

**Known Consignor (KC) Validation Scheme -
Notification of Change of KC Security Programme (KCSP)**

1. This form is for validated Known Consignor (KC) to notify the Civil Aviation Department (CAD) of any change(s) to their KC Security Programme (KCSP).
2. Please submit **a) this notification form, b) the relevant page(s) of KCSP and c) the relevant supplementary document(s)** to the Aviation Security Section, Airport Standards Division, CAD at least **14 working days** before the effective date of your proposed change(s):-

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

Part A – Basic Information

Company Name : _____

KC Code : _____

Tel : _____

Fax : _____

Email : _____

Date : _____

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

(Full name): _____

Part B – Changes to the KCSP

My company would like to submit the following change(s) in our KCSP to the CAD:-

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

	Item(s) to change	Required Documents	
		Relevant Page(s) of KCSP	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) Site 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 organisation chart of your company
<input type="checkbox"/>	(e) Nominated Person for Cargo Security / Second Nominated Person (Effective date: _____)	P.4	(i) A copy of valid KC Training certificate; <u>and</u> (ii) An updated organisation chart of your company
<input type="checkbox"/>	(f) Scope of Operations (*) (Effective date: _____)	P.5 to 7	Sample of labels for products / consignments identified as air cargo and other items including Unknown Cargo (if used)
<input type="checkbox"/>	(g) Packing / Storage Operations (*) (Effective date: _____)	P.8 to 11	(i) A copy of completed Packing / Storage Contractor Declaration, if used; (ii) Facility floor plan, clearly indicating the locations of access points, security installations, CCTV coverage, specially assigned storage areas for segregating known / unknown cargo and non-air cargo (if any); (iii) Sample of labels for known / unknown cargo, if used

	Item(s) to change	Required Documents	
		Relevant Page(s) of KCSP	Supplementary Documents
<input type="checkbox"/>	(h) Transportation Security (*) (Effective date: _____)	P.13 to P.15	(i) A copy of Transportation Contractor Declaration, if used; (ii) Photos of the proposed secure transportation 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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