

HANDLING PROCEDURES

FOR

REGULATED AGENT REGIME (RAR)

TABLE OF CONTENTS

1. RECOGNITION OF KNOWN CONSIGNOR
2. ASSIGNMENT OF KNOWN CONSIGNOR CODES AND REGULATED AGENT CODES
3. PROCESS OF CARGO FROM KNOWN CONSIGNORS AND UNKNOWN CONSIGNORS
4. INTER-AGENT HANDLING :
 - a) Coloading: CONSIGNOR → RA(A) → RA(B)
 - b) AWB assignment: (I) Between RAs
(II) Between RA and non-RA

Initial Amendment	20.7.1999
First Amendment	27.1.2000
Second Amendment	26.2.2000
Third Amendment	28.2.2001
Fourth Amendment	28.2.2003
Fifth Amendment	6.8.2003
Sixth Amendment	10.2.2004

1. RECOGNITION OF KNOWN CONSIGNOR

1.1 The Known Consignor is the person who consigns cargo for transportation by air from Hong Kong and who has established business with a Regulated Agent or Aircraft Operator (hereafter referred to as :Airline) on the basis of the criteria outlined in Part VII Section D paragraph 2.3 of the Hong Kong Aviation Security Programme (HKASP).

1.2 The Known Consignor

1.2.1 To be recognized as “Known Consignor”, the Consignor

- (a) opens an account with the Regulated Agent or Airline ; and
- (b) enters into a business contract to include the content of the declaration below or must sign a declaration with the Regulated Agent or Airline declaring that:
 - I. cargo consigned by him will not contain any explosive or incendiary device;
 - II. he employs reliable staff to prepare the consignments; and
 - III. the consignor has made his best endeavour to protect the consignments against unauthorized interference during their preparation, storage and transportation and agrees that the packaging and contents of the consignment may be examined for security reasons.

1.2.2 A unique Known Consignor code (see ASSIGNMENT OF KNOWN CONSIGNOR CODES AND REGULATED AGENT CODES) is assigned to the Known Consignor by Regulated Agent or Airline to recognize his Known Consignor status.

1.3 The Regulated Agent or Airline

1.3.1 To recognize a Consignor as Known Consignor, the Regulated Agent or Airline

- (a) establishes and registers the identity and address of the Consignor in opening an account for the Consignor; and
- (b) enters into a business contract to include the content of the declaration below or must sign a declaration with the Consignor declaring that :
 - I. cargo consigned by the Consignor will not contain any explosive or incendiary device;
 - II. the Consignor employs reliable staff to prepare the consignments;
 - III. the Consignor has made his best endeavour to protect the consignments against unauthorized interference during their preparation, storage and transportation and agrees that the packaging and contents of the consignment may be examined for security reasons.

A sample copy of the Known Consignor Aviation Security Declaration is at Annex 1

1.3.2 The Regulated Agent or Airline assigns a Known Consignor code (see ASSIGNMENT OF KNOWN CONSIGNOR CODES AND REGULATED AGENT CODES) to the Known Consignor.

1.3.3 The Regulated Agent or Airline maintains a good documentation and record system.

1.4 Re-validation

- 1.4.1. In the case that the Known Consignor is recognized by signing a declaration, it must be re-validated every 3 years.
- 1.4.2. In the case that the Known Consignor is recognized by entering a business contract, the validity would be governed by the contract period as agreed.

2. ASSIGNMENT OF KNOWN CONSIGNOR CODES AND REGULATED AGENT CODES

2.1 Assignment of Known Consignor codes

- 2.1.1 The Regulated Agent or Airline assigns a Known Consignor code to a Known Consignor to recognize his Known Consignor status.
- 2.1.2 The Regulated Agent assigns a unique Known Consignor code in its own format and maintains the list of the Known Consignor codes issued. It will ensure the Known Consignor code has been annotated on the shipping documents (e.g. shipper's letter of instructions, house air waybill).
- 2.1.3 The Airline assigns a Known Consignor code in the format below:
KC+Unique identification number (5 digits)+IATA carrier code
sample : **KC23456CX**
- 2.1.4 The Airline annotates the Known Consignor code on the shipper's signature box or next to the "shipper's name and address" of the air waybill.
- 2.1.5 The Regulated Agent or Airline maintains a good record for the purpose of verifying Known Consignor status.

2.2 Assignment of Regulated Agent Codes

- 2.2.1 Once registered, Hong Kong Civil Aviation Department assigns a Regulated Agent code to the Regulated Agent in the format below :
RA+Unique registration number (4 digits)+1 Check digit
sample : **RA34567**
- 2.2.2 The Regulated Agent annotates the Regulated Agent code on the "Signature of Issuing Carrier or its Agent" box at the bottom right hand corner of the air waybill.(see Annex 2) if the cargo being tendered is "known cargo".

***Important: The airlines require that:**

- i) **the Regulated Agent must type its FULL company name in the "Issuing Carrier's Agent Name and City" box at the top of the air waybill ;and**
 - ii) **the Regulated Agent code must match the company's name in i) (see Annex 2).**
- 2.2.3 Hong Kong Civil Aviation Department publishes the list of Regulated Agents and the subsequent updates. The list can be viewed at the Civil Aviation Department website www.info.gov.hk/cad

3. PROCESS OF CARGO FROM KNOWN CONSIGNORS AND UNKNOWN CONSIGNORS

3.1 Under the regime the Consignor is the person who offers the cargo to the Cargo Agent or Airline for shipment from Hong Kong. There are **FOURTEEN** possible channels through which a consignment can be offered to an Airline under the regime as per 3.1.1 to 3.1.14, they are :

- 3.1.1 Known Consignor → Airline
- 3.1.2 Known Consignor → Regulated Agent → Airline
- 3.1.3 Unknown Consignor → Regulated Agent → Airline
(When security control is applied)
- 3.1.4 Unknown Consignor → Regulated Agent → Freighter → Airline
(When security control is not applied)
- 3.1.5 Unknown Consignor → Regulated Agent → Passenger aircraft → Airline
(when security control is not applied)
- 3.1.6 Unknown Consignor → Non-Regulated Agent → Freighter → Airline
- 3.1.7 Unknown Consignor → Non-Regulated Agent → Passenger aircraft → Airline
- 3.1.8 Unknown Consignor → Freighter → Airline
- 3.1.9 Unknown Consignor → Passenger aircraft → Airline
- 3.1.10 Known Consignor → Regulated Agent → Airline
(Issue Counter AWB)
- 3.1.11 Unknown Consignor → Regulated Agent → Airline
(when security control is applied) (Issue Counter AWB)
- 3.1.12 Unknown Consignor → Regulated Agent → Freighter → Airline
(when security control is not applied) (Issue Counter AWB)
- 3.1.13 Unknown Consignor → Regulated Agent → Passenger Aircraft → Airline
(when security control is not applied) (Issue Counter AWB)
- 3.1.14 Known Consignor → Airline (Transferring) → Airline (Receiving)

When a Consignor or Cargo Agent delivers Unknown Cargo to the Cargo Terminal Operator, he does not have to declare the Unknown Cargo status to the Cargo Terminal Operator. However they are encouraged to do so which will allow the required security control to be carried out before the acceptance. This would avoid the unwanted delay and reduce the level of security charge. The Cargo Terminal Operator provides the required security control service and debits the Consignor or Cargo Agent direct.

3.2 General acceptance procedure includes

- (a) Piece count
- (b) Weight and dimension check
- (c) Outer package physical condition check

3.1.1 KNOWN CONSIGNOR → AIRLINE

3.1.1.1 Known Consignor

- 3.1.1.1.1 Tenders the consignment to the Cargo Terminal Operator.
- 3.1.1.1.2 To facilitate the Airline Operator for acceptance, the Known Consignor shall mark the Known Consignor code assigned to him by the Airline or on the shipper's letter of instructions.

