

嘉惠公司账户 (中国)

AirPlus Company Account (China)

感谢您选择嘉惠。您的嘉惠公司账户现已完成申请并已通过网络发送给我们。

Thank you for choosing AirPlus. Your online AirPlus Company Account application is now complete and has been sent to us electronically.

附件是：

- 您的嘉惠公司账户合同及条款 为了开立账户，依照法律规定我们还需要您**在与您的嘉惠客户经理确认之后**将合同打印两份并签字盖章。合同及条款将以电子邮件的形式发送至您邮箱。

Please find attached:

- Your AirPlus Company Account contract and Terms and Conditions

In order to open an account, for legal reasons we also need 2 printed copies of the contract including your signature and company stamp **after you confirm with your AirPlus account manager**. A copy of the documents will also be emailed to your email address.

1. 保存 Save

请保存合同以备存档。

Please save the contract for your records.

2. 打印 Print

请在**与您的嘉惠客户经理确认之后**打印合同并签字盖章。

为了加快流程，您可以将合同以传真或邮件的形式发给我们。我们的电子邮箱是

china@airplus.com，传真号码是+86 21 6075 1380 或+86 10 5825 6737 或

+86 0755 8435 6277。请注意：

未收到合同原件我们无法生成账号。

Please print and sign the contract including your company stamp **after confirming with your AirPlus account manager**.

To speed up the process, you can fax or email the contract to us. Our email address is

china@airplus.com and the fax number is +86 21 6075 1380 or +86 10 5825 6737 or

+86 0755 8435 6277. Please note that we don't release the account number without the original contract.

3. 邮寄 Send

请将本封页、已签字盖章的合同原件、营业执照副本复印件、增值税一般纳税人资格证明复印件（如适用）（复印件请加盖公司公章）邮寄至**您的嘉惠客户经理**，地址如下：

嘉旅付惠商业管理有限公司

中国上海市长宁区长宁路 1133 号 (T1 办公楼) 38 层
3809 - 3815 室

邮编 200051

或

中国北京市东城区北三环东路 36 号 环球
贸易中心 D 座 7 层 702 室 邮编 100013

或

时代金融中心14楼1415室

广东省深圳市福田区深南大道4001号

邮编 518049

如还需要您的其他申请信息，我们将再与您联系。

Please send this cover page and the contract, including your signature, company stamp, a copy of duplicate business license, a copy of General VAT Taxpayer qualification certificate (if applicable) (please seal the copies with your company stamp) to **your AirPlus account manager** via one of the following addresses:

AirPlus Payment Management Co., Ltd.

Room 3809 - 3815 units 38th floor, Office Tower 1 Raffles City Changning No. 1133 Changning
Road Changning

District 200051 Shanghai, P.R. China

Or

Unit 702, 7/F, Tower D, Beijing Global Trade Center 36
North Third Ring East Road, Dongcheng District 100013

Beijing, P.R. China

Or

Room no. 1415, 14/F, Times Financial Centre

No.4001 Shennan Avenue, Futian District

518049 Shenzhen, Guangdong Province, P.R. China

Should we require further information regarding your application, we shall contact you.

以下由嘉惠填写：

To be filled by AirPlus:

集团合同号 (仅供内部使用) Group Contract Number (for internal use only)

1	9	2	0	0	0	0	8	8						
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合同号 Contract Number

1	9	2	0	0	0	0	8	8						
---	---	---	---	---	---	---	---	---	--	--	--	--	--	--

账号 Account Number

1	9	2	0	0	0	0	8	8						
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ACCID 952



嘉惠公司账户合同 (中国)

AirPlus Company Account Contract (China)

1. 公司信息

Company Information

申请类别

Application type

☐ 申请新合同

Application for new contract

☐ 关联至合同号 (必填项, 如申请其他账户)

Annex to contract number (mandatory for additional account requests)

嘉惠合同号

AirPlus contract number

集团合同号 (如适用)

Group contract number (if applicable)

公司信息

本合同由以下两方于上海订立 :

公司注册名称

公司统一社会信用代码 /

营业执照注册号 /

组织机构代码

注册地址 (信箱不适用)

邮编

城市

国家

法人代表信息

称呼

☐ 先生

☐ 夫人

☐ 女士

名

姓

出生日期

增值税纳税人信息

是否为增值税纳税人

☐ 是 (Y)

☐ 否 (N)

增值税纳税人类型

☐ 一般纳税人 (G)

☐ 小规模纳税人 (S)

☐ 免征增值税 (F)

您希望嘉惠在增值税发票上打印的号码

☐ 统一社会信用代码 (若适用)

号码

电话号码

☐ 纳税人识别号

号码

电话号码

(“用户”或“我们”)

用户联系人

称呼

☐ 先生

☐ 夫人

☐ 女士

名

姓

联系地址

(如与注册地址不同)

邮编

城市

电话

传真

电子邮件

Company Information

The following contract is concluded in Shanghai between:

Company's Registered Name

Company's Unified Social

Credit Code / Business

License Registration Number /

Organization Code

Registered office address (no

P.O. Box accepted)

Postcode

City

Country

Legal Representative

Salutation

☐ Mr.

☐ Mrs.

☐ Ms.

First name

Last name

Date of birth

VAT Taxpayer

Are you a VAT taxpayer?

☐ Yes (Y)

☐ No (N)

The type of VAT taxpayer

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☐ General VAT taxpayer (G)

☐ Small-scale VAT taxpayer (S)

☐ Exempt from VAT (F)

Number to be printed on the VAT fapiao

☐ Unified Social Credit Code (if applicable)

Number

Phone number

☐ Taxpayer Identification Number

Number

Phone number

(the "Subscriber" or "We")

Subscriber's contact person for AirPlus

Salutation

☐ Mr.

☐ Mrs.

☐ Ms.

First name

Name

Contact Address (if different from the Registered Office Address)

Postcode

City

Phone

Fax

E-mail

与嘉旅付惠商业管理有限公司，地址：中国上海市长宁区长宁路1133号(T1办公楼)38层3809, 3810, 3811, 3812, 3815室; 邮编: 200051 ("嘉惠")。

and AirPlus Payment Management Co., Ltd., Room 3809, 3810, 3811, 3812, 3815 units 38th floor, Office Tower 1 Raffles City Changning, No.1133 Changning Road Changning District, 200051 Shanghai, P.R. China ("AirPlus").

协议范围

用户可以使用嘉惠公司账户 ("账户") 对由接受账户的公司 ("账户接受方") 提供的服务以非现金方式完成支付。用户基于本合同授权嘉惠对用户接受一家或多家账户接受方服务而应付的款项进行结算，获得嘉惠的事先书面同意后，用户可撤销上述授权。嘉惠自行或通过第三方垫付的所有该等款项，用户须依本授权予以偿付。嘉惠的偿付请求应逐笔列于当期账户账单。

SCOPE OF AGREEMENT

With the AirPlus Company Account ("Account"), the Subscriber can pay without cash for services offered by companies accepting the Account ("Accepting Companies"). The Subscriber authorizes and empowers AirPlus to settle amounts which the Subscriber owes based on this Contract for services rendered by one or more Accepting Companies. The Subscriber may withdraw the afore-mentioned authorization with the prior written consent of AirPlus. The Subscriber shall reimburse any such amount to AirPlus advances either on its own or through a third party by virtue of this authorisation. The individual reimbursement demands from AirPlus shall be presented in the current Account invoice.

