



民航處 **Civil Aviation Department**

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# Information Session on New Regulated Agent Regime's Requirements From 15 July 2013

Civil Aviation Department Hong Kong  
March and April 2013



## Content

- **CAD's Engagement with Air Cargo Community**
- Background of Enhancement to RAR
- Enhanced RAR Applicable from 15 July 2013
  - Requirements on Consignors
  - Requirements on Cargo Agents
- Q and A



## 民航處 Civil Aviation Department

### CAD's Engagement with Air Cargo Community

- **18 April 2012** – 32nd RAR Implementation Working Group Meeting (with subsequent separate meetings with relevant stakeholders): CAD briefed on independent validation
- **May / September 2012** – CAD-proposed compliance measures were circulated for consideration by air cargo community
- **01 June and 09 July 2012** – CAD invited UK DfT and US TSA experts to brief on EU and US air cargo security requirements respectively
- **30 October 2012** – IATA Air Cargo Safety and Security Workshop: CAD briefed on ICAO air cargo security initiatives
- **11 January 2013** – 33rd RAR Implementation Working Group Meeting: CAD briefed on new ICAO standards applicable from 15 July 2013 and proposed compliance measures for consideration by air cargo community
- **28 January and 08 February 2013** – LOGSCOUNCIL and its Subcommittee on Industry Development: CAD briefed on EU update regarding independent validation
- **22 February 2013** – Follow-up meeting of 33rd RAR Implementation Working Group Meeting: CAD finalized, in consultation with air cargo industry representative bodies, compliance measures to meet 15 July 2013 deadline
- **March and April 2013** – CAD Information Sessions (Airport and In Town)



## Content

- CAD's Engagement with Air Cargo Community
- **Background of Enhancement to RAR**
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  - Requirements on Cargo Agents
- Q and A



# 民航處 Civil Aviation Department

## Commonly Used Terms 常用名詞

- Regulated Agent Regime (RAR) 管制代理人制度
- Hong Kong Civil Aviation Department (CAD) 香港民航處
- Cargo Agent 貨運代理人
- Regulated Agent (RA) 管制代理人
- Consignor 托運人
- Known Consignor (KC) 已知托運人
- Account Consignor (AC) 帳戶托運人
- Airlines 航空公司
- Transportation Contractor 運輸承辦商
- Warehouse Contractor 貨倉承辦商
- Known Cargo 已知貨物
- Unknown Cargo 非已知貨物



## International Trend on Air Cargo Security

- International trend of tightened cargo security requirements
  - ICAO: Enhancement to air cargo security standards from 15 July 2013
  - US: 100% screening of cargo onboard passenger aircraft from December 2012
  - EU: Independent validation of RA / KC from July 2014
    - EU update in January 2013
    - To be further discussed in future
    - Current focus of CAD – ICAO air cargo security standards
- ➔ Incremental enhancement to RAR to prepare for the possible changes



## Need for Enhancement to RAR

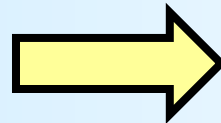
- To comply with ICAO air cargo security standards
- To sustain the leading edge of Hong Kong as an international air cargo hub by:
  - maintaining reputation of Hong Kong through compliance with international aviation security standards, particularly those promulgated by ICAO
  - placing the emphasis for the practical implementation of security controls on entities along the supply chain
  - adhering to ICAO's RA concept, namely to move away from the costly and time-consuming process of attempting to screen 100 per cent of the cargo



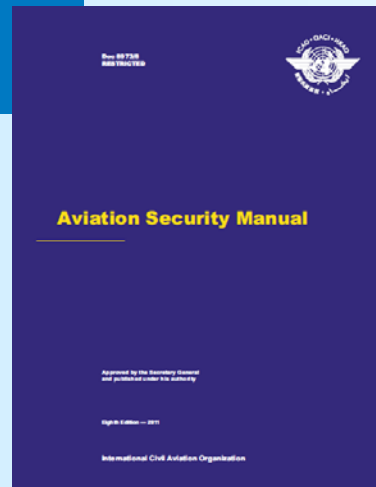
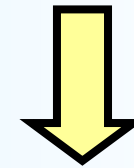
# 民航處 Civil Aviation Department

