

**Regulated Agents**  
**Notification of Change of Company Particulars**

Please fax or email this notification form together with the necessary documents specified below to us at least **5 working days before** the effective date for our processing.

To: Civil Aviation Department  
Airport Standards Division  
Rm 6T067 Passenger Terminal Building  
Hong Kong International Airport

Fax: 2362 4257  
Email: apsd\_sec@cad.gov.hk

Company Name : \_\_\_\_\_

Regulated Agent Code : \_\_\_\_\_ Person in charge : \_\_\_\_\_

Tel : \_\_\_\_\_ Person in charge's Signature and Company Chop :

Fax : \_\_\_\_\_

Email : \_\_\_\_\_

Date : \_\_\_\_\_

\* Please 'tick' the appropriate box.

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**(A)  \*Change of Company Name**

Existing Company Name : \_\_\_\_\_  
(English) (Chinese)

New Company Name : \_\_\_\_\_  
(English) (Chinese)

Effective Date : \_\_\_\_\_

Checklist of documents which **must** be submitted together with this notification form :

- \* A copy of the Business Registration Certificate issued under Business Registration Ordinance (Cap. 310)  
 \* A copy of the Certificate of Change of Name issued under Companies Ordinance (Cap. 32)

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**(B)  \*Change of Office Address**

Existing Company Address : \_\_\_\_\_

New Company Address : \_\_\_\_\_

Effective Date : \_\_\_\_\_

Checklist of document which **must** be submitted together with this notification form :

- \* A copy of the Business Registration Certificate issued under Business Registration Ordinance (Cap. 310)

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**(C)  \*Change of Warehouse Address**

Existing Warehouse Name and Address : \_\_\_\_\_

New Warehouse Name and Address : \_\_\_\_\_

Effective Date : \_\_\_\_\_

Checklist of information which **must** be submitted together with this notification form :

- \* Warehouse floor plan clearly indicating the locations of (1) access points, and if applicable, (2) security installations, (3) special assigned storage area for distinguishing unknown cargo from known cargo, (4) special assigned storage area for distinguishing your agent's cargo from other agent's cargo if the warehouse is share-used.

Please use your own additional sheet(s) of paper if changes to the address of **more than one warehouse** in your company are involved.