

**Known Consignor (KC) Validation Scheme –**  
**Sample Recurrent Background Check Record Form**

1. This document serves as a sample record form for KCs to conduct recurrent background check on staff members involved in production, manufacturing, assembly, packing or storage processes, or with access to consignment designated as air cargo and/or related documents as required under Part II, Section 8 of their KC Security Programme (KCSP). Please tick (✓) the box(es)  as appropriate.
2. **The use of this sample record is not mandatory. KCs may design their own record form in accordance with the requirements as specified in the KCSP, 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: \_\_\_\_\_ (KC 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: \_\_\_\_\_