

Handling Procedures For Known Consignors

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Notes:

This document is a living document. It may be revised and updated from time to time.

PART A

1. Allocation of Known Consignor (KC) Codes

1.1 Allocation of KC Codes

1.1.1 Registration of KC is site-specific. Civil Aviation Department (CAD) allocates a KC code to each accepted site on CAD's register in accordance with the format below:

“KC” + Unique registration number (4 digits)

example: “KC1234”

1.1.2 CAD maintains a register of valid KCs. The register is available at the CAD website:-
https://www.cad.gov.hk/english/vkc_register.html

2. Air cargo tendered by KCs

2.1 General

2.1.1 Under the KC Validation Scheme, a KC is an entity which produces or manufactures or assembles goods in a secure facility within Hong Kong in which the finished goods will be eventually transported as air cargo. Such cargo is known as “Known Cargo” (with security status “SPX”) and is normally not required to undergo security screening.

2.1.2 A KC has to protect Known Cargo consignments from unauthorized interference during production, assembly, packaging, storage, and where applicable, transportation. Relevant security requirements are described in detail under Known Consignor Security Programme (KCSP, i.e. Part II of Application for Validation as Known Consignor).

2.1.3 A KC shall only tender Known Cargo to other parties on the air cargo supply chain regulated by CAD, e.g. Regulated Agents (RAs), Cargo Terminal Operators (CTOs) or Aircraft Operator. A Regulated Air Cargo Screening Facility (RACSF) shall only receive cargo from RAs for security screening. An RACSF shall not directly receive cargo from KC, unless the RACSF itself is an RA and is eligible to annotate the security status (SPX) of the Known Cargo and its RA code on the shipping documents before tendering the cargoes to CTOs / airlines. If a KC is involved in transportation of Known Cargo, it shall apply one of the secure transportation (ST) means accepted by CAD (see https://www.cad.gov.hk/english/icao2021_ts.html) before the cargo can be accepted by the next entity on the air cargo supply chain.

2.1.4 Under the following scenarios, cargo tendered by a KC shall be treated as Unknown Cargo and shall be security screened by RACSFs or CTOs before allowed carriage onboard an aircraft:

2.1.4.1 The Known Cargo has been passed out of the custody of entities regulated by CAD (i.e. RAs, RACSFs, CTOs or aircraft operators); or

2.1.4.2 The Known Cargo has not been protected using CAD's accepted ST means during transportation; or

2.1.4.3 The cargo is not originated (i.e. neither produced nor assembled) from the KC's premises.

2.2 Annotation of Security Status and KC Code

2.2.1 If the air cargo is originated from the KC and is tendered as Known Cargo, a KC shall annotate "SPX" immediately above its KC code at the bottom right corner of its Shipper's Letter of Instructions (SLI) (or other shipping documents such as House Air Waybill (HAWB), where applicable) (see **Annex 1a**).

2.2.2 If the cargo is tendered as Unknown Cargo, a KC shall not annotate any security status or any KC code on its SLI (or other shipping documents such as HAWB, where applicable) (see **Annex 1b**).

2.3 Cargo Acceptance Procedures by other parties on the Air Cargo Supply Chain

2.3.1 Cargo Acceptance Procedures by an RA include:

(a) Documentation Check

(i) Consignment of cargo shall be accompanied by shipping documents, including Master Air Waybill and House Air Waybill / Shipper's Letter of Instruction / Packing List and/or other shipping documents, where applicable.

(ii) The shipping documents shall contain at least the following information.

- nature / content of the consignment;
- quantity of the consignment (including weight, number of packages, dimension / volume);
- KC code of the tendering KC, if the consignment is directly received from a KC;

OR

RA code of the tendering RA, if the consignment is received with routing through another RA; and

- security status of the cargo consignment.

(iii) The security status of the cargo consignment and the status of the tendering RA or KC shall be checked (i.e. checking RA code against CAD's RA register, or checking KC code against CAD's KC register).