3.1.1.2 Cargo Terminal Operator

- 3.1.1.2.1 Accepts the consignment from the Known Consignor and issues reception check list (RCL).
- 3.1.1.2.2 Safeguards the consignment from unauthorized interference after its reception.
- 3.1.1.2.3 Performs security control as required by the Airline if the circumstance warrants.
- 3.1.1.2.4 Records the performed security control as requested by the Airline and keeps the record for at least 31 days after the consignment is flown. Documentation and recording by electronic means are acceptable provided a hard copy can be made available if required.

3.1.1.3 Airline

- 3.1.1.3.1 Verifies the Known Consignor status and its validity and annotates the Known Consignor code on the air waybill as per 2.1.4.
- 3.1.1.3.2 Performs document check to ensure that the description of content is correct and the quantity of cargo tallies with the RCL.
- 3.1.1.3.3 Instructs the Cargo Terminal Operator for security control as required.
- 3.1.1.3.4 Keeps the air waybill and cargo manifest for at least 31 days after the consignment is flown. Documentation and recording by electronic means are acceptable provided a hard copy can be made available if required.

3.1.2 KNOWN CONSIGNOR → REGULATED AGENT → AIRLINE

3.1.2.1 Known Consignor

- 3.1.2.1.1 Tenders the consignment to the Regulated Agent.
- 3.1.2.1.2 To facilitate the Regulated Agent for acceptance, the Known Consignor shall mark the Known Consignor code assigned to him by the Agent on the shipping documents (e.g. shipper's letter of instructions, house air waybill)

3.1.2.2 Regulated Agent

- 3.1.2.2.1 Accepts the consignment from the Known Consignor.
- 3.1.2.2.2 Verifies the Known Consignor status, its validity and the Known Consignor code annotated on the shipping documents as per 2.1.2.
- 3.1.2.2.3 Carries out reasonable check of the quantity (for example, number of cartons) and the outer physical appearance of the consignment against the information contained in the shipping documents provided by the Known Consignor. The Regulated Agent is not required to carry out physical checks of the contents of the consignment and is entitled to take that the descriptions of the contents of the consignment contained in the shipping documents are full, complete and accurate.
- 3.1.2.2.4 Safeguards the consignment from unauthorized interference after its reception until accepted by the Cargo Terminal Operator.
- 3.1.2.2.5 Tenders the consignment to the Cargo Terminal Operator.
- 3.1.2.2.6 Annotates his Regulated Agent code on the air waybill as per 2.2.2 and delivers the air waybill and reception check list (RCL) to the Airline.
- 3.1.2.2.7 Keeps the air waybill and shipping documents for at least 31 days after the consignment is flown. Documentation and recording by electronic means are acceptable provided a hard copy can be made available if required.

Note: Airlines require that the Regulated Agent to type its full name in the “Issuing Carrier’s Agent Name and City” Box at the top of the air waybill.

3.1.2.3 Cargo Terminal Operator

- 3.1.2.3.1 Accepts the consignment from the Regulated Agent and issues the RCL.
- 3.1.2.3.2 Safeguards the consignment from unauthorized interference after its reception.
- 3.1.2.3.3 Performs security control as required by the Airline if the circumstance warrants.
- 3.1.2.3.4 Records the performed security control as requested by the Airline and keeps the record for at least 31 days after the consignment is flown. Documentation and recording by electronic means are acceptable provided a hard copy can be made available if required.

3.1.2.4 Airline

- 3.1.2.4.1 Verifies the Regulated Agent status and its validity against the Regulated Agent code annotated on the air waybill as per 2.2.2.
- 3.1.2.4.2 Performs document check to ensure that the description of content is correct and the quantity of cargo tallies with the RCL.
- 3.1.2.4.3 Instructs the Cargo Terminal Operator for security control as required.
- 3.1.2.4.4 Keeps the air waybill and cargo manifest for at least 31 days after the consignment is flown. Documentation and recording by electronic means are acceptable provided a hard copy can be made available if required.

3.1.3 UNKNOWN CONSIGNOR → REGULATED AGENT (WHEN SECURITY CONTROL IS APPLIED) → AIRLINE

3.1.3.1 Unknown Consignor

3.1.3.1.1 Tenders the consignment to the Regulated Agent.

3.1.3.2 Regulated Agent

3.1.3.2.1 Accepts the consignment from the Unknown Consignor.

3.1.3.2.2 Performs the security control.

3.1.3.2.3 Safeguards the consignment from unauthorized interference after its reception until accepted by the Cargo Terminal Operator.

3.1.3.2.4 Tenders the consignment to the Cargo Terminal Operator.

3.1.3.2.5 Annotates his Regulated Agent code on the air waybill as per 2.2.2 and delivers the air waybill and reception check list (RCL) to the Airline.

3.1.3.2.6 Keeps the air waybill, cargo manifest, security control record and shipping documents from consignors for at least 31 days after the consignment is flown. Documentation and recording by electronic means are acceptable provided a hard copy can be made available if required.

3.1.3.3 Cargo Terminal Operator

3.1.3.3.1 Accepts the consignment from the Regulated Agent and issues RCL.

3.1.3.3.2 Safeguards the consignment from unauthorized interference after its reception.

3.1.3.3.3 Performs the security control as required by the Airline if the circumstance warrants.

3.1.3.3.4 Records the performed security control as requested by the Airline and keeps the record for at least 31 days after the consignment is flown. Documentation and recording by electronic means are acceptable provided a hard copy can be made available if required.

3.1.3.4 Airline

3.1.3.4.1 Verifies the Regulated Agent status and its validity against the Regulated Agent code annotated on the air waybill as per 2.2.2.

3.1.3.4.2 Performs document check to ensure that the description of content is correct and the quantity of cargo tallies with the RCL.

3.1.3.4.3 Instructs the Cargo Terminal Operator for security control as required.

3.1.3.4.4 Keeps the air waybill and cargo manifest for at least 31 days after the consignment is flown. Documentation and recording by electronic means are acceptable provided a hard copy can be made available if required.

3.1.4 UNKNOWN CONSIGNOR → REGULATED AGENT (WHEN SECURITY CONTROL IS NOT APPLIED) → FREIGHTER → AIRLINE

3.1.4.1 Unknown Consignor

3.1.4.1.1 Tenders the consignment to the Regulated Agent.

3.1.4.1.2 States to the Regulated Agent in writing on the shipping documents (e.g. shipper's letter of instructions, house air waybill) that the cargo tendered is for Cargo Aircraft only.

3.1.4.2 Regulated Agent

3.1.4.2.1 Accepts the consignment from the Unknown Consignor.

3.1.4.2.2 Tenders the consignment to the Cargo Terminal Operator.

3.1.4.2.3 Inserts below statement on the air waybill's "handling information" column :

“FOR THE SOLE PURPOSE OF HK AVIATION SECURITY PROGRAMME, THE CARGO IS TENDERED FOR CARGO AIRCRAFT ONLY”

3.1.4.2.4 Delivers the air waybill and reception check list (RCL) to the Airline.

3.1.4.3 Cargo Terminal Operator

3.1.4.3.1 Accepts the consignment from the Regulated Agent and issues the RCL.

3.1.4.3.2 Safeguards the consignment from unauthorized interference after its reception.

3.1.4.3.3 Performs the security control as required by the Airline if the circumstance warrants.

3.1.4.3.4 Records the performed security control as requested by the Airline and keeps the record for at least 31 days after the consignment is flown. Documentation and recording by electronic means are acceptable provided a hard copy can be made available if required.

3.1.4.4 Airline

3.1.4.4.1 Verifies the statement on the air waybill as per 3.1.4.2.3.

3.1.4.4.2 Performs document check to ensure that the description of content is correct and the quantity of cargo tallies with the RCL.

