



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

\* valid for a maximum period of two years only 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
<b>A. GENERAL</b>		
(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:
(4) Flight Routes and Flight Schedules Required for the DG Permission		
<b>B. SAMPLE OF DANGEROUS GOODS TRANSPORT DOCUMENTS</b>		
(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)		
<b>C. OPERATIONS MANUALS / PROCEDURES RELATING TO DG (WHERE APPROPRIATE)</b>		
(1) Provisions of DG Information to Passengers during Ticket Purchase, Check-in Process, Boarding Pass Issuance, etc.		Reference (Part / Chapter / Section):
(2) Provisions relating to DG Carried by Passengers and Crew		Reference (Part / Chapter / Section):

(3) Acceptance and Handling Procedures for Carriage of DG as Cargo		Reference (Part / Chapter / Section):
(4) In-flight Emergency Procedures for DG		Reference (Part / Chapter / Section):
(5) Ground Emergency Procedures for DG		Reference (Part / Chapter / Section):
<b>D. PAYMENT</b>		
Application Fee of HK \$8,110		<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 post to the Dangerous Goods Office, Civil Aviation Department Headquarters, 1 Tung Fai Road, Hong Kong International Airport, Lantau, Hong Kong; by email to [dgo@cad.gov.hk](mailto:dgo@cad.gov.hk); or by fax to (852) 2795 8469. For enquiries, please call Tel. no.: (852) 2910 6981 / 2910 6982 / 2910 6986.
- 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.
- 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:* An application fee of HK\$8,110 is payable at the submission of the application. Payment may be made by one of the following methods.

### **Method 1**

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 2**

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”

**\*Remarks for overseas applicants:** As all charges are in Hong Kong dollars, with fluctuations in the exchange rates, any extra sum being bank charges or factorage relevant to the wire transfer in settlement of our charges shall be wholly and solely borne by the remitter concerned. Therefore, please ensure sufficient funds shall be added to cover the Hong Kong correspondent bank's handling charges, if any.