(iv) If in doubt, the identity of the person delivering the cargo consignment shall be verified (e.g. check of company identification document) to ascertain that the person is the authorized representative of the tendering KC, RA or RACSF, or the transportation contractor.

(b) Appearance Check

(i) The quantity (e.g. number of cartons), weight, dimension and the outer physical appearance of the cargo consignment shall be reasonably checked against the information contained in the shipping documents mentioned in 2.3.1(a) above.

- (ii) The packaging of the consignment shall be reasonably examined for any signs of tampering and suspicion, such as:-
 - signs of reseal or forcible opening, or
 - unreasonable packaging, or
 - wires, oil stains or other indications that the consignment may contain explosives or incendiary devices.
- (c) If an RA receives consignment with unknown status from the tendering RA / KC (i.e. no annotation of RA / KC code and/or security status on shipping documents), the RA shall deliver the consignment to either RACSF or CTO for security screening.

2.3.2 Cargo Acceptance Procedures by CTO / airline include:

(a) Documentation Check

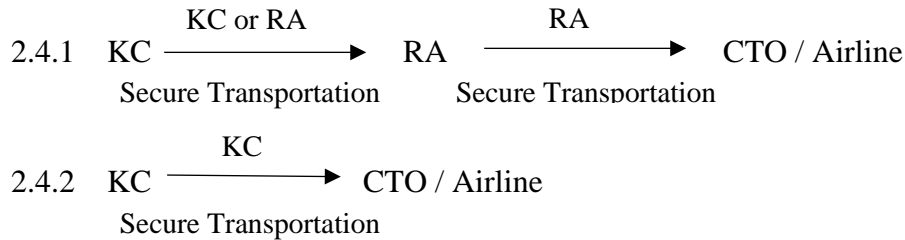
- (i) Consignment of cargo shall be accompanied by shipping documents, including Master Air Waybill and House Air Waybill / Shipper's Letter of Instruction and/or other shipping documents, where applicable.
- (ii) The shipping documents shall contain at least the following information.
 - nature / content of the consignment;
 - quantity of the consignment (including weight, number of packages, dimension / volume);
 - RA code of the tendering RA, if the consignment is received from an RA;
OR
KC code of the tendering KC, if the consignment is directly received from a KC without routing through an RA; and
 - security status of the cargo consignment.
- (iii) The security status of the cargo consignment and the status of the tendering RA or KC shall be checked (i.e. checking RA code against CAD's RA register, or checking KC code against CAD's KC register).
- (iv) If in doubt, the identity of the person delivering the cargo consignment shall be verified (e.g. check of company identification document) to ascertain that the person is the authorized representative of the tendering KC, RA or RACSF, or the transportation contractor.

(b) Appearance Check

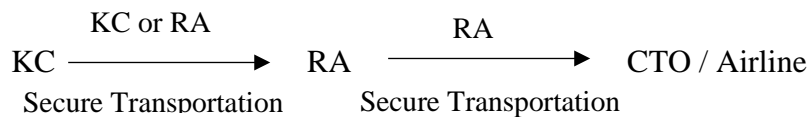
- (i) The quantity (e.g. number of cartons), weight, dimension and the outer physical appearance of the cargo consignment shall be reasonably checked against the information contained in the shipping documents mentioned in 2.3.2(a) above.
- (ii) The packaging of the consignment shall be reasonably examined for any signs of tampering and suspicion, such as:-
 - signs of reseal or forcible opening, or
 - unreasonable packaging, or
 - wires, oil stains or other indications that the consignment may contain explosives or incendiary devices.
- (c) If CTO / airline receives consignment with unknown status from an RA / KC (i.e. no annotation of RA/KC code and/or security status on shipping documents), the CTO / airline shall apply security screening to the consignment.

2.4 Typical Cargo Flow under the KC Validation Scheme

Below are the 2 typical channels through which a KC can tender a consignment to an airline.



