HANDLING PROCEDURES
FOR
REGULATED AGENT REGIME (RAR)

(effective from 15 July 2013 until a date to be announced by Civil Aviation Department)

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Notes:
Since the publication of the Handling Procedures for Regulated Agent Regime, the document has been a living document. As such, the document may be revised and updated from time to time.
PART A

1. RECOGNITION OF KNOWN CONSIGNOR AND ACCOUNT CONSIGNOR

1.1 Known Consignor

1.1.1 To be recognized as known consignor, the consignor:

(a) reviews and rectifies its existing security operations to meet the requirements stipulated in Part A of the Requirement Document for Consignor; and

(b) commits itself to the compliance with the requirements by submitting a completed Known Consignor Declaration of Compliance to its partnering regulated agent or aircraft operator (airline) who receives cargo consignment from the consignor.

1.1.2 After the partnering regulated agent or airline who receives cargo consignment from the consignor has verified the identity of the consignor (e.g. check of business registration document), a unique known consignor code% is allocated to the consignor by the regulated agent or the airline to recognize the known consignor status of the consignor.

1.2 Account Consignor

1.2.1 To be recognized as account consignor, the consignor:

(a) reviews and rectifies its existing security operations to meet the requirements stipulated in Part C of the Requirement Document for Consignor; and

(b) commits itself to the compliance with the requirements by submitting a completed Account Consignor Declaration of Compliance to its partnering regulated agent or airline who receives cargo consignment from the consignor.

1.2.2 After the partnering regulated agent or airline who receives cargo consignment from the consignor has verified the identity of the consignor (e.g. check of business registration document), a unique account consignor code% is allocated to the consignor by the regulated agent or the airline to recognize the account consignor status of the consignor.

1.3 Regulated Agent or Aircraft Operator (Airline)

1.3.1 To recognize a consignor as known consignor / account consignor, the partnering regulated agent or airline who receives cargo consignment from the consignor:

(a) verifies the identity of the consignor (e.g. check of business registration document); and

(b) requires the consignor to submit a completed Known Consignor Declaration of Compliance / Account Consignor Declaration of Compliance.

1.3.2 The regulated agent or airline places its recognized known consignor / account consignor onto its register of known consignors / register of account consignors and allocates a unique known consignor code / account consignor code% to the consignor.

% see PART A SECTION 2 - ALLOCATION OF KNOWN CONSIGNOR CODES, ACCOUNT CONSIGNOR CODES, REGULATED AGENT CODES AND SECURITY STATUS
1.4 Re-validation

1.4.1 The recognition of known consignor shall be re-validated every 3 years.

1.4.2 The recognition of account consignor shall be re-validated every 5 years.

1.5 Register of Known Consignors / Register of Account Consignors

A register of a regulated agent’s or an airline’s valid known consignors / account consignors shall contain the following company particulars of each of the known consignors / account consignors:-

(i) the unique known consignor code / account consignor code allocated by the partnering regulated agent / airline,

(ii) the company name as shown in the business registration document, like the Business Registration Certificate in Hong Kong SAR, issued by the government of the country with which the consignor is registered (BR document),

(iii) the unique registration number of the aforesaid BR document,

(iv) the company address as shown in the aforesaid BR document, and

(v) the full name of the person responsible for application and supervision of the implementation of cargo security of the known consignor / the account consignor. The name should be the same as that shown in passport, national identity card or registry of birth record.

1.6 Known Consignor Declaration of Compliance / Account Consignor Declaration of Compliance

1.6.1 Templates of the Known Consignor Declaration of Compliance and Account Consignor Declaration of Compliance are at Annex 1a and Annex 1b respectively.

1.6.2 If a known consignor with multiple sites within and/or outside Hong Kong (where items, products, goods or consignments designated as air cargo are prepared, packaged and/or stored) and the site address is different from the company address (as shown in the BR document) of the known consignor, the known consignor shall provide the site address in the Known Consignor Aviation Security Declaration (before 15 July 2013) or the Known Consignor Declaration of Compliance (from 15 July 2013). The known consignor may consider submitting one completed Known Consignor Aviation Security Declaration (before 15 July 2013) or Known Consignor Declaration of Compliance (from 15 July 2013) for all such sites and use an appendix to list the addresses of all such sites (each with a unique known consignor code) in order to reflect the site-specific principle of known consignor.

The same principle also applies to account consignor (from 15 July 2013).

Generally speaking, the aforesaid site address should be the address as appeared on the related shipping documents such as Shipper's Letter of Instructions, House Air Waybill etc.
2. ALLOCATION OF KNOWN CONSIGNOR CODES, ACCOUNT CONSIGNOR CODES, 
REGULATED AGENT CODES AND SECURITY STATUS

2.1 Allocation of Known Consignor Codes (KC Code) / Account Consignor Codes (AC Code)

2.1.1 A unique known consignor code / a unique account consignor code shall be allocated by the partnering 
regulated agent or airline to each of its recognized known consignors / account consignors.

2.1.2 A regulated agent or an airline can allocate the unique known consignor codes / account consignor codes 
in its own format and maintains a register of its recognized known consignor / account consignor in order 
to facilitate the annotation of known consignor code / account consignor code on the shipping documents 
(e.g. Shipper’s Letter of Instructions, House Air Waybill). An example of the known consignor code 
system / account consignor code system is as shown below.

Known Consignor
“KC” + Initials of known consignor company’s name + 3 digit sequence number
example: “KCXYZ002”

Account Consignor
“AC” + Initials of account consignor company’s name + 3 digit sequence number
example: “ACXYZ003”

Note: A regulated agent may produce its own known consignor code / account consignor code 
system and format.

2.1.3 An airline allocates a known consignor code / an account consignor code in accordance with the formats 
below.

Known Consignor
“KC” + Unique identification number (5 digits) + IATA carrier code
example: “KC23456CX”

Account Consignor
“AC” + Unique identification number (5 digits) + IATA carrier code
example: “AC23456CX”

2.1.4 An airline annotates known consignor code / account consignor code in the ”Signature of Shipper or his 
Agent” box of a Master Air Waybill.

