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|  | | | | | | | | | PASSENGER PROFILE *The information provided will be treated with strictest confidence* ***Fields marked by asterisks* “\*” *are required.*** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| TRAVELER’S PROFILE Reminder：English name (Surname/Given name) needs to compliance with your Passport . | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| \*Traveler Identification | | | | ***IBM China Employee*** | | | | | | | |  | | | | ***Contractor*** (Please give contract expire date) | | | | | | |  | | | | | | | ***Vendor*** (Please give contract expire date) | | | | |  | | | | | | |
| ***IBM Overseas Employee*** | | | | | | | |  | | | | ***Secretary***(Please give contract expire date) | | | | | | |  | | | | | | | Tick one of the boxes for your Identification from this list. ( 请选择您的身份并打√) | | | | | | | | | | | |
| \*Legal Entities | | | | IBM Investment (IBM) | | | | | | | |  | | | | IGSC (IBM GMU/IBM CHINA | | | | | | |  | | | | ETC | | |  | | | ISSC | | |  | | | | | |
| CPC | | | | | | | |  | | | | ISTC | | | | | | |  | | | | GDC | | |  | | | Tick one of the boxes for your legal entity from this list ( 请选择您所在的Legal entity 并打√) | | | | | | | | |
| \*Legal Entities | | | |  | | | | | | | | | | | | | | | | | | | \*公司名称 | | | | | | | | |  | | | | | | | | | |
| \*Surname (shown on the passport） | | | |  | | | | | | | | | | | | | | | | | | | \*姓(需与ID一致) | | | | | | | | |  | | | | | | | | | |
| \*Given Name ( shown on the passport） | | | |  | | | | | | | | | | | | | | | | | | | \*名(需与ID一致) | | | | | | | | |  | | | | | | | | | |
| \*Title (Mr. / Ms. / Etc) | | | |  | | | | | | | | | | | | | | | | | | | \*Date of Birth (dd/mm/yyyy) | | | | | | | | |  | | | | | | | | | |
| \*Serial No | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| \*Function | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Job Designation | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| \*Business Address | | | |  | | | | | | | | | | | | | | | | | | | | | | \*Phone | | | | | | | | | | | |  | | | |
| \*Fax | | | | | | | | | | | |  | | | |
| \*E-mail | | | | | | | | | | | |  | | | |
| \*Mobile phone number (for emergency only ) | | | | | | | | | | | |  | | | |
| \*Authorized Person(s) to make travel arrangements | | | | | | \*Surname | | | | | | | |  | | | | | | | | | | | | \*Phone | | | | | | | | | | | |  | | | |
| \*Given Name | | | | | | | |  | | | | | | | | | | | | \*E-mail | | | | | | | | | | | |  | | | |
| \*ID No. | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| \*Passport No. | |  | | | | | | | | | | | | | | | \*Countryof Issue | | | | |  | | | | | | | \*Expiry Date | | | | |  | | | | | | | |
| \*Other Identification：:RMK : Name formate: Surname/Given Name; Type ( eg: Mainland Travel Permit for Taiwan Residents', 'home visit permit' for Citizens of HongKong and Macau, Valid Exit-Entry Permit (EEP) to HK / Macau for mainland residents etc) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Type |  | | Identification No. | | | | |  | | | | | | | | | | | Name appeared on document | | | | |  | | | | | | | | Country of Issue | | | | |  | | | Expiry Date |  |
|  | | Identification No. | | | | |  | | | | | | | | | | | Name appeared on document | | | | |  | | | | | | | | Country of Issue | | | | |  | | | Expiry Date |  |
|  | | Identification No. | | | | |  | | | | | | | | | | | Name appeared on document | | | | |  | | | | | | | | Country of Issue | | | | |  | | | Expiry Date |  |
| \*Frequent Flyer Program Name | | | | | | |  | | | | | | | | | | | | | \*Membership No. | | | | | | | |  | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | \*Membership No. | | | | | | | |  | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | \*Membership No. | | | | | | | |  | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | \*Membership No. | | | | | | | |  | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | \*Membership No. | | | | | | | |  | | | | | | | | | | | | | |
| \*Name appeared in Frequent Flyer Program | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| TRAVEL PREFERENCES (Tick & Fill) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Preferred Airline(s) as per your company’s Travel Policy | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | |
| Seating | | | | | Aisle | |  | | | | | | | | Window | | | | | |  | | | | Smoking | | | | | |  | | | | | | | Non-Smoking |  | | |
| Meal | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Hotel | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Car Rental | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Other Requirements | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| PAYMENT INFORMATION | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Credit Card issued by (which Bank): | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| *Card No.* | | | | | | | | | | | *~~551~~* | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| *Expiry Date* | | | | | | | | | | | *201* | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Card ID # | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Cost Center Code for Billing: | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