2.4.1 KC -> RA -> CTO / Airline



(Note: This is a typical scenario for KCs, which have business dealing with RAs for tendering cargo to airlines.)

2.4.1.1 KC

2.4.1.1.1 To facilitate the RA in accepting the consignment, the KC shall annotate its KC code, which is site-specific, and the security status “SPX” at the right bottom corner of its Shipper’s Letter of Instructions (SLI) (or on other shipping documents such as House Air Waybill (HAWB), where applicable).

2.4.1.1.2 Tender the Known Cargo consignment to the RA for acceptance.

2.4.1.1.3 [Where applicable, depending on the arrangement between the KC and the RA] The Known Cargo consignment above shall be delivered and safeguarded from unlawful interference using secure transportation (ST) means accepted by CAD, until acceptance by the RA.

2.4.1.1.4 Maintain the documents as per Section 4 of this document and Section 10 of the Application for Validation as KC. Documentation and recording by electronic means are acceptable provided that hard copies can be made available upon inspection by CAD.

2.4.1.2 RA

2.4.1.2.1 Perform the acceptance check as per 2.3.1, which includes the checking of KC code against CAD’s KC register and the security status of Known Cargo (i.e. “SPX”).

2.4.1.2.2 Accept the consignment from the KC if the above acceptance check is satisfactory.

2.4.1.2.3 Annotate its RA code and the security status “SPX” on the MAWB as per 2.2.2 and 2.3 of the Handling Procedures for Regulated Agent Regime (RAR).

- 2.4.1.2.4 Deliver and safeguard the consignment from unlawful interference until acceptance by a Cargo Terminal Operator (CTO) using ST means accepted by CAD. Obtain RCL from CTO.
- 2.4.1.2.5 Deliver the MAWB and RCL to the airline.
- 2.4.1.2.6 Maintain the documents as per Section 8.5 of the Application for Registration as RA. Documentation and recording by electronic means are acceptable provided that hard copies can be made available upon inspection by CAD.

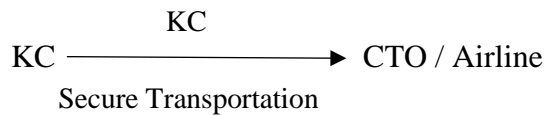
2.4.1.3 Cargo Terminal Operator (CTO)

- 2.4.1.3.1 Receive the physical consignment from RA.
- 2.4.1.3.2 Perform the acceptance check as per 2.3.2(a)(iv) and 2.3.2(b)(ii). Issue RCL.
- 2.4.1.3.3 Safeguard the consignment from unlawful interference after its reception.
- 2.4.1.3.4 Apply security screening if required by airline.
- 2.4.1.3.5 Record the applied security screening and maintain the record of security screening for a period of at least 31 days after the consignment is flown. Documentation and recording by electronic means are acceptable provided that hard copies can be made available upon inspection by CAD.

2.4.1.4 Airline

- 2.4.1.4.1 Perform the acceptance check as per 2.3.2(a)(i)(ii)(iii) and 2.3.2(b)(i), which includes the checking of RA code against CAD's RA register and the status of Known Cargo (i.e. "SPX"), and receive the RCL.
- 2.4.1.4.2 Instruct the CTO to apply further security screening if the above acceptance check is unsatisfactory or while the airline deems it necessary.
- 2.4.1.4.3 Keep the shipping documents and RCL for at least 31 days after the consignment is flown, for inspection by CAD. Documentation and recording by electronic means are acceptable provided that hard copies can be made available upon inspection by CAD.

2.4.2 KC -> CTO / Airline



(Note: This scenario is for KCs which have direct business dealing with airlines without routing through RAs.)

