeable services. The service deadline control time limit set by the system does not necessarily match the ticket deadline control. It is mandatory to observe the warning message displayed in the reservation system.

Voided EMDs will also be checked and the service deadline time limit applies. A fake EMD number is considered as an intention to bypass the SDC/AIL. In case of PNRs with multiple names where EMDs are not being issued for all names, the non-ticketed services will be cancelled accordingly.

For OS/LX: One SDC message is sent per PNR and it will apply irrespective of the chargeable services being booked separately.

2.13. Hidden Groups

OS/LX/LH/SN Group Policy defines that 10 or more passengers travelling in-/outbound sector together in Economy and/or in Business Class constitute a group booking regardless of the fare paid. Lufthansa Group airlines inform the agents that hidden group bookings are subject to cancellation via an HX message or an immediate cancellation in the PNR to the originator of the PNR.

2.14. No-Show

A no-show occurs, when e.g. a passenger misses the plane or when a Travel Agent fails to cancel a booking, which is ticketed or not ticketed that is not required by the customer. Failure to cancel a redundant ticketed or un-ticketed reservation in due time may result in a no-show.

Rebooking/refund restrictions may apply for no-show after ticketing. Lufthansa Group airlines have an automated process in place, which cancels all subsequent Lufthansa Group airlines operating and marketing segments booked in one PNR after a no-show. It is recommended to create separate PNRs for separate tickets in order to avoid cancellations of unlinked journeys, e.g. when one-way fares are used. Un-ticketed segments, which result in no-show, may incur fees.

3. Ticketing Policy

3.1. Selection of Validating Carrier

According to the definition in IATA Resolution 852, an airline can be used as validating carrier provided:

- it is a BSP/ARC member and eligible for electronic ticketing in the market
- it has interline agreements with all marketing and operating carriers which are part of the itinerary
- it is part of the itinerary or is GSA for one carrier part of the itinerary

3.1.1. Lufthansa Group Airlines' Validation Principle

In addition to the IATA Resolution 852, the below Lufthansa Group airlines validation principle must be followed by the Travel Agent when issuing OS/257, LH/220, LX/724, SN/082 tickets which is valid for:

- OS/LH/LX/SN flight numbers and OS/LH/LX/SN operated flights
- OS/LH/LX/SN flight numbers on code share flights

In any case, the carrier whose ticket stock is chosen must be part of the itinerary.

Important: Any CAT15 (SR) restrictions mentioned in a fare note go alongside the above conditions listed in chapters 3.1.1 and 3.1.2 and must be applied.

Non-compliance with the above conditions whereby Lufthansa Group airline's ticket stock is used for travel completely on airline's flight numbers other than the flight numbers of the validating carrier will be treated as CIP-violation and an ADM will be issued.

3.1.2. Handling of Reissue/Exchange transactions

Originally, 'unused' tickets issued by Lufthansa Group airlines can be reissued on Lufthansa Group flights even if the original issuing carrier is no longer included in the itinerary provided that both the marketing carrier/flight number and operating carrier of all flights remain on Lufthansa Group airlines.

If this provision cannot be met, then the unused ticket must be refunded according to the fare conditions and a new ticket on the respective OAL stock has to be issued by the agent.

3.2. Electronic Ticket Document ETKT/etix

The ETKT/etix as defined by IATA Resolution 722f consists of the following:

- Flight coupons with consecutive coupon numbers with a range of one (1) through four (4), as applicable, and being issued in sequence (in sequence of travel).
- A maximum of four (4) flight coupons per ticket number issued.
- A maximum of four (4) consecutive tickets issued for one journey (max. 16 flight coupons).

The ETKT/etix as defined by IATA Resolution 722f shall contain the following:

- Passenger name: family name/full first name & gender (title optional). Lufthansa Group airlines can accept max. 59 characters (including slash, title, date of birth)

- Airline designator or name of Marketing Carrier; name of Operating Carrier
- Flight number(s); date of flight(s); flight departure time(s)
- For each flight, origin and destination Airport/City code
- Fare (base amount); equivalent fare amount (when applicable); Taxes/Fees/Charges
- Ticket document amount BT, IT (when applicable)
- Fare construction; NUC if published fare is being ticketed
- Form of payment; Reservation status
- Date of issue; Issuing Agency; Airline name and place of issue; Baggage Allowance
- Ticket/Document number(s); Endorsement/Restrictions

The passenger ETKT/etix confirmation is defined by IATA Resolution 722f:

The electronic traffic document includes the electronic or written flight itinerary confirmation, including airfare and payment details, provided by the Travel Agency.

Ticket Notices:

- The Conditions of Contract and other important notices shall be provided to the customer before finalization of the booking.
- The Ticket Notices or reference to IATA Resolution 724 is mandatory. Carriage and other services provided by the carrier are subject to the Conditions of Carriage, which are hereby incorporated by reference to IATA Resolution 724; the Conditions of Carriage of the Carrier whose ticket stock is being used shall be provided to the customer before finalization of the booking. Refer to the “General Conditions of Contract” published by IATA:

<http://www.iatatravelcentre.com/tickets>

Or the OS Conditions of Carriage published on austrian.com:

<https://www.austrian.com/Info/LegalRegulations/ConditionsOfCarriage.aspx>

Or the LH Conditions of Carriage published on lufthansa.com:

<http://www.lufthansa.com/online/portal/lh/cmn/generalinfo?nodeid=1873532378&l=en&cid=18002>

Or the LX Conditions of Carriage published on swiss.com:

<https://www.swiss.com/ch/en/terms-conditions/conditions-of-carriage>.