2. 银行及结算

Bank and Accounting

结算方式

除非另行书面约定，嘉惠将根据以下开账周期对记入用户账户借方的所有交易进行开账：

- 开账周期：双周 bi-weekly
- 付款方式：银行转账
- 付款到期日：账单日后14个公历日

除非另行书面约定，所有在账单日开账的款项应在到期日 (账单日后14个公历日) 或双方书面约定的日期前足额支付。用户对部分应付款项有异议的，须在收到账单后六个星期内通知嘉惠。

账单截止到期日未予支付的，嘉惠有权额外收取逾期付款利息及其他相关费用，自到期日起计。逾期付款利息以年利率10%计，但以法定最高额为限。嘉惠保留按月计收逾期付款利息的权利。账单以人民币币种开具。

MODE OF SETTLEMENT

Unless otherwise agreed in writing, AirPlus will invoice the company for all transactions debited to the account for the following billing cycle:

- Invoicing frequency: 双周 bi-weekly
- Payment method: bank transfer
- Due date for payment: 14 calendar days after the invoice date

All amounts so invoiced on invoice date shall be due in full on Due Date (14 calendar days after the invoice date), or as otherwise agreed in writing. If the Subscriber disputes any debit, the Subscriber must notify AirPlus within 6 weeks of invoice receipt.

If the invoice is not settled by the Due Date, AirPlus may charge late payment interests and other fees related to the late payment as from the Due Date. The amount of the late payment interests will be 10 % p. a. In any case shall the late payment interest be limited to the maximum amount permitted by law. AirPlus reserves the right to charge late payment interests on a monthly basis. Invoice shall be issued in CNY currency.

供开具增值税发票使用的银行信息

银行名称

银行账号

自获取嘉惠公司账户起，您将对因使用嘉惠公司账户而产生的所有债务负完全清偿责任。

Bank info for the use of issuing VAT fapiao

Bank name

Bank account

You shall be fully liable for all claims resulting from the use of the Account after its receipt.

3. 预估年均机票相关支出金额

Estimated Annual Air-Related Spending

预估年均机票相关支出金额

Estimated annual air-related spending

计划开始预订的日期

Planned Booking Start Date

4. 预订渠道 (商旅管理公司/航空公司)

Booking Channel (TMC/Airline)

商旅管理公司/航空公司

IATA 代码



地址
邮编
城市
国家

商旅管理公司/航空公司联系人资料

姓名
电话
传真
电子邮件

应用户书面要求，嘉惠将代表用户向上述商旅管理公司/航空公司发送用户的嘉惠公司账户账号。

Name of TMC/Airline
IATA Code
Address
Postcode
City
Country

Contact person at TMC/Airline for AirPlus

Name
Phone
Fax
E-mail

As required by the Subscriber in writing, AirPlus will provide the AirPlus Company Account number of the Subscriber to the above TMC/Airline on behalf of the Subscriber.

5. 气候友好型
Climate-friendly

您希望订购“嘉惠绿色报告”吗？

Do you want to order the "AirPlus Green Reports"?

☐ 是 yes

☐ 否 no

我们在此为以下嘉惠公司账户合同号订购“嘉惠绿色报告”，报告期如下（最长12个月）：

We order once and binding the AirPlus Green Reports for the below-mentioned AirPlus Company Account contract number for the following reporting period (max 12 months):

合同号
Contract Number
报告开始日期
Report start date
报告结束日期
Report end date

我们希望订购以下绿色报告模块：

We would like to order the following Green Reports module:

航班 Flight
☐ 是 yes

价格 at the price of

☐ ¥ 3,500元，适用于单个账户 / 合同
¥ 3,500 for one Account / Contract

☐ ¥ 9,000元，适用于中国大陆境内所有合同
¥ 9,000 for all mainland China Contracts

☐ ¥ 21,000元，适用于全球合同
¥ 21,000 for one Global Contract

用于支付报告费用的公司账户账号

Company
Account Number for report
charge

如果上述合同号和公司账户账号为空，则默认您将为本合同订购“嘉惠绿色报告”并通过本合同内的新的公司账户进行付款。

If the above Contract Number and Company Account Number are left in blank, you order the "AirPlus Green Reports" for this new Contract and pay via the new Company Account generated with this Contract by default.

款项将计入随后的嘉惠公司账户账单中。

The debit will be made with one of the next statements.

我们允许嘉惠出于计算气候信息的目的通过上述嘉惠公司账户向第三方披露账单数据。

We grant permission to AirPlus to pass on related invoice data for calculation of climate relevant information through the above-mentioned AirPlus Company Account to third parties.

责任

在法律允许的范围内，如报告不符合合同方所追求的特定目的，或者合同方因使用报告或因报告不符合其所追求的特定目的而遭受损失的，嘉惠不承担责任。如嘉惠已向合同方指明上述目的或损失可能产生的情形，本条款同样适用。

数据安全

就所提供的数据和数据内容，用户应确保嘉惠免受第三方因此提出的任何请求权。用户应负责创建其数据的备份副本。如嘉惠可能从合同方的雇员处收到个人信息，则合同方保证其针对嘉惠存储和/或传输的上述信息已采取数据保护措施。嘉惠为获得分析和评估数据而向用户传输原始数据的，合同方应向嘉惠保证：

- 合同方拥有充分的（具体的）商旅准则且其雇员知悉上述准则；
- 合同方已确保在任何预订情况下，其雇员知悉或可能知悉其有可能违反（商旅）准则；
- 合同方的雇员及雇员代表已被告知，嘉惠向合同方提供详细数据，以便合同方监控（商旅）准则的合规性。若嘉惠传输原始数据，则合同方应采取最新的编码程序。

Liability

Inasmuch as lawfully admissible, AirPlus is neither liable if the report is not appropriate for the contracting party followed purpose nor for damages which occur in using the report or for missing suitability of the contracting party followed purpose. This is also applicable if the contracting party was adverted from AirPlus to such purpose or possibility of the occurrence of damage.

Data Security

The contracting party indemnifies AirPlus from all claims of third parties with regard to the data provided and the data content. To the extent that AirPlus receives personal data from the contracting party's staff, the contracting party warrants the data protection conditions for storing and/or transmitting such data by AirPlus are in place. To the extent that AirPlus transmits the contracting party's raw data for gaining analysis and evaluation data, the contracting party warrants vis-à-vis AirPlus that:

- the contracting party has sufficient (concrete) travel guidelines in place and that they are known to its staff,
- it has been ensured that, in all booking situations, its staff are or may be aware of the fact that they may be in a position to violate the (travel)

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guidelines,
-its staff and the staff's representatives have been informed that AirPlus delivers comprehensive data for the contracting party to control compliance with its (travel) guidelines. If AirPlus transmits raw data, the latest state-of-the-art encoding procedures shall be used.