2.4.2.1 KC

- 2.4.2.1.1 To facilitate CTO / airline in accepting the consignment, the KC shall annotate its KC code, which is site-specific, and the security status “SPX” at the right bottom corner of the its Shipper’s Letter of Instructions (SLI) (or on the Master Air Waybill (MAWB) direct, where applicable).
- 2.4.2.1.2 Tender the Known Cargo consignment to CTO/airline for acceptance.
- 2.4.2.1.3 The Known Cargo consignment above shall be delivered and safeguarded from unlawful interference using secure transportation (ST) means accepted by CAD, until acceptance by the CTO / Airline.
- 2.4.2.1.4 Maintain the documents as per Section 4 of this document (Part A) and Section 10 of the Application for Validation as KC. Documentation and recording by electronic means are acceptable provided that hard copies can be made available upon inspection by CAD.

2.4.2.2 Cargo Terminal Operator (CTO)

- 2.4.2.2.1 Receive the physical consignment from KC.
- 2.4.2.2.2 Perform the acceptance check as per 2.3.2(a)(iv) and 2.3.2(b)(ii). Issue RCL.
- 2.4.2.2.3 Safeguard the consignment from unlawful interference after its reception.
- 2.4.2.2.4 Apply security screening if required by airline.
- 2.4.2.2.5 Record the applied security screening and maintain the record of security screening for a period of at least 31 days after the consignment is flown. Documentation and recording by electronic means are acceptable provided that hard copies can be made available upon inspection by CAD.

2.4.2.3 Airline

- 2.4.2.3.1 Perform the acceptance check as per 2.3.2(a)(i)(ii)(iii) and 2.3.2(b)(i), which include the checking of KC code against CAD’s KC register and the status of Known Cargo (i.e. “SPX”), and receive the RCL.
- 2.4.2.3.2 Instruct the CTO to apply further security screening if the above acceptance check is unsatisfactory or while the airline deems it necessary.
- 2.4.2.3.3 Keep the shipping documents and RCL for at least 31 days after the consignment is flown, for inspection by CAD. Documentation and recording by electronic means are acceptable provided that hard copies can be made available upon inspection by CAD.

2.5 Unknown Cargo tendered by KCs

- 2.5.1 A KC may tender Unknown Cargo (e.g. non-originated air cargo) to RAs for arranging security screening at RACSF / CTO. A KC may also tender Unknown Cargo directly to CTO for screening. As per 2.2.2, a KC shall not annotate KC code or security status on its shipping documents.
- 2.5.2 For such cases, the KC shall still maintain the documents as per Section 4 of this document (Part A) and Section 10 of the Application for Validation as KC, including record of security screening (screening receipt issued by RACSF or RCL from CTO) obtained from the RA. Documentation and recording by electronic means are acceptable provided that hard copies can be made available upon inspection by CAD.

3. Keeping of Contractor Declaration Forms

- 3.1 A KC may contract out some of its duties to contractors. However, the contractors shall duly complete contractor declaration form(s) applicable to their scope of duties and submit them to the KC for its keeping. Two types of contractor declaration forms are available under the KC scheme, namely:
- Packing / Storage Contractor Declaration Form (Blank form in **Annex 2**); and
 - Transportation Contractor Declaration Form (Blank form in **Annex 3**).

4. Documentation for Cargo Security

- 4.1 The following documents shall be maintained by KC, where applicable, for every consignment of air cargo for a period of at least 31 days after the consignment is flown.
- Master Air Waybill (MAWB) / House Air Waybill (HAWB) (where applicable)
 - Shipper's Letter of Instructions (SLI)
 - Packing List / Invoice
 - Record of security control for handling suspect cargo
 - Record of security screening applied on Unknown Cargo (e.g. x-ray screening record) obtained from corresponding Regulated Agent or Aircraft Operators (airlines) (if applicable)
- 4.2 The following documents shall be maintained as long as a KC continues to hold a status of Known Consignor under the Known Consignor Validation Scheme.
- Known Consignor Security Programme including Packing / Storage Contractor Declaration Form and Transportation Contractor Declaration, if any.
- 4.3 The required retention periods of other documents can be found in Part II Section 10.2 of the Application for Validation as Known Consignor.