Or the SN General Conditions of Carriage published on brusselsairlines.com:

<http://www.brusselsairlines.com/com/misc/conditions.aspx>

3.3. Credit Card Sales Rule – Card Acceptance

In reference to following important points and parts of the **IATA Resolution 890, §1- 4.**

3.3.1. Credit Card Acceptance

1. The Agent may accept cards as payment for ticket sales on behalf of the Member/Airline whose ticket is being issued, subject to the rules and procedures outlined in IATA Resolution 890 and in chapter 10 and/or 14 of the Billing and Settlement Plan manual for Agents.

Policy: Accept cards as payment for electronic ticket/EMD sales where applicable for Lufthansa Group airlines.

2. The Agent shall ensure that the type of card processed during the sale is accepted by the Member/Airline whose traffic document is being issued.

Policy: For OS/257, LH/220, LX/724 and SN/082 validation documents only cards contracted with Lufthansa Group airlines may be accepted. Lufthansa Group airlines accept all general credit cards AX, DC, JC (not accepted by SN), CA/MC, VI, DS (accepted by SN only) and TP.

3. No card issued in the name of the Agent, or in the name of a person permitted to act on behalf of the Agent, or in the name of the Agent's Office (partner or employee), shall be used in connection with the sale of the air transportation on behalf of the Member/Airline to any customer of the Agent.

As of 01 October 2017 Lufthansa Group airlines enforce IATA Resolution 890 and prohibit agents from using such cards, including wholesale cards or VAN in B2B.

In case of violation, Lufthansa Group airlines will issue ADMs and reserve the right to withdraw the agent's ticketing authority.

For NDC API solutions, Lufthansa Group airlines offer specific Air Plus payment solutions.

3.3.2. Refunding

The refund amount of a totally unused or partially used ticket shall only be refunded to the credit card number which has originally been used for payment.

3.4. Fare Guarantee

Transportation shall be subject to the fares and charges in effect on the date of ticket issuance for travel on the specific dates and itinerary shown on the ticket.

A fare and tariff is only guaranteed by the respective GDS when the fare was auto-quoted by the system and the ticket was issued on the same day, based on confirmed flights, and reported in BSP.

Auto-quoted fares stored but not ticketed are subject to any price change. An auto-quoted ticketed fare remains guaranteed up to a voluntary first flight and/or itinerary change including the first flight. This applies to taxes, fees and surcharges equally that need reassessment in case of exchange/reissue before/after departure.

Lufthansa Group airlines tickets established on the basis of manual fare quotations are subject to control and any discrepancies are subject to agent debit. Lufthansa Group airlines also reserve the right to audit and issue ADMs for tickets auto-priced/guaranteed by the GDS.

3.4.1. Lufthansa Group airlines ETKT/etix Rebooking Process

By changing a flight in a passenger booking record, the corresponding ETKT/etix must be updated according to the applicable fare rules within the same change transaction. Due to given reason we point out that the rebooking fee applies for every single closed rebooking transaction in case the ticketed fare is subject to a rebooking fee. Adding a new flight segment with or without cancellation of existing ticketed flight segment/s is considered as a rebooking transaction. This guarantees efficient and smooth check-in processes for our customers by avoiding the risk that the flight bookings could be cancelled due to ticketing deadline control.

Flight cancellations due to ticketing deadline control are not eligible for automatic flight reinstatement.

In addition, a flight change transaction performed without ETKT/etix adaptation for e.g. fare adjustment and/or change fee collection including ticket reissue or revalidation wherever permitted will be subject to ADM.

3.4.2. Lufthansa Group airlines ETKT/etix Coupon Revalidation

For LX: ETKT/etix coupon revalidation is permitted and possible only once. In case of a revalidation it is mandatory that the same RBD, same routing, same fare (Fare Base Code), and the not valid before and not valid after (NVB/NVA) date on the respective flight coupon is not restricted or overruled.

It is mandatory that all fare change conditions must be adhered to and applied with coupon revalidation.

Involuntary revalidation is not permitted. For more information, refer to each Lufthansa Group airlines Policy about the Handling of Long-term Schedule Changes for Travel Agents.

3.5. Usage of EMD

3.5.1. Definition of EMD

EMD is defined by IATA resolutions 725f, 725g and 725h as the method to document the sale and track usage of charges (e.g. Rebooking Fee, ASR and FBAG).

An EMD is issued for a given **Reason for Issuance (RFIC)**, which determines the group of services/fees. Each coupon on an EMD has a precise **Reason for Issuance Sub Code (RFISC)**, which determines a service/fee within the respective RFIC category.

