



## IMPORTANT NOTICE

### TO ALL INTERNATIONAL AND DOMESTIC PASSENGERS DEPARTING FROM MANILA WITH UNUSED AIRLINE TICKETS

1. Unused Airline Ticket refers to ticket not flown by the passenger for reasons of offloading, voluntary cancellation of flight and passenger no-show.
2. The Air Carrier shall be responsible for the processing of terminal fee refund to passenger with unused airline ticket during its validity period which is fifteen (15) months from date of issuance.
3. The Manila International Airport Authority (MIAA) shall be responsible for the processing of terminal fee refund to passenger with unused airlines ticket only after its expiration and the corresponding terminal fee has been remitted by the Air Carrier to the MIAA.
4. The MIAA shall process Terminal Fee refund of unused airline ticket at the MIAA Administration Building, Pasay City or thru online.
5. Requirements for claiming refund:
  - a. Airline Ticket with locator number and Code "LI" (*showing proof of Terminal Fee payment*)
  - b. Accomplished PSC Refund Declaration Form (*downloadable at the MIAA website, [www.miaa.gov.ph](http://www.miaa.gov.ph)*)
  - c. Claimant's valid government-issued ID (*with picture*)
6. If claim is thru online, the scanned copy of above-stated requirements shall be submitted at [collection@miaa.gov.ph](mailto:collection@miaa.gov.ph). Refund will only be processed with complete documentation. The concerned passenger will be notified thru email that his / her claim has been processed and that the amount of refund has been deposited / credited to his / her bank account. In turn, the passenger will acknowledge receipt.

**"WE ALWAYS STRIVE TO SERVE YOU BETTER"**

**MIAA MANAGEMENT**

## PASSENGER SERVICE CHARGE (PSC)

### REFUND DECLARATION

(for Unflown / Unused / Cancelled Tickets)

I / We, the undersigned, declare that:

1. Fees for the PSC were integrated in the airline ticket purchased and were not used by the following passenger/s:

	Name	Ticket Locator Number	Airline
1			
2			
3			
4			
5			

2. Above passenger/s did not refund PSC on unused ticket/;
3. \_\_\_\_\_ paid for the PSC of the passenger/s stated in Paragraph 1;
4. The undersigned has been authorized by \_\_\_\_\_ (person/entity in Paragraph 3) to do and execute all or any of the following acts, deeds and things, specifically ask, demand, recover, collect any and all sums of money representing the payment of the PSC in the sum of \_\_\_\_\_ (Php xxx) as may be or may hereafter become due, owing, payable or belonging to \_\_\_\_\_ (person/entity/ in Paragraph 1);
5. Attached hereto are:
  - ☐ Copy of the Tickets with locator number and code "LI"
  - ☐ Claimant's valid government - issued ID (with picture)
  - ☐ Board Resolution / Authority or any proper document, if the payor is a corporation; letter of authority, if payor is an individual or a non-corporate entity authorizing undersigned to do the act in Paragraph 4.
  - ☐ Authorized Representative's valid government – issued ID (with picture)
6. Under penalty of perjury, estafa or any other false misrepresentation under the laws of the Republic of the Philippines, I hereby affix my signature hereunder free from duress and undue influence as proof of the above statements.

\_\_\_\_\_  
Signature over printed name

\_\_\_\_\_  
Date

Bank Details:

Name of Depositor: \_\_\_\_\_

Bank / Branch: \_\_\_\_\_

Account Number: \_\_\_\_\_

Approved by:

\_\_\_\_\_  
PSC Supervisor

*(Please write legibly to avoid misrepresentation. The name of the bank depositor should be the same person who will accomplish and sign the form. Validated deposit slip will be sent within three (3) working days from receipt of the complete documentation)*