

→ BR/B7 Reservation Handling Reminder

Based on the requirements of the governments of many countries, the passenger's name in the reservation record must be entered correctly, and the inconsistency between the name input and the travel document may affect the passenger's schedule. In order to avoid check-in/customs problems, please cooperate to enter the passenger's name in the reservation record according to the following specifications:

General

Name must match with passenger's official Travel Document, e.g. passport details and full last name, first name and title are suggested to be used instead of using initial only, furthermore a space is required between first name and title. In addition, please confirm that the passenger's reservation name matches the membership card to ensure timely accumulation of mileage. The following guidelines should be used.

A. Single letter family name

To accommodate systems that cannot process single letter, the suggested handling procedure as below. Double the single letter family name as the family name.

Example: Miss Moan Y will be represented as YY/MOAN MISS

B. No Family Name

In the event that the passenger does not have a family name, use the given name(s) in the family name field and add FNU (first name unknown) in the given name field followed by a title.

Example: indicate PRINCE as PRINCE/FNU MR

C. No Given Names

In the event that the passenger does not have a given name use FNU (first name unknown) in the given name field followed by a title.

Example: indicate JONES as JONES/FNU MR

Item	Passenger Passport			Reservation Input		
	Family Name	Given Name	Title	Family Name	Given Name	Title
General	WANG	DAMIN	MR	WANG	DAMIN	MR
No Given Names	JONES	-	MS	JONES	FNU	MS
No Family Name	-	PRINCE	MSTR	PRINCE	FNU	MSTR
Single letter family name	Y	MOAN	MISS	YY	MOAN	MISS