An EMD may contain single or multiple value coupons, up to 16 coupons, where up to 4 coupons can have the same EMD number. If an EMD contains more than 4 coupons, a conjunction EMD needs to be issued (up to 4 document numbers).

Each coupon in an EMD has the following characteristics:

- indicates a paid service (or fee)
- contains a RFIC and RFISC
- belongs to same RFIC as all other coupons on the EMD
- has its own Status (e.g. open, used, void, refunded)

3.5.2. Lufthansa Group EMDs usable by Travel Agents

There are two types of EMDs: EMD-A and EMD-S:

EMD-A: Associated	EMD-S: Stand Alone
EMD-A is issued for services directly linked to a flight coupon	EMD-S can be used independently from an ETKT
Used for collection of any kinds of fees & charges, which are lifted (used) at the same time as the ETKT coupon, provided the EMD is associated to the ticket	Used for collection of any kinds of fees & charges, which are not lifted (used) with an ETKT coupon
Examples: ASR, FBAG, UMNK	Examples: Rebooking Fee, Deposits and Down Payments
The EMD-A is linked to the corresponding ETKT coupon. The carrier and routing of the EMD and ETKT coupons must match. The EMD-A requires a chargeable SSR element in the PNR for automated pricing.	The EMD-S is not linked to the corresponding E-TKT coupon. The EMD-S requires a SVC element in the PNR; it is not automatically priced but must be manually created.
EMD-A coupons always have the initial status "open for use", the status changes simultaneously to the E-TKT coupon status.	EMD-S coupons may have the status "consumed at issuance" or "open for use"
An EMD-A is automatically associated/disassociated to/from an ETKT upon issuance/rebooking. Only airline agents can manually associate/disassociate an EMD-A.	

EMD Interline: Is in place for EMD-A on OS/LH/LX codeshare flights. Please refer to each Lufthansa Group airline's own information channel for further details.

Cancellation Policy: An EMD can be voided on the day of issuance only. After that, if applicable, a refund request is necessary.

Kindly refer to Lufthansa Group **airline's specific information**, as differences may exist:

- For LH/OS/LX: Detailed information about EMD can be found on www.lufthansaexperts.com
- For SN: Detailed information can be obtained from the local agency support.

Please contact your respective GDS Helpdesk for details regarding the EMD handling within the GDS.

3.6. General Refund Principle

3.6.1. Voluntary Refund

A voluntary refund means the refunding of a ticket/ticket coupon(s) upon the passenger's request and does not result from a flight irregularity (INVOL/SKCHG) situation.

A refund notice for unused tickets or portion thereof shall be made in accordance with the following conditions:

- Voluntary refund of a ticket, sold on behalf of Lufthansa Group airlines, shall be applied for by the Agent according to the Lufthansa Group airlines refund rules.
- For cancel/refund conditions apply the conditions mentioned in the fare note according to the date of issue.

3.6.2. Involuntary Refund

An involuntary refund means the refunding of a ticket/ticket coupon(s) resulting from a flight irregularity (INVOL/SKCHG) situation. This means a purchased service was not provided as a result of flight cancellations or other problems associated with flight operations on which the passenger has no influence (delay, diversion, schedule change, etc.).

Involuntary (INVOL) refunds are restricted to the issuing Airline and to the carriers' decision whether or not to treat the refund in question on an involuntary basis. Lufthansa Group airlines may authorize or request support by Travel Agents to involuntary refund or possibly reissue the respective Lufthansa Group airlines ticket according to specifically advised conditions.

Note: In any refund scenario all active segments must be cancelled in case of refund or whenever ticket is voided to avoid ADM for no-show. For detailed information on Lufthansa Group airlines refund rules, contact your local Lufthansa Group airlines representative and local agency support.

Expired Tickets shall not be exchanged for, or be used as payment towards further travel. Such tickets are exclusively valid for refund, if any, through the Lufthansa Group airlines refund department. An OS/LH/LX/SN passenger ticket expires one year after its date of issuance or one year after commencement of travel, whichever is later. Lufthansa Group airlines may request an administration charge for refund calculation of expired documents.

3.7. General ADM/ACM Policy

ADM Principles

Agency Debit Memos are a legitimate accounting tool in use by all BSP/ARC Airlines to collect amounts or make adjustments to Agent transactions in respect of the issuance and use of Standard Traffic Documents issued by the Agent. Alternative uses of Agency Debit Memos may exist provided that consultation has taken place either individually with the Agent or a local representation of the Agent, or through the applicable local joint consultative forum.

ADM Policy

Lufthansa Group airlines publish their respective ADM policies per market in BSP. The policy stands in accordance with IATA Resolution 850m (Passenger Agency Conference Resolutions Manual). All the provisions of the resolutions agreed by the Passenger Agency Conference will apply.

ADM Issuance

Agency Debit Memos specify in detail as to why a charge is being made. A complementary document indicating reason for debit and details of charge is attached to the respective debit memo¹. The ADMs show the contacts of the respective department having knowledge about the debit memo and provide detailed information about the reason for it.

Agency Debit Memos will only be processed through the BSP/ARC if issued latest nine months after final travel date. Any debit action initiated beyond this period will be handled directly between the BSP/ARC Airline and the Agent i.e. by issuing invoice.