3.1.4.4.3 Instructs the Cargo Terminal Operator for security control as required.

3.1.4.4.4 If the Airline changes the carriage from freighter to passenger aircraft, the consignment must be cleared by the required security control before it is put on a passenger aircraft. To certify the security control has been performed, the Airline annotates below statement on the air waybill's "handling information" column:

CLEARED FOR PASSENGER AIRCARFT BY XX

which XX = the Airline's IATA carrier code

3.1.4.4.5 Keeps the air waybill and cargo manifest for at least 31 days after the consignment is flown. Documentation and recording by electronic means are acceptable provided a hard copy can be made available if required.

- 3.1.5 UNKNOWN CONSIGNOR → REGULATED AGENT (WHEN SECURITY CONTROL IS NOT APPLIED) → PASSENGER AIRCRAFT → AIRLINE**
- 3.1.5.1 Unknown Consignor**
- 3.1.5.1.1 Tenders the consignment to the Regulated Agent.
- 3.1.5.2 Regulated Agent**
- 3.1.5.2.1 Accepts the consignment from the Unknown Consignor.
- 3.1.5.2.2 Tenders the consignment to the Cargo Terminal Operator.
- 3.1.5.2.3 Annotates below statement on the "Signature of Issuing Carrier or its Agent" box of the air waybill to certify that this is an Unknown Cargo from a Regulated Agent :
- RA/UNK**
- 3.1.5.2.4 Notifies the Cargo Terminal Operator by the form - Declaration of Export Consignment (Bulk or Prepacked Unit - see Annexes 3A, 3B) if selects the Cargo Terminal Operator to provide the required security control.
- // The Cargo Terminal Operator performs the required security control. Upon completion, annotates on the reception check list (RCL) to certify the performed security control. //
- 3.1.5.2.5 Delivers the air waybill and RCL to the Airline.
- 3.1.5.3 Cargo Terminal Operator**
- 3.1.5.3.1 Performs the required security control if requested by the Regulated Agent, then accepts the consignment, issues and annotates following on the RCL accordingly.
- “SECURITY CHECKED” for consignment completed the security control or
- “CTO HOLDING 24 HOURS” for consignment applied 24 hours holding
- 3.1.5.3.2 CTO’s computer system will restrict pre-manifesting process by 24 hours for consignments applied 24 hours holding.
- 3.1.5.3.3 Safeguard the consignment from unauthorized interference after its reception.
- 3.1.5.3.4 Performs the security control as required by the Airline.
- 3.1.5.3.5 Records the performed security control as requested by the Regulated Agent or Airline and keeps the record for at least 31 days after the consignment is flown. Documentation and recording by electronic means are acceptable provided a hard copy can be made available if required.
- 3.1.5.4 Airline**
- 3.1.5.4.1 Verifies the status of Known or Unknown Cargo against the air waybill and RCL.
- 3.1.5.4.2 Performs document check to ensure that the description of content is correct and the quantity of cargo is tallied with the RCL.
- 3.1.5.4.3 Instructs the Cargo Terminal Operator for the required security control if it has not been performed.
- 3.1.5.4.4 Pre-manifests the hold consignment after 24 hours of its reception for consignments applied 24 hour holding.
- 3.1.5.4.5 Keeps the air waybill and cargo manifest for at least 31 days after the consignment is flown. Documentation and recording by electronic means are acceptable provided a hard copy can be made available if required.

3.1.6 UNKNOWN CONSIGNOR → NON-REGULATED AGENT → FREIGHTER → AIRLINE

3.1.6.1 Unknown Consignor

3.1.6.1.1 Tenders the consignment to the Non-Regulated Agent.

3.1.6.1.2 States to the Non-Regulated Agent in writing on the shipping documents (e.g. shipper's letter of instructions, house air waybill) that the cargo tendered is for Cargo Aircraft only.

3.1.6.2 Non-Regulated Agent

3.1.6.2.1 Accepts the consignment from the Unknown Consignor.

3.1.6.2.2 Tenders the consignment to the Cargo Terminal Operator.

3.1.6.2.3 Inserts below statement on the air waybill's "handling information" column :

“FOR THE SOLE PURPOSE OF HK AVIATION SECURITY PROGRAMME, THE CARGO IS TENDERED FOR CARGO AIRCRAFT ONLY”

3.1.6.2.4 Delivers the air waybill and reception check list (RCL) to the Airline.

3.1.6.3 Cargo Terminal Operator

3.1.6.3.1 Accepts the consignment from the Non-Regulated Agent and issues the reception checklist (RCL).

3.1.6.3.2 Safeguards the consignment from unauthorized interference after its reception.

3.1.6.3.3 Performs the security control as required by the Airline if the circumstance warrants.

3.1.6.3.4 Records the performed security control as requested by the Airline and keeps the record for at least 31 days after the consignment is flown. Documentation and recording by electronic means are acceptable provided a hard copy can be made available if required.

3.1.6.4 Airline

3.1.6.4.1 Verifies the statement on the air waybill as per 3.1.6.2.3.

3.1.6.4.2 Performs document check to ensure that the description of content is correct and the quantity of cargo tallies with the RCL.

3.1.6.4.3 Instructs the Cargo Terminal Operator for security control as required.

3.1.6.4.4 If the Airline changes the carriage from freighter to passenger aircraft, the consignment must be cleared by the required security control before it is put on a passenger aircraft. To certify the security control has been performed, the Airline annotates below statement on the air waybill's "handling information" column:

CLEARED FOR PASSENGER AIRCRAFT BY XX

which XX = the Airline's IATA carrier code

3.1.6.4.5 Keeps the air waybill and cargo manifest for at least 31 days after the consignment is flown. Documentation and recording by electronic means are acceptable provided a hard copy can be made available if required.

3.1.7 UNKNOWN CONSIGNOR → NON-REGULATED AGENT → PASSENGER AIRCRAFT → AIRLINE

3.1.7.1 Unknown Consignor

3.1.7.1.1 Tenders the consignment to the Non-Regulated Agent.

3.1.7.2 Non-Regulated Agent

3.1.7.2.1 Accepts the consignment from the Unknown Consignor.

3.1.7.2.2 Tenders the consignment to the Cargo Terminal Operator.

3.1.7.2.3 Notifies the Cargo Terminal Operator by the form - Declaration of Export Consignment (Bulk or Prepacked Unit - see Annexes 3A, 3B) if selects the Cargo Terminal Operator to provide the required security control.

//The Cargo Terminal Operator performs the required security control. Upon completion, annotates on the reception check list (RCL) to certify the performed security control. //

3.1.7.2.4 Delivers the air waybill and RCL to the Airline.

3.1.7.3 Cargo Terminal Operator

3.1.7.3.1 Performs the required security control if requested by the Non-Regulated Agent, then accepts the consignment, issues and annotates following on the RCL accordingly.

“SECURITY CHECKED” for consignment completed the security control, or

“CTO HOLDING 24 HOURS” for consignment applied 24 hours holding

3.1.7.3.2 CTO’s computer system will restrict pre-manifesting process by 24 hours for consignments applied 24 hours holding.

3.1.7.3.3 Safeguards the consignment from unauthorized interference after its reception.

3.1.7.3.4 Performs the security control as required by the Airline.

3.1.7.3.5 Records the performed security control as requested by the Non-Regulated Agent or Airline and keeps the record for at least 31 days after the consignment is flown. Documentation and recording by electronic means are acceptable provided a hard copy can be made available if required.

3.1.7.4 Airline

3.1.7.4.1 Verifies the status of Known or Unknown Cargo against the air waybill and RCL.

3.1.7.4.2 Performs document check to ensure that the description of content is correct and the quantity of cargo tallies with the RCL.

3.1.7.4.3 Instructs the Cargo Terminal Operator for the required security control if it has not been performed.

3.1.7.4.4 Pre-manifests the hold consignment after 24 hours of its reception for consignment applied 24 hours holding.

3.1.7.4.5 Keeps the air waybill and cargo manifest for at least 31 days after the consignment if flown. Documentation and recording by electronic means are acceptable provided a hard copy can be made available if required.

