



Regulated Agent Regime (RAR) Warehouse Contractor Declaration

Civil Aviation Department (CAD)

The Government of the Hong Kong Special Administrative Region

(To be completed and signed by the person-in-charge of the warehouse contractor company)

I, for and on behalf of, _____ (company name of warehouse

contractor) hereby declare to: _____ (company name of the cargo agent who engages my company to provide cargo processing and storage service) (hereafter referred to as "the principal") that for collecting, storing and/or dispatching consignment designated as air cargo on behalf of the principal, the following security procedures shall be adhered to / have been complied with:-

- (a) The identity of each warehouse staff member with access to consignment designated as air cargo and/or related shipping documents shall be established by means of documentary evidence such as a national identity card or passport.
- (b) Each warehouse staff member with access to consignment designated as air cargo and/or related shipping documents has received security awareness training (initial / recurrent) set out in Part II Section 5 of the principal's Regulated Agent Security Programme (RASP), and shall continue to comply with the requirement.
- (c) The security procedures set out in Part II Section 7(b), 8.1(e), 8.2, 8.4 and 9.2(b) of the principal's RASP, where applicable, shall be adhered to.
- (d) The personnel security procedures (including pre-employment and recurrent background checks) set out in Part II Section 11 of the principal's RASP have been and shall continue to be complied with to ensure that warehouse staff members are reliable and that they would not pose a potential threat to civil aviation.
- (e) Recruitment records, subsequent assessment records and recurrent background check records of warehouse staff members shall be kept for at least the duration of employment plus one year.
- (f) Cargo processing or storage service shall not be sub-contracted to a third party, unless the third party also has signed a Warehouse Contractor Declaration with the principal.

I understand that making false declaration knowingly may be liable to prosecution and I accept responsibility for this declaration.

Full Name (in block letter): _____ (as appeared on HKID / passport)

Position in Company: _____

Signature: _____

Company Chop: _____

Company Address: _____

Site Address: _____

(if different from the above)

Date: _____

- Note
- 1 **This Declaration shall be renewed every 2 years.**
 - 2 This Declaration shall be completed and signed by the **person-in-charge** of the warehouse contractor company.
 - 3 The original of this Declaration shall be retained by the principal with a copy provided to the warehouse contractor company.