PART B

1. About the Known Consignor (KC) Validation Scheme

- 1.1 For the security of air cargo to be in line with the Standard 4.6.2 of Annex 17 (11th edition) to the Convention on International Civil Aviation (Safeguarding International Civil Aviation Against Acts of Unlawful Interference), the Hong Kong Aviation Security Programme which, is enforceable under the Aviation Security Ordinance, has incorporated the Regulated Agent Regime (RAR) since March 2000. The regime was formulated after consultation with the air cargo industry representative bodies like the Hong Kong Shippers' Council, Hong Kong Association of Freight Forwarding and Logistics Limited (HAFFA) and Aircraft Operators (airlines).
- 1.2 The Known Consignor (KC) Validation Scheme is a new initiative aiming to meet the latest policy direction on air cargo security issued by the International Civil Aviation Organisation (ICAO), which requires that, by June 30, 2021, consignors of all ICAO Contracting States / Administrations have to be approved by the respective aviation security authority as validated KCs. Otherwise, all cargo handled by the consignor will be subject to 100% security screening prior to being loaded onto a commercial aircraft. The aim of this ICAO's new policy direction is to enhance the level of aviation security, with a view to combatting the rising aviation security threats around the globe.
- 1.3 Hong Kong has an obligation to meet the ICAO security requirements. Since all Known Consignors (KCs) and Account Consignors (AC) under Hong Kong's Regulated Agent Regime (RAR) are currently recognized by Regulated Agents (RAs) or airlines, these consignors have to be phased out under the new ICAO policy direction. In order to meet the ICAO security requirements, the Government has developed the KC Validation Scheme for Hong Kong-based consignors which originate air cargo from Hong Kong to be qualified as KCs.

2. Notices to KC

- 2.1 All KCs shall comply with all the requirements and directions contained in the Notices to KCs given from time to time by the Civil Aviation Department (CAD). KCs will normally receive an email or a letter from the CAD when a Notice is given to them.

3. KC Security Training

3.1 Requirements

- 3.1.1 Each KC shall nominate two persons as Nominated Persons (NP) for Cargo Security accountable for overseeing the effective implementation of cargo security operations and their compliance with the requirements in the KC Security Programme (i.e. Part II of the Application for Validation as Known Consignor (KC)). The KC shall ensure that the two NPs have attended a KC Security Training Programme acceptable to the CAD (the Training Programme). Upon successful completion of the Training Programme, training certificates will be issued to individual candidates. All training certificates carry a validity of 3 years. Before expiry of the 3-year period, KCs shall arrange for their staff to complete the Training Programme for revalidation of the training certificates for another 3 years. KCs who have their trained staff left their companies should arrange training for their replacement staff to comply with the above training requirements within 3 months after the departure of the trained staff.
- 3.1.2 Those who have completed the Training Programme should internally brief the staff members of KC involved in production, manufacturing, assembly, packing or storage processes, and contractors with access to consignment designated as air cargo and/or related documents. It is the responsibility of a KC to arrange their respective in-house refresher training in order to ensure their staff members are continuously familiarized with the KC requirements. KCs shall maintain such training records for 2 years and be made available for the announced and unannounced inspections by CAD.
- 3.1.3 Those who failed the Training Programme should attend the next Training Programme to meet the KC training requirement.

3.2 KC Training Course Organizers

- 3.2.1 Course organizers offering KC Security Training Programme acceptable to CAD can be found on CAD's website (https://www.cad.gov.hk/english/vkc_training.html). Interested parties can contact the organizers direct for enrolment.