3.1.8 UNKNOWN CONSIGNOR → FREIGHTER → AIRLINE

3.1.8.1 Unknown Consignor

- 3.1.8.1.1 Tenders the consignment to the Cargo Terminal Operator
- 3.1.8.1.2 States to the Airline in writing on the shipper's letter of instruction that the cargo tendered is for Cargo Aircraft only.
- 3.1.8.1.3 Delivers the reception checklist (RCL) to the Airline.

3.1.8.2 Cargo Terminal Operator

- 3.1.8.2.1 Accepts the consignment from the Unknown Consignor and issues the RCL.
- 3.1.8.2.2 Safeguards the consignment from unauthorized interference after its reception.
- 3.1.8.2.3 Performs the security control as required by the Airline if the circumstance warrants.
- 3.1.8.2.4 Records the performed security control as requested by the Airline and keeps the record for at least 31 days after the consignment is flown. Documentation and recording by electronic means are acceptable provided a hard copy can be made available if required.

3.1.8.3 Airline

- 3.1.8.3.1 Inserts the below statement on the air waybill's handling information column:
"FOR THE SOLE PURPOSE OF HK AVIATION SECURITY PROGRAMME, THE CARGO IS TENDERED FOR CARGO AIRCRAFT ONLY"
- 3.1.8.3.2 Performs document check to ensure that the description of content is correct and the quantity of cargo tallies with the RCL.
- 3.1.8.3.3 Instructs Cargo Terminal Operator for security control as required.
- 3.1.8.3.4 If the Airline changes the carriage from freighter to passenger aircraft, the consignment must be cleared by the required security control before it is put on a passenger aircraft. To certify the security control has been done, the Airline annotates below statement on the air waybill's "handling information" column:
CLEARED FOR PASSENGER AIRCRAFT BY XX

which XX = the Airline's IATA carrier code
- 3.1.8.3.5 Keeps the air waybill and cargo manifest for at least 31 days after the consignment is flown. Documentation and recording by electronic means are acceptable provided a hard copy can be made available if required.

3.1.9 UNKNOWN CONSIGNOR → PASSENGER AIRCRAFT → AIRLINE

3.1.9.1 Unknown Consignor

- 3.1.9.1.1 Tenders the consignment to the Cargo Terminal Operator.
- 3.1.9.1.2 Notifies the Cargo Terminal Operator by the form -Declaration of Export Consignment (Bulk or Prepacked Unit - see Annexes 3A, 3B) if selects the Cargo Terminal Operator to provide the required security control
// The Cargo Terminal Operator performs the required security control. Upon completion, annotates on the reception check list (RCL) to certify the performed security control. //
- 3.1.9.1.3 Delivers the RCL to the Airline.

3.1.9.2 Cargo Terminal Operator

- 3.1.9.2.1 Performs the required security control if requested by the Unknown Consignor, then accepts the consignment issue and annotates following on the RCL accordingly.
 - “SECURITY CHECKED” for consignment completed the security control, or
 - “CTO HOLDING 24 HOURS” for consignment applied 24 hours holding
- 3.1.9.2.2 CTO’s computer system will restrict pre-manifesting process by 24 hours for consignment applied 24 hours holding.
- 3.1.9.2.3 Safeguards the consignment from unauthorized interference after its reception.
- 3.1.9.2.4 Performs the security control as required by the Airline.
- 3.1.9.2.5 Records the performed security control as requested by the Unknown Consignor or Airline and keeps the record for at least 31 days after the consignment is flown. Documentation and recording by electronic means are acceptable provided a hard copy can be made available if required.

3.1.9.3 Airline

- 3.1.9.3.1 Verifies the status of Known or Unknown Cargo against the SLI and RCL.
- 3.1.9.3.2 Performs document check to ensure that the description of content is correct and the quantity of cargo tallies with the RCL
- 3.1.9.3.3 Instructs the Cargo Terminal Operator for the required security control if it has not been performed.
- 3.1.9.3.4 Pre-manifests the hold consignment after 24 hours of its reception for consignment applied 24 hours holding.
- 3.1.9.3.5 Keeps the air waybill and cargo manifest for at least 31 days after the consignment is flown. Documentation and recording by electronic means are acceptable provided a hard copy can be made available if required.

3.1.10 KNOWN CONSIGNOR → REGULATED AGENT → AIRLINE (ISSUE COUNTER AIR WAYBILL)

3.1.10.1 Known Consignor

- 3.1.10.1.1 Tenders the consignment to the Regulated Agent.
- 3.1.10.1.2 To facilitate the Regulated Agent for acceptance, the Known Consignor shall mark the Known Consignor code assigned by the Regulated Agent on the shipping documents (e.g. shipper's letter of instructions, house air waybill).

3.1.10.2 Regulated Agent

- 3.1.10.2.1 Accepts the consignment from the Known Consignor.
- 3.1.10.2.2 Verifies the Known Consignor status, its validity and the Known Consignor code annotated on the shipping documents.
- 3.1.10.2.3 Carries out reasonable check of the quantity (for example, number of cartons) and the outer physical appearance of the consignment against the information contained in the shipping documents provided by the Known Consignor. The Regulated Agent is not required to carry out physical checks of the contents of the consignment and is entitled to take that the descriptions of the contents of the consignment contained in the shipping documents are full, complete and accurate.
- 3.1.10.2.4 Safeguards the consignment from unauthorized interference after its reception until accepted by the Cargo Terminal Operator.
- 3.1.10.2.5 Tenders the consignment to the Cargo Terminal Operator.
- 3.1.10.2.6 To facilitate the Airline for acceptance, the Regulated Agent shall mark its Regulated Agent code on the shipper's letter of instruction (SLI) that it tenders to the Airline with the consignment.
- 3.1.10.2.7 Delivers the SLI and reception check list (RCL) to the Airline.
- 3.1.10.2.8 Keeps the air waybill and shipping documents for at least 31 days after the consignment is flown. Documentation and recording by electronic means are acceptable provided a hard copy can be made available if required.

3.1.10.3 Cargo Terminal Operator

- 3.1.10.3.1 Accepts the consignment from the Regulated Agent and issues the RCL.
- 3.1.10.3.2 Safeguards the consignment from unauthorized interference after its reception.
- 3.1.10.3.3 Performs security control as required by the Airline if the circumstance warrants.
- 3.1.10.3.4 Records the performed security control as requested by the Airline and keeps the record for at least 31 days after the consignment is flown. Documentation and recording by electronic means are acceptable provided a hard copy can be made available if required.

3.1.10.4 Airline

- 3.1.10.4.1 Verifies the Regulated Agent status and annotates the full name of the Regulated Agent and its Regulated Agent code on the air waybill's "Shipper's Signature Box".
- 3.1.10.4.2 Annotates the full name of the Airline in the "Issuing Carrier's Agent Name and City" at the top left-hand corner of the air waybill.
- 3.1.10.4.3 Performs document check to ensure that the description of content is correct and the quantity of cargo tallies with the RCL.
- 3.1.10.4.4 Instructs the Cargo Terminal Operator for security control as required.
- 3.1.10.4.5 Keeps the air waybill and cargo manifest for at least 31 days after the consignment is flown. Documentation and recording by electronic means are acceptable provided a hard copy can be made available if required.

3.1.11 UNKNOWN CONSIGNOR → REGULATED AGENT (WHEN SECURITY CONTROL IS APPLIED) → AIRLINE (ISSUE COUNTER AIR WAYBILL)

3.1.11.1 Unknown Consignor

3.1.11.1 Tenders the consignment to the Regulated Agent.

3.1.11.2 Regulated Agent

3.1.11.2.1 Accepts the consignment from the Unknown Consignor.

3.1.11.2.2 Performs the security control.

3.1.11.2.3 Safeguards the consignment from unauthorized interference after its reception until accepted by the Cargo Terminal Operator.