2.2 Allocation of Regulated Agent Codes (RA Code)

2.2.1 Civil Aviation Department allocates a regulated agent code to every regulated agent in Civil Aviation 
Department’s register in accordance with the format below.

“RA” + Unique registration number (4 digits) + 1 Check digit
example: “RA34567”

2.2.2 A regulated agent shall annotate its regulated agent code in the "Signature of Issuing Carrier or its Agent" 
box at the bottom right corner of a Master Air Waybill (see Annex 2a) if the cargo is tendered as known 
cargo.

Note: Airlines require that:
    i) a regulated agent must type its FULL company name in the "Issuing Carrier's Agent Name and 
    City" box at the top of a Master Air Waybill; and
    ii) the regulated agent code must match with the company’s name mentioned in i) (see Annex 2a).

2.2.3 Civil Aviation Department maintains a register of valid regulated agents. The register is available at the 
website:-

http://www.cad.gov.hk/reports/ra_2.pdf
2.3 **Allocation of Security Status**

2.3.1 A regulated agent annotates “SPX” on "Signature of Issuing Carrier or its Agent" box at the bottom right corner of a Master Air Waybill immediately above its regulated agent code (see Annex 2a) if the cargo is received from a known consignor / the cargo has been cleared by a security control acceptable to Civil Aviation Department and is tendered as known cargo.

2.3.2 A regulated agent annotates “SCO” on "Signature of Issuing Carrier or its Agent" box at the bottom right corner of a Master Air Waybill immediately above its regulated agent code (see Annex 2a) if the cargo is received from an account consignor and is tendered as known cargo.

2.3.3 A regulated agent annotates “UNK” on "Signature of Issuing Carrier or its Agent" box at the bottom right corner of a Master Air Waybill (see Annex 2b). Regulated agent code shall not be annotated for tendering unknown cargo.

2.3.4 If the security status of cargo consignments loaded in different Unit Load Devices (ULD) under the same Master Air Waybill are different, a regulated agent annotates the respective security status next to the corresponding ULD number in the same Master Air Waybill. (see Annex 2c)

**Note:**

*If the master air waybill of a consignment does not bear any security status, the consignment shall be treated as unknown cargo.*
3. PROCESSES OF CARGO FROM KNOWN CONSIGNORS, ACCOUNT CONSIGNORS AND UNKNOWN CONSIGNORS

3.1 Under the regime a consignor is the entity who offers a cargo consignment to a cargo agent or an airline for carriage by a flight departing Hong Kong. Below are the 4 typical channels through which a consignment can be offered to an airline under the regime.

Note: “CTO” = Cargo Terminal Operator
Freighter = All-cargo Aircraft

3.1.1 Known Consignor → Regulated Agent → Airline
(Passenger Aircraft / Freighter)

3.1.2 Account Consignor → Regulated Agent → Airline
(Freighter)

3.1.3 Unknown Consignor → Regulated Agent
[request CTO to apply security control] → Airline
(Passenger Aircraft / Freighter)

3.1.4 Account Consignor
[request CTO to apply security control] → Airline
(Passenger Aircraft / Freighter)

3.2 Cargo Acceptance Procedures include:-
(a) Documentation Check
(i) Consignment of cargo shall be accompanied by shipping documents, including Master Air Waybill (where applicable) and House Air Waybill / Shipper’s Letter of Instruction.
(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),
- known consignor code, account consignor code or regulated agent code of the tendering regulated agent, and
- security status of the cargo consignment if the consignment is received from a regulated agent.
(iii) The status of the known consignor, the account consignor or the tendering regulated agent shall be checked. (e.g. checking KC code or AC code against the regulated agent’s / airline’s register and/or checking RA code against Civil Aviation Department’s 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 known consignor, the account consignor, the tendering regulated agent, the warehouse contractor 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 3.2(a) above.
(ii) The packaging of the consignment shall be 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.
(iii) Searching by hand or physical check at piece level is not a must if the staff member who receives the cargo consignment is satisfied that the consignment matches the information contained in the shipping documents mentioned in 3.2(a) above with no signs of tampering.
3.3 The following documents shall be maintained, 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)
- Shipper’s Letter of Instructions (SLI)
- Cargo Manifest / House Cargo Manifest
- Reception Check List (RCL)
- Form of Undertaking for Inter-RA AWB Handling
- *Form of Undertaking for Inter-Agent AWB Handling
- Record of security control applied on unknown cargo (e.g. x-ray screening record)

The following documents shall be maintained as long as a regulated agent continues to hold a status of regulated agent or an airline continues to operate under the RAR.
- Regulated Agent Security Programme including Warehouse Contractor Declaration and Transportation Contractor Declaration, if any (for Regulated Agent)
- A register of all valid known consignors
- Known Consignor Declaration of Compliance
- A register of all valid account consignors
- Account Consignor Declaration of Compliance
- Regulated Agent Aviation Security Declaration (for inter-Regulated Agent handling)

* The Form of Undertaking for Inter-Agent AWB Handling is only required for those consignments onboard the flights departing Hong Kong before 15 July 2013.
3.1.1 KNOWN CONSIGNOR ➔ REGULATED AGENT ➔ AIRLINE
(PASSENGER AIRCRAFT/ FREIGHTER)

3.1.1.1 Known Consignor
3.1.1.1.1 Tender the consignment to regulated agent.
3.1.1.1.2 To facilitate the regulated agent in accepting the consignment, the known consignor shall mark its known consignor code, which is site-specific, at the right bottom corner of the shipping documents (e.g. Shipper’s Letter of Instructions (SLI), House Air Waybill (HAWB)).

3.1.1.2 Regulated Agent
3.1.1.2.1 Perform the acceptance check as per 3.2.
3.1.1.2.2 Accept the consignment from the known consignor if the above acceptance check is satisfactory.
3.1.1.2.3 Safeguard the consignment from unlawful interference after its reception until accepted by a CTO.
3.1.1.2.4 Deliver the consignment to the CTO.
3.1.1.2.5 Annotate its regulated agent code as per 2.2.2 and the security status of the consignment on the Master Air Waybill (MAWB) as per 2.3. Deliver the MAWB and Reception Check List (RCL) to the airline.
3.1.1.2.6 Maintain the documents as per 3.3. Documentation and recording by electronic means are acceptable provided that hard copies can be made available upon inspection by Civil Aviation Department.

