

Terms and Conditions of Corporate Preferred (U.S.A. Market)

1. The Corporate Preferred Programme (“the Programme”) is subject to these Terms and Conditions. By participating in the Programme, you shall be deemed to have read, understood and agreed to be bound by these Terms and Conditions.
2. The participating companies (“Company”) shall submit copies of the following documents accompanying with their application forms (“Form”):
 - a. a valid business registration of registration/statement of registration (or its equivalent name in respective jurisdictions) in federal/a state in the United State of America;
 - b. business card with email address of the Company representative(s);
 - c. nomination list of Company traveller (“Eligible Company Traveller”) together with their business cards (if available); and
 - d. travel record of the past 12 months (if any).
3. The Company shall not be the following:
 - a. an accredited IATA/IATAN travel agent;
 - b. travel agent registered under applicable laws and regulations in the United States of America and/or Canada;
 - c. ticket brokerage firm/consolidator;
 - d. organizations involved in Hong Kong Airlines (“HKA”)’ marketing, promotions, advertising or consulting activities; or
 - e. the parties to the Corporate Travel Agreement with HKA.
4. The Company shall provide the following information in the Form:
 - a. appoint no more than 3 IATA/IATAN accredited travel agencies and/or travel agencies. Any change of the agents shall notify HKA within 30 days of the change; and
 - b. nominate at least one contact person as Company representative(s) in which he/she holds a managerial role of the Company under the c.
5. Any change of the Eligible Company Traveller shall notify HKA within 30 days of the change.
6. By submitting the Form (including the accompanying documents), you agree that HKA shall hold such information in accordance with the Privacy Policy which is available at http://www.hongkongairlines.com/en_HK/legal or as required under local legislation where the Programme is offered.
7. Once the application has been approved, a “BCODE” will be assigned.
8. During the Programme, the Eligible Company Traveller shall issue ticket(s) for economy class and/or business class for flights which is marketed and operated by HKA, via the appointed IATA/IATAN accredited travel agencies, travel agencies and/or HKA official website (www.hkairlines.com). It is the responsibility for the Company to ensure that the assigned IATA/IATAN accredited travel agencies, travel agencies and/or the Eligible Company Traveller insert the assigned BCODE accurately during booking. Codeshare flights and charter flights are excluded.

9. The Company may be entitled to receive the following benefits according to the Eligible Company Traveller's net flown revenue ("NFR"), which is classified into 3 tiers according to the annual minimum spending amounts as follows:

<u>Tier 1</u>	<u>Tier 2</u>	<u>Tier 3</u>
Annual Spending USD \$5,000 – \$39,999	Annual Spending USD \$40,000 - \$79,999	Annual Spending USD \$80,000 or above
2 X One - way Stand - by Upgrade voucher [^]	4 X One - way Stand - by Upgrade voucher [^]	8 X One - way Stand - by Upgrade voucher [^]
2 X Hong Kong Airlines Lounge E – voucher ^{^^}	4 X Hong Kong Airlines Lounge E – voucher ^{^^}	8 X Hong Kong Airlines Lounge E – voucher ^{^^}
5 X Accelerate membership cards with 12-month eligibility - Access to Club Autus or Club Bauhinia ^{^^} - Free extra-legroom seats* - Priority check-in at Business Class counters - Priority baggage handling	8 X Accelerate membership cards with 12-month eligibility - Access to Club Autus or Club Bauhinia ^{^^} - Free extra-legroom seats* - Priority check-in at Business Class counters - Priority baggage handling	10 X Accelerate membership cards with 12-month eligibility - Access to Club Autus or Club Bauhinia ^{^^} - Free extra-legroom seats* - Priority check-in at Business Class counters - Priority baggage handling
HKAH discount: 5% discount offer for hotel ONLY booking (Valid until 31 December 2019)	HKAH discount: 5% discount offer for hotel ONLY booking (Valid until 31 December 2019)	HKAH discount: 5% discount offer for hotel ONLY booking (Valid until 31 December 2019)
[^] Upgrade vouchers cannot be used for codeshare and charter flights. ^{^^} Subject to Hong Kong Airlines Limited VIP Lounge Voucher Terms & Conditions. * Subject to availability.		