## Regulatory Framework of Air Cargo Security in Hong Kong

### ICAO Annex 17



### Laws of Hong Kong - *Aviation Security Ordinance*



### ICAO Aviation Security Manual

### Airline



### Freight Forwarder & Consignor



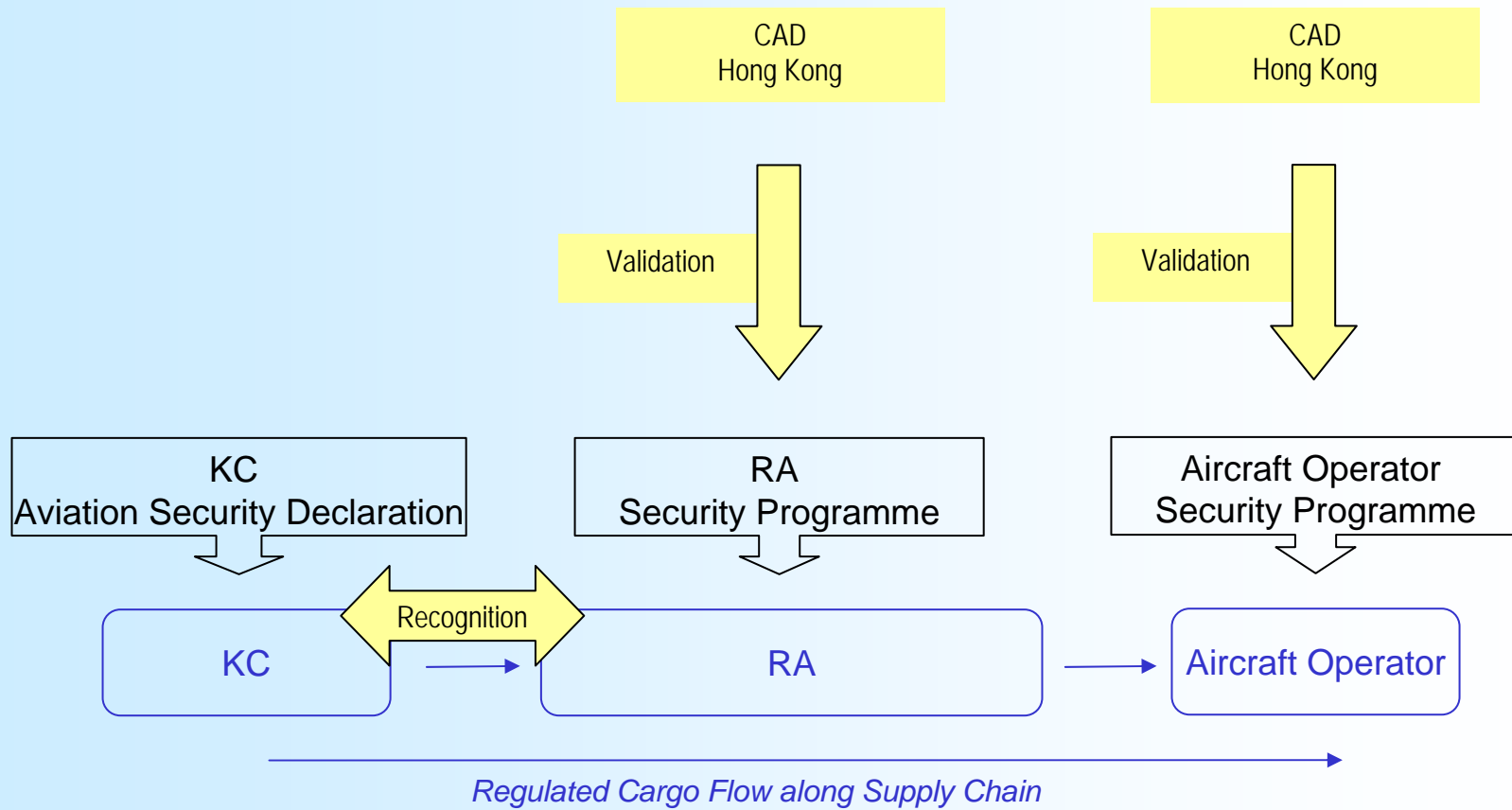


## Existing RAR

- Implemented since March 2000 after consultation with air cargo industry
- Around 1400 RAs registered with CAD (as of April 2013)
- Cargo accepted from KC by RA / Airline (i.e. known cargo) for carriage on board **passenger aircraft** is exempted from security screening
- In compliance with the current ICAO air cargo security standards