3.1.11.2.4 Tenders the consignment to the Cargo Terminal Operator.

3.1.11.2.5 To facilitate the Airline for acceptance, the Regulated Agent shall mark its Regulated Agent code on the shipper's letter of instructions (SLI) that it tenders to the Airline with the consignment.

3.1.11.2.6 Delivers the SLI and reception check list (RCL) to the Airline.

3.1.11.2.7 Keeps the air waybill, shipping documents and security control record for at least 31 days after the consignment is flown. Documentation and recording by electronic means are acceptable provided a hard copy can be made available if required.

3.1.11.3 Cargo Terminal Operator

3.1.11.3.1 Accepts the consignment from the Regulated Agent and issues the RCL.

3.1.11.3.2 Safeguards the consignment from unauthorized interference after its reception.

3.1.11.3.3 Performs security control as required by the Airline if the circumstance warrants.

3.1.11.3.4 Records the performed security control as requested by the Airline and keeps the record for at least 31 days after the consignment is flown. Documentation and recording by electronic means are acceptable provided a hard copy can be made available if required.

3.1.11.4 Airline

3.1.11.4.1 Verifies the Regulated Agent status and its validity and annotates the full name of the Regulated Agent and its Regulated Agent code on the air waybill's "Shipper's Signature Box".

3.1.11.4.2 Annotates the full name of the Airline in the "Issuing Carrier's Agent Name and City" Box at the top left hand corner of the air waybill.

3.1.11.4.3 Performs document check to ensure that the description of content is correct and the quantity of cargo tallies with the information in the RCL.

3.1.11.4.4 Instructs the Cargo Terminal Operator to perform security control if required.

3.1.11.4.5 Keeps the air waybill and shipping documents for at least 31 days after the consignment is flown. Documentation and recording by electronic means are acceptable provided a hard copy can be made available if required.

3.1.12 UNKNOWN CONSIGNOR → REGULATED AGENT (WHEN SECURITY CONTROL IS NOT APPLIED) → FREIGHTER → AIRLINE (ISSUE COUNTER AIR WAYBILL)

3.1.12.1 Unknown Consignor

3.1.12.1.1 Tenders the consignment to the Regulated Agent.

3.1.12.1.2 States in the shipping document to the Regulated Agent (e.g. shipper's letter of instructions) that the cargo is tendered for carriage on cargo aircraft only.

3.1.12.2 Regulated Agent

3.1.12.2.1 Accepts the consignment from the Unknown Consignor.

3.1.12.2.2 Safeguards the consignment from unauthorized interference after its reception until accepted by the Cargo Terminal Operator.

3.1.12.2.3 Tenders the consignment to the Cargo Terminal Operator.

3.1.12.2.4 To facilitate the Airline for acceptance, the Regulated Agent shall annotate the following statement in the "handling information and remarks" column of the shipper's letter of instructions (SLI) that it tenders with the consignment to the Airline :

" FOR THE SOLE PURPOSE OF THE HK AVIATION SECURITY PROGRAMME THE CARGO IS TENDERED FOR CARGO AIRCRAFT ONLY"

3.1.12.2.5 Delivers the SLI and RCL to Airline.

3.1.12.2.6 Keeps the air waybill and cargo manifest for at least 31 days after the consignment is flown. Documentation and recording by electronic means are acceptable provided a hard copy can be made available if required.

3.1.12.3 Cargo Terminal Operator

3.1.12.3.1 Accepts the consignment from the Regulated Agent and issues the RCL.

3.1.12.3.2 Safeguards the consignment from unauthorized interference after its reception.

3.1.12.3.3 Performs security control as required by the Airline if the circumstance warrants.

3.1.12.3.4 Records the performed security control as requested by the Airline and keeps the record for at least 31 days after the consignment is flown. Documentation and recording by electronic means are acceptable provided a hard copy can be made available if required.

3.1.12.4 Airline

3.1.12.4.1 Verifies the statement on the SLI as per 3.1.12.2.4.

3.1.12.4.2 Annotates the full name of Airline in the "Issuing Carrier's Agent Name and City" box at the top left-hand corner of the air waybill.

3.1.12.4.3 Inserts the statement below in the air waybill's "Handling Information" column:

" FOR THE SOLE PURPOSE OF THE HK AVIATION SECURITY PROGRAMME THE CARGO IS TENDERED FOR CARGO AIRCRAFT ONLY"

3.1.12.4.4 Performs document check to ensure that the description of content is correct and the quantity of cargo tallies with the information in the RCL.

3.1.12.4.5 Instructs the Cargo Terminal Operator for security control if required.

3.1.12.4.6 If the Airline changes the carriage from freighter to passenger aircraft, the Airline must clear the cargo by applying security control before it puts the consignment on board the passenger aircraft. To certify that the security control has been applied, the Airline annotates the statement below on the air waybill's "Handling Information" column:

"CLEARED FOR PASSENGER AIRCRAFT BY XX"

WHERE XX = the Airline's IATA Carrier code

3.1.12.4.7 Keeps the air waybill and cargo manifest for at least 31 days after the consignment is flown. Documentation and recording by electronic means are acceptable provided a hard copy can be made available if required.

3.1.13 UNKNOWN CONSIGNOR → REGULATED AGENT (WHEN SECURITY CONTROL IS NOT APPLIED) → PASSENGER AIRCRAFT → AIRLINE (ISSUE COUNTER AIR WAYBILL)

3.1.13.1 Unknown Consignor

3.1.13.1.1 Tenders the consignment to the Regulated Agent.

3.1.13.2 Regulated Agent

3.1.13.2.1 Accepts the consignment from the Unknown Consignor.

3.1.13.2.2 Tenders the consignment to the Cargo Terminal Operator.

3.1.13.2.3 To facilitate the Airline for acceptance, the Regulated Agent shall annotate "RA/UNK" in the "handling information and remarks" column of the shipper's letter of instructions (SLI) to the Airline to certify that the consignment is an Unknown Cargo from a Regulated Agent.

3.1.13.2.4 Notifies the Cargo Terminal Operator by the form - Declaration for Export Consignment (Bulk or Prepacked Unit - see Annexes 3A, 3B) if selects the Cargo Terminal Operator to provide the required security control.

3.1.13.2.5 Delivers the SLI and RCL to Airline.

3.1.13.3 Cargo Terminal Operator

3.1.13.3.1 Performs the required security control if requested by the Regulated Agent, then accepts the consignment from the Regulated Agent and issues and annotates the following on the RCL accordingly:

"SECURITY CHECKED" for consignment completed the security control or

"CTO HOLDING 24 HOURS" for consignment applied 24 hour holding

3.1.13.3.2 CTO's computer system will restrict pre-manifesting process by 24 hours for consignments applied 24 hours holding.

3.1.13.3.3 Safeguards the consignment from unauthorized interference after its reception.

3.1.13.3.4 Performs security control as required by the Airline if the circumstance warrants.

3.1.13.3.5 Records the performed security control as requested by the Airline and keeps the record for at least 31 days after the consignment is flown. Documentation and recording by electronic means are acceptable provided a hard copy can be made available if required.

3.1.13.4 Airline

3.1.13.4.1 Verifies the status of Known or Unknown Cargo against the SLI and RCL.

3.1.13.4.2 Annotates the full name of Airline in the "Issuing Carrier's Agent Name and City" box at the top left-hand corner of the air waybill. Performs document check to ensure that the description of content is correct and the quantity tallies with the information in the RCL.

3.1.13.4.3 Instructs the Cargo Terminal Operator for security control if required.

3.1.13.4.4 Keeps the air waybill and cargo manifest for at least 31 days after the consignment is flown. Documentation and recording by electronic means are acceptable provided a hard copy can be made available if required.