Wherever possible, corrections for OS/LH/LX/SN will be aggregated in one ADM² with daily³ upload into BSP/ARC-link. This means, that an ADM may include several corrections for more than one ticket. The ADM Fee is only charged once per ADM, irrespective of the number of corrections included.

Dispute Handling

In accordance to the IATA Resolution 850m, an agent shall have a maximum of 15 days in which to review and dispute an ADM. All disputes must be provided in English language.

For Lufthansa Group airlines' disputes of ADMs are to be handled via BSP Link/ARC Debit Memo Manager within the given set-up after reception of the ADM, indicating the reason for dispute and including supporting documentation. Disputed ADMs will be clarified in a timely manner, limited to within 60 days maximum in BSP Link/ARC debit Memo Manager. In case of rejected disputes, detailed information and explanations about reason for rejection will be provided to the Agent.

ACM Issuance

In the event that Agency Debit Memos have been discovered as unjustified, an Agency Credit Memo will be issued to credit the respective amount. This only applies, if the ADM has already been billed. Otherwise, the ADM will be cancelled.

In the event that over-collection in fare has been discovered with a ticket or ticket reissue / exchange which requires corrections in favor of the customer, an Agency Credit Memo can be issued upon request by the Agent. For LX: Such ACM request will be issued against a fee.

¹ LX only: a complementary document indicating the ADM reason is not always provided.

² In some markets, one ADM is issued per ticket. This is depending on the market settings.

³ For the time being and due to different processual set-up, SN ADMs will be uploaded in BSP once per month.

3.8. Main reasons for ADM based on Audit Results

All Lufthansa Group airlines inform that these are the main reasons for ADM⁴.

Booking

- Booking Manipulation (e.g. O&D Bypass/Marriage breaks/Inactive Segments)
- DOB entry missing in PNR:

All ticket issuing offices are responsible for carefully checking all eligibility requirements according to fare rules. In order to avoid misuse and in respect of revenue integrity the DOB (date of birth) information is mandatory for the following discount/fare types:

- Infant Discounts (IN)
- Children Discounts (CH)
- Student Fares (ZZ)
- Senior Citizen Fares (CD)

Infant/Child Passenger: There is a special type code for infants (INF) and children (CHD) traveling with an adult passenger. The date of birth of the infant/child must always be included in the name element.

Examples 1A: NM1LEAVEY/PATRICK(INF/MICHAEL/01AUG18)
NM1SIMPSON/MAGGIE(CHD/05APR08)

Based on this entry, a service element is automatically created in Amadeus, e.g.:

1A: SSR LH CHLD HK1 DDMMYY/P1[passenger related]
(whereas DD = day, MMM = month, YY = years last two digits)

Galileo, Worldspan, Sabre users need to add the "CHLD" SSR manually e.g.:

1G: SI.P2 [passenger related]/CHLD* DDMMYY
1P: 3SAN1.3[passenger related]CHLD/DDMMYY
1S: 3CHLD/ DDMMYY-2.1[passenger related]

Examples 1G (infants only): N.I/KLEIN/EVA*24JAN08

Based on this entry, a service element for the infant is automatically created in Galileo

Manual DOB entry for Students or Senior Citizen are required, the mandatory service entries as free text are, e.g.:

1A: OS LH DOB DDMMYY/P1[passenger related]
1G: SI.LH*DOB DDMMYY SMITH/MARCY MRS
1P: 3OSI LH DOB DDMMYY SMITH/MARCY MRS
1S: 3OSI LH DOB DDMMYY-1.1[passenger related]

- Inactive Segments
- Fictitious Names
- Fictitious, Speculative, Test Bookings
- Fake Ticket Number
- Churning
- Hidden Groups
- No-show without ticket, refunded or voided ticket
- Reinstatement of flight cancellations due to agent error

⁴ Lufthansa Group airlines reserve the right to issue ADMs also for reasons not specified in this document due to misuses not (yet) specified here.

Fare Audit

- Incorrect fare application and combinability (e.g. routing or sales restrictions)
- Incorrect fare value (under-collection)
- Non-compliance of fare rules e.g. minimum/maximum stay, advanced purchase rules
- Seasonality, flight applications
- Codeshare flights not allowed on specified routings, fares
- Stopovers, transfers and surcharges
- Incorrect Fare Base Code, Ticket Designator & incorrect or missing Tour Code
- Open or waitlisted sectors (where reservation is required)
- Eligibility and Applicability of fare issuance (e.g. Seamen, Global Products, AD/PEP offers)
- Free baggage allowance discrepancies
- Incorrect form of payment according to contract

Exchange Audit

- Missing rebooking fee, calculated per transaction
- Incorrect calculations of reissue/rerouting
- Involuntary reissue in case of long-term SKCHG which is not in line with the Austrian Airlines, Lufthansa, SWISS and Brussels Airlines own policies.
- Missing name corrections fees

Plating (CIP) Violation

Lufthansa Group airlines will raise an ADM for plating violation (IATA resolution 852, Designation and selection of ticketing airline) ticket violation; kindly refer to chapter 3.1 of the ticketing policy and the overview about Lufthansa Group penalty and fees for details and amounts.