3.3 Syllabus of KC Training

1. Objective of cargo security
 - a. To prevent the unauthorized carriage of explosives and incendiary devices in the consignments of cargo intended for carriage on commercial aircraft
2. International and local requirements
 - a. Annex 17 to the Convention on International Civil Aviation
 - b. Background of ICAO new policy direction
 - c. Security Programme
 - (a) Hong Kong Aviation Security Programme
 - (b) Aircraft Operator Security Programme
 - (c) Known Consignor Security Programme
 - (d) Regulated Agent Security Programme
 - (e) Regulated Air Cargo Screening Facility Security Programme
3. Key parties of air cargo security regime
 - (a) 5 main parties of the regime (aircraft operator, regulated air cargo screening facility, regulated agent, and known consignor/account consignor¹)
 - (b) Definition and responsibilities of aircraft operator, regulated air cargo screening facility, regulated agent, and known consignor/ account consignor
4. Known Cargo and Unknown Cargo handling procedures
 - (a) Classification of Known Cargo (SPX cargo) and Unknown Cargo
 - (b) Procedures for handling Known Cargo (SPX cargo) and Unknown Cargo
5. Exempted items
6. Scope of operations
 - (a) Nature of business – production/manufacturing or assembly
 - (b) Associated measures of the production / manufacturing / assembly process, as well as the process of package and storage
 - (c) Consignment integrity – originated items and non-originated items
7. Physical protection of cargo
 - (a) Facility security (physical measures, access controls, segregation of screened cargo from Unknown Cargo and protection of Known Cargo prior to loading into trucks)
 - (b) Secure Transportation (driver, vehicle)
8. Personnel security
 - (a) Background check of new and existing staff members
9. Security Awareness Training of staff members and contractors
10. Handling Procedures for KC
11. Maintenance of documents
 - (a) Required documents, document retention period, and confidentiality
12. Treatment of high-risk cargo (including suspect cargo)
 - (a) Definition of high-risk cargo (including suspect cargo)
 - (b) Actions on suspect cargo
 - (c) Actions on unresolved suspicions
 - (d) Actions when explosive or incendiary device identified
13. Quality control through self-assessment

¹ Note: By 1 March 2021, 1) All existing KCs and ACs which have not been validated by the CAD will be phased out. 2) On and after 1 March 2021, Known Cargo (SPX) is cargo from a KC validated by the CAD, or cargo which has been subjected to security screening.

4. Notification of Change of KC Security Programme

- 4.1 As stipulated in the Declaration of Compliance – KC (i.e. Part III of the Application for Validation as Known Consignor), a KC shall inform the CAD in writing as soon as reasonably possible if there is any change of the information contained in the Application Form, including the KC Security Programme. A KC can do so by submitting a duly completed Notification of Change of KC Security Programme (**Annex 4**) by fax: 2362 4257 or by e-mail to vk@cad.gov.hk.

5. KC Regular Self-Assessment

- 5.1 KC shall conduct regular self-assessment with reference to the KC Security Programme and the Handling Procedures for KC, at least once every two years, in order to identify deficiencies or security procedures that are not being properly implemented or that may require enhancement. The results of each self-assessment shall be maintained for 2 years and be made available for the announced and unannounced inspections by CAD (see **Annex 5** – Sample Checklist for Regular Self-Assessment).