## Existing Regulatory Framework of Air Cargo Security for Passenger Aircraft in Hong Kong



## New ICAO Standards

- ICAO State Letter (November 2012): Adoption of Amendment 13 to ICAO Annex 17

*“due to the need for urgent action to mitigate risks to the security of civil aviation”*

- Amended standards applicable from **15 July 2013**





## New ICAO Standards

- ICAO Annex 17 Standard 4.6.1

*“Each Contracting State shall ensure that appropriate security controls, including screening where practicable, are applied to cargo and mail, prior to their being loaded onto an aircraft engaged in ~~passenger~~ commercial air transport operations.”*

- ICAO Annex 17 Standard 4.6.3

*“Each Contracting State shall ensure that cargo and mail to be carried on a ~~passenger~~ commercial aircraft are protected from unauthorized interference from the point screening or other security controls are applied until departure of the aircraft.”*

## New ICAO Standards

- ➔ Need for extension of RAR to cover all-cargo aircraft (freighter) from 15 July 2013 to meet the ICAO standards
- ➔ Requirement documents in respect of RAR enhancement measures published on CAD's webpage
- ➔ CAD's messages issued to air cargo community on 27 February and 15 April 2013 to urge for the completion and submission of the applicable documents





## New ICAO Standards

- ICAO Annex 17 Standard 4.6.7

*“Each Contracting State shall ensure that cargo and mail that has been confirmed and accounted for shall then be issued with **a security status** which shall accompany, either in an electronic format or in writing, the cargo and mail throughout the secure supply chain.”*

- ➔ Need for introduction of cargo security status in RAR
- ➔ Requirement documents in respect of RAR enhancement measures published on CAD’s webpage
- ➔ CAD’s messages issued to air cargo community on 27 February and 15 April 2013 to urge for the completion and submission of the applicable documents



## New ICAO Standards

- ICAO Annex 17 Standard 4.6.8

*“Each Contracting State shall ensure that **transfer cargo** and mail has been subjected to appropriate security controls prior to being loaded on an aircraft engaged in commercial air transport operations departing from its territory.”*

- ➔ CAD’s letter issued to aircraft operators on 15 March 2013

Aircraft operator security programme needs to be updated to indicate how such ICAO standards are complied with (e.g. in respect of the security arrangement for handling cargo transferred from all-cargo aircraft to passenger aircraft).