Commission Audit

- Over-collection of commission (standard & supplementary)
- Incorrect application

Taxes, fees and surcharge Audit

- Incorrect collection and/or refund of taxes, fees and surcharges
- missing or altered taxes, fees and surcharges
- already used taxes refunded by mistake

Refund Audit

- Incorrect calculation of refund amount, taxes, fees and surcharges
- Incorrect application of cancellation penalty (e.g. in case of no-show)
- Incorrect calculation of refunds commission amount
- Incorrect form of payment on refunds (versus sale)
- For LX: if two tickets are issued for the same dates/same flights/same classes/same fares, an administration fee will be charged to the Travel Agent via the GDS refund system

Unreported Sales/Double Usage

- Tickets which are sold, but not reported and later flown, are charged to the Travel Agent up to applicable fare
- Tickets which are flown, but voided/refunded, will be charged according to issued fare/refund

Usage

- Coupon Sequence/Incomplete Usage
- Marine/Seamen/Offshore Fare
- Booking Class Mismatch (RBD)
- Rebooking Fee missing
- Downsell to lower fare with fictitious roundtrip
- Downsell to lower fare with fictitious first/last coupon

Amendments

The Lufthansa Group airlines reserve the right to amend and/or to adapt and/or to partially delete the ADM policy at any time. We always aim to grant enough lead-time to ensure manageable implementation by the Travel Agents.

4. Overview of Fees and Charges

Booking	For all LHG Airlines
Booking Manipulations (e.g. Marriage Breaks, O&D Bypasses)	Per passenger and per remaining manipulated O&D: Economy Class (CH/EU Cont) EUR150 Economy Class (IC/Intercont) EUR250 Business Class (CH/EU/Cont) EUR250 First/Business Class (IC/Intercont) EUR400
No-Show without Ticket/refunded Ticket/voided Ticket	EUR10 per passenger & segment (LX: automatic fee issued by BSP)
Open or waitlisted sectors (for which reservation is required)	Difference to next applicable fare for which confirmed reservation is not required will be issued to those tickets in which condition "reservations are required for all sectors" is not observed.
Reinstate of flights due to agent error	EUR25 per passenger & segment

Ticketing	For all LHG Airlines (exceptions specified)
Fare Audit	Difference to applicable fare
Exchange audit	LH, OS, SN: Fare/Fee/Condition according to applicable fare rules LX: According fares/refund rules Cat 16/31 - No fee
Refund audit	LH, OS, SN: Fare/Fee/Condition according to applicable fare rules LX: According fares/refund rules Cat 16/33
Refund for dupe	LX: EUR25 per ticket handled by LX
ACM Fee for incorrect form of payment on Refund vs Sales	LX: Fee 20% of ADM amount max EUR150 only in case of ADM reversal LH, OS, SN: Not applicable
Name correction fee (if ticket already issued)	EUR25 per passenger
Plating violation	EUR200 per ticket
Violation of Form of Payment (as per Farerule)	EUR20 per ticket

Usage	For all LHG Airlines
Marine/Offshore	ADM is issued with a contract violation fee of USD75 per ticket if the mandatory SSR-CKIN element according to Global Marine NetFare/Offshore Fare Conditions is missing or inserted in wrong format. Furthermore, this may result in a retroactive document check. If the required documentation is subsequently provided and is satisfactory, the contract violation fee (ADM for USD75) remains valid.
DOB: missing DOB-entry in PNR	If an infant/child discounts or student/senior citizen fare was used and no DOB information according to above procedure was entered in the PNR a fee of EUR20 will be applied by means of an ADM for each booking. Passengers travelling with this discount/fare type even not entitled to, ADM will be charged by raising the fare to next applicable fare.
Rebooking fee missing	Rebooking fee as per fare rule
Incomplete use / Out of Sequence / Cross ticketing	Per passenger and per remaining manipulated O&D: Economy Class (CH/EU Cont) EUR150 Economy Class (IC/Intercont) EUR250 Business Class (CH/EU/Cont) EUR250 First/Business Class (IC/Intercont) EUR400
Class difference / Booking Class Mismatch	Fare difference to applicable fare
Wrong tariff	Fare difference to applicable fare

General	For all LHG Airlines (exceptions specified)
ADM (Administrative) Fee	LH, LX, SN: EUR20 OS: EUR35 LH, LX, SN geographical exceptions: US USD25, CH CHF20 OS geographical exceptions: US USD35, CH CHF20
Refund requests (RA) via BSP Link	OS for market AT: EUR35 LH: not applicable LX: EUR25 if handled by LX SN: EUR40

Currencies not mentioned will be converted from the EUR amount above. Local exceptions may apply.