3.1.14 KNOWN CONSIGNOR → AIRLINE (TRANSFERRING) → AIRLINE (RECEIVING)

3.1.14.1 Known Consignor

- 3.1.14.1.1 Tenders the consignment to the Cargo Terminal Operator.
- 3.1.14.1.2 To facilitate the Airline (Transferring) [AO(T)] for acceptance, the Known Consignor shall mark the Known Consignor code assigned by the AO(T) on the shipping documents (e.g. shipper's letter of instructions, house air waybill).
- 3.1.14.1.3 Delivers the SLI and RCL to the AO(T).

3.1.14.2 Cargo Terminal Operator

- 3.1.14.2.1 Accepts the consignment from the Known Consignor and issues the RCL.
- 3.1.10.3.2 Safeguards the consignment from unauthorized interference after its reception.
- 3.1.10.3.3 Performs security control as required by the AO(T) if the circumstance warrants.
- 3.1.10.3.4 Records the performed security control as requested by the Airline and keeps the record for at least 31 days after the consignment is flown. Documentation and recording by electronic means are acceptable provided a hard copy can be made available if required.

3.1.14.3 Airline (Transferring)

- 3.1.14.3.1 Verifies the Known Consignor status and its validity and annotates the Known Consignor code assigned by it on the air waybill.
- 3.1.14.3.2 Performs document check to ensure that the description of content is correct and the quantity of cargo tallies with the information in the RCL.
- 3.1.14.3.3 Instructs the Cargo Terminal Operator for security control as required.
- 3.1.14.3.4 When the consignment needs to be transferred to another Airline (i.e. Airline (Receiving)) [AO(R)], checks to confirm if the consignor is also a Known Consignor to the AO(R).
- 3.1.14.3.5 Annotates in the Transfer Cargo Manifest (TRM) as document evidence that the consignor is a Known Consignor for both AO(T) and AO(R).
- 3.1.14.3.6 Keeps the air waybill and cargo manifest for at least 31 days after the consignment is flown. Documentation and recording by electronic means are acceptable provided a hard copy can be made available if required.

3.1.14.4 Airline (Receiving)

- 3.1.14.4.1 Verifies the Known Consignor status and its validity and annotates the Known Consignor code assigned by the AO(R) on the TRM and air waybill.
- 3.1.14.4.2 Performs document check to ensure that the description of content is correct and the quantity of cargo tallies with the information in the RCL.
- 3.1.14.4.3 Instructs the Cargo Terminal Operator for security control as required.
- 3.1.14.4.4 Keeps the air waybill and cargo manifest for at least 31 days after the consignment is flown. Documentation and recording by electronic means are acceptable provided a hard copy can be made available if required.

4. INTER-AGENT HANDLING :

4.1 Coloding:- CONSIGNOR → RA(A) →RA(B)

RA(A)= Tendering Agent

RA(B)= Receiving Agent

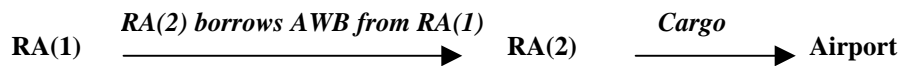
- 4.1.1 RA(A) lodges a one-off **“Regulated Agent Aviation Security Declaration”** [see Annex 4] with RA(B)
- 4.1.2 RA(B) verifies the validity of RA(A) against the list of RA at CAD website.
- 4.1.3 RA(A) receives consignment from his consignor.
- 4.1.4 RA(A) applies security control if required.
- 4.1.5 RA(A) prepares shipping documents.
- 4.1.6.1 If the cargo is ‘known’, RA(A) annotates his RA Code in the shipping documents, e.g. shipper’s letter of instructions (SLI) to RA(B), as certification.
- 4.1.6.2 If the cargo is ‘unknown’, RA(A) either
 - i) annotates ‘RA/UNK’ in the shipping documents (e.g. SLI), or
 - ii) annotates the ‘Cargo Freighter only statement’ (i.e. "FOR THE SOLE PURPOSE OF HK AVIATION SECURITY PROGRAMME, THE CARGO IS TENDERED FOR CARGO AIRCRAFT ONLY) in the shipping documents (e.g. SLI).
- 4.1.7 RA(A) tenders consignment to RA(B).
- 4.1.8 RA(B) verifies the annotation and applies security control if required.
- 4.1.9 RA(B) tenders consignment to Cargo Terminal Operator and delivers AWB and RCL to Airline.
- 4.1.10 RA(A) and RA(B) keep related shipping documents at least 31 days after the consignment is flown. If RA(A) or RA(B) has conducted security control on the consignment the security control record shall be kept for at least 31 days after the consignment is flown by the party which performed the measure. Documentation and recording by electronic means are acceptable provided a hard copy can be made available if required.

Important:

RA(A) should not mark his RA code on Master Air Waybill (MAWB). The airlines require that, except the RA Code which match the company’s name that appears in the “Issuing Carrier’s Agent Name and City” box at the top of the air waybill, no other RA code should be marked in the MAWB (see Annex 2).

4.2 AWB Assignment – (I) Between RAs

INTER-RA AWB HANDLING PROCEDURE :
--



- 4.2.1 RA(2) lodges a one-off **“Regulated Agent Aviation Security Declaration”** with RA(1). [see Annex 4] RA(2) shall inform his RA code to RA(1). As the receiving Regulated Agent of the said declaration, RA(1) shall verify the validity of RA(2)’s code against the list of RA at CAD website.
- 4.2.2 RA(2) lodges a “Form of Undertaking for Inter-RA AWB Handling” with RA(1) EACH TIME when RA(2) borrows AWB from RA(1). [see Annex 5] **At this point, RA(2) should read carefully all the instructions in the form, only complete Section I & Section III, DO NOT tick the box in Section II. Section II to be completed after RA(2) has tendered the consignment to CTO.**
- 4.2.3 When RA(1) lends the AWB to RA(2), he should leave box 2 blank. [see Annex 6] Let RA(2) to complete box 2 after RA(2) has tendered the consignment to CTO later.
- 4.2.4 RA(2) receives consignment from his consignor.
- 4.2.5 RA(2) using RA(1)’s AWB to prepare shipping document, RA(2) should fulfil all the responsibilities of a RA and comply with requirements laid down in the Regulated Agent Regime. (RA(2) must refer to the procedures stated in Section II of the form of undertaking and tick only one of the boxes in the form.)
- 4.2.5.1 In the event the RA(2) needs to tender **KNOWN CARGO, RA(2) shall:**
- 1.) annotate code of RA(1) on the “Signature of issuing Carrier or its Agent” box of the AWB (Box 2 in Annex 6)
 - 2.) Tender the consignment to the Cargo Terminal Operator (CTO).
 - 3.) Deliver the air waybill and RCL to the Airline.
 - 4.) Complete Section II in the Form of Undertaking and return to RA(1) for record purpose.
- 4.2.5.2 In the event the RA(2) needs to tender **UNKNOWN CARGO FOR CARRIAGE ON PASSENGER AIRCRAFT, RA(2) shall:**
- 1.) annotate “RA/UNK” on the “Signature of issuing Carrier or its Agent” box of the AWB (Box 2 in Annex 6)
 - 2.) Tender the consignment to the CTO
 - 3.) Notify the CTO by the form – Declaration of Export Consignment (Bulk or Prepacked Unit) (Annexes 3A, 3B) if selects the CTO to provide security control (e.g. X-ray service).
 - 4.) Deliver the air waybill and RCL to the Airline.
 - 5.) Complete Section II in the Form of Undertaking, return the form and the RCL copy to RA(1) for record purpose.

4.2.5.3 In the event the RA(2) needs to tender **UNKNOWN CARGO BY FREIGHTER, RA(2) shall:**

1.) Insert below statement on the air waybill's "handling information" column.