Note:
Airlines require that a regulated agent types its full name in the “Issuing Carrier’s Agent Name and City” box at the top of MAWB.

3.1.1.3 Cargo Terminal Operator (CTO)
3.1.1.3.1 Perform the acceptance check as per 3.2(a)(iv) and 3.2(b)(ii).
3.1.1.3.2 Receive the consignment from the regulated agent and issue RCL.
3.1.1.3.3 Safeguard the consignment from unlawful interference after its reception.
3.1.1.3.4 Apply security control if required by the airline.
3.1.1.3.5 Record the applied security control and maintain the record of security control 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 Civil Aviation Department.

3.1.1.4 Airline (Passenger Aircraft / Freighter)
3.1.1.4.1 Perform the acceptance check as per 3.2(a)(i), 3.2(a)(ii), 3.2(a)(iii), 3.2(b)(i) and 3.2(b)(iii).
3.1.1.4.2 Instruct the CTO to apply security control if the above acceptance check is unsatisfactory or when the airline deems it necessary.
3.1.1.4.3 Maintain the documents as per 3.3. Documentation and recording by electronic means are acceptable provided that hard copies can be made available upon inspection by Civil Aviation Department.


3.1.2 ACCOUNT CONSIGNOR ➔ REGULATED AGENT ➔ AIRLINE (FREIGHTER)

3.1.2.1 Account Consignor

3.1.2.1.1 Tender the consignment to regulated agent.

3.1.2.1.2 To facilitate the regulated agent in accepting the consignment, the account consignor shall mark its account consignor code, which is site-specific, at the right bottom corner of the shipping documents (e.g. SLI, HAWB).

3.1.2.2 Regulated Agent

3.1.2.2.1 Perform the acceptance check as per 3.2.

3.1.2.2.2 Accept the consignment from the account consignor if the above acceptance check is satisfactory.

3.1.2.2.3 Safeguard the consignment from unlawful interference after its reception until accepted by a CTO.

3.1.2.2.4 Deliver the consignment to a CTO.

3.1.2.2.5 Annotate its regulated agent code as per 2.2.2 and the security status of the consignment on the MAWB as per 2.3. Deliver the MAWB and RCL to the airline.

3.1.2.2.6 Maintain the documents as per 3.3. Documentation and recording by electronic means are acceptable provided that hard copies can be made available upon inspection by Civil Aviation Department.

Note:
Airlines require that a regulated agent types its full name in the “Issuing Carrier’s Agent Name and City” box at the top of MAWB.

3.1.2.3 Cargo Terminal Operator (CTO)

3.1.2.3.1 Perform the acceptance check as per 3.2(a)(iv) and 3.2(b)(ii).

3.1.2.3.2 Receive the consignment from the regulated agent and issue RCL.

3.1.2.3.3 Safeguard the consignment from unlawful interference after its reception.

3.1.2.3.4 Perform security control if required by the airline.

3.1.2.3.5 Record the performed security control and maintain the record of security control for 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 Civil Aviation Department.

3.1.2.4 Airline (Freighter)

3.1.2.4.1 Perform the acceptance check as per 3.2(a)(i), 3.2(a)(ii), 3.2(a)(iii), 3.2(b)(i) and 3.2(b)(iii).

3.1.2.4.2 Instruct the CTO to perform security control if the above acceptance check is unsatisfactory or when the airline deems it necessary.

3.1.2.4.3 Keep the documents as required in 3.3 for 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 Civil Aviation Department.
3.1.3 UNKNOWN CONSIGNOR ➔ REGULATED AGENT ➔ AIRLINE

[request CTO to apply security control]

(PASSENGER AIRCRAFT / FREIGHTER)

3.1.3.1 Unknown Consignor

3.1.3.1.1 Tender the consignment to the regulated agent.

3.1.3.2 Regulated Agent

[request CTO to apply security control]

3.1.3.2.1 Receive the consignment from the unknown consignor.

3.1.3.2.2 Deliver the consignment to a CTO.

3.1.3.2.3 Submit the completed form, “Declaration of Export Consignment – Bulk”# or “Declaration of Export Consignment – Prepacked Unit”# (see Annex 3a and Annex 3b) when the regulated agent requests the CTO to apply security control.

3.1.3.2.4 If the consignment has been cleared by the security control, annotate its regulated agent code as per 2.2.2 and the security status “SPX” on the MAWB as per 2.3.

3.1.3.2.5 Deliver the MAWB and RCL to the airline.

3.1.3.3 Cargo Terminal Operator (CTO)

3.1.3.3.1 Apply security control requested by the regulated agent, then accept the consignment, issue and annotate the following on the RCL accordingly.

“SECURITY CHECKED”

3.1.3.3.2 Safeguard the consignment from unlawful interference after its reception.

3.1.3.3.3 Apply security control if required by the airline.

3.1.3.3.4 Record the applied security control and maintain the record of security control 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 Civil Aviation Department.

3.1.3.4 Airline (Passenger Aircraft / Freighter)

3.1.3.4.1 Confirm the status of known cargo by checking the MAWB and RCL.

3.1.3.4.2 Perform the acceptance check as per 3.2(a)(i), 3.2(a)(ii), 3.2(a)(iii), 3.2(b)(i) and 3.2(b)(iii).

3.1.3.4.3 Instruct the CTO to apply security control if the above acceptance check is unsatisfactory or when the airline deems it necessary.

3.1.3.4.4 Keep the documents as per 3.3. Documentation and recording by electronic means are acceptable provided that hard copies can be made available upon inspection by Civil Aviation Department.