Lufthansa Group airlines reserve the right to implement additional checks, as well as to change the penalty amounts. See announcements on [LufthansaeXperts.com](https://www.lufthansa.com/experts)

5. Glossary

Abbreviation	Description
1A	Amadeus
1B	Abacus
1E	Travelsky
1F	Infini
1G	Galileo (Travelport Inc.)
1J	Axess
1P	Worldspan (Travelport Inc.)
1S	Sabre
1V	Apollo (Travelport Inc.)
ACM	Agency Credit Memo
ADM	Agency Debit Memo
AIL	Automated Issuance Limit
ASR	Advance Seat Reservation
AX	American Express Card
B2B	Business to Business
BSP	Billing and Settlement Plan
BT Fares	Bulk Tour Fares
CA/MC	Master card
CAT	Fare Note Category
CHF	Swiss Franc
CIP	Carrier Identification Plate
CoC	(Carrier's) Conditions of Carriage
CUG	Closed User Group
DC	Diners credit card
DOB	Date of birth
DS	Discover
EMD-S/EMD-A	Electronic Miscellaneous Document S = Standalone; A = Associated
ET	End of Transaction
ETKT	Electronic Ticket
etix	Electronic Ticket
EUR	Euro
FBAG	First Bag
GDS	Global Distribution System
GSA	General Sales Agent
IATA	International Air Transport Association
INVOL	Involuntary
IT Fares	Inclusive Tour Fares
JC	Japan Credit Bureau
LX	Swiss International Air Lines Ltd.
LH	Lufthansa German Airlines
NDC API	New Distribution Channels
NUC	Neutral Unit of Construction
NVA	Not Valid After
NVB	Not Valid Before
OAL	Other Airlines (other than OS, LH, LX or SN)
O&D	Origin & Destination
OS	Austrian Airlines
PNR	Passenger Name Record
RBD	Reservation Booking Designator
RFIC	Reason for Issuance Code
RFICS	Reason for Issuance Sub code
SDC	Service Deadline Control
SKCHG	Schedule Change (as per IATA definition)
SN	Brussels Airlines
SSR	Special Service Request
TTL	Ticket Time Limit
UMNR	Unaccompanied Minor
USD	US Dollar
VAN	Virtual Account Numbers
VI	Visa credit card
WL	Waitlist

6. IATA Resolutions supporting this Booking & Ticketing Policy

All the defined terms in the below IATA Resolutions shall apply, even though Lufthansa Group airlines do not always copy the entire resolution but sometimes mention salient features. For EMD the IATA policies are not copied but they apply.

IATA Resolution 824, §3.1 and §3.2 Passenger Sales Agency Agreements

"[...]"

"§3.1 "the Agent is authorized to sell air passenger transportation on the services of the Carrier and on the service of other air carriers as authorized by the Carrier. The sale of air passenger transportation means all activities necessary to provide passenger with a valid contract of carriage. The sale of air passenger transportation means all activities necessary to provide a passenger with a valid contract of carriage including but not limited to the issuance of a valid Traffic Document and the collection of monies therefor. The agent is also authorized to sell such ancillary and other services as the Carrier may authorize;"

§3.2 "all services sold pursuant to this Agreement shall be sold on behalf of the Carrier and in compliance with Carrier's tariffs, conditions of carriage and the written instruction of the Carrier as provided to the Agent. The Agent shall not in any way vary or modify the terms and conditions set forth in any Traffic Document used for services provided by the Carrier, and the agent shall complete these documents in the manner prescribed by the Carrier;"

"[...]"

IATA Resolution 830a, §1 Consequences of Violation of Ticketing and Reservation Procedures

WHEREAS IATA Members are granting IATA Accredited Agents access to Standard Traffic Documents; and

WHEREAS custody, completion, issue, reissue, validation and revalidation of such traffic documents are governed by Members' tariffs and the ticketing procedures furnished to Agents through ticketing systems, and as described in the Travel Agent's Handbook, copies of which are furnished to Agents by the Agency Administrator and compliance with which is mandatory upon each Agent under the terms of the Passenger Sales Agency Agreement; it is

RESOLVED that,

1. all Agents be reminded that practices such as those listed herein, in other applicable Resolutions, or in Carriers written instructions, but not limited thereto, violate the governing conditions referred to above. They harm Members' legitimate interests and can accordingly result in action being taken under the provisions of the Sales Agency Rules and Passenger Sales Agency Agreement. e.g. charging the Agent with the difference between the fare applied and the fare applicable to the service in accordance with Members' tariffs.

1.1 entering incomplete or incorrect reservation entries, such as reservation booking designators that do not correspond to the fare paid, or reservation requests on a ticket/miscellaneous charges order (MCO), thereby allowing travel at less than the applicable fare,

1.2 inaccurately completing or omitting to complete the 'not valid before' and/or 'not valid after' boxes on a ticket contrary to the conditions governing the fare applied, thereby allowing travel at less than the applicable fare,

1.3 issuing a ticket or MCO for more than one passenger, except as authorized for certain MCOs,

1.4 changing or omitting the name of the passenger,

1.5 changing the "Form of Payment" or failing to carry this forward to the new ticket or MCO,

1.6 changing the currency of payment or failing to carry this forward to the new ticket or MCO,

1.7 failing to carry forward all restrictions to the new ticket or MCO,

1.8 failing to obtain endorsement(s) from carriers when required,

1.9 failing to complete correctly the "Issued in Exchange For" entries and/or the "Original Issue" entries, and/or failing to carry these forward to the new ticket or MCO,