SHIPPER'S LETTER OF INSTRUCTIONS TO ARRANGE FOR SHIPMENT OF GOODS

Shipper Name and Address : ABC MANUFACTURING COMPANY LTD UNIT 1234, OCEAN PLAZA, 1 MOUNTAIN ST., CHEUNG SHA WAN, KLN, HK		To The Agent	Export Licence No	
			Cert. Of Origin No	
BR				
Name : SUSAN		Tel: (
Consignee Name and Address :				
LONG THANH DISTRICT, DONG NAI PROVINCE, VIETNAM				
USCI				
Name : JENNIFER/KAREN		Tel: (
Notify Party :				
SAME AS CONSIGNEE				
USCI		Airfreight <input type="checkbox"/> To be prepaid <input checked="" type="checkbox"/> To be Collect (If service available)		
Name :		Charges :		
MAWB No.		Other Charges <input type="checkbox"/> To be prepaid <input checked="" type="checkbox"/> To be Collect (If service available)		
HAWB No.		Special Instructions		
Name of Carrier		Departure Airport HONGKONG		
Destination VIETNAM		Airline Counter-Signature <input type="checkbox"/> Yes <input type="checkbox"/> No		
Marks & Nos. (箱唛)		Description of Goods (貨物名稱)	Kind of Packages(箱數) CTNS / PALLETS	Gross Weight (貨重量) - KG
		EX-FACTORY TOTAL: TWENTY TWO (22) CARTONS ONLY.	22CTNS	66.31KG
				0.45CBM
Specify Country	Declared Value for Customs	Declared Value for Carriage	Insurance Amount	Shipper's C.O.D.
Documents to accompany airwaybill or house airwaybill.....				
Packing List <input type="checkbox"/> ; Commercial Invoice <input type="checkbox"/> ; Certificate of Origin <input type="checkbox"/>				
The Agent acknowledges receipt of the above instructions from the Customer. This acknowledgment does not constitute an acceptance of the instructions by				
SHIPPER'S DECLARATION				
Customer declares that all descriptions, values, weights, measurements, quantities, etc. are correct and true. The Customer undertakes to indemnify the Agent for all liabilities whatsoever arising from any inaccuracy or omission, even if such inaccuracy or omission is due to the negligence of the Agent.				
Customer declares that pursuant to Condition 15 of the Conditions of Contract overlaid it shall be responsible for all charges and expenses in relation to the goods whether or not the charges and expenses are collected.				
Signature of Shipper		Signature and Stamp		
Date : (Month/Day/Year)		Date :		

Known Consignor's full name and address in the Shipper's Name and Address box

KC code of the Known Consignor "ABC Manufacturing Company Ltd." in the right bottom corner

Security status of the air cargo consignment

SPX
KC 1234

SHIPPER'S LETTER OF INSTRUCTIONS TO ARRANGE FOR SHIPMENT OF GOODS

Shipper Name and Address : ABC MANUFACTURING COMPANY LTD UNIT 1234, OCEAN PLAZA, 1 MOUNTAIN ST., CHEUNG SHA WAN, KLN, HK		To The Agent	Export Licence No	
			Cert. Of Origin No	
BR				
Name : SUSAN		Tel : (
Consignee Name and Address :				
LONG THANH DISTRICT, DONG NAI PROVINCE, VIETNAM				
USCI				
Name : JENNIFER/KAREN		Tel :		
Notify Party :				
SAME AS CONSIGNEE				
Airfreight <input type="checkbox"/> To be prepaid <input checked="" type="checkbox"/> To be Collect Charges : (If service available)				
Other Charges <input type="checkbox"/> To be prepaid <input checked="" type="checkbox"/> To be Collect (If service available)				
USCI				
Name :				
MAWB No. HAWB No.				
Name of Carrier				
Departure Airport HONGKONG				
Destination VIETNAM				
Airline Counter-Signature <input type="checkbox"/> Yes <input type="checkbox"/> No				
Freight Terms <input type="checkbox"/> FOB <input checked="" type="checkbox"/> EXW <input type="checkbox"/> FCA <input type="checkbox"/> CFR <input type="checkbox"/> DAP <input type="checkbox"/> DDP <input type="checkbox"/> Others :				
Special Instructions				
Marks & Nos. (箱唛)	Description of Goods (貨物名稱)	Kind of Packages(箱數) CTNS / PALLETS	Gross Weight (貨重量) - KG	Measurement(呎碼), L X W X H (CM)
	EX-FACTORY TOTAL: TWENTY TWO (22) CARTONS ONLY.	22CTNS	66.31KG	0.45CBM
Specify Country	Declared Value for Customs	Declared Value for Carriage	Insurance Amount	Shipper's C.O.D.

