

# Known Consignor (KC) Packing / Storage 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 packing / storage contractor company)*

I, for and on behalf of, \_\_\_\_\_ *(company name of packing / storage contractor)* hereby declare to:-

\_\_\_\_\_ *(company name of the KC who engages my company to provide packing / storage service)* (hereafter referred to as "the principal") at \_\_\_\_\_ (Site Address)

that when packing, storing, consolidating and / or dispatching consignment designated as air cargo originated from my principal (i.e. SPX cargo) on behalf of the principal at the specified site address, the following security procedures shall be adhered to / have been complied with:-

- (a) The identity of each packing / storage processing staff with access to consignment designated as air cargo and / or related documents shall be established by means of documentary evidence such as a national identity card or passport.
- (b) Each packing / storage processing staff with access to consignment designated as air cargo and / or related shipping documents has received the security awareness training (initial and recurrent) set out in Part II Section 9 of the principal's KC Security Programme (SP), and shall continue to comply with the requirement.
- (c) The security procedures set out in Part II Sections 5, 6.2 and 6.4 of the principal's KCSP, where applicable (based on the actual scope of work of the packing / storage contractor), shall be adhered to.
- (d) The personnel security procedures (including pre-employment and recurrent background checks) set out in Part II Section 8 of the principal's KCSP have been and shall continue to be complied with to ensure that all drivers 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 packing / storage processing staff members shall be kept for at least the duration of employment plus one year.
- (f) Packing / storage service shall not be further sub-contracted to a third party, unless the third party has also signed a "Packing / Storage Contractor Declaration" with the principal for the specified site address.

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

Full Name (in block letter): \_\_\_\_\_ *(as appeared on HKID / passport)*

Position in Company: \_\_\_\_\_

Signature: \_\_\_\_\_

Company Chop: \_\_\_\_\_

Company Address: \_\_\_\_\_  
\_\_\_\_\_

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 packing / storage contractor company.*
  - 3 *The original of this Declaration shall be retained by the KC with a copy provided to the packing / storage contractor company.*