- 1.10** failing to ensure that when conjunction tickets or MCOs are issued, the conjunction ticket or MCO numbers are shown on all conjunction tickets or MCOs,
- 1.11** changing the point of origin,
- 1.12** issuing/selling a ticket with a fictitious point of origin or destination in order to undercut the applicable fare (cross border selling)
- 1.13** failing to observe the applicable rules for Designation and Selection of Ticketing Airline (Resolution 852) and/or designating transportation on such parties' services where a valid interline agreement between the ticketing airline and the transporting party does not exist,
- 1.14** cancelling or amending a customer booking and/or Electronic Ticket without the express permission of that customer,
- 1.15** deliberately making duplicate reservations for the same customer,
- 1.16** when reservations for a group are not confirmed, attempting to secure the required service by requesting this in smaller numbers in individual transactions,
- 1.17** making reservation transactions without the specific request of a customer and/or,
- 1.18** making an amendment to a booking that has previously been issued as an e-ticket without either revalidating or reissuing, as applicable, the original ticket to reflect the new itinerary and/or,
- 1.19** voiding tickets without cancelling corresponding reservations and/or,
- 1.20** failing to split PNRs in cases where not all passengers included in the PNR are ticketed and/or,
- 1.21** failing to observe the prescribed minimum connecting times.

IATA Resolution 850m, Issue and Processing of Agency Debit Memos (ADMs)

WHEREAS the Passenger Agency Conference (“the Conference”) wishes to promote a consistent and standard set of rules for BSP practices,

1. INTRODUCTION

- 1.1** The ADM serves to notify an Agent that unless there is some justification to the contrary, the Agent owes the issuing BSP airline the amount shown on the ADM for the reasons indicated.
- 1.2** ADMs are a legitimate accounting tool for use by all BSP airlines to collect amounts or make adjustments to Agent transactions in respect of the issuance and use of Standard Traffic Documents issued by the Agent. Alternative uses of ADMs may exist provided that consultation has taken place either individually with the Agent or a local representation of Agents, or through the applicable local joint consultative forum.
- 1.3** ADMs are to be specific in their detail as to why a charge is being made.

2. AIRLINE POLICY

- 2.1** Airlines are required to publish their ADM policies to Agents through BSP Link (ASD in China) in advance of Implementation.
- 2.2** Where possible the model shown in the Attachment to this Resolution should be applied.

3. BSP PROCESSING OF ADMS

- 3.1** ADMs shall only be processed through the BSP if issued within nine months of the final travel date. ADMs referring to refunds made by the Agent shall be processed through the BSP if issued within nine months after such refund has been made by the Agent. Any debit action initiated beyond this period shall be handled directly between the BSP airline and the Agent.
- 3.2** ADMs/ACMs may be processed through the BSP, for a maximum period of 30 days following default action taken against an Agent in accordance with Resolution 818g, Attachment ‘A’, Section 1.10.

4. ISSUANCE PRINCIPLES

- 4.1** Airlines should consider establishing policies for a minimum value for the issuance of a single ADM. Where such minimum is established it may be published to Agents.
- 4.2** In principle ADMs should not be raised for the collection of administrative fees.
- 4.3** If there is an administrative cost associated with the raising of an ADM it should be incorporated in the same ADM document raised for the adjustment. The inclusion of the administration fee must be communicated to the agent.
- 4.4** Airlines shall provide Agents with the phone or fax number and email address of a person or department that has knowledge of the concerned ADM.
 - 4.4.1** Whenever a Fare Calculation Mode Indicator (FCMI) has been provided by a ticketing system to the Airline, the Airline shall include the FCMI in any ADM raised to an Agent.

- 4.5** An Agent shall have a maximum of 15 days in which to review and dispute an ADM prior to its submission to BSP for processing.
- 4.6** all disputes are to be settled by the Airline within 60 days of receipt.
- 4.7** If it is established that an ADM is not valid it must be cancelled.
- 4.8** Where ADMs are withdrawn by BSP airlines, any administration fee that may have been levied will be withdrawn, or refunded to the Agent. In the event the ADM is refunded to the Agent, the Airline cannot charge an administrative fee associated to the refund.
- 4.9** Following consultation and if both parties agree a disputed ADM may be referred to the Travel Agency Commissioner to be resolved.
- 4.10** An ADM that has been included in the BSP billing will be processed for payment. Any subsequent dispute of such ADM, if it is upheld by the Airline, will be dealt with directly and where applicable may result in the issue of an Agency Credit Memo (ACM).