## 民航處 Civil Aviation Department

### Main Focus of RAR Enhancement

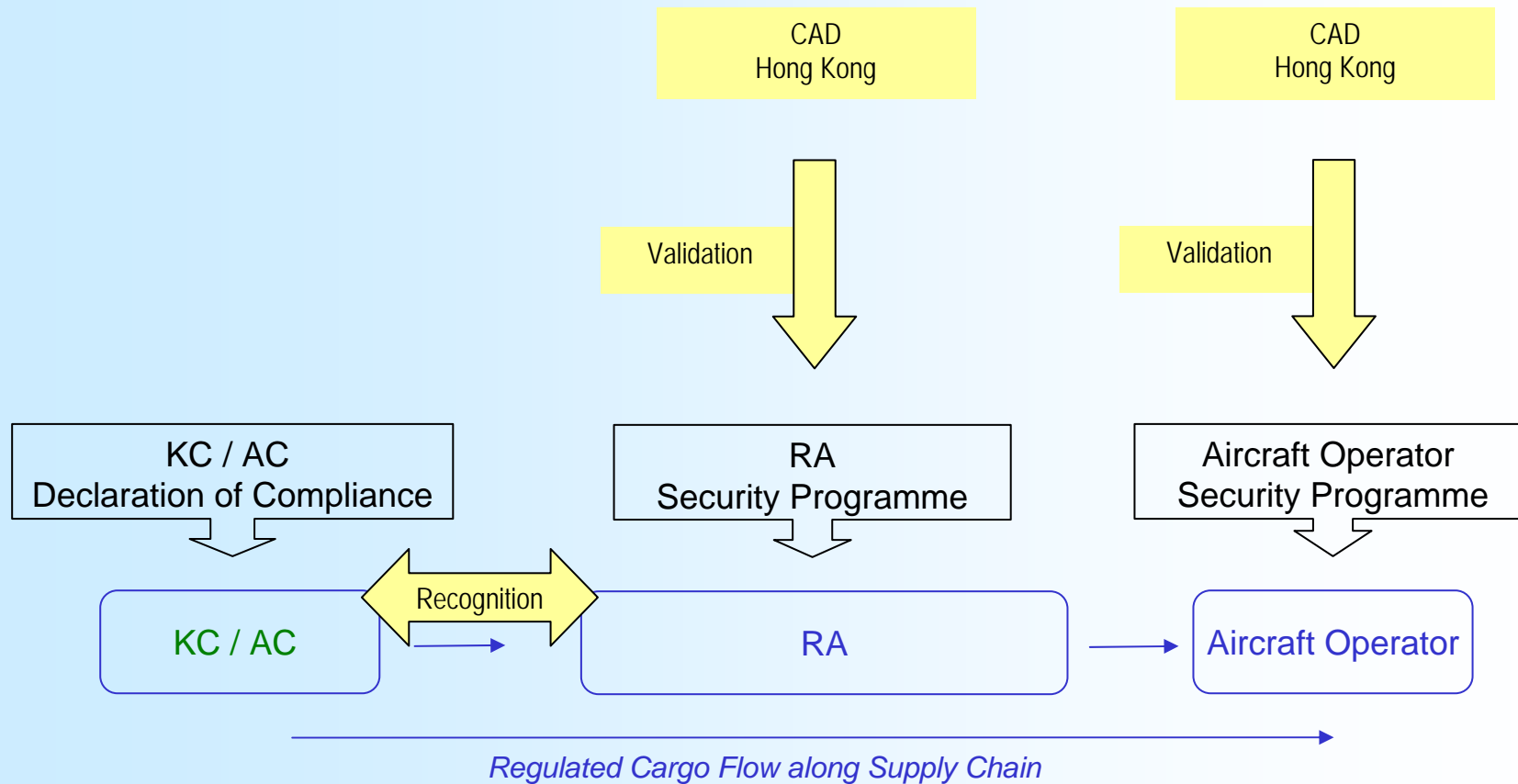
Applicable from 15 July 2013

- Extension of RAR to all-cargo aircraft (freighter)
  - KC: can tender cargo for carriage on both passenger and all-cargo aircraft
  - AC: can tender cargo for carriage on all-cargo aircraft only
- Introduction of Cargo Security Status in RAR
  - SPX: secure for carriage onboard passenger and all-cargo aircraft
  - SCO: secure for carriage onboard all-cargo aircraft only



