

Regulated Agent Regime –
Sample Recurrent Background Check Record Form

1. This document serves as a sample record form for regulated agents (RAs) to conduct recurrent background check on staff members with access to consignment designated as air cargo and/or related documents as required under Part II, Section 11 of their Regulated Agent Security Programme (RASP). Please tick (✓) the box(es) as appropriate.
2. **The use of this sample record is not mandatory. RAs may design their own record form in accordance with the requirements as specified in the RASP, as they see fit.**
3. Recurrent background check shall be conducted **at least once every two years**. The record shall be maintained for at least the duration of employment plus 1 year for inspection by the Civil Aviation Department (CAD).

Part I – Personal Particulars

Company Name: _____ (RA code: _____)

Name of Employee: _____

Position of Employee: _____

Part II – Employee Declaration

- There have been no changes to my last record of education, employment and criminal conviction history.
- I wish to update the record of my education and/or employment and/or criminal conviction history:
- (i) Update on education and/or employment history (Please provide details / attach supporting documents for verification):

Details	From (mm/yyyy)	To (mm/yyyy)

- (ii) Update on criminal conviction history (Please provide details / attach supporting documents for verification):

Details

I, the undersigned, hereby declare that: -

- (i) the information provided above is complete and accurate; and
- (ii) any misrepresentation of the facts is a ground for termination of employment or for disciplinary proceedings or for criminal charges.

Full name in block letters
(as appeared on HKID/passport): _____

Signature: _____

Date: _____