**“FOR THE SOLE PURPOSE OF HK AVIATION SECURITY PROGRAMME, THE
CARGO IS TENDERED FOR CARGO AIRCRAFT ONLY”**

2.) Please **DO NOT** annotate "RA/UNK" on the "Signature of issuing Carrier or its Agent" box of the AWB (Box 2 in Annex 7)

3.) Tender the consignment to the CTO

4.) Deliver the air waybill and RCL to the Airline.

5.) Complete Section II in the Form of undertaking and return it to RA(1) for record purpose.

*** Important: RA(2) should not mark his RA code on Air Waybill (AWB). The airlines require that, except the RA Code which should match the company's name which appears in the "Issuing Carrier's Agent Name and City" box at the top of the air waybill (I.e. RA(1), NO OTHER RA CODE SHOULD BE MARKED IN THE AWB (see Annex 2).**

For CAD Audit Purpose:

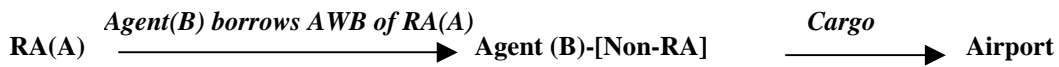
4.2.6 RA(1) & RA(2) keep the "**Regulated Agent Aviation Security Declaration**" -

4.2.7 RA(1) & RA(2) keep related shipping documents at least 31 days after the consignment is flown. Documentation and recording by electronic means are acceptable provided a hard copy can be made available if required.

4.2.8 If the RAs involved can form an audit trail of declaration of "known" status of each consignment to the subsequent party in the chain then RAR requirement is met. Therefore, as long as an inter RA Cargo Handling Procedures has been established between all the RAs, i.e. between RA(1) and RA(2); between RA(2) and RA(3) and between RA(3) and RA(4); then RA(4) is NOT required to establish an inter RA relationship with RA(1).

4.3 AWB Assignment – (II) Between RA and non-RA

INTER-AGENT AWB HANDLING PROCEDURE:
--



4.3.1 Agent (B) [Non-RA] lodges a “Form of Undertaking for Inter-Agent AWB Handling” with RA(A) EACH TIME when Agent(B) [Non-RA] borrows AWB from RA(A). [see Annex 8]

Important note: All cargo handled by non-RA is regarded as Unknown Cargo.

4.3.2 RA(A) should specify whether the cargo is to be carried on board passenger aircraft or cargo aircraft before passing the AWB to Agent (B) [Non-RA].

4.3.2.1 For Unknown Cargo for carriage on board passenger aircraft, RA(A) shall annotate RA/UNK on the “Signature of Issuing Carrier or its Agent” box of the AWB.

4.3.2.2 For Unknown Cargo to be carried by Freighter, RA(A) shall insert below the freighter statement on the air waybill’s “handling information” column.

“FOR THE SOLE PURPOSE OF HK AVIATION SECURITY PROGRAMME, THE CARGO IS TENDERED FOR CARGO AIRCRAFT ONLY”

4.3.3 Agent(B) [Non-RA] receives consignment from his consignor.

4.3.4 Agent (B) [Non-RA] using RA(A)’s AWB to prepare shipping document, Agent (B) [Non-RA] should fulfil all the responsibilities as an agent and comply with requirements laid down in the Regulated Agent Regime.

4.3.5 Agent(B) [Non-RA] tenders the consignment as **UNKNOWN CARGO** or **CARGO BY FREIGHTER** to the Cargo Terminal Operator and delivers AWB and RCL to Airline.

4.3.6 RA(A) & Agent(B) [Non-RA] keep related shipping documents at least 31 days after the consignment is flown. Documentation and recording by electronic means are acceptable provided a hard copy can be made available if required.

Known Consignor Aviation Security Declaration#

1. On behalf of _____* (Name of Known Consignor) I, the undersigned, confirm that, unless otherwise stated, all consignments of goods consigned for carriage by air by *me/my company to _____(Name of Regulated Agent/Airline (Aircraft) Operator) :

- i) do not contain any explosive or incendiary device;
- ii) are protected to my best endeavour against unauthorized interference during preparation, storage and transportation.
- iii) are prepared by reliable staff employed by *me/my company.

2. I agree that the packaging and contents of the consignments may be examined for security reasons.

Signature of Known Consignor	Company Chop
Name (Block Letters)	
Position	Date
<i>Sample</i>	
Company Address	
Company Business Registration Certificate No. (if applicable)	

* delete as appropriate

this declaration is renewable every 3 years

020 HRG 1111 1111		020-1111 1111		
Shipper's Name and Address NNN TOYS KOWLOON HONG KONG		Shipper's Account Number		
		NOT NEGOTIABLE Air Waybill LUFTHANSA GERMAN AIRLINES Issued by		
Consignee's Name and Address ABC FREIGHT FORWARDING FRANKFURT GERMANY		Consignee's Account Number		
		Copies 1, 2 and 3 of this Air Waybill are originals and have the same validity. It is agreed that the goods described herein are accepted in apparent good order and condition (except as noted) for carriage SUBJECT TO THE CONDITIONS OF CONTRACT ON THE REVERSE HEREOF. ALL GOODS MAY BE CARRIED BY ANY OTHER MEANS INCLUDING ROAD OR ANY OTHER CARRIER UNLESS SPECIFIC CONTRARY INSTRUCTIONS ARE GIVEN HEREON BY THE SHIPPER, AND SHIPPER AGREES THAT THE CARRIER DEEMS APPROPRIATE. THE SHIPPER'S ATTENTION IS DRAWN TO THE NOTICE CONCERNING CARRIER'S LIMITATION OF LIABILITY. Shipper may increase such limitation of liability by declaring a higher value for carriage and paying a supplemental charge if required.		
Issuing Carrier's Agent Name and City AGNET A		Accounting Information		
Agent's IATA Code 13-0001		Account No.		
Airport of Departure (Addr. of First Carrier) and Requested Routing HONG KONG				
To FRA	By First Carrier LH	Declared Value for Carriage NVD	Declared Value for Customs AS PER HWB	
Airport of Destination FRANKFURT		Amount of Insurance NIL	INSURANCE - If Carrier offers insurance, and such insurance is requested in accordance with the conditions thereof, indicate amount to be insured in figures in box marked "Amount of Insurance."	
Repeating LH-739/13 NOV 99				
Handling Information				
SC1				
No of Pieces PCP	Gross Weight Kg	Rate Class Commodity Item No.	Charge Total	Nature and Quantity of Goods (incl. Dimensions or Volume)
1-	10-K	10-K	AS ARRANGED	CONSOLIDATION SHIPMENT AS PER MANIFEST
Prepaid		Collect		Other Charges
Weight Change		Valuation Change		
Total other Charges Due Agent		Total other Charges Due Carrier		
Total Prepaid		Total Collect		
Currency Conversion Agent		Charges in Local Currency		
		13 Nov 1999		Signature of Shipper or its Agent RA01234 (RA Code of Agent A)
		HKG		Signature of Issuing Carrier or its Agent

Declaration of Export Consignment – Bulk

Security check required: Yes No

Agent Name: _____ IATA Code: _____

AWB No: _____ Airline : _____ Destination: _____

Date : _____

Pieces	Dimension	Pieces	Dimension

Total Pieces: _____ Total Weight: _____

Signature with Company Chop: _____

**Regulated Agent Aviation Security Declaration
For Inter-Regulated Agent Handling**

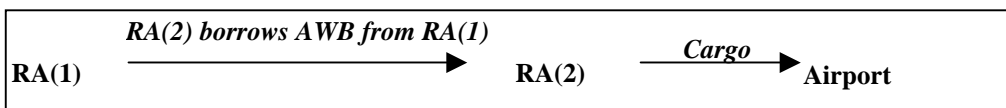
1. On behalf of _____(Name of Regulated Agent) I, the undersigned, confirm that, unless otherwise stated, all consignments of goods consigned for carriage by air by *me/my company to _____(Name of Receiving Regulated Agent) will not contain any explosive or incendiary device and are protected to my best endeavour against unauthorized interference during preparation, storage and transportation.
2. I agree that the packaging and contents of the consignments may be examined for security reasons.
3. I agree that I shall immediately notify _____(Name of Receiving Regulated Agent) once my RA status is removed from the CAD Register

Regulated Agent Code registered under the Civil Aviation Department	
Name of Person in Charge (Block Letters)	Signature & Company Chop
Position	Date
Company Address	

Sample

This is a one-off declaration.