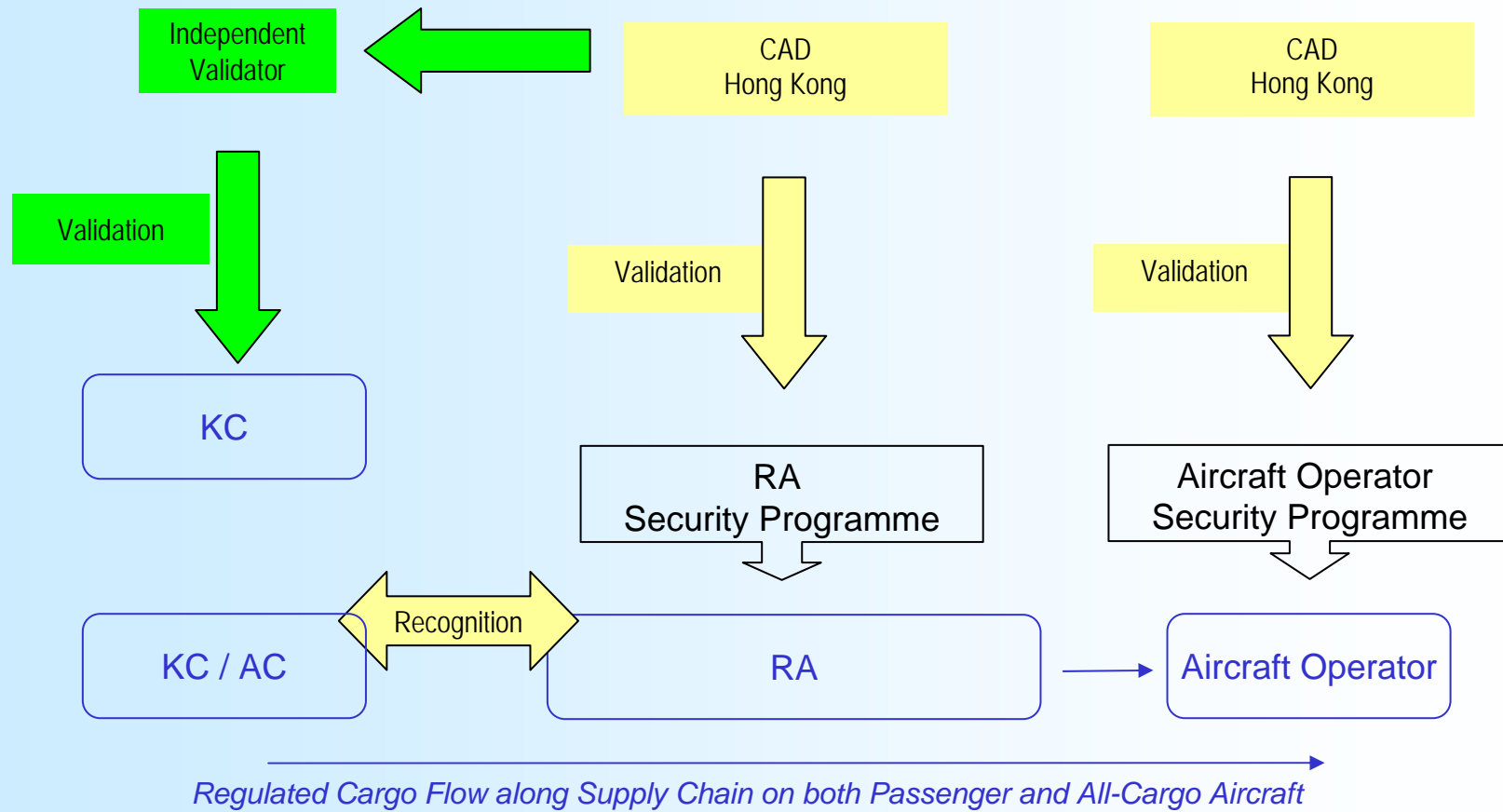


## Enhanced RAR Applicable from 15 July 2013 for Passenger and All-Cargo Aircraft





## Future Roadmap: CAD's Perspective Independent Validation for KC





## Content

- CAD's Engagement with Air Cargo Community
- Background of Enhancement to RAR
- Enhanced RAR Applicable from 15 July 2013
  - **Requirements on Consignors**
  - Requirements on Cargo Agents
- Q and A



## Requirements on Consignors (from 15 July 2013)

- Documentation
  1. Requirement Document for Consignor
  2. KC Declaration of Compliance
  3. AC Declaration of Compliance

## Requirement Document for Consignor

- Part A – KC  
(effective from 15 July 2013 until a date to be announced by CAD)
- Part B (intentionally left blank) – KC under Independent Validation  
(effective date to be announced by CAD)
- Part C – AC  
(effective from 15 July 2013)



**Requirement Document for Consignor**  
Regulated Agent Regime

Civil Aviation Department  
The Government of the Hong Kong Special Administrative Region  
March 2013



## Requirement Document for Consignor

- Part A KC - Section 1 Purpose
  - Consignments received from KC can be accepted for carriage onboard both passenger aircraft and all-cargo aircraft.
    - while consignments received from AC can be accepted for carriage onboard all-cargo aircraft only
  - Not compulsory for a consignor to be recognized as KC.
    - But consignments received from an unknown consignor shall not be accepted for carriage onboard passenger aircraft or all-cargo aircraft
      - unless such consignment has been subject to appropriate security controls acceptable to CAD



## Requirement Document for Consignor

- Part A KC - Section 2 Air Cargo Supply Chain
  - The three main entities along the air cargo supply chain are KC / AC, RA and Airlines.
  - KC shall implement security procedures in accordance with the Requirement Document for Consignor to establish the security of cargo consignment at source and preserve such security prior to acceptance by RA or Airline for carriage by air.



