

Regulated Agent Regime –

Notification of Change of Regulated Agent Security Scheme (RASP)

1. This form is for Regulated Agents (RA) to notify the Civil Aviation Department (CAD) of any change(s) to their Regulated Agent Security Programme (RASP).
2. Please submit **a) this notification form, b) the relevant page(s) of RASP and c) the relevant supplementary document(s)** to the Aviation Security Section, Airport Standards Division, CAD at least **5 working days** before the effective date of your proposed change(s) :-

or **by fax to** **2362 4257**
by e-mail to rar@cad.gov.hk

Part A – Basic Information

Company Name : _____

RA Code : _____

Tel : _____

Fax : _____

Email : _____

Date : _____

Signature of Person-in-charge or Nominated Person with
Company Chop:

(Full Name) : _____

Part B – Changes to the RASP

My company would like to submit the following change(s) in our RASP to the Civil Aviation Department.

* Please ✓ the appropriate box(es) and fill in the effective date where appropriate.

	Item(s) to change	Required Documents	
		Relevant Page(s) of RASP	Supplementary Documents
<input type="checkbox"/>	(a) Company Name (Effective date: _____)	P.3	(i) A copy of the Business Registration Certificate issued under Business Registration Ordinance (Cap. 310); <u>and</u> (ii) A copy of the Certificate of Change of Name issued under Companies Ordinance (Cap. 32)
<input type="checkbox"/>	(b) Company Address (Effective date: _____)	P.3	A copy of the Business Registration Certificate issued under Business Registration Ordinance (Cap. 310)
<input type="checkbox"/>	(c) Correspondence Address / Email Address / Contact Phone Number / Fax Number (Effective date: _____)	P.3 and/or P.4	Nil
<input type="checkbox"/>	(d) Person-In-Charge (Effective date: _____)	P.3	An updated organization chart of your company

	Item(s) to change	Required Documents	
		Relevant Page(s) of RASP	Supplementary Documents
<input type="checkbox"/>	(e) Nominated Person for Cargo Security / Second Nominated Person (Effective date: _____)	P.4	(i) A copy of valid RAR Training certificate; <u>or</u> Result of RA revalidation test organised by CAD; <u>and</u> (ii) An updated organization chart of your company
<input type="checkbox"/>	(f) Scope of Cargo Operations	P.5, P.6 (only required if answer is “Yes”)	Involve Physical Handling of Cargo? <input type="checkbox"/> No: please provide a written explanation of your cargo operations on a separate sheet for consideration by CAD <input type="checkbox"/> Yes: please also complete item (g) below if applicable
<input type="checkbox"/>	(g) Warehouse Security (*) (Effective date: _____)	P.7 to P.10	(i) <i>Warehouse floor plan</i> , clearly indicating the locations of access points, security installations and specially assigned storage areas for segregating SPX/UNK/company cargo if any; <u>and</u> (ii) A copy of Warehouse Contractor Declaration, if contractor is used; <u>and</u> (iii) Sample(s) of SPX/UNK cargo labels, if used; <u>and</u> (iv) Sample of company’s cargo label, if used
<input type="checkbox"/>	(h) Transportation Security (*) (Effective date: _____)	P. 11 to 13	(i) A copy of Transportation Contractor Declaration, if contractor is used; <u>and</u> (ii) Photos of the proposed vehicle security measure (s)

(*) The CAD may arrange an inspection to assess the proposed changes for these items.

Anti-bribery Reminder

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.

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