Known Consignor's full name and address in the Shipper's Name and Address box

Do not annotate any security status or KC code.

Documents to accompany airwaybill or house airwaybill.....

Packing List ; Commercial Invoice ; Certificate of Origin

The Agent acknowledges receipt of the above instructions from the Customer. This acknowledgment does not constitute an acceptance of the instructions by the Agent. Acceptance of the instructions will be made by way of the issue of the Agent's House Airwaybill, House Airbill, Air Consignment Note or the Air Carrier's Air Waybill or other such similar documents.

Where goods or documents are delivered to and accepted by the Agent before the Agent accepts the Customer's instructions, no liability *whatsoever* for such goods or documents will be accepted by the Agent. If, however, the Agent is held to be liable all the provisions of limitation of liabilities specified in the Conditions of Contract overleaf will apply. The Customer shall reimburse the Agent will all expenses and costs incurred and will indemnify the Agent for all losses and liabilities *howsoever* caused.

Signature and stamp

Date : (Month/Day/Year)

SHIPPER'S DECLARATION

- The Customer declares that all descriptions, values and complete. The Customer undertakes to indemnify the Agent for any other liabilities *whatsoever* arising from any inaccuracy or omission, even if such inaccuracy or omission is not due to any negligence.
- The Customer declares that pursuant to Condition 15 of the Conditions of Contract overleaf it shall be responsible for all charges and expenses relation to the goods whether or not the charges and expenses are to be prepaid or collected.
- The undersigned authorized officer of Customer hereby declares that he has read the Conditions of Contract overleaf and the terms and conditions appearing on this page and that he fully understands them and agrees on behalf the Customer that they should form part of the contract which, upon acceptance to the above instructions by the Agent, will be concluded between the Customer and the Agent

Signatory's Name in Block Letters

Signature and Stamp

Date :

Known Consignor 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 Known Consignor who engages my company to provide cargo processing service)* (hereafter referred to as “the principal”) at _____ (Site Address)

that when packing, storing, consolidating 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:-

- (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 documents shall have received the security awareness training set out in Part II Section 9 of the principal’s “Known Consignor Security Programme (KCSP)”.
- (c) The security procedures set out in Part II Sections 5, 6.2 and 6.4, where applicable (based on the actual scope of work of the packing /storage contractor), of the principal’s KCSP shall be adhered to.
- (d) 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 and meet the requirements in (a)-(c) above.

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 completed and signed by the person-in-charge of the packing / storage contractor company.
2 The original of this Declaration shall be retained by the KC with a copy provided to the packing / storage contractor company.



Known Consignor Transportation 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 transportation contractor company)

I, for and on behalf of, _____ (*company name of transportation contractor*) hereby declare to:- _____ (*company name of the Known Consignor who engages my company to provide cargo transportation service*) (hereafter referred to as "the principal") at _____ (Site Address) that when collecting, carrying, storing or delivering 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:-

- (a) The identity of each driver shall be established by means of documentary evidence such as a national identity card, passport or driving license.
- (b) Each driver shall have received the security awareness training set out in Part II Section 9 of the principal's "Known Consignor Security Programme (KCSP)".
- (c) The security procedures set out in Part II Sections 5 and 7.2 of the principal's KCSP shall be adhered to.
- (d) Cargo transportation service shall not be further sub-contracted to a third party, unless the third party has also signed a "Transportation Contractor Declaration" with the principal for the specified site address and meet the requirements in (a)-(c) above.

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 completed and signed by the person-in-charge of the transportation contractor company.
 - 2 The original of this Declaration shall be retained by the KC with a copy provided to the transportation contractor company.

Notification of Change of
Known Consignor (KC) Security Programme

The content of this Annex will be available in the next version of Handling Procedures for KC.

Sample Checklist for Regular Self-Assessment

The content of this Annex will be available in the next version of Handling Procedures for KC.