## Requirement Document for Consignor

- Part A KC - Section 2 Security Control
  - Security control is a means to prevent the introduction of weapons, explosives or other dangerous devices, articles or substances for committing an act of unlawful interference.
  - The security controls acceptable to CAD for detecting the presence of concealed explosive or incendiary device (i.e. turning unknown cargo into known cargo) refer to
    - searching by hand or physical check at piece level, or
    - screening by x-ray.





## Requirement Document for Consignor

- Part A KC - Section 2 Known Cargo
  - Known cargo is
    - a consignment of cargo from a KC, an AC or a RA to which the appropriate security controls have been applied; or
    - a consignment of unknown cargo which has subsequently been subjected to the security controls acceptable to CAD.



## Requirement Document for Consignor

- Part A KC - Section 2 Known Cargo
  - Two types of known cargo
    - SPX (cargo secure for passenger and all-cargo aircraft):-
      - cargo which is accepted by RA or Airlines as known cargo from KC,
      - or any cargo which has been subjected to appropriate security control
    - SCO (cargo secure for only all-cargo aircraft):-
      - Cargo which is accepted by RA or Airlines as known cargo from AC.



## Requirement Document for Consignor

- Part A KC - Section 2 Unknown Cargo
  - Unknown cargo (UNK cargo) is either:-
    - any cargo other than known cargo as defined above; or
    - any known cargo which passes out of the custody of
      - an airline, a RA, a KC, an AC or their warehouse contractors or transportation contractors.



## Requirement Document for Consignor

- Part A KC - Section 3 Recognition of KC by RA
  - KC should commit itself to the compliance with the security requirements stipulated in Section 4 of the Requirement Document
    - by submitting to its partnering RA
      - a completed KC Declaration of Compliance
  - The partnering RA shall
    - verify the identity of the KC (e.g. check of business registration document),
    - allocate a unique KC code to the KC; and
    - place the KC onto its register of KCs.



## Requirement Document for Consignor

- Part A KC - Section 3 RA's Register of KCs
  - RA's register of KCs shall contain:-
    - the unique KC code allocated by RA
    - the KC company name, business registration number and business address (as shown on the business registration document)
    - the full name of the person (as shown on passport, national identity card or registry of birth record) responsible for application and supervision of the implementation of cargo security of the KC



## Requirement Document for Consignor

- Part A KC - Section 4 Requirements for KC
- A KC shall meet the security requirements in the following 7 areas.
  - (1) Person responsible for Cargo Security
    - Designate a staff member to be responsible for application and supervision of the implementation of cargo security and overseeing the compliance with the security requirements of the Requirement Document



## Requirement Document for Consignor

- Part A KC - Section 4 Requirements for KC
  - (2) Recruitment
    - Check of a job applicant's identity by means of documentary evidence such as passport, national identity card
    - Pre-employment check on education and employment history of the job applicant
    - Be cautious in the recruitment process with an objective to ensure that its staff members are reliable and do not pose a potential threat



## Requirement Document for Consignor

- Part A KC - Section 4 Requirements for KC
  - (3) Premises
    - Access to areas where air cargo are prepared, packaged and/or stored shall be controlled
      - to ensure that no unauthorized persons have access to them.
  - (4) Consignment Integrity
    - Air cargo shall not contain explosive or incendiary device
    - Air cargo shall be protected against tampering during shipment preparation, storage and transportation
    - Packaging of air cargo should be, where possible, made tamper-evident.





## Requirement Document for Consignor

- Part A KC - Section 4 Requirements for KC
  - (5) Documentation
    - KC shall provide:
      - House Air Waybill / Shipper's Letter of Instruction; and, if available, Packing List / Invoice.
    - Such shipping documents shall contain at least the following information.
      - nature / content of consignment;
      - quantity of consignment (including weight, number of packages and dimension / volume); and
      - KC code allocated by its partnering RA.



