



Notice to Regulated Agents 4/2025

Updates to Transportation Contractor Declaration

Consequent to the recent updates to Warehouse Contractor Declaration, this notice informs all regulated agents (RAs) of the corresponding updates to the Transportation Contractor Declaration under the Regulated Agent Regime (RAR) regarding the (i) sub-contractor arrangements and responsibilities, (ii) handling of known and/or unknown cargo and (iii) mode of retention of the Transportation Contractor Declaration. For details of the background for the updates, please refer to Notice to RAs [3/2025](#).

Updated Transportation Contractor Declaration

2. While the existing requirement of completing the **Transportation Contractor Declaration** (hereafter referred to as “**the Declaration**”) by the **transportation contractors to the RAs who engage them to provide cargo transportation service** (hereafter referred to as “**Principal RAs**”) **remains unchanged**, updates made and reflected in the Transportation Contractor Declaration (June 2025) are summarised below:-

- (i) Sub-contractor arrangements and responsibilities (see para. 3 and 4);
- (ii) Required indication on the arrangements in respect of the handling of known and/or unknown cargo (see para. 5); and
- (iii) Relaxation to the format for which the Declaration is maintained (see para. 6).

3. For the sub-contractor arrangements and responsibilities under item (f) of the updated Declaration, the Principal RAs shall clearly explain to the transportation contractors that cargo transportation service **shall not be sub-contracted to a third party** (hereafter referred to as “**the sub-contractor**”) **unless**:-

- **the sub-contractor has signed the Declaration** to declare to the Principal RA that all security requirements stipulated in the Declaration have been and shall be complied with; or
- **if the transportation contractor is a valid Regulated Air Cargo Screening Facility (RACSF) accepted by the CAD, it can declare to the Principal RA that it assumes full responsibility for ensuring its sub-contractor(s)**, whom the RACSF engages as transportation contractor(s), comply with all security requirements stipulated in the Declaration. In this case, the transportation contractor is required to **indicate its RACSF code** in the Declaration and its sub-contractor(s) is/are then not required to complete and submit the Declaration to the Principal RA separately.

Note:

- a. Paragraph 3 above does not preclude transportation contractors which are **valid RACSFs** to require their **sub-contractors to complete the Declaration** to the Principal RAs, as per existing practice.
4. While the updated Declaration allows flexibility, it is advisable for the Principal RAs to **regularly meet with the transportation contractors and observe the operations** to ascertain the compliance with the relevant obligations under the Declaration at all times, in order to fulfil the requirements on **monitoring the performance of contractors** under [*Regulated Agent Security Programme \(RASP\) Part II Section 9.1\(c\)\(iv\)*](#).
5. The transportation contractors are also required to specify in Item 2 of the updated Declaration **whether unknown cargo, known cargo, or combination of both are collected, carried, stored and/or delivered on behalf of the Principal RA**. The Principal RAs shall ensure that the indication reflects the practices of the transportation contractors which shall also align with the information given in *RASP Part II Section 9.1(d) and 9.2* for secure transportation of screened cargo.
6. Given the growing trend of electronic communication and paperless records, the requirement to maintain the original Declaration in physical format is also relaxed. RAs may **present either an electronic or physical copy of the Declaration** to CAD officers when requested.

Effective Date of the Updated Transportation Contractor Declaration

7. **The updated Declaration** is available on CAD website and can be downloaded at:

https://www.cad.gov.hk/application/HKCAD_RATCD-E.pdf

8. The Principal RAs shall **use the updated Declaration for transportation contractors and sub-contractors which are engaged on or after 1 July 2025**. For existing transportation contractors and sub-contractors, the signed Declarations remain in effect until it is due after two years counting from the date of signing the existing Declaration. In other words, **all Principal RAs with transportation contractors and sub-contractors shall use the updated Declaration by 30 June 2027**.

Enquiries

9. For enquiries about this notice, please contact the CAD at 2910 6880 during office hours (09:00 – 12:00; 14:00 – 17:00) daily, except Saturday, Sunday and public holidays.

[Note: RAs can access the *RASP* in full via the links provided in the notice.]

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Aviation Security Section
Airport Standards Division
Civil Aviation Department