ISSUE AND PROCESSING OF AGENCY DEBIT MEMOS (ADM_s)

It is RESOLVED that the following principles will be **MODEL ADM INDUSTRY PROCEDURES**

1. DESCRIPTION

- 1.1** ADMs are a legitimate accounting tool for use by all BSP airlines and should only be used to collect amounts or make adjustments to agent transactions in respect of the issuance and use of Traffic Documents issued by or at the request of the Agent.
- 1.2** Alternative uses of ADMs may exist provided that consultation has taken place either individually with the Agent or through the applicable local joint consultative forum
- 1.3** ADMs are to be specific in their detail as to why a charge is being made.
- 1.4** Any ADM relates to a specific transaction only, and may not be used to group unrelated transactions together, however, more than one charge can be included on one ADM if the reason for the charge is the same, and a detailed supporting list is provided with the ADM.
- 1.5** In the event an airline decides to apply a charge for under-collection or incorrect ticketing on a sale or for the adjustment of a refund issued incorrectly or incorrectly calculated, such charges must be clearly explained in the carriers published ADM policy or must be agreed with Agents bilaterally in writing.
- 1.6** No more than one ADM should be raised in relation to the same original ticket issuance. When more than one ADM is raised in relation to the same ticket it shall be specified for a different adjustment to previous issues.
- 1.7** All rejected or disputed ADMs must be handled by BSP airlines in a timely manner.
- 1.8** Except where otherwise agreed in a market ADMs should not be used to collect third party costs not directly associated with the initial ticket issuance of a passenger journey.
- 1.9** When ADMs are raised for administration fees the level of such fees should be commensurate with the cost of the work incurred.
- 1.10** When the Agent has used an automated pricing system to generate the total ticket price including fare, tax, fees and charges specific to the purchase, and subsequent issuance, of a ticket for a journey, and there has been absolutely no manipulation by the Agent, on such price the ticketing systems shall send a Fare Calculation Mode Indicator (FCMI) to the airline, in accordance with the provisions of IATA PSC Resolutions 722f and 722g, to identify automated pricing has been used. The airline shall ensure the FCMI indicator is passed to an Agent in the event an ADM is issued.

IATA Resolution 852 Designation and Selection of Ticketing Airline

1. METHOD OF DESIGNATING A TICKETING AIRLINE

- 1.1** For issue of electronic tickets designation of the ticketing airline shall be accomplished by specifying to the ticketing system, either prior to or at the time of requesting generation of the ticket(s), the identity of the airline selected.

2. ORDER OF PRIORITY IN SELECTION OF THE TICKETING AIRLINE

The selection of the ticketing airline shall be governed by the following strict order of priority, which must be observed at all times:

2.1 the ticketing airline shall be any BSP airline participating in the transportation, or a BSP airline acting as the General Sales Agent for any airline participating in any sector of the transportation in the country of ticket issuance, provided that the selection of Validating Carrier conforms to the requirements of the fare rules where applicable and subject to the existence of a valid interline agreement between the ticketing airline and each transporting airline,

2.2 if none of the situations described in Subparagraph 2.1 apply, the ticketing airline may be any other BSP airline providing the Agent has received written authorization from that BSP airline to issue Standard Traffic Documents for such transportation.

2.3 When an Electronic Miscellaneous Document (EMD) is issued, the ticketing airline shall be any BSP airline, or a BSP airline acting as the General Sales Agent for the Airline, delivering a service on the EMD. In the event that none of these situations apply, the provisions documented in paragraph 2.2 shall apply.

Note: *Where a BSP airline has given written authority to use its ticketing authority under the alternative in Subparagraph*

2.2 of this Attachment, STDs may be used for all airline passenger transportation and associated services.

IATA Resolution 838 Change of Traffic Documents by agents

[...]"

3.2 in all other cases, an Agent may reissue a traffic document, provided authorization to do so has been requested from and given by the issuing airline shown on the document presented for reissuance, or by the airline shown in the 'Original Issue' box. Such authorization is not required if a document is reissued, without changing

3.3 the reissued document shall be issued only in the name of the carrier which issued the document presented for reissue, or the carrier shown in the 'Original Issue'

IATA Resolution 890, Card Sales Rules

"[...]"

1. CARD ACCEPTANCE

1.4 No Card issued in the name of the Agent, or in the name of a person permitted to act on behalf of the Agent, or in the name of the Agent's office, partner or employee, shall be used in connection with the sale of Members' or Airlines' Traffic Documents to any customer of the Agent.

IATA Resolution 049x, Fare Changes

"Resolved that:

- 1.** Transportation shall be subject to the fares and charges in effect on the date on which full payment is made, for travel on the specific dates and journey shown on the ticket
- 2.** Provided no voluntary change is made to the originating flight, no increase in fare effected through a change in fare level, a change in conditions governing the fare, or cancellation of the fare itself, shall apply
- 3.** In the event of a voluntary change to the originating flight, the fares and charges for the passenger's journey shall be recalculated in accordance with the fares and charges in effect on the date on which the change is made and is reflected on the ticket. in the event payment is made prior to confirmation of reservations for the originating flight, the fares and charges for the passenger's journey shall be recalculated in accordance with the fares and charges in effect on the date on which the confirmation is made"

IATA Resolution related to EMDs applying to the Lufthansa Group airlines are: 725f Electronic Miscellaneous Document – Airline / 725g Electronic Miscellaneous Document – Neutral / 725h Electronic Miscellaneous Document – Ground Handling

In case of questions please contact your Lufthansa Group Airlines representation. Thank you.
LHGroup Revenue Integrity