## Requirement Document for Consignor

- Part A KC - Section 4 Requirements for KC
  - (6) Transportation
    - KC shall ensure that during transportation, their consignments of air cargo are
      - protected against unauthorized interference and
      - where possible, made tamper-evident.
  - (7) Inspection
    - Once recognized as a KC, the premise of the KC company may be subject to
      - unannounced or announced inspection by CAD or its agents.



## Requirement Document for Consignor

- Part B KC under Independent Validation
  - effective from a date to be announced by CAD
    - to be reviewed with reference to international trend (such as ICAO and EU requirements)
    - intentionally left blank at the moment



## Requirement Document for Consignor

- Part C AC
  - effective from 15 July 2013
  - Part C Sections 1 - 4 for AC generally the same as Part A Sections 1 - 4 for KC
    - except that KC shall be renewed every 3 years and AC renewed every 5 years
      - by signing a new Declaration of Compliance with the consignor's partnering RA

## KC Declaration of Compliance

- Existing KC Aviation Security Declaration will no longer be valid after 14 July 2013.
- To be a valid KC on or after 15 July 2013, KC Declaration of Compliance needs to be signed by the KC and submitted to its partnering RA.
- KC Declaration of Compliance shall be renewed every 3 years.
- KC Declaration of Compliance shall be signed by the person responsible for application and supervision of the implementation of cargo security of the KC company.

**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)  
\_\_\_\_\_ (name, postal address, registration details issued by Civil Aviation Department)  
\_\_\_\_\_ (RA code of the above regulated agent)

As the person who the consignor has already been allocated a unique identification code by Civil Aviation Department (CAD) (Please fill in the code if applicable)

(hereafter referred to as "the company") hereby declare to "": its/their Part I (or Part II) to be completed.

<b>Part I</b> (company name of the regulated agent who received cargo consignment from my company) _____ (RA code of the above regulated agent)
<b>Part II</b> Civil Aviation Department (CAD) of the Hong Kong Special Administrative Region for the purpose of applying for a <u>renewal</u> a <u>unique identification code of known consignor after consultation of independent validation of</u> _____ (code in 2010/09/09)

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 validation 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 Text struck out in this Declaration will be retained when the independent validation for known consignor is effective.

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## KC Declaration of Compliance

- In KC Declaration of Compliance, KC declares to its partnering RA that:
  - (a) air cargo prepared in secure premises by reliable staff members
  - (b) air cargo protected against tampering during shipment preparation, storage and transportation
  - (c) air cargo may be examined for security reasons
  - (d) air cargo not containing any explosive or incendiary device
- (a) – (d) above generally same as current KC Aviation Security Declaration



## KC Declaration of Compliance

- Additional content included in new KC Declaration of Compliance
  - (e) accepting unannounced or announced inspections by CAD or its agents; and agreeing to provide any documents directly to CAD for monitoring of KC's compliance with security requirements
  - (f) continual compliance with the security requirements stipulated in the Requirement Document for Consignor; and communication of such requirements to all staff members with access to air cargo and/or related shipping documents



## KC Declaration of Compliance


- Additional content included in new KC Declaration of Compliance
  - (g) informing its partnering RA as soon as reasonably possible if:
    - the person responsible for application and supervision of the implementation of cargo security has changed;
    - changes to premises or procedures are likely to significantly impact on security;
    - the company ceases trading and no longer handles air cargo;  
or
    - the company no longer implements the required security controls stipulated in the Requirement Document for Consignor





## AC Declaration of Compliance

- To become AC, AC Declaration of Compliance needs to be signed by the AC and submitted to its partnering RA.
- AC Declaration of Compliance shall be renewed every **5 years**
  - whereas KC Declaration of Compliance shall be renewed every **3 years**.

 **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)  
\_\_\_\_\_ (IRA 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.  
2 This Declaration shall be signed by the person responsible for application and supervision of the implementation of cargo security.