# Individual cargo terminal operator may produce its own form to receive the request for security control.
3.1.4 Account Consignor

3.1.4.1 Tender the consignment to the regulated agent.

3.1.4.2 To facilitate the regulated agent in accepting the consignment, the account consignor shall mark its account consignor code, which is site-specific, at the right bottom corner of the shipping documents (e.g. SLI, HAWB)

3.1.4.2 Regulated Agent

3.1.4.2.1 Receive the consignment from the account consignor.

3.1.4.2.2 Deliver the consignment to a CTO.

3.1.4.2.3 Submit the completed form, “Declaration of Export Consignment – Bulk”# or “Declaration of Export Consignment – Prepacked Unit”# (see Annex 3a and Annex 3b) when the regulated agent requests the CTO to apply security control.

3.1.4.2.4 If the consignment has been cleared by the security control, annotate its regulated agent code as per 2.2.2 and the security status “SPX” on the MAWB as per 2.3.

3.1.4.2.5 Deliver the MAWB and RCL to the airline.

3.1.4.3 Cargo Terminal Operator (CTO)

3.1.4.3.1 Apply security control requested by the regulated agent, then accept the consignment, issue and annotate the following on the RCL accordingly.

“SECURITY CHECKED”

3.1.4.3.2 Safeguard the consignment from unlawful interference after its reception.

3.1.4.3.3 Apply security control if required by the airline.

3.1.4.3.4 Record the applied security control and maintain the record of security control 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 Civil Aviation Department.

3.1.4.4 Airline (Passenger Aircraft / Freighter)

3.1.4.4.1 Confirm the status of known cargo by checking the MAWB and RCL.

3.1.4.4.2 Perform the acceptance check as per 3.2(a)(i), 3.2(a)(ii), 3.2(a)(iii), 3.2(b)(i) and 3.2(b)(iii).

3.1.4.4.3 Instruct the CTO to apply security control if the above acceptance check is unsatisfactory or when the airline deems it necessary.

3.1.4.4.4 Keep the documents as per 3.3. Documentation and recording by electronic means are acceptable provided that hard copies can be made available upon inspection by Civil Aviation Department.

# Individual cargo terminal operator may produce its own form to receive the request for security control.
4 INTER-REGULATED AGENT HANDLING :

4.1 Co-loading: Regulated Agent (Tendering) → Regulated Agent (Receiving)

RA(T): Regulated Agent (Tendering)
RA(R): Regulated Agent (Receiving)

4.1.1 RA(T) lodges a one-off “Regulated Agent Aviation Security Declaration” (see Annex 4a) with RA(R).

4.1.2 RA(R) checks the regulated agent status of RA(T) against the register of regulated agent at Civil Aviation Department’s website.

4.1.3 RA(T) receives consignment from its consignor or upstream regulated agent.

4.1.4 RA(T) checks the security status of cargo consignment and, if required, applies security control to turn the security status of the cargo consignment into “SPX”.

4.1.5 RA(T) prepares applicable shipping documents.

4.1.6a If the cargo is known cargo, RA(T) shall annotate its regulated agent code and the security status of the cargo consignment at the right bottom corner of the shipping documents (e.g. Shipper’s Letter of Instruction (SLI), House Air Waybill (HAWB)).

4.1.6b If the cargo is unknown cargo, RA(T) shall annotate the security status “UNK” at the right bottom corner of the shipping documents (e.g. SLI, HAWB).

4.1.7 RA(T) tenders consignment to RA(R).

4.1.8 RA(R) verifies the annotation and applies security control to turn the security status of the cargo consignment into “SPX” if required.

4.1.9 RA(R) tenders consignment to a Cargo Terminal Operator (CTO) and delivers the Master Air Waybill (MAWB) and Reception Check List (RCL) to Airline.

4.1.10 RA(T) and RA(R) keep the documents as per 3.3. Documentation and recording by electronic means are acceptable provided that hard copies can be made available upon inspection by Civil Aviation Department.

Note:
1. RA(T) should not mark its regulated agent code on the MAWB. Airlines require that, except the regulated agent code which matches the company’s name that appears in the “Issuing Carrier’s Agent Name and City” box at the top of the MAWB, no other regulated agent code should be marked in the MAWB (see Annex 2a).

2. Any cargo consignment co-loaded between RA and non-RA, or between non-RA and non-RA shall be treated as unknown cargo.
4.2 Master Air Waybill (MAWB) assignment between Regulated Agents

Regulated Agent (MAWB assignor)

MAWB

Consignor → …… → Regulated Agent (MAWB assignee) → Airline

RA(L): Regulated Agent (MAWB assignor) lends MAWB to RA(B)
RA(B): Regulated Agent (MAWB assignee) borrows MAWB from RA(L)

4.2.1 RA(B) lodges a one-off “Regulated Agent Aviation Security Declaration” (see Annex 4a) with RA(L).

4.2.2 RA(L) checks the regulated agent status of RA(B) against the register of regulated agent at Civil Aviation Department’s website.

4.2.3 RA(B) lodges a “Form of Undertaking for Inter-RA AWB Handling” (the Form) with RA(L) EACH TIME when RA(B) borrows MAWB from RA(L). (see Annex 4b) RA(B) shall duly complete the Form according to the security status of the cargo and follow the procedures set out in the Form. The original of the Form shall be retained by RA(L) with a copy provided to RA(B) for record purpose.

4.2.4 When RA(B) tenders known cargo (i.e. consignment with security status “SPX” or “SCO”) (see Annex 4c):

When RA(L) first lends the MAWB to RA(B), RA(B) should not annotate any regulated agent code or security status on the MAWB. After RA(B) has tendered the consignment as known cargo to the CTO, RA(B) should follow the procedures below.

(1) Annotate the regulated agent code of RA(L) as per 2.2.2.
(2) Annotate the full company name of the RA(B) in the “Signature of Shipper or his Agent” box and the security status of the consignment (i.e. “SPX” or “SCO”) immediately above the company name on the MAWB.
(3) Deliver the MAWB and RCL to an airline for carriage on appropriate aircraft. “SPX” cargo consignment can be carried on passenger aircraft and all-cargo aircraft (freighter) while “SCO” cargo consignment can be carried on freighter only.

