

## 5. Procedures for returning and rebooking tickets and baggage tickets

- 5.1. Unused or partially used tickets for one trip, day tickets and subscription tickets shall be returned in accordance with Cabinet Regulation of 28 August 2012 No. 599 “Procedures for Provision and Use of Public Transport Services”.
- 5.2. If a passenger does not use the purchased ticket for one trip, one-day ticket or one-way baggage ticket, he/she has the right to return it to the ticket office and receive a refund of **75%** if the ticket is returned not later than 2 (two) hours before the start of the ticket's validity period. **Less than 2 (two) hours before the start of the ticket's validity period, the ticket will not be accepted and refunded.**
- 5.3. If the passenger does not use the purchased **three-day, four-day or five-day train** ticket, he/she has the right to return it to the ticket office before the start of the ticket's validity period or during the ticket's validity period (presenting a purchase receipt of the day ticket) and receive a refund of **75%** for the remaining unused period according to the type of the **day ticket** and days used, which is determined as follows:

Ticket type	Number of trips to calculate the ticket price	Number of trips paid by the passenger	Breakdown of trips by days				
			Day 1	Day 2	Day 3	Day 4	Day 5
3-day ticket	6	4.5	3	1.5	0		
4-day ticket	8	6	3	1.5	1.5	0	
5-day ticket	10	7.5	3	1.5	1.5	1.5	0
3-day one-way ticket	3	2.4	1.6	0.8	0		
4-day one-way ticket	4	3.2	1.6	0.8	0.8	0	
5-day one-way ticket	5	4	1.6	0.8	0.8	0.8	0

- 5.4. If the passenger does not use the purchased train ticket, he/she has the right to return it to the ticket office (presenting a purchase receipt of the subscription ticket) and receive a refund in the following amount:
- 5.4.1. **90%** of the subscription ticket price if the ticket is returned to the ticket office before the start of the ticket's validity period;
- 5.4.2. **75%** of the subscription ticket price for the remaining unused time if the ticket is returned to the ticket office during the ticket's validity period.

- 5.5. A passenger has the right not to go on a train trip until the end of the ticket's validity period by returning the ticket and baggage ticket to the ticket office, as well as to receive a full refund of the train fare and hand baggage fare if:
  - 5.5.1. departure of the train is delayed by more than 15 minutes compared to the scheduled time of departure on the train timetable;
  - 5.5.2. the journey is cancelled due to the fault of the carrier;
  - 5.5.3. the passenger is not provided with a possibility to occupy the seat indicated on the ticket or an equivalent seat indicated by the wagon attendant;
  - 5.5.4. a train with a higher quality of transportation for a larger fare is replaced with a train with a lower quality of transportation.
  
- 5.6. A passenger who has missed a passenger train due to illness or force majeure (e.g., natural disaster, accident) has the right to return the unused ticket to the ticket office within 3 (three) days and receive an equivalent ticket on the same route for the same price. If the passenger does not wish to receive another ticket, the unused ticket may be returned to the ticket office and refunded in the amount of 75% of the fare and baggage fare. Illness or force majeure shall be verified by a statement issued by a medical treatment institution or a document certifying the relevant event issued by another authority.
  
- 5.7. Lost or damaged (e.g. torn, burned, corrected) tickets and baggage tickets are not renewed and refunded.
  
- 5.8. If a passenger is asked to get off the train due to being under the influence of alcohol, narcotic or toxic substances and violating public order, or if prohibited items have been found in the passenger's baggage, the passenger is not entitled to compensation for the unused (partially used) ticket and baggage ticket.
  
- 5.9. The ticket may be returned only to the ticket office where it was purchased, or a claim form may be submitted to the Customer Service Centre in Riga, Stacijas laukums 2.