6. 保险
Insurance

下列保险权益仅基于嘉惠与第三方承保人的现有合作范围而提供。以下所提及的每项保险的保险责任范围均在单独的保险凭证中另有说明。该等保险权益可能在嘉惠与第三方承保人的合同有效期内由于二者合同变更而有所调整。如第三方承保人或保险权益有所变更，嘉惠应提前书面通知用户。由承保人出具的完整的保险条款可在嘉惠门户网站上进行查阅。
The insurance benefits listed here can only be granted within the scope of existing cooperation agreements between AirPlus and a third party provider. Each insurance coverage referred to hereafter is as specified in separate insurance certificate(s). Adjustments of benefits may occur during their contractual term due to contractual changes with the insurer. AirPlus shall notify the Subscriber in writing in advance in case of any changes regarding the insurer and the insurance benefits. The complete terms and conditions by the insurer can be found in the AirPlus Business Travel Portal.

嘉惠综合商旅保险服务
AirPlus Travel Insurance

☐ 是 (最高保险金额：人民币3,000,000.00元)，年费：人民币2,000.00元
yes (maximum coverage: CNY 3,000,000.00) with Annual Account fee CNY 2,000.00

7. 账单格式
Layout of Statement

账单格式 Layout of Statement

- ☐ 员工编号 Personal ID (PK)
☐ 部门代码 Department Code (DS)
☐ 成本中心 Cost Centre (KS)
☐ 会计单位 Accounting Unit (AE)
☐ 内部账户 Internal Account (IK)
☐ 离港日期 Departure Date (BD)
☐ 项目编号 Project Number (PR)
☐ 订单号码 Order Number (AU)
☐ 最终目的地 Final Destination (RZ)

如您已有嘉惠公司账户并希望给此新账户设置完全相同的补充账单信息，请提供您现有的嘉惠公司账户账号，同时请勿在以上DBI区域进行选择：

Please provide your existing AirPlus Company Account Number if requesting the identical DBI setting for this new account (please do not make any selection in the above DBI field):

账单按以下信息分类

Invoice to be sorted as follows

- ☐ 按采购日期
by purchase date
☐ 按不同服务供应商
by service provider

☐ 按补充账单信息
by DBI field

您需要在账单中按照补充账单信息显示小计吗？
Would you like to have subtotals by DBI on invoices?

- ☐ 不需要
no
☐ 需要，请按照以下补充账单信息显示小计：
yes, for the following DBIs:

8. 在线服务
Online Services

电子账单和未出账单交易数据
Electronic Statement and Daily Transaction Data

通过嘉惠门户网站的电子账单数据传输
Transfer of Electronic Statement Data via the AirPlus Business Travel Portal

账单接收人一 Statement recipient No. 1

称呼

- ☐ 先生
☐ 夫人
☐ 女士

名

姓

电话

电子邮件

Salutation

- ☐ Mr.
☐ Mrs.
☐ Ms.

First name

Name

phone

Email

账单接收人二

Statement recipient No. 2

- ☐ 我们需要另一位账单接收人，信息如下
Yes, we need another statement recipient as follows

称呼

- ☐ 先生
☐ 夫人
☐ 女士

名

姓

电话

电子邮件

Salutation

- ☐ Mr.
☐ Mrs.

☐ 我希望收到CSV格式的文件 (.csv)
We want to get a CSV file (.csv)

☐ DailyFlex UTF-8, for AirPlus customized pre-invoice - CTool
(按列细分的个性化每日交易数据格式, 中文, 可导入Microsoft Excel, 适用于嘉惠定制化未出账单 / daily transaction data in a column separated and customizable data format. Chinese, can be imported into Microsoft Excel, for AirPlus customized pre-invoice - CTool)

☐ DailyFlex Latin, for AirPlus customized pre-invoice - CTool
(按列细分的个性化每日交易数据格式, 英文, 可导入Microsoft Excel, 适用于嘉惠定制化未出账单 / daily transaction data in a column separated and customizable data format. English, can be imported into Microsoft Excel, for AirPlus customized pre-invoice - CTool)

数据传输 Data Transmission

传输确认Transmission Confirmation

☐ 我特此通过以下设置申请数据传输。I hereby apply for a data transmission with the following setup

数据格式 Data Format

☐ Standard CSV UTF-8
(中文, 三行, 可导入Microsoft Excel / Chinese, three lines, can be imported into Microsoft Excel)

☐ Standard CSV plus UTF-8
(中文, 一行, 可导入Microsoft Excel / Chinese, one line, can be imported into Microsoft Excel)

☐ FlexEbill UTF-8 (Excel file (.xls))
(可个性化设置, 中文, 三行 / Customizable, Chinese, three lines)

☐ FlexEbill UTF-8 (CSV file (.csv))
(可个性化设置, 中文, 三行 / Customizable, Chinese, three lines)

☐ FlexEbill plus UTF-8 (Excel file (.xls))
(可个性化设置, 中文, 一行 / Customizable, Chinese, one line)

☐ FlexEbill plus UTF-8 (CSV file (.csv))
(可个性化设置, 中文, 一行 / Customizable, Chinese, one line)

☐ Standard CSV Latin
(英文, 三行, 可导入Microsoft Excel / English, three lines, can be imported into Microsoft Excel)

☐ Standard CSV plus Latin
(英文, 一行, 可导入Microsoft Excel / English, one line, can be imported into Microsoft Excel)

☐ FlexEbill Latin (Excel file (.xls))
(可个性化设置, 英文, 三行 / Customizable, English, three lines)

☐ FlexEbill Latin (CSV file (.csv))
(可个性化设置, 英文, 三行 / Customizable, English, three lines)

☐ FlexEbill plus Latin (Excel file (.xls))
(可个性化设置, 英文, 一行 / Customizable, English, one line)

☐ FlexEbill plus Latin (CSV file (.csv))
(可个性化设置, 英文, 一行 / Customizable, English, one line)

☐ XML UTF-8
(中文, 仅用于嘉惠定制化账单 / Chinese, for AirPlus customized invoice - CTool)

☐ XML Latin
(英文, 仅用于嘉惠定制化账单 / English, for AirPlus customized invoice - CTool)

☐ LARS Latin

传输渠道 Transmission Channel*

电子邮件 E-mail

☐

接收人 Recipient

多位接收人 Additional recipient

☐ 添加多位接收人 add additional recipient

接收人2 Recipient 2

接收人3 Recipient 3

接收人4 Recipient 4

接收人5 Recipient 5

加密方式 Encryption method

☐ PGP

PGP-指纹 PGP-Fingerprint

请注意: 请导出您的PGP密钥并通过电子邮件附件方式发送至 portal@airplus.com.
Important: Please export your PGP public key and send it as an e-mail attachment to portal@airplus.com.

加密方式 Encryption method

☐ ZIP

加密强度 Encryption strength

☐ 256 Bit encryption (default) 256位加密 (默认)

☐ 128 Bit encryption 128位加密

请注意, 数据的接收和处理需确保使用最新的ZIP软件。
Please note that the reception and processing of data can only be ensured with the latest ZIP software.

请注意: 出于数据安全原因, 您的ZIP文件密码必须通过其他通信渠道进行交换。您的密码必须至少八个字符, 并且由大小写字母、数字或特殊字符组成。请不要在密码中使用以下字符: \$, ?, \ @。

Note: For data security reasons, your ZIP file password has to be exchanged via a different communication channel. Your password must be at least eight characters long and made up of upper and lower case letters, digits and/or special characters. Please do not use the following characters for your password: \$, ?, \ @.