4.2.5 When RA(B) tenders unknown cargo (i.e. consignment with security status “UNK” or without any security status) for carriage onboard passenger aircraft or freighter: (See Annex 4d)

When RA(L) first lends the MAWB to RA(B), RA(B) should not annotate any regulated agent code or security status on the MAWB. After RA(B) has tendered the consignment as unknown cargo to a CTO, RA(B) should follow the procedures below.

(1) Submit the completed form, “Declaration of Export Consignment – Bulk”# or “Declaration of Export Consignment – Prepacked Unit”# (see Annex 3a and Annex 3b) when the RA(B) requests the CTO to apply security control.
(2) If the consignment has been cleared by the security control, annotate the full company name of RA(B) and the security status “SPX” immediately above the company name in the “Signature of Shipper or his Agent” box on the MAWB.
(3) Deliver the MAWB and RCL (with “SECURITY CHECKED” annotated) to the airline.

# Individual cargo terminal operator may produce its own form to receive the request for security control.
4.2.6 When RA(B) tenders consignment with security status “SCO” for carriage onboard passenger aircraft

When RA(L) first lends the MAWB to RA(B), RA(B) should not annotate any regulated agent code or security status. After RA(B) has tendered the consignment with security status “SCO” to CTO, RA(B) should follow the procedures below.

1. Annotate the regulated agent code of RA(L) as per 2.2.2
2. Annotate the full company name of the RA(B) in the “Signature of Shipper or his Agent” box.
3. Submit the completed form, “Declaration of Export Consignment – Bulk”# or “Declaration of Export Consignment – Prepacked Unit”# (see Annex 3a and Annex 3b) when the RA(B) requests the CTO to apply security control.
4. If the consignment has been cleared by the security control, annotate the security status “SPX” immediately above the company name in the “Signature of Shipper or his Agent” box on the MAWB.
5. Deliver the MAWB and RCL (with “SECURITY CHECKED” annotated) to the airline.

# Individual cargo terminal operator may produce its own form to receive the request for security control.

Note:
1. RA(B) should not mark its regulated agent code on the MAWB. Airlines require that, except the regulated agent code which matches the company’s name that appears in the “Issuing Carrier’s Agent Name and City” box at the top of the MAWB, no other regulated agent code should be marked in the MAWB (see Annex 2a).

2. If MAWB assignment is between RA and non-RA, or between non-RA and non-RA, the consignment under the MAWB shall be treated as unknown cargo.

For Inspection Purpose

4.2.7 RA(L) & RA(B) keep the documents as per 3.3. Documentation and recording by electronic means are acceptable provided that hard copies can be made available upon inspection by Civil Aviation Department.

4.2.8 The regulated agents involved in inter-RA handling shall form an audit trail of the security status of each consignment and produce it to the next downstream entity along a secure supply chain. Therefore, the inter-RA handling procedures should apply to all the regulated agents involved.

(i.e. In the RA(1) → RA(2) → RA(3), the inter-RA handling procedures should be applied between RA(1) and RA(2), between RA(2) and RA(3); NOT directly between RA(1) and RA(3))
PART B

1. ABOUT REGULATED AGENT REGIME

1.1 For the security of air cargo to be in line with the Standard 4.6.4 of Annex 17 (10th 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 four main entities under the RAR are aircraft operator (airline), regulated agent (RA), known consignor (KC) and account consignor (AC). A cargo handling agent, a freight forwarder or any other entity who conducts business with an airline can apply for registration as a regulated agent (RA). A regulated agent is required to comply with the relevant requirements set out in its Regulated Agent Security Programme and the Handling Procedures for Regulated Agent Regime in order to prevent the unauthorized carriage of explosives and incendiary devices in the consignments of cargo intended for carriage by passenger aircraft or all-cargo aircraft. The followings are the four typical flows of air cargo through air cargo supply chain.
2. **NOTICES TO REGULATED AGENT**

2.1 All regulated agents shall comply with all the requirements and directions contained in the Notices to Regulated Agents given from time to time by the Civil Aviation Department. Regulated agents will normally receive an e-mail or a letter from the Civil Aviation Department when a Notice is given to them.

3. **RAR TRAINING**

3.1 **REQUIREMENTS**

3.1.1 Each Regulated Agent (RA) shall have at least two staff members who have either passed the RA Revalidation Test organized by the Civil Aviation Department (the Test) or attended an RA Security Training Programme acceptable to the Civil Aviation Department (the Training Programme). Upon passing the Test or completion of the Training Programme, "RA Revalidation Test Result Notification" or training certificates will be issued to individual candidates. All passing Notifications and training certificates carry a validity of 3 years. Before expiry of the 3-year period, RAs shall arrange for their staff to attend the Test for the revalidation of the Notifications or to complete the Training Programme for revalidation of the training certificates for another 3 years. RAs 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 passed the Test or completed the Training Programme should internally brief the staff members with access to consignment designated as air cargo and/or related shipping documents. It is the responsibility of an RA to arrange their respective in-house refresher training in order to ensure their staff members are continuously familiarized with the RAR requirements. RAs shall maintain training records.

3.1.3 Those who failed the Test should attend the next available test, or alternatively attend the Training Programme to meet the RA training requirement.
3.2 SCHEDULE AND ARRANGEMENT OF REGUALTED AGENT REGIME REVALIDATION TEST

<table>
<thead>
<tr>
<th>Organizer:</th>
<th>Civil Aviation Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fee:</td>
<td>Free of Charge</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Venue:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Room 118, Level 1, Office Building, Civil Aviation Department Headquarters, 1 Tung Fai Road, Chek Lap Kok, Lantau.</td>
</tr>
<tr>
<td></td>
<td>Public Bus en route to the New CAD Headquarters</td>
</tr>
<tr>
<td></td>
<td>S1 (Circular) Tung Chung MTR Station to/from AsiaWorld Expo</td>
</tr>
<tr>
<td>Schedule:</td>
<td>Every Monday afternoon (except public holiday)</td>
</tr>
<tr>
<td></td>
<td>2 sessions are available: 3:00 p.m. &amp; 4:00 p.m.</td>
</tr>
<tr>
<td>Who should attend:</td>
<td>Holders of RA certificates approaching the 3-year expiry date.</td>
</tr>
<tr>
<td>Test Duration:</td>
<td>40 minutes</td>
</tr>
<tr>
<td>Test Format:</td>
<td>20 questions (multiple choice) in English &amp; Chinese; passing marks: 80%</td>
</tr>
<tr>
<td>Test Result:</td>
<td>Results will be notified to RA within 14 days of examination.</td>
</tr>
<tr>
<td>Registration:</td>
<td>Please contact CAD officer at telephone:</td>
</tr>
<tr>
<td></td>
<td>2910 6953 (From: 09:00 a.m. to 12:30 p.m.) (Mon - Fri) for test registration.</td>
</tr>
</tbody>
</table>
3.3  CARGO SECURITY TRAINING (REGULATED AGENT REGIME) COURSE ORGANIZERS

There are five course organizers offering RA security training programme acceptable to Civil Aviation Department. Regulated Agents which are interested to attend the courses can contact the organizer direct for enrolment.