* delete as appropriate



Note: This form can be used only between Regulated Agents (RAs), both RAs should read carefully all the instructions in the Inter-RA AWB handling procedure. This form should be printed on Company Letterhead of RA(2).

Form of Undertaking for Inter-RA AWB Handling

Section I

From : _____
 [Name of AWB Assignee - RA(2)]
 RA Code: _____

To: _____
 [Name of AWB Issuing Agent - RA(1)]
 RA Code: _____

[To be completed by the AWB Assignee - RA(2)]
As an AWB Assignee, I confirm that the cargo tendered under the AWB No. _____

Section II

(Please tick only one box after you have tendered the consignment to Cargo Terminal Operator:)

is Known Cargo

In the event of Known Cargo, as RA(2), I have:

- 1.) annotated code of RA(1) on the "Signature of issuing Carrier or its Agent" box of the AWB.
- 2.) Tendered the consignment to the Cargo Terminal Operator (CTO).
- 3.) Delivered the air waybill and RCL to the Airline.
- 4.) Completed Section II in the Form of undertaking and returned to RA(1) for record purpose.

is Unknown Cargo for Carriage on board Passenger Aircraft

In the event of Unknown Cargo, as RA(2), I have:

- 1.) annotated "RA/UNK" on the "Signature of issuing Carrier or its Agent" box of the AWB.
- 2.) Tendered the consignment to the CTO
- 3.) Notified the CTO by the form – Declaration of Export Consignment (Bulk or Prepacked Unit) if selects the CTO to provide security control (e.g. X-ray service).
- 4.) Delivered the air waybill and RCL to the Airline.
- 5.) Completed Section II in the Form of undertaking, returned the form and the RCL copy to RA(1) for record purpose.

is Unknown Cargo to be carried by Freighter

In the event of Unknown Cargo by Freighter, as RA(2), I have:

- 1.) Inserted below statement on the air waybill's "handling information" column.
 "FOR THE SOLE PURPOSE OF HK AVIATION SECURITY PROGRAMME, THE CARGO IS TENDERED FOR CARGO AIRCRAFT ONLY"
- 2.) Tendered the consignment to the CTO
- 3.) Delivered the air waybill and RCL to the Airline.
- 4.) Completed Section II in the Form of undertaking and returned it to RA(1) for record purpose.

Section III

In order that we are able to use the said AWB for carriage of the aforementioned goods by air, we hereby guarantee to fulfil all the responsibilities of a RA and comply with requirements laid down in the Regulated Agent Regime.

_____ (Authorized Signature of AWB Assignee RA(2))

_____ (Person in Charge/ Name in Block Letter)

_____ (Position)

_____ (Date)

_____ (Company Chop)

RA(2) borrows the AWB of RA(1) (RA(2) 向 RA(1) 借單)
Box No. 1 and Box No. 2 must match against the RA List issued by CAD.
e.g. CAD Code of RA(1) (AWB Issuing Agent) : RA00999*

020	HKG	1111 1111	020-1111 1111
Shipper's Name and Address RA(2) CHEUNG SHA WAN KOWLOON, HONG KONG		Shipper's Account Number	NOT NEGOTIABLE Air Waybill Issued by MASTER AIR WAYBILL LUFTHANSA GERMAN AIRLINES
Consignee's Name and Address ANY NAME OF CONSIGNEE FRANKFURT GERMANY		Consignee's Account Number	Copies 1, 2 and 3 of this Air Waybill are originals and have the same validity. It is agreed that the goods described herein are accepted in apparent good order and condition (except as noted for carriage) SUBJECT TO THE CONDITIONS OF CONTRACT ON THE REVERSE HEREOF. ALL GOODS MAY BE CARRIED BY ANY OTHER MEANS INCLUDING ROAD OR ANY OTHER CARRIER UNLESS SPECIFIC CONTRARY INSTRUCTIONS ARE GIVEN HEREOF BY THE SHIPPER. AND SHIPPER AGREES THAT THE CARRIER DEEMS APPROPRIATE. THE SHIPPER'S ATTENTION IS DRAWN TO THE NOTICE CONCERNING CARRIER'S LIMITATION OF LIABILITY. Shipper may increase such limitation of liability by declaring a higher value for carriage and paying a supplemental charge if required.
Issuing Carrier's Agent Name and City RA(1) <i>AWB Issuing Agent</i> TSUEN WAN, NT, HONG KONG		Accounting Information	
Agent's IATA Code 13-0001		Account No.	
Airport of Departure (Addr. of First Carrier) and Requested Routing HONG KONG			
To	By First Carrier	Routing and Destination	Declared Value for Carriage
FRA	LH		NVD
Airport of Destination FRANKFURT		Amount of Insurance NIL	Declared Value for Customs AS PER HAWB
Handling Information		INSURANCE: If Carrier offers insurance, and such insurance is requested in accordance with the conditions thereof, indicate amount to be insured by placing in box marked "Amount of Insurance."	
<p style="text-align: center;">"FOR THE SOLE PURPOSE OF HK AVIATION SECURITY PROGRAMME, THE CARGO IS TENDERED FOR CARGO AIRCRAFT ONLY"</p>		SOI	
No of Pieces RCP	Gross Weight Kg	Commodity Item No.	Nature and Quantity of Goods Ind. Dimensions or Volume
1-	10-K	AS ARRANGED	CONSOLIDATION SHIPMENT AS PER MANIFEST
<p style="text-align: center;">Put the name of RA(2) and a signature here but DO NOT put RA code of Agent(2). Please follow the revised Inter RA Cargo Handling Procedures.</p>		<p style="text-align: center;">Do not annotate "RA/UNK" here</p>	
<p style="text-align: center;">RA(2)</p>		<p style="text-align: center;">Signature of Shipper or his Agent (SS)</p>	
<p style="text-align: center;">12 APR 04</p>		<p style="text-align: center;">HK</p>	
<p style="text-align: center;">Executed on (date)</p>		<p style="text-align: center;">Signature of Issuing Carrier or its Agent</p>	
<p style="text-align: center;">For Carrier's Use only</p>		<p style="text-align: center;">Charges at Destination</p>	

(Use Company Letterhead of the AWB Borrower [Non-RA])

Note: This form can be used only between a Regulated Agent (RA) and a Non-RA when a Non-RA chooses to borrow AWB from a RA. All cargo handled by non-RA is regarded as Unknown Cargo.

Form of Undertaking for Inter-Agent AWB Handling

From : _____ (Name of AWB Borrower [Non-RA])	To: _____ (Name of AWB Issuing RA)
(To be completed by the AWB Borrower (Non-RA)) As a AWB borrower (Non-RA), we confirm that the cargo tender under the AWB No. _____ is EITHER Unknown Cargo : RA/UNK <u>OR</u> FOR THE SOLE PURPOSE OF HK AVIATION SECURITY PROGRAMME, THE CARGO IS TENDERED FOR CARGO AIRCRAFT ONLY	

In order that we are able to use the said AWB for carriage of the aforementioned goods by air, we hereby guarantee to fulfil all the responsibilities and comply with requirement laid down in the Regulated Agent Regime.

_____ (Authorized Signature of AWB Borrower (Non-RA))

_____ (Person in charge / Name in Block Letter)

_____ (Position)

_____ (Date)

_____ (Company Chop)