



香港特別行政區政府

民航處

Civil Aviation Department

The Government of the Hong Kong Special Administrative Region

Application for Permission under Regulation 3(1)(a) of Schedule 16 to AN(HK)O 1995 for Carriage of Dangerous Goods in Aircraft

Please read the "Guidance Notes" before submission of application.

1. APPLICANT'S PARTICULARS

Operator's Company Name (in full): _____

Name & Title of Contact Person: _____

Postal Address: _____

Contact Tel. No.: _____ Fax No.: _____

Email Address: _____

2. DANGEROUS GOODS (DG) OPERATIONS

Type of DG Permission* Requested :

Initial (Target Date of Operation: _____)

Renewal (Expiry Date of Permission: _____)

Type(s) of Flights Operated: Passenger

Cargo

* normally valid for a maximum period of two years subject to conditions.

3. APPOINTED HANDLING AGENT(S) AT HONG KONG INTERNATIONAL AIRPORT

(i) Cargo Handling Agent (for DG and general cargo acceptance): _____

(ii) Cargo Terminal: _____

(iii) Passenger Handling Agent: _____

(iv) Ramp Handling Agent: _____

4. REQUIRED DOCUMENT(S) & PAYMENT

Required Document(s)	Submitted? (Yes / No / N.A.)	Supplementary Information
A. GENERAL		
(1) Copy of Air Operator's Certificate and Operations Specifications		Expiry Date:
(2) Copy of the National Approval for the Carriage of DG		Expiry Date:
(3) Copy of the National Approval for the Operator's DG Training Programme		Expiry Date:
B. SAMPLE OF DANGEROUS GOODS TRANSPORT DOCUMENTS		
(1) DG Acceptance Checklists for: - Non-Radioactive Shipment; - Radioactive Shipment; - Dry-Ice		
(2) Air Waybill		
(3) Shipper's Declaration for DG		
(4) Notification to Captain (NOTOC)		
C. OPERATIONS MANUALS / PROCEDURES RELATING TO DG (WHERE APPROPRIATE)		
	Specify relevant manual(s) / part(s) / chapter(s) / section(s) <i>(use matching file names if submitted by email):</i>	
(1) Provisions of DG Information to Passengers during Ticket Purchase, Check-in Process, Boarding Pass Issuance, etc.	(1)	
(2) Provisions relating to DG Carried by Passengers and Crew	(2)	
(3) Acceptance Procedures for Carriage of DG as Cargo including the Use of Acceptance Checklist, Identification and Training of DG Acceptance Staff	(3)	

Required Document(s)	Submitted? (Yes / No / N.A.)	Supplementary Information
		Specify relevant manual(s) / part(s) / chapter(s) / section(s) <i>(use matching file names if submitted by email):</i>
(4) Handling Procedures for Carriage of DG as Cargo including Requirements for Segregation and Separation, Loading and Securing of DG, Inspection for Damage or Leakage of DG, etc.	(4)	
(5) Provision of Information to the Pilot-In-Command, Reporting DG Accidents, Incidents and Undeclared/Misdeclared DG, Retention of DG Transport Documents for not less than 6 months	(5)	
(6) In-flight Emergency Procedures for DG	(6)	
(7) Ground Emergency Procedures for DG	(7)	
(8) Safety Risk Assessment for Transport of DG (including Lithium Batteries and Cells as Cargo)	(8)	
D. PAYMENT		
Application Fee of HK \$8,110		<input type="checkbox"/> By General Demand Note <input type="checkbox"/> By Cheque (Ref. no.: _____) <input type="checkbox"/> By Wire Transfer / Bank Remittance (Ref. no.: _____)

5. DECLARATION

I declare that the information given in this application is correct to the best of my knowledge and belief.

Name

Signature & Company Chop

Position

Date

Anyone, while having dealings of any kind with the Civil Aviation Department (CAD), should not offer advantage to the CAD officers, or else he may commit an offence under section 4(1) and/or section 8 of the Prevention of Bribery Ordinance (Chapter 201 of Laws of Hong Kong), and be liable to a maximum penalty of a fine of \$500,000 and imprisonment for 7 years.

Guidance Notes for Application for Permission for Carriage of Dangerous Goods in Aircraft

- Note 1:* The completed form together with all supporting documents should be submitted by email to dgo@cad.gov.hk. Alternatively, applications may be submitted by fax to (852) 2795 8469; or by post to the Dangerous Goods Office, Civil Aviation Department Headquarters, 1 Tung Fai Road, Hong Kong International Airport, Lantau, Hong Kong. For enquiries, please call Tel. no.: (852) 2910 6856 / 2910 6857 / 2910 6855.
- Note 2:* The application form and all supporting document(s) should reach the Dangerous Goods Office at least 11 clear working days prior to the first flight for which the permission is required. For the avoidance of doubt, the 11 working days is counted after the submission of all supporting document(s) required by the CAD during the application process.
- Note 3:* For operators of Hong Kong registered aircraft, upon a satisfactory demonstration of compliance with all the requirements which included the satisfactory completion of an audit conducted by CAD, the permission will be issued within 11 clear working days. To ensure sufficient time for the audit, the operator is hereby reminded to submit the application not less than 2 months prior to the target date of operation for which the permission is required.
- Note 4:* The application fee is payable at the submission of the application. Payment may be made by one of the following methods.

Method 1

By General Demand Note:

Electronic payment options are available. Please email to the Dangerous Goods Office at dgo@cad.gov.hk for issuance of a General Demand Note by CAD Finance Division and refer to the payment instructions therein.

Method 2

By cheque:

A crossed cheque payable to “The Government of the Hong Kong Special Administrative Region” and send to:

Dangerous Goods Office
Civil Aviation Department Headquarters
1 Tung Fai Road
Hong Kong International Airport
Lantau, Hong Kong

Method 3

By wire transfer / bank remittance:

Bank's Name: The Hongkong and Shanghai Banking Corp. Ltd
Bank's Address: No.1 Queen's Road Central, Hong Kong
Swift Code: HSBC-HKHH-HKH
Bank Account No.: 002-268126-008
Bank Account Holder: The Government of the Hong Kong Special Administrative Region
Treasury No.1 Collection Account (Attn: Civil Aviation
Department)
Payment Details: Please Quote "Permission for Carriage of Dangerous Goods in
Aircraft"

*For overseas transfer, please include enough bank charges and tender exact amount of HK\$8,110 to avoid any underpayment due to exchange rate difference and any deduction made by your appointed bank in Hong Kong.