<table>
<thead>
<tr>
<th>Organiser</th>
<th>Hong Kong Association of Freight Forwarding and Logistics (HAFFA) / Carrier Liaison Group (CLG)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tel / Email</td>
<td>2796 3121 / <a href="mailto:enquiry@haffa.com.hk">enquiry@haffa.com.hk</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Organiser</th>
<th>Aviation Security Company Ltd. (AVSECO)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tel / Email</td>
<td>3925 5509 / <a href="mailto:academy_pt@avseco.com.hk">academy_pt@avseco.com.hk</a></td>
</tr>
<tr>
<td>Website</td>
<td><a href="http://www.avseco.com.hk">http://www.avseco.com.hk</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Organiser</th>
<th>Alliance Knowledge Management Ltd.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tel / Email</td>
<td>2331 8775 / <a href="mailto:rar@alliancealliance.com">rar@alliancealliance.com</a></td>
</tr>
<tr>
<td>Website</td>
<td><a href="http://www.alliancealliance.com/RARTrain.htm">http://www.alliancealliance.com/RARTrain.htm</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Organiser</th>
<th>Logistics Professionals Consultancy Limited</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tel / Email</td>
<td>2426 2189 / <a href="mailto:course-admin@lpcl.com.hk">course-admin@lpcl.com.hk</a></td>
</tr>
<tr>
<td>Website</td>
<td><a href="http://www.lpcl.com.hk">http://www.lpcl.com.hk</a></td>
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<table>
<thead>
<tr>
<th>Organiser</th>
<th>Sky Safe International Consultant Limited</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tel / Email</td>
<td>2376 4959 / <a href="mailto:admin@skysafe.com.hk">admin@skysafe.com.hk</a></td>
</tr>
<tr>
<td>Website</td>
<td><a href="http://www.skysafe.com.hk">http://www.skysafe.com.hk</a></td>
</tr>
</tbody>
</table>
3.4 SYLLABUS OF RAR TRAINING AND REVALIDATION TEST

<table>
<thead>
<tr>
<th>Syllabus of RAR Training and Revalidation Test</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1. Objective of cargo security</strong></td>
</tr>
<tr>
<td>- To prevent the unauthorized carriage of explosives and incendiary devices in the consignments of cargo intended for carriage on passenger aircraft or all-cargo aircraft</td>
</tr>
<tr>
<td><strong>2. International and local requirements</strong></td>
</tr>
<tr>
<td>- Annex 17 to the Convention on International Civil Aviation</td>
</tr>
<tr>
<td>- Security Manual of the International Air Transport Association</td>
</tr>
<tr>
<td>- Security Programme</td>
</tr>
<tr>
<td>a. Hong Kong Aviation Security Programme</td>
</tr>
<tr>
<td>b. Aircraft Operator Security Programme / Regulated Agent Security Programme</td>
</tr>
<tr>
<td><strong>3. Key parties of regulated agent regime</strong></td>
</tr>
<tr>
<td>- 4 main parties of the regime (aircraft operator, regulated agent and known consignor/account consignor)</td>
</tr>
<tr>
<td>- Definition of known consignor/account consignor and regulated agent</td>
</tr>
<tr>
<td>- Recognition of known consignor/account consignor</td>
</tr>
<tr>
<td>- Responsibilities of aircraft operator, regulated agent and known consignor/account consignor</td>
</tr>
<tr>
<td><strong>4. Known cargo and unknown cargo handling procedures</strong></td>
</tr>
<tr>
<td>- Classification of known cargo (SPX and SCO cargo) and unknown cargo</td>
</tr>
<tr>
<td>- Procedures for handling known cargo (SPX and SCO cargo) and unknown cargo</td>
</tr>
<tr>
<td>- Use of known consignor codes/account consignor codes and regulated agent codes</td>
</tr>
<tr>
<td><strong>5. Exempted items</strong></td>
</tr>
<tr>
<td><strong>6. Handling Procedures for Regulated Agent Regime (RAR)</strong></td>
</tr>
<tr>
<td><strong>7. Types of security control: screening by x-ray, searching by hand or physical check at piece level, other means acceptable to Civil Aviation Department</strong></td>
</tr>
<tr>
<td><strong>8. Maintenance of documents</strong></td>
</tr>
<tr>
<td>- Required documents</td>
</tr>
<tr>
<td>- Document retention period</td>
</tr>
<tr>
<td>- Confidentiality</td>
</tr>
<tr>
<td><strong>9. Physical protection of cargo</strong></td>
</tr>
<tr>
<td>- Cargo acceptance</td>
</tr>
<tr>
<td>- Warehouse security (physical measures, access controls)</td>
</tr>
<tr>
<td>- Transportation (driver, vehicle)</td>
</tr>
<tr>
<td><strong>10. Treatment of suspect cargo</strong></td>
</tr>
<tr>
<td>- Actions on suspect cargo</td>
</tr>
<tr>
<td>- Actions on unresolved suspicions</td>
</tr>
<tr>
<td>- Actions when explosive or incendiary device identified</td>
</tr>
<tr>
<td><strong>11. Random x-ray screening of known cargo (SPX or SCO cargo)</strong></td>
</tr>
<tr>
<td><strong>12. Quality control through self-assessment</strong></td>
</tr>
</tbody>
</table>
4 EXEMPTED CARGO

Certain categories of cargo are exempted from security controls. The exempted cargo shall be clearly declared on shipping documents as such and be accompanied with, if any, necessary documents as required by relevant Hong Kong SAR or overseas government’s department for tendering the cargo (e.g. sanitary certificate). They include:

(a) transit cargo;
(b) transfer cargo except cargo (which was originally secured for carriage on board all-cargo aircraft only) transferred from all-cargo aircraft to passenger aircraft;
(c) human remains / ashes;
(d) livestock;
(e) medical drugs and other essential medical supplies, human organs, blood plasma or similar materials for life-saving purposes; and
(f) items of mail, courier material and cargo under 6.3mm thick.