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| **NB: Signature -On-File is available for card member only**. |
| **SIGNATURE-ON-FILE AUTHORIZATION & ENROLMENT** |
| CITS American Express is hereby authorized to charge all travel arrangements to the following Credit Card Account on verbal or written instructions from the authorized individuals named below.    Name appeared on Card : Expiry Date  Account No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_    I hereby authorize the following individuals to book and charge travel arrangements to the above account: |
| |  |  |  |  | | --- | --- | --- | --- | | Name: |  | Job Title: |  | | ID No./ Passport No.: |  | Serial No: |  |     I agree to be responsible for all instructions and charges to my Card Account made by myself or any of the authorized individuals named above. I authorize you to accept instructions by telephone. I agree to advise you without delay of any changes to my Card Account number or status or to any of the authorized individuals named above.  I agree to accept the itinerary or confirmation of travel arrangements issued by you as proof that those arrangements were requested by me or on my behalf, unless I notify you without delay and in any case before the date of travel that the itinerary or confirmation is not correct.  I accept and agree to be bound by the Credit Card Signature-On-File terms and conditions which follow on this form.   |  |  |  |  |  | | --- | --- | --- | --- | --- | | Signature of Card member: |  |  | Date: |  | |
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| **INDUSTRIAL AND COMMERCIAL BANK OF CHINA SIGNATURE-ON-FILE TERMS & CONDITIONS** |

1. THESE TERMS & CONDITIONS

If you are a customer who has completed and signed the Passenger Account Record Form, these Terms & Conditions apply to all bookings and transactions you make with CITS American Express Travel Services Ltd (“CITS Amex”).

2. YOU AUTHORIZE CITS AMEX

You authorize CITS Amex to book travel and other services which you request by telephone, fax, e-mail or in person from time to time, to pay the service provider and to charge your card account for such services.

3. PRICES

We quote prices for travel in RMB based on fares and taxes which are valid when the quotation is made. We may raise prices if there is a change in fares or taxes between the date we quote prices and the date when we issue tickets or vouchers.

4. RESPONSIBILITY

CITS Amex acts only as agents for the airline, hotel, car rental or other service provider booked for you. We do not own, manage or control any travel provider. Any tickets or vouchers are subject to the suppliers' terms and conditions. You agree that CITS Amex is not responsible for any problems, deficiencies or changes in travel services which we cannot control including without limitations, delays, cancellations, breakdowns or accidents in flights or other services, over bookings by airlines or hotels, changes in itinerary or operating schedules, or any problem concerning your health, luggage or possessions. You are responsible for safeguarding tickets, vouchers and identification documents and for complying with all health, customs, and exchange control and other laws of any country you enter or attempt to enter.

5. REFUNDS

Refunds are subject to the conditions and procedures of the airline or other supplier. You will not be credited for any refunds until it has been approved and processed by the supplier. Refunds usually take several weeks to process and are determined by the airline or other supplier.

6. GENERAL

We may require you to sign another authorization of personal Travel Account Form if the card account you have nominated is cancelled or changed for any reason. If payment via your card account is refused or unavailable for any reason, you agree to pay us directly on demand for any services provided at your request or on your behalf.

7. CHANGING THE TERMS & CONDITIONS

Any change to these terms & conditions shall be agreed by CITS-AMEX and you. These terms & conditions governing the card account you have nominated for payment of travel services on the Personal Travel Account Form.

8. PAYMENT FOR TRAVEL SERVICES

Unless CITS Amex agrees in writing to different payment terms, all travel services must be paid for at the time we issue tickets or other travel documents.