☐ 安排电话。请注意: 为了确保我们能够与您联系, 请提前3天给我们预约。我们的营业时间为东八区时间上午9点至下午6点。Schedule a short phone call Note: To ensure that we can contact you, please give us an appointment 3 days in advance. Our business hours are Mo-Fr from 9 a.m.- 6 p.m. GMT+8.

日期 Date

时间 (东八区时间) Time (GMT+8)

SFTP

☐

请注意: 此传输方法的新安装或者更改, 需填写附加的SFTP申请表。如果不提交完整填写的SFTP申请, 嘉惠无法确保处理SFTP传输。请联系您的嘉惠客户经理以澄清进一步的处理。

Note: For new installations and changes of this transfer method, an additional SFTP application form is required. AirPlus cannot ensure that the SFTP transmission is processed without the submission of a completely filled SFTP application. Please contact your AirPlus Account Manager to clarify the further processing.

AM					ACCID						
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根据前述条款，我们特此申请嘉惠公司账户合同，我们已阅读、理解且接受前述条款和“嘉惠公司账户条款”；当二者出现分歧时，应以前述条款为准。我们同样接受嘉惠门户网站条款（如选择）。

We hereby apply for an AirPlus Company Account Contract, subject to the terms and conditions set forth above, which are to be read in conjunction with, and in the case of inconsistency, shall prevail over the AirPlus Company Account Terms and Conditions, each of which We have read, understood and accepted. We also accept the Terms and Conditions for the AirPlus Business Travel Portal (if chosen).

.....
用户名称及公章
Name of Subscriber and Stamp

.....
嘉旅付惠商业管理有限公司公章
Stamp of AirPlus Payment Management Co., Ltd.

.....
授权代表签名
Authorized Signature

.....
授权代表签名
Authorized Signature

.....
日期 Date

.....
日期 Date

嘉惠公司账户条款 (中国)

AirPlus Company Account: Terms and Conditions (CHINA)

自2022年10月起生效

1. 定义

本条款中将使用下列定义：

- “嘉惠商业管理有限公司”或“嘉惠”，地址：中国上海市市长宁区长宁路1133号(T1办公楼)38层3809, 3810, 3811, 3812, 3815室，邮编200051，是账户的发行方；
- “账户”指由嘉惠发行的嘉惠公司账户；
- “用户”指由嘉惠为其发行账户的一方；
- “账户接受方”指接受通过账户进行付款的公司，如航空公司或代理人/商旅管理公司等；
- “嘉惠公司账户合同”或“合同”指嘉惠与用户就账户事宜订立的合同，包括嘉惠公司账户合同、本条款及/或嘉惠公司账户申请表；
- “嘉惠在线服务”或“在线服务”包括嘉惠门户网站和嘉惠资讯经理系统（详见本条款第4条；以用户选择为前提）；
- “条款”指本条款。

2. 账户发行

用户填写申请表并经嘉惠接受之后，嘉惠为用户发行账户，并邮寄至申请表中载明的用户地址。嘉惠保留因用户资信未获得嘉惠审核通过而拒绝接受申请的权利。

3. 账户的使用

嘉惠以及由用户选定的账户接受方向用户提供服务的，用户可以使用该账户（见合同及/或申请表规定）。账户由账户接受方或代理人/商旅管理公司代管的，用户须将该公司或代理人/商旅管理公司的名称、地址告知嘉惠。用户相关数据资料发生变更的，包括但不限于本条前述信息及用户发票开具信息，须立即通知嘉惠。

嘉惠将在发给用户的账单及发票中注明相应账单号（例如C80000123）。建议用户向嘉惠付款时在银行付款委托书上标注账单号，否则嘉惠将无法按时平账或是将付款划入相关的用户账户，从而影响用户账户的正常使用。

4. 嘉惠在线服务的使用

用户使用在线服务，须对其用户名及密码予以保密。嘉惠不对在线服务的使用承担任何责任。对于因用户使用在线服务而产生的任何形式的损失、损害或索赔，嘉惠均不受限制地不承担任何责任并且用户应使嘉惠免于承担因用户使用在线服务导致的任何第三方索赔，但因嘉惠重大过失或故意行为所致者除外。用户同意，链接至第三方服务或文件内容的，嘉惠并不对此提供任何担保或承担任何责任。用户同意，使用在线服务时须遵守所有相关法律，包括知识产权及刑事法律。用户藉此同意接受嘉惠门户网站条款。嘉惠门户网站条款可通过www.airplus.com/TC/CN-zh 或www.airplus.com/TC/CN-en 网页获得并打印。若有需要，嘉惠可以提供印制文本。

5. 与账户相关的责任

自获取嘉惠公司账户起，用户将对因使用嘉惠公司账户而产生的所有债务负完全清偿责任。用户须采取所有合理预防措施防止账户被非法使用。用户发现账户信息丢失、被盗或者账户被未经授权人员使用的，须立即告知嘉惠。嘉惠账单出现任何错误项目或者嘉惠发生任何错误的，用户须立即告知嘉惠。有争议的交易经嘉惠认可的，嘉惠会在后期账单中进行调整。

如账户信息被盗、丢失或账户被未经授权人员使用，但用户已经采取所有必要合理手段防止账户被非法使用并立即将账户信息被盗、丢失或账户被未经授权人员使用事项告知嘉惠，则用户无须承担损失赔偿责任；但因用户过失或故意不当行为而导致损失的，用户须对该等损失承担全部赔偿责任。在发生损失的情形下，用户在将账户信息被盗、丢失或账户被未经授权人员使用事项告知嘉惠之前承担的责任最高限额为人民币 588元，但该等损失系因嘉惠的重大过失或不当行为而产生者除外。如发生账户使用不当，一方应向对方告知全部细节情况，以便行使因该等不当使用或关闭账户而产生的损害赔偿权。用户使用账户的权利届满或终止时，嘉惠将关闭该账户。

6. 反索赔

账户接受方无论以何种原因拒绝接受账户的，嘉惠均不承担责任。用户与账户接受方发生争议，或者用户对账户接受方进行索赔的，用户不得以此为由拒绝对嘉惠的账单进行偿付或要求抵销其对嘉惠的债务。前述意义上的争议包括但不限于因账户接受方不履行合同义务、未按标准履行合同或违反合同义务而产生的索赔，或者用户对账户接受方所提出的异议。

用户对嘉惠进行索赔的，用户不得以此为由拒绝对嘉惠的账单进行偿付，亦不得要求抵销其对嘉惠的债务，除非该项索赔获得嘉惠认可或者经法院生效判决支持。

7. 账户结存余额

账户是用于嘉惠服务及由嘉惠授权的特定商户所提供的商务旅行服务的集中支付工具。用户在此同意，如账户（在特殊情况下）出现结存余额（例如在扣除先期款项之后），则该结存余额仅可用于支付由账户接受方或授权商户提供的产品或服务。除非合同终止，嘉惠不接受任何返还请求。

