

June 26, 2020

**REMINDER**  
**ADM Policy on Un-ticketed Flight Segments and GDS PNR Handling**

Dear Valued Business Partners,

Thank you for your continued support of Japan Airlines during this difficult time.

Recently there has been an increase in unnecessary un-ticketed flight segments in GDS PNRs.

This is to request your help in removing the following JL segments from your GDS PNRs:

**Flight segments with status codes HK, KK, TK which are not going to be ticketed.**

**Inactive flight segments with status codes HX, UN, UC, NO, YK, DS, etc.**

Please note that UN flight segments do not automatically purge before the flight departure date.

For Sabre users, please note that inactive flight segments YK and DS are not permitted for JL segments. Should you need to keep notes, we recommend using the OSI function.

The above policy also applies to all group bookings.

For your reference, please see the excerpts below from the JL Booking Policy and JL ADM Policy:

*JL Booking Policy*

Article 16. Inactive GDS segments

Unnecessary segments must be canceled including inactive segments with status codes of HX, NO, UC, UN, etc. at least 24 hours prior to flight departure

*JL ADM Policy*

4. Violation for booking

When the corresponding action is detected, ADM will be issued according to the amount specified for each item.

Inactive GDS Segment	Article 16	For failure to remove the un-ticketed/unwanted active/passive segments at least 24 hours before departure	USD50 per segment/per passenger
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