(If application of a security control on a cargo consignment will endanger the life or health of the screener due to the nature of the consignment, the security control shall not be applied. In such case, a regulated agent shall receive the cargo consignment from a known consignor, an account consignor or a regulated agent; and the cargo consignment shall be appropriately identified as declared. Other RAR requirements still apply.)

5 NOTIFICATION OF CHANGE OF COMPANY PARTICULARS

As stipulated in the Declaration of Compliance – Regulated Agent (i.e. Part IV of the form of Application for Registration as Regulated Agent), a regulated agent shall inform the Civil Aviation Department in writing as soon as reasonably possible if there is any change of the information contained in the application form, including the Regulated Agent Security Programme. A regulated agent can do so by submitting a duly completed Notification of Change of Company Particulars (Annex 5) by fax: 2362 4257 or by e-mail to rar@cad.gov.hk.
Known Consignor
Declaration of Compliance

Civil Aviation Department (CAD)
The Government of the Hong Kong Special Administrative Region

I, for and on behalf of

____________________________________________________
(company name of consignor)

____________________________________________________
(number of business registration document issued by the government
of the country with which the consignor company is registered)

N/A

(unique known consignor’s identification code(s) allocated by Civil
Aviation Department)*

* To be completed when the consignor has already been allocated a unique identification code by Civil Aviation Department (CAD). Please fill in “N/A” if not applicable.

(hereafter referred to as “the company”) hereby declare to%:- (% Either Part I or Part II is to be completed.)

Part I

____________________________________________________
(company name of the regulated agent who receives
cargo consignment from my company)

____________________________________________________
(RA code of the above regulated agent)

Part II

Civil Aviation Department (CAD) of the Hong Kong Special Administrative Region for the purpose of
applying for# / renewing# a unique identification code of known consignor after completion of
independent validation on

____________________________________________________
(date in dd/mm/yyyy)

# Please delete as appropriate

that:-

(a) Consignments of air cargo are prepared in secure premises by reliable staff members.

(b) Consignments of air cargo are protected against tampering during shipment preparation, storage and
transportation for which the company is responsible.

(c) I accept that the packaging and the contents of any consignment of air cargo may be examined for
security reasons.

(d) Consignments of air cargo do not contain any explosive or incendiary device.

(e) I accept unannounced or announced inspections by CAD or its agents and agree to provide any
documents directly or through an independent validator to CAD for the purpose of monitoring the
compliance with security requirements stipulated in the Requirement Document for Consignor, the
Handling Procedures for Regulated Agent Regime and any other directions given from time to time by
CAD.

(f) I will ensure the continual compliance with the security requirements stipulated in the Requirement
Document for Consignor and the requirements are communicated to all staff members with access to
consignment of air cargo and/or related shipping documents.

(g) I will provide the regulated agent who recognizes my status of known consignor with the relevant details
as soon as reasonably possible if:

(i) the person responsible for application and supervision of the implementation of cargo security has
changed;

(ii) changes to premises or procedures are likely to significantly impact on security;

(iii) the company ceases trading and no longer handles air cargo; or

(iv) the company no longer implements the required security controls stipulated in the Requirement
Document for Consignor.

(h) I understand that the applicable requirements for known consignor as set out in the Requirement
Document for Consignor will take effect from the date when the Independent Validation for Known
Consignor is effective and, without successful validation, my status of known consignor will become
invalid from that date.

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

Name: __________________________ Date: __________________________

Position in Company: __________________________ Signature: __________________________

Company Address: __________________________ Company Chop: __________________________

Note

1 This Declaration shall be renewed every 3 years.

2 This Declaration shall be signed by the person responsible for application and supervision of the implementation of cargo security.

3 Texts struck out in this Declaration will be reinstated when the Independent Validation for Known Consignor is effective.
Annex 1b

Account Consignor
Declaration of Compliance

Civil Aviation Department (CAD)
The Government of the Hong Kong Special Administrative Region

I, for and on behalf of

__________________________________________
(company name of consignor)

__________________________________________
(number of business registration document issued by the government of the country with which the consignor company is registered)

(hereafter referred to as “the company”) hereby declare to:-

__________________________________________
(company name of the regulated agent who receives cargo consignment from my company)

__________________________________________
(RA code of the above regulated agent)

that:-

(a) Consignments of air cargo are prepared in secure premises by reliable staff members.

(b) Consignments of air cargo are protected against tampering during shipment preparation, storage and transportation for which the company is responsible.

(c) I accept that the packaging and the contents of any consignment of air cargo may be examined for security reasons.

(d) Consignments of air cargo do not contain any explosive or incendiary device.

(e) I accept unannounced or announced inspections by CAD or its agents and agree to provide any documents directly to CAD for the purpose of monitoring the compliance with security requirements stipulated in the Requirement Document for Consignor, the Handling Procedures for Regulated Agent Regime and any other directions given from time to time by CAD.

(f) I will ensure the continual compliance with the security requirements stipulated in the Requirement Document for Consignor and the requirements are communicated to all staff members with access to consignment of air cargo and/or related shipping documents.

(g) I will provide the regulated agent who recognizes my status of account consignor with the relevant details as soon as reasonably possible if:
   (i) the person responsible for application and supervision of the implementation of cargo security has changed;
   (ii) changes to premises or procedures are likely to significantly impact on security;
   (iii) the company ceases trading and no longer handles air cargo; or
   (iv) the company no longer implements the required security controls stipulated in the Requirement Document for Consignor.