8. 担保的设立与追加

对于任何因与用户间的商业合作关系而产生的请求，嘉惠均有权要求用户对其提供担保，即便该等请求是附条件的。即便嘉惠先前未曾要求用户全部或部分的提供担保或增加担保，嘉惠仍可在之后要求该等提供和/或增加，前提是合理证明用户请求权风险增加的情况出现或被嘉惠所知悉。具体而言，该等情况可以是用户的财务状况恶化或存在恶化的危险，亦或是现有担保所具有的价值减损或存在减损的危险。若用户未按嘉惠要求提供担保、变更担保或提高担保价值，嘉惠有权随时发出书面通知关闭账户并终止合同。若嘉惠已明确同意用户无须提供担保，或仅指名要求特定担保物，则嘉惠不再具有进一步的担保请求权。嘉惠应给予用户合理的期间，以提供担保或增加担保。

9. 补充账单信息

若用户要求收到标准账单信息以外的数据或信息（补充账单信息），用户可与其所使用的账户接受方另行订立协议。用户要求的补充账单信息未载于账户账单，或者信息可能有误的，用户不得以此为由拒绝对嘉惠付款。嘉惠对已经向用户发出的账户账单不负任何修改义务，但因嘉惠重大过失或故意行为所致者除外。

嘉惠公司账户条款（中国） AirPlus Company Account: Terms and Conditions (CHINA)

10. 收费

嘉惠公司账户申请可能产生嘉惠公司账户合同规定的年费。如勾选相应项目，年费每年向用户提前收取。嘉惠应用户要求提供的用户已选项目外的其他产品和服务另行收费。除非另有书面约定，合同和条款中的价格（如有）均包含增值税。

11. 数据处理

用户已知并同意，嘉惠将在合同范围内及符合合同目的和自身经营目标的前提下存储、改动、传输或者使用账户资料、用户提供的补充数据资料或从第三方接收的数据资料。嘉惠仅为履行和改进合同项下服务之目的，向嘉惠集团中的其他成员或中国境内外第三方分享与传输该等数据资料。账户资料或补充数据资料可能含有用户雇员的个人信息。用户向嘉惠保证，用户的公司有一个合理具体的旅行政策，该政策为其雇员所知，用户已确保并将继续确保雇员意识到或能够意识到，在特定预定情况下他们可能违反旅行政策，并且用户的雇员及雇员代表已被告知，嘉惠将提供全面的数据以使用户能够管理用户旅行政策的遵守情况。

双方承诺遵守有关数据保护的适用法律法规。嘉惠收集和处理个人信息将仅限于履行合同之目的并受嘉惠隐私声明的约束。隐私声明的副本将提供给用户，并将不时更新。用户在收到后应立即将其告知用户的雇员，并保证基于数据保护相关法律法规的要求取得用户雇员的所有必要同意，有权将用户雇员的个人信息提供给嘉惠，以供嘉惠收集和处理该等个人信息。用户同意在嘉惠提出合理要求（如监管要求等）后及时提供其雇员同意的文件、记录或遵守本条款及相关法律法规的依据。

12. 合同起始与终止

本合同于签署之日生效，首期有效期为36个月。首期有效期届满后，本合同每年度将自动续延。合同一方可随时提前30天书面通知另一方终止本合同。合同终止可以仅限于单一账户。嘉惠可随时以正当理由通过书面通知立即终止本合同。具体而言，正当理由包含以下情形：a) 用户申请开设账户时提供了错误的信息，或在申请开设账户之后未履行后文规定的告知义务并对此负有责任，或 b) 用户未能履行其支付义务或因本合同产生的其他义务，或 c) 嘉惠得知用户财务状况恶化或存在财务状况恶化的危险，或 d) 用户未能根据本合同第8条“担保的设立与追加”或根据其他约定，在嘉惠限定的合理期间内履行提供担保或增加担保的义务，或 e) 用户要求或被获准停止支付，或 f) 用户停止经营，进入清算程序或采取措施以达到类似效果，或 g) 任何担保效力终止，或 h) 在反洗钱要求的范畴内用户实质性地违反其配合义务且对此负有责任，例如实质上未能提供证明材料或所需信息且对此负有责任，或 i) 用户将其注册地或银行账户迁至其他国家或地区。任何终止均应以书面形式进行。用户收到终止通知时终止立即生效。合同一经终止，嘉惠对用户享有的所有请求权即时到期。双方合同关系终止后，嘉惠应将账户结余返还用户。

13. 变更与修改

对本条款的任何修改建议，嘉惠应书面通知用户。用户收到通知后未在30个公历日内提出异议的，即视为接受该项修改。嘉惠发出修改或变更通知时将就其后果向用户作出明确提示。为避免疑义，用户提出异议的，此修改建议不应实施。双方在此后30天内无法就修改建议达成共识的，嘉惠可提前30天书面通知用户终止本协议。

14. 其他方及其他方协议

为履行合同全部或部分义务，嘉惠有权引入第三方代理机构，用户在此同意该第三方在本合同范围内出于其业务的需要可以使用用户的数。用户不得将针对嘉惠的请求权转让给任何第三方，或以此拒绝对嘉惠的账单进行偿付。

15. 其他

法律适用与司法管辖 嘉惠与用户之间的合同适用中华人民共和国法律。上海的法院拥有排他性的司法管辖权。

可分性条款 本合同或其他协议的任一规定无效或失效的，其余规定或协议的效力不受影响。

版本 本合同分为中文版本和英文版本。二者出现分歧时，以中文版本为准。

嘉惠公司账户条款 (中国)

AirPlus Company Account: Terms and Conditions (CHINA)

Effective from October 2022

1. Definitions

In these Terms and Conditions, the following defined terms will be used:

- "AirPlus Payment Management Co., Ltd." or "AirPlus", address: Room 3809, 3810, 3811, 3812, 3815 units 38th floor, Office Tower 1 Raffles City Changning, No.1133 Changning Road Changning District 200051 Shanghai, P.R. China, is the issuer of the Account,
- "Account" shall mean the AirPlus Company Account issued by AirPlus,
- "Subscriber" shall mean the party AirPlus has issued an Account to,
- "Accepting Company": means a company that accepts payments via the Account, such as airline or travel agency/travel management company ("TMC"),
- "AirPlus Company Account Contract" or the "Contract" means the agreement between AirPlus and Subscriber with regard to the Account, which includes the AirPlus Company Account Contract, these terms and conditions and/or Application AirPlus Company Account,
- "AirPlus Online Services" or "Online Service" includes the AirPlus Business Travel Portal and the AirPlus Information Manager as further described in Section 4 of the Terms (if chosen by the Subscriber),
- "Terms" shall mean the present terms and conditions.

2. Issue of the Account

Upon acceptance of the Application Form completed by the Subscriber, AirPlus shall issue the Account to the Subscriber and post it to the Subscriber's address as stated on the Application Form. AirPlus reserves the right not to accept an application due to failed creditworthiness check of the Subscriber..

3. Use of the Account

The Account entitles the Subscriber to charge to its Account the cost of services (as described in the Contract and/or in the Application form) offered by AirPlus and its selected Accepting Companies which the Subscriber uses. In case the Account is deposited at an Accepting Company or travel agency/TMC, the Subscriber is obliged to forward Name and Address of this Company or travel agency/TMC to AirPlus. The Subscriber will inform AirPlus of all changes of relevant data immediately.

AirPlus will designate the Statement No. (e.g. C80000123) in the respective statement and invoice (fapiao) issued to the Subscriber. When making the payment to AirPlus, the Subscriber is advised to specify such Statement No. on the payment order to the bank. Otherwise AirPlus would be unable to balance the statement or allocate the payment to the Subscriber's account on time, which would in turn affect the usage of the Subscriber's Account.

