



AIR PASSENGER RIGHTS EU COMPLAINT FORM



THIS FORM CAN BE USED FOR LODGING A COMPLAINT WITH AN AIRLINE AND/OR A NATIONAL ENFORCEMENT BODY

Compensation and/or assistance to passengers in case of denied boarding, downgrading, cancellation or long delay of flight under Regulation [EC] 261/2004

INSTRUCTIONS

- 1) In order to facilitate the investigation of your complaint by the competent enforcement body (in the Member State where the incident took place), please send your complaint to the operating air carrier at first stage.
- 2) In case where the airline has failed to provide you with a reply within a period of 6 weeks from the date of receipt or, if you are not satisfied with the reply given to you by the airline, please fill in and return this form to the enforcement body in the Member State where the incident took place.
- 3) If the incident took place outside the EU, you may contact the enforcement body in the Member State of flight destination.
- 4) This complaint form is to be used only for cases concerned with a denied boarding incident, downgrading, cancellation, or long delay of a flight.
- 5) For any other complaint concerning other types of flight incidents i.e. baggage claims or ticketing issues, the European Consumer Centres in any Member State of the EU can be contacted for further advice (http://ec.europa.eu/consumers/redress/ecc_network/webcenters_en.htm).
- 6) Please fill in the form in block capital letters.

Complaint submitted by:

Surname:	Name:
Address:	
City, postcode:	Country:
E-mail:	

Complaint against:

Airline:	Flight number:
Airport of departure:	Airport of arrival:
Connecting points (if any):	
Date of flight:	
Scheduled time of departure:	Actual time of departure:
Scheduled time of arrival:	Actual time of arrival:
Airport/-s where the incident/-s occurred:	

Delete as appropriate and fill in the following section

1. Type of complaint/ incident:

- Denied boarding
- Delay
Duration hours
- Flight cancellation
- Downgrading

2. Did the airline provide you with information on air passenger rights?

- Yes No

3. Did you receive assistance? Yes No

- Meals
- Refreshments
- Hotel
- Transfer between hotel and airport
- Communication facilities (*tel/ fax/ e-mail*)
- Other:

4. Were you rerouted?

- Yes after hours
with which airline
- on which flight segments (*from/to/via*)?
- No

5. Were you refunded?

- Yes for the whole ticket price part of ticket price
- No

6. Did you receive a financial compensation?

- Yes Amount €
- No

7. In case of a flight cancellation:

When were you informed about the cancellation?

- at the airport
- 1 week before the departure of the flight
- 2 weeks before the departure of the flight
- More than 2 weeks before the departure of the flight

What was the reason of the flight cancellation? (if known)

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8. In case of denied boarding:

- The airline asked for volunteers to surrender their seats
- You gave up your seat voluntarily
- You were denied boarding against your will

9. A complaint has already been lodged with:

- the airline
- a consumer protection body:
- other private or public institution:

10. Redress sought by the passenger:

- Financial compensation
- Reimbursement of expenses in lack of assistance
- Other:
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Additional explanations or remarks:

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List of supporting documents:

(Enclosures of confirmed ticket/ reservation, receipt copies of additional expenses if claiming reimbursement of extra costs, airline reply and/or reply from a consumer body/or other complaint body that has reviewed this complaint, etc.)

1.
2.
3.
4.
5.

! Please sign and send your complaint form to the airline and/or to the competent national enforcement body! It is recommended that this form be sent by registered mail (a copy should be kept).

Done at (place) On (date)

Signature:

A list of designated enforcement bodies and more information about EU passenger rights can be found at the following webpage:

www.apr.europa.eu

Note: The enforcement body in the Czech Republic is the Civil Aviation Authority, Ruzyně Airport, 160 08, Prague 6.