10. Accelerate membership programme serves as a membership for individual travellers in the Company, whom may enjoy the above benefits within 12 months while travelling on flights operated and marketed by Hong Kong Airlines. The Accelerate membership is non transferrable.

11. The annual minimum spending amount is measured from the date of notification of successful application for one calendar year (“Period”). If such amount is less than USD5,000 for the Company registered in a federal/state in United State of America, the Company is not entitled to any benefits. The annual minimum spending within the Period is accumulative, for instance, if the Company accrues USD50,000 in the Period, it will be entitled to the benefits of Tier 2.
12. The benefits listed in clause [10] above are subject to the following quota and shall also subject to availability in both the seat and route at the material time which will be allocated on a first-come-first-served basis:-
 - a. not more than 2,000 vouchers for standby upgrade (one-way);
 - b. not more than 2,000 lounge entries to Club Autus at Hong Kong International Airport;
 - c. not more than 2,000 lounge entries to Club Bauhinia at Hong Kong International Airport; and
 - d. not less than 3,000 quota for offering 5% discount on hotel only booking via HKA Holidays website (<https://www.hkaholidays.com/en/>).
13. The NFR is calculated by reference to the total sum of fares less all applicable agency commissions, credit card commissions, surcharges, taxes and endorsements. The NFR cannot be carried forward after the Period.
14. No retrospective calculation on NFR for tickets issued prior to the Period.
15. The application of the Programme shall come into force until terminated by HKA. HKA reserves the right to terminate the Programme at any time for any reason without prior notification to the Company. In the event that the Programme was terminated by HKA, HKA shall as its sole discretion to offer part of the benefits as per clause [10] according to the annual minimum spending by the time of termination.
16. The monthly cut-off date of each application is 15th calendar date of each month, with the result to be announced on the 1st calendar date of the following month. Any applications submitted after the monthly cut-off date shall fall on the next monthly cut-off date.
17. Any re-booking, re-routing and/or refund can be made via the appointed travel agents or HKA official website. Any changes on the bookings and/or tickets should be made via original sales channel. This clause is retained as commercial decision.
18. The passenger(s) must work with the Company and the Eligible Company Traveller by the time of travel but he/she does not necessarily be the nominated Company representative(s). Any accompanying passenger who does not work with the Company shall not be counted for the purpose of accrual of annual minimum spending.

19. Due to administrative process, the NFR report may not be ready upon expiry of the Period. For any questions regarding NFR or the Programme in general, please contact Hong Kong Airlines Sales office by HXSUPPORT.US@hkairlines.com.
20. HKA shall send the corresponding benefits via email to the Company representative(s) within 3 calendar months after the Period for redemption. Company representative(s) shall follow the instructions as stated in the email to redeem the corresponding benefits.
21. To enjoy the benefit offered under Accelerate membership, he/she shall provide a valid Fortune Wings Club (FWC) membership number upon redemption. If the Passenger is not a FWC member, he/she may enroll FWC membership via Hong Kong Airlines official website www.hongkongairlines.com.
22. The benefits in clause [10] are non-redeemable, non-refundable and non-transferable.
23. The Programme is not valid in conjunction with any other offers/promotions of HKA.
24. Nothing in these Terms and Conditions shall confer any third party rights or benefits.
25. The General Conditions of Carriage published by HKA apply (subject to change from time to time) and are available on HKA's website.
26. HKA reserves the rights to amend these Terms and Conditions at any time without prior notice.
27. In case of any inconsistency between the English and Chinese versions of these Terms and Conditions, the English version shall prevail.
28. In the event of any dispute regarding any of these Terms and Conditions, the decision of HKA shall be final.
29. These Terms and Conditions shall be governed by the laws of Hong Kong Special Administrative Region.