4. Use of the AirPlus Online Services

The Subscriber has free access to the Online Service. The Subscriber shall keep its user-name and password secret. AirPlus does not accept any responsibility for the use of the Online Service. AirPlus disclaims without limitation all liability for any loss or damage or claim of any kind incurred in connection with the use of the Online Service by the Subscriber and the Subscriber shall indemnify AirPlus from all claims of third parties in connection with the Subscriber's use of the Online Service save in the case of gross negligence or wilful act on the part of AirPlus. The Subscriber accepts that the links to the services or contents of third parties do not constitute any warranty or liability on the part of AirPlus. The Subscriber agrees to observe all applicable law (including intellectual property rights and criminal laws) when using the Online Service. The Subscriber hereby agrees to the Terms and Conditions for the AirPlus Business Travel Portal, which can be accessed and printed out via www.airplus.com/TC/CN-zh or www.airplus.com/TC/CN-en. AirPlus may submit a hard copy at your request.

5. Responsibility for the Account

After receipt of the Account, the Subscriber shall be fully liable for all claims resulting from use of the Account. The Subscriber shall take all reasonable precautions to prevent misuse of the Account. The Subscriber shall notify AirPlus immediately upon discovery of loss or theft of information of the Account(s), or use of the Account by an unauthorised person. The Subscriber will notify AirPlus immediately of any erroneous entries on the statement of AirPlus, or any mistakes on AirPlus' side. AirPlus will adjust the disputed transaction in the later statement upon AirPlus' acknowledge of such transaction.

In the event of theft or loss of information of the Account or use of the Account by an unauthorised person, the Subscriber shall not be liable for losses if Subscriber has taken all necessary and reasonable precautions to prevent misuse of the Account, and has informed AirPlus of theft or loss of information of the Account or use of the Account by an unauthorised person immediately, unless the loss arises from the Subscriber's negligence or wilful misconduct, in which case the Subscriber will be fully liable for such loss. In case of losses, Subscriber is, until notification of theft or loss of the information of the Account information or use of the Account by an unauthorised person to AirPlus, liable up to a maximum of CNY 588.00, unless the loss is due to AirPlus' gross negligence or wilful misconduct. In case of improper use of the Account, the parties are obligated to inform each other of all details required to collect claims resulting from such use, or closing the Account. Upon expiry or termination of Subscriber's right to use the Account, the Account will be closed by AirPlus.

6. Counterclaims

AirPlus shall not be liable for the non-acceptance of the Account, for whatever reason, by any Accepting Company. The Subscriber shall not be entitled to refuse to pay amounts invoiced by AirPlus as a result of any dispute between the Subscriber and an Accepting Company, or any claim by the Subscriber against AirPlus or any Accepting Company. Disputes within the above meaning typically includes, without being limited to alleged claims based on non-performance of contractual obligations, sub-standard performance, or other violations of contractual obligations on the side of the Accepting Company, or any other objections or claims made by the Subscriber against an Accepting Company. The Subscriber is not entitled to offset receivables with counterclaims against AirPlus or an Accepting Company, and not entitled to refuse to pay amounts invoiced by AirPlus based on such claim, unless the claim is acknowledged by AirPlus or is the subject of a binding decision of a court.

7. Account Balance

The Account is a means to centrally pay for services provided by AirPlus and for business travel services provided by selected authorized merchants of AirPlus. In the (unusual) event that the Account shows a balance, e.g. as a result of crediting a prior debit, the Subscriber hereby agrees that such account balance can only be used for payments with respect to products or services provided by Accepting Companies or authorised merchants and that no claim for the disbursement of any amounts will be accepted by AirPlus unless the Contract terminates.

8. Creation and Reinforcement of Collateral

AirPlus may demand the creation of collateral for all claims arising from the business relationship with the Subscriber, even if the claims are conditional. If AirPlus has first fully or partially refrained from requesting the creation or increase of collateral, AirPlus may later still demand collateralisation or its amendment and/or increase. This, however, requires that circumstances occur or become known which justify an increased risk assessment of the claims against the Subscriber. This can be the case in particular if the economic situation of the Subscriber has unfavourably changed or threatens to change unfavourably, or if the existing collateral has deteriorated or threatens to deteriorate in value. Where the Subscriber fails in creation, amendment or increase of the collateral as per the request of AirPlus, AirPlus is entitled to block any Accounts provided to the Subscriber and terminate the Contract at any time with written notice. AirPlus does not have a collateralisation claim if it has been expressly agreed that the Subscriber does not have to furnish collateral or only specifically named items of collateral. AirPlus will grant to the Subscriber a reasonable period of time for the creation or increase of collateral.

嘉惠公司账户条款（中国）

AirPlus Company Account: Terms and Conditions (CHINA)

9. Descriptive Billing Information

If the Subscriber wishes to receive data or information (Descriptive Billing Information) in addition to the standard billing information, the Subscriber may enter into separate agreements with Accepting Companies which it uses. The Subscriber shall not be entitled to withhold payment from AirPlus on the grounds that any Descriptive Billing Information requested by Subscriber does not appear on the account statements or appears to be incorrect. AirPlus excludes any obligation to correct an account statement after it has been sent to the Subscriber save in the case of gross negligence or wilful act on the part of AirPlus.

10. Fees

The amount of the annual fee under the AirPlus Company Account Contract may arise out of the AirPlus Company Account application and will be charged to Subscriber once a year in advance if the Subscriber checks the relevant item. Further product(s) and service(s) provided by AirPlus at the Subscriber's request other than the items checked by the Subscriber will be charged separately. Unless otherwise agreed in writing, the prices as under the Contract and the Terms (if any) are all including VAT.

11. Data Processing

The Subscriber is aware and agrees that AirPlus stores, alters, transmits or uses Account and supplemental data provided by the Subscriber or data received from third parties within the scope and function of the Contract as well as for its own business purposes. AirPlus shares and transfers such data to other units within the AirPlus organization and to third parties within and outside of China strictly for the purpose of performing and improving the services under the Contract. Account data or supplemental data may contain personal information regarding the Subscriber's employees. The Subscriber warrants vis-à-vis AirPlus that the Subscriber's company has a reasonably concrete travel policy in place, that such policy is known to the Subscriber's employees, that the Subscriber has ensured and will continue to ensure that the Subscriber's employees are aware or can become aware that in specific booking situations they may infringe upon the travel policy, and that the Subscriber's employees and their representatives have been informed that AirPlus provides comprehensive data to enable the Subscriber to control compliance with the Subscriber's travel policy.

The Parties undertake to comply with the applicable laws and regulations regarding data protection. The collection and processing of personal information will be limited to the purpose of performing the Contract and will be subject to AirPlus' Privacy Statement, a copy of which will be provided to the Subscriber and will be updated from time to time. The Subscriber pledges to make AirPlus' Privacy Statement known to its employees without undue delay upon receipt and warrants that it obtains all necessary consents from the employees according to applicable laws and regulations regarding data protection, to provide the employees' personal information to AirPlus for collecting and processing such personal information. The Subscriber agrees to provide in a timely manner to AirPlus the employees' consent documents, records or evidence of compliance with this clause and relevant laws and regulations upon reasonable requests (such as regulatory requirements etc.).