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

Name: __________________________ Date: __________________________
Position in Company: __________________________ Signature: __________________________
Company Address: __________________________ Company Chop: __________

Note 1 This declaration shall be renewed every 5 years.
Note 2 This Declaration shall be signed by the person responsible for application and supervision of the implementation of cargo security.
Regulated Agent’s full name in the Issuing Carrier’s Agent Name and City box

ABC Cargo Forwarding Co. Ltd.

Unknown security status

UNK
Declaration of Export Consignment – Bulk

Security check required:  ○ Yes  ○ No

Agent Name:  ___________________________  IATA Code:  ___________________________

AWB No:  ___________  Airline:  ___________  Destination:  ___________

Date:  _______________

<table>
<thead>
<tr>
<th>Pieces</th>
<th>Dimension</th>
<th>Pieces</th>
<th>Dimension</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>

Total
Pieces:  _______________

Total Weight:

Signature with Company
Chop:  ___________________________
Annex 3b

Declaration of Export Consignment – Prepacked Unit

Security check required:  ○  Yes  ○  No

Agent
Name:  __________________________

IATA
Code:  __________________________

ULD No:  __________________________
Contour:  __________________________

Date:  ________________

<table>
<thead>
<tr>
<th>AWB No.</th>
<th>Destination</th>
<th>Pieces</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
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</table>

Signature with Company Chop:  __________________________
Regulated Agent Aviation Security Declaration
For Inter-Regulated Agent Handling

1. On behalf of ________________________(Name of Regulated Agent) I, the undersigned, confirm that, unless otherwise stated, all consignments of goods consigned for carriage by air by *me/my company to ________________(Name of Receiving Regulated Agent) will not contain any explosive or incendiary device and are protected to my best endeavour against unauthorized interference during preparation, storage and transportation.

2. I agree that the packaging and contents of the consignments may be examined for security reasons.

3. I agree that I shall immediately notify ________________(Name of Receiving Regulated Agent) once my RA status is removed from the CAD Register

<table>
<thead>
<tr>
<th>Regulated Agent Code registered under the Civil Aviation Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of Person-in-Charge / Nominated Person for Cargo Security</td>
</tr>
<tr>
<td>(Block Letters)</td>
</tr>
<tr>
<td>Position</td>
</tr>
<tr>
<td>Company Address</td>
</tr>
</tbody>
</table>

This is a one-off declaration.

* delete as appropriate
Form of Undertaking for Inter-RA AWB Handling

Section I

I, for and on behalf of

_______________________________
(company name of MAWB assignee regulated agent)

_______________________________
(RA code)

hereby declare to

_______________________________
(company name of MAWB assignor regulated agent)

_______________________________
(RA code)

that in order to use the Master Air Waybill (MAWB):-

Master Air Waybill Number: ______________________________

borrowed from the above named MAWB assignor, I will follow the procedures set out in Section II for

tendering the air cargo consignment under the above Master Air Waybill.

Section II

*Tick the appropriate box(es).

The cargo consignment under the above MAWB will be tendered to a cargo terminal operator as*:

☐ known cargo (i.e. cargo consignment with security status “SPX” or “SCO”) and I will follow the
procedures as required in Part A Section 4.2.4 of the Handling Procedures for Regulated Agent
Regime.

☐ unknown cargo (i.e. consignment with security status “UNK” or without any security status) and I will
follow the procedures as required in Part A Section 4.2.5 of the Handling Procedures for Regulated
Agent Regime.

☐ “SCO” cargo consignment for carriage onboard passenger aircraft and I will follow the procedures as
required in Part A Section 4.2.6 of the Handling Procedures for Regulated Agent Regime.

Section III

Full Name
(in block letter): _________________ Position in Company: _________________

Signature and Company Chop: _________________ Date: _________________

Note: 1 This Declaration shall be completed and signed by the Person-In-Charge or the Nominated Person for Cargo Security of the MAWB assignee regulated agent.

2 The original of this Declaration shall be retained by the MAWB assignor regulated agent with a copy provided to MAWB assignee regulated agent.
Regulated Agents

Notification of Change of Company Particulars

Please fax or email this notification form together with the necessary documents specified below to us as soon as reasonably possible for our processing.

To: Airport Standards Division (Security Section)  
Civil Aviation Department Headquarters  
1 Tung Fai Road  
Hong Kong International Airport

Fax: 2362 4257  
Email: rar@cad.gov.hk

Company Name: _________________________________
Regulated Agent Code: ___________________________
Person-In-Charge / Nominated Person for Cargo Security: _________________________________
Tel: _________________________________  
Fax: _________________________________  
Email: _________________________________
Date: _________________________________

* Please ‘tick’ the appropriate box.

(A) ☐ *Change of Company Name

Existing Company Name: _________________________________ (English) (Chinese)

New Company Name: _________________________________ (English) (Chinese)

Effective Date: _________________________________

Checklist of documents which must be submitted together with this notification form:
☐ * A copy of the Business Registration Certificate issued under Business Registration Ordinance (Cap. 310)
☐ * A copy of the Certificate of Change of Name issued under Companies Ordinance (Cap. 32)

(B) ☐ *Change of Office Address

Existing Company Address: _________________________________

New Company Address: _________________________________

Effective Date: _________________________________

Checklist of document which must be submitted together with this notification form:
☐ * A copy of the Business Registration Certificate issued under Business Registration Ordinance (Cap. 310)

(C) ☐ *Change of Warehouse Address

Existing Warehouse Name and Address: _________________________________

New Warehouse Name and Address: _________________________________

Effective Date: _________________________________

Checklist of information which must be submitted together with this notification form:
☐ * Warehouse floor plan clearly indicating the locations of (1) access points, and if applicable, (2) security installations, (3) special assigned storage area for distinguishing unknown cargo from known cargo, (4) special assigned storage area for distinguishing your agent’s cargo from other agent’s cargo if the warehouse is share-used.

Please use your own additional sheet(s) of paper if changes to the address of more than one warehouse in your company are involved.