12. Contract Commencement and Termination

This Contract enters into force upon execution by both parties. The initial term is 36 months. After expiration of the initial term, this Contract shall be automatically renewed on an annual basis. Notwithstanding the initial term and the renewal terms, either party may terminate this Contract by giving thirty days' prior written notice to the other party at any time. Termination can be restricted to individual Accounts. Immediate termination for good cause with written notice by AirPlus is possible at any time. Good cause is in particular given if a) the Subscriber provided incorrect information on the application or culpably fails to meet the Subscriber's duty to inform hereunder at a later date or b) if the Subscriber fails to meet its payment or other obligations under this agreement or c) AirPlus gains knowledge that the Subscriber's financial situation has deteriorated significantly or is under threat of deteriorating significantly or d) if the Subscriber does not comply with its obligation to create or increase collateral as set forth under Section 8 "Creation and Reinforcement of Collateral" above or under any other agreement within a reasonable period of time fixed by AirPlus or e) the Subscriber requests and is granted suspension of payments or f) the Subscriber closes down or liquidates its business or takes steps to that effect, or g) if any collateral ceases to exist or h) the Subscriber culpably and sustainably fails to co-operate within the scope of combating money laundering, e.g. culpably and sustainably fails to provide substantiation or culpably and sustainably fails to give information or i) the Subscriber relocates the Subscriber's registered office or bank account to another country or region. Any termination shall be required in writing. The termination notice shall take immediate effect upon the receipt by the Subscriber. Upon termination, all claims of AirPlus against the Subscriber fall due with immediate effect. After termination of the contractual relationship, AirPlus shall remit any credit balance to the Subscriber.

13. Alterations and Amendments

AirPlus shall notify the Subscriber in writing of any proposed variations to these Terms and Conditions. The Subscriber shall be deemed to have accepted any such variations unless it informs AirPlus otherwise within 30 calendar days of notification. AirPlus will explicitly point out this consequence out to the Subscriber when sending notification of modification or amendment. For the avoidance of any doubt, the proposed variations to these Terms and Conditions shall not apply in case of an objection by the Subscriber as set out above. If no consent regarding the proposed variations can be reached between the Parties within 30 days thereafter, AirPlus may terminate the Contract by giving a 30 days prior written notice to the Subscriber.

14. Other Parties and Agreements

AirPlus shall be entitled to involve vicarious institutions for fulfilment of the Contract as a whole or in parts. The Subscriber agrees that such third parties gain access to various data of the Subscriber within the scope and to the extent required for their activities. The Subscriber is not entitled to assign claims against AirPlus to any third party, or refuse to pay amounts invoiced by AirPlus based on such claim.

15. Miscellaneous

Governing Law and Jurisdiction The Contract between AirPlus and Subscriber shall be governed by the laws of the Peoples Republic of China. The courts of Shanghai shall have exclusive jurisdiction.

Severability In case that a provision in this Contract or a provision in the context of other agreements is or becomes invalid, the validity of the remaining provisions or agreements thereof will not be affected.

Version The Contract consists of an English version and a Chinese version. The Chinese version shall prevail in case of any discrepancies.

隐私保护声明：嘉惠公司账户

Privacy Statement: AirPlus Company Account

根据公平和透明处理数据的原则，数据主体应当被告知其数据处理的过程和目的。

According to the principles of fair and transparent data processing, it is essential to inform the person whose data is being processed about the processing itself and the purposes thereof.

因此，考虑到我们会在某些特定情况和条件下处理您的个人数据（或称“个人信息”），我们将会向您提供所有必要的信息以确保数据处理是公平并且透明的。Therefore, we would like to provide you with all the information required to ensure fair and transparent data processing in light of the special circumstances and conditions under which we process your personal data (also known as “personal information”).

您的雇主已与我们，即嘉旅付惠商业管理有限公司（以下简称“嘉惠”），签订了关于使用我们“嘉惠公司账户”产品的协议（以下简称“协议”）。“嘉惠公司账户”是一个支付和结算商旅费用的集中账户方案。为此，嘉惠公司账户号码将会提供给您雇主的旅行社、商旅部门、在线预订系统，或被直接提供给相应的服务提供商（例如航空公司）。

Your employer has entered into an Agreement with us, AirPlus Payment Management Co., Ltd. (“APPM”), regarding the use of our AirPlus Company Account product (the “Agreement”). The AirPlus Company Account is a centrally lodged account solution for paying and settling business travel costs. To this end, the AirPlus Company Account number will be provided to your employer’s travel agency, travel department, online booking system, or directly to the respective service provider (e.g. airlines).

个人数据是与您的身份相关的数据。在处理您的个人数据时，我们将遵守适用的中国数据保护的法律法规。我们相信嘉惠可以给您提供优质的服务和良好的隐私保护。我们将仅收集必需的信息。

Personal data is data related to your identity. We process your personal data in

compliance with applicable China data protection laws and regulations. We believe that APPM can provide you with excellent service and good privacy protection. We will collect only the necessary information.

如果您是代表您的雇主在协议中作为联系人、账单接收人或发票接收人，我们将收集您的姓名、地址、电话号码、电子邮件地址。

If you are the contact person, bill recipient or invoice recipient in the Agreement on behalf of your employer, we will collect your name, address, telephone number and email address.

如果您作为雇员使用嘉惠商旅服务，我们将收集您的姓名、您的订票信息（包括航班的出发地和目的地等）和您的雇主要求在账单中一并体现的信息（包括员工编号，成本中心等）。我们收集和处理的的信息中，航班的出发地和目的地可能构成“行踪轨迹”类敏感个人信息，一旦泄露或者非法使用，容易导致您的人身、财产安全受到危害，这一点需要特别提醒您注意。

If you, as an employee, use the AirPlus business travel service, we will collect your name, your booking information (including the departure and destination of your flight etc.) and information that your employer requires to be included on the invoice (including employee ID, cost center etc.). We would like to specifically remind you that, among the information we collect and process, the departure and destination of the flight may constitute sensitive personal information in the “whereabouts” category, which may endanger your personal and property safety if leaked or used illegally.

您的上述个人数据将由您的雇主提供给嘉惠。因此，您的雇主有义务在向我们提供数据之前根据相关法律法规的规定，对您进行充分告知并取得您的同意。如果存在以下情况，请及时联系并告知您的雇主：

- 您不同意您的雇主将您的个人数据提供给我们，或
- 您不同意我们对您个人数据进行的处理活动，特别是与敏感个人信息和数据出境相关的处理活动。

在上述任何一种情况下，您的雇主均不得将您的个人数据以任何方式提供给我们。

Your personal data as described above will be provided by your employer to APPM. Therefore, your employer is obliged to fully inform you and obtain your consent before providing data to us in accordance with the relevant laws and regulations. Please contact and inform your employer in a timely manner if any of the following circumstances exists:

- you do not agree to your employer providing your personal data to us, or
- you do not consent to our processing activities with respect to your personal data, especially those related to sensitive personal data and cross-border transfer of personal data.

In any of these cases, your employer may not provide your personal data to us.

我们将基于下列目的、以下列方式处理您的个人数据：
We will process your personal data for the following purposes and by the following means:

1. 为了履行与您雇主间的上述协议，我们将按照适用的中国数据保护法律法规，特别是网络安全法以及个人信息保护法处理您的个人数据。

1. We process your personal data in compliance with applicable laws and regulations of China, particularly the Cybersecurity Law and Personal Information Protection Law to perform the Agreement with your employer.

2. 对于将嘉惠公司账户用于商务用途时产生的所有交易数据，以及由服务提供商、您雇主的授权旅行社或商务旅行门户网站直接生成的所有其他数据（例如路线、预订舱位、费用中心），我们会将其用于向您的雇主和各个具有合同关系的公司开具发票。此外，我们会将数据传输给您的雇主，以便进行商旅管理，即预订和支付商旅费用、构建相关流程，以及管理上述细分流程中的服务提供商。

2. We will use all transaction data resulting from the use of the AirPlus Company Account for business purposes and all additional data generated directly by service

providers, travel agency or in business travel portals authorized by your employer (e.g., routing, booking class, cost center) to issue invoices to your employer and to the respective contracting companies. In addition, we will transmit data to your employer for business travel management purposes, that is, to book and pay for business travel, to structure relevant processes, and to control service providers in the aforementioned segments.

3. 为了履行协议的目的，我们将您的个人数据传输至我们的关联方，或者将其传输至与我们建立合同关系并且有义务遵守数据保护法律法规的处理方。

3. We will transmit your data, for the purpose of performing the Agreement, to our affiliates or to processors which have been contracted by us and are obligated to comply with the data protection laws and regulations.

4. 如果您的雇主与航空公司签订了任何公司折扣协议或与旅行社和航空公司之间的中间商达成了任何协议，我们还会将您的数据传输给您雇主的签约合作伙伴。

4. If and when your employer has entered into any corporate discount Agreements with airlines or into any Agreements with brokers between travel agencies and airlines, we will transmit your data to your employer's contracting partners as well.

5. 根据相关的法律法规和监管要求，我们可能会将您的个人数据提供给公共机构（如公安机关、网络管理部门、税务机关、金融监管机关、或其他负责的国家管理机构）。

5. Subject to relevant laws and regulations and regulatory requirements, we may provide your personal data to public authorities (e.g. the public security authority, the cyberspace administration, the tax authority, the financial supervisory authority, or other national authorities responsible).

6. 在委托其他处理方代表我们处理数据的情况下，作为协议履行的一部分以及遵照我们的数据保护指示，该处理方也可能获取您的个人数据。通常，我们会通过处理方提供涉及IT、存档、收据处理、合规、反洗钱评估、数据销毁、支付卡处理、客户管理、营销机构、电话、网站提供和/或审计的服务。

6. Where processing on our behalf has been agreed upon, as part of the fulfillment of the Agreements and in compliance with our data protection instructions the entrusted party may be granted access to your data as well. Typically, we use such party to provide services relating to IT, archiving, receipt processing, compliance, anti-money laundering assessments, data destruction, payment card procession, customer management, marketing agencies, telephone, website provision and/or auditing.

您的个人数据只有在出于上述特定目的（例如为履行签署的协议处理交易、开具和/或审查发票）或嘉惠及嘉惠关联方适用的法律强制要求的情况下，我们才会将数据传输到中国境外。

Your personal data will be transmitted to outside Mainland China only to the extent required for the respective purposes as stated above (e.g., handling transactions in order to fulfill the signed Agreement, issuing and/or reviewing invoices) or mandated by law applicable to APPM or APPM affiliates.

现阶段，您的个人数据将被传输给嘉惠的关联方，Lufthansa AirPlus Servicekarten GmbH（德国嘉惠）。德国嘉惠作为一家支付服务提供商，已经采用了一套数据保护管理系统，以遵守德国数据保护法律和欧盟一般数据保护条例（GDPR）以及支付卡全球安全标准（PCI DSS）。德国嘉惠对您个人数据的处理亦将遵循上述处理目的和处理方式。您可以通过以下联系方式联系德国嘉惠，行使您的合法权利：

At this stage, your personal data will be transferred to Lufthansa AirPlus Servicekarten GmbH ("LASG"). As a payment service provider, LASG has implemented a data protection management system that complies with German data protection laws and GDPR (EU General Data Protection Regulation) as well as the global security standard PCI DSS (Payment Card Industry Data Security Standard). The processing of your personal data by LASG will also comply with these processing purposes and means as stated above. You can exercise your legitimate rights by contacting LASG via the following contact details:

Lufthansa AirPlus Servicekarten GmbH

Data Protection Officer
Dornhofstraße 10
63263 Neu-Isenburg, Germany
dataprotection@airplus.com

我们将采取合理可行的安全防护措施保护您的个人数据，包括网络识别、访问控制、加密传送、保密制度、专员管理等，以确保您个人数据的安全，防止数据泄露、毁损、丢失。

We will take reasonable and practicable security measures to protect your personal data, including but not limited to network identification, access control, encrypted transmission, confidentiality system, commissioner management, in order to ensure the security of your personal data and prevent data leakage, destruction and loss.

我们在业务关系存续期间储存履行协议或法律义务所需的个人数据。如果任何数据不再需要用于履行协议或嘉惠及嘉惠关联方适用的法律义务，我们会将其删除。

We retain personal data necessary for the performance of our contractual or legal obligations during the duration of the business relationship. If any data required to meet contractual or legal obligations applicable to APPM and its affiliates no longer is needed, it will be deleted.

根据中国数据保护法律法规的要求，特别是《个人信息保护法》，您作为数据主体应享有如下权利：

Being the data subject, you have the following rights in accordance with China data protection laws and regulations, in particular the Personal Information Protection Law of China:

- 您有权访问、查阅、复制您的个人数据。
- You have the right to access or make copies of your personal data.
- 您有权要求更正任何不准确或不完整的个人数据。
- You have the right to demand rectification of any inaccurate or incomplete personal data.
- 您有权要求删除或限制处理您的个人数据。
- You have the right to demand erasure or restriction of processing your personal data.

- 如果您已经给予我们您的同意，您也有权随时撤销您的同意。
- If you have given us your consent, you also have the right to revoke your consent at any time with effect for the future.

您有权对我们主张上述权利，但您的权利主张应保持在合理的范围内。请通过 dataprotection-china@airplus.com 与我们联系，以行使您的合法权利。我们将按照适用的法律法规对您的请求予以回应。为保护您的隐私和安全，我们可能会要求验证您的身份。

You are entitled to assert the above-mentioned rights against us and your claims should be kept within reasonable scope. Please contact us at dataprotection-china@airplus.com to exercise your lawful rights. We will respond to your request in accordance with applicable laws and regulations. To protect your privacy and security, we may require you to verify your identity.

如果您对个人数据的处理有任何疑问，或者您有任何投诉，您可以通过以下方式与我们联系：

嘉旅付惠商业管理有限公司

中国上海市长宁区长宁路1133号T1办公楼

38层3809-3815室

邮编200051

dataprotection-china@airplus.com

If you have any questions concerning the handling of your personal data, or if you have any complaints, you can contact us at: AirPlus Payment Management Co., Ltd.

Room 3809-3815, 38th Floor, Office Tower 1,
1133 Changning Road,
Changning District, Shanghai, P.R. China
200051

dataprotection-china@airplus.com