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## Content

- CAD's Engagement with Air Cargo Community
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  - Requirements on Consignors
  - **Requirements on Cargo Agents**
- Q and A



## Requirements on Cargo Agents

- Documentation
  - Registration for Application as RA (including RA Security Programme)
  - Warehouse Contractor Declaration
  - Transportation Contractor Declaration
  - Handling Procedures for RAR



# 民航處 Civil Aviation Department

## Registration for Application as RA (including RA Security Programme (RASP))

### Current Form

香港特別行政區政府  
民航處  
Civil Aviation Department  
The Government of the Hong Kong Special Administrative Region

**HONG KONG CIVIL AVIATION DEPARTMENT**  
**Application for Registration as Regulated Agent**

**I Company Particulars**

Name of Company (English)

(Chinese)

Address  Tel

Fax

Person in charge

Business Registration Certificate No.  e-mail:

**Important Notes**  
Applicant applying for Registration as Regulated Agent **must** complete Part I (Company Particulars) and Part II (Regulated Agent Security Programme) of this application form together with the submission of the following documents:

- a copy of Business Registration Certificate;
- training certificates which demonstrate that at least **two** staff members of your company have attended a training programme acceptable to the Civil Aviation Department; and
- copies of the documents as listed in Section 11 (Page 16) of this application form.

The above mentioned documents shall be submitted together with the application, otherwise this department is unable to process the application.

CAD HKRAR Nov-2012-E 1

### New Form from 15 July 2013

Application for Registration as Regulated Agent (RA)  
Civil Aviation Department (CAD)  
The Government of the Hong Kong Special Administrative Region

Notes:  
(1) Applicant should refer to Part III – Application Notes for guidance on the completion of this application form and the submission of the relevant documents.  
(2) Applicant must complete all applicable parts of this application form.  
(3) This application form should be completed in block letters using black or blue pen.  
(4) Any alternative means to satisfy the requirements set out in Part II – Regulated Agent Security Programme or any additional information about your application shall be provided / explained in separate sheets for consideration by Civil Aviation Department.

**Part I – General Information**  
**Section 1 – Company Particulars**

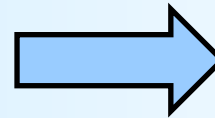
Company Name (English) <small>(as appeared on Business Registration Certificate)</small>	
(a) <input type="text"/>	
(Chinese) <small>(as appeared on Business Registration Certificate)</small>	
(b) <input type="text"/>	
(b) Address <small>(as appeared on Business Registration Certificate)</small>	
(c) Correspondence Address <small>(if different from the above address)</small>	
(d) Business Registration Certificate (BRC) Number <input type="text"/>	(e) Expiry Date of the BRC <small>(dd/mm/yyyy)</small> <input type="text"/>
(f) Regulated Agent (RA) Code <small>(For existing valid RA only. If not, please fill in 'N/A'.)</small> <input type="text"/>	

**Section 2 – Particulars of Person-In-Charge**  
**Person-In-Charge**  
(a) The Person-In-Charge shall be the management personnel of the company, (e.g. director, manager, company secretary or equivalent)

Full Name	
(b) (English) <input type="text"/>	<small>(as appeared on HKID / passport)</small>
(Chinese) <input type="text"/>	
(c) Position in Company <input type="text"/>	
(d) Contact	(e) Fax Number
(d) Phone Number <input type="text"/>	<input type="text"/>
(f) E-mail Address <input type="text"/>	

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# Summary of Major Differences





# 民航處 Civil Aviation Department

## Registration for Application as RA

### Current Form

- Part I: Company Particulars
- Part II: RA Security Programme
  - Objective
  - Company Profile
  - Physical Characteristics of Premises used for Receipt, Processing and Storage of Cargo
  - Cargo Operations
  - Command and Control
  - Random X-ray Screening of Cargo Received from KCs
  - Training
  - Transportation
  - Maintenance of Shipping Documents
  - Contingency Plan
- Part III: Declaration
- Part IV: Personal Information Collection Statement

### Current RASP

The screenshot shows the 'Application for Registration as Regulated Agent' form from the Civil Aviation Department. It includes sections for 'Company Particulars' with fields for company name, address, telephone, fax, and person in charge. It also features a 'Business Registration Certificate No.' field and an 'Important Notes' section detailing the required documents for submission.

香港特別行政區政府  
民航處  
Civil Aviation Department  
The Government of the Hong Kong Special Administrative Region

HONG KONG CIVIL AVIATION DEPARTMENT  
Application for Registration as Regulated Agent

I Company Particulars

Name of Company (English)   
(Chinese)

Address  Tel   
Fax

Person in charge

Business Registration Certificate No.  e-mail:

**Important Notes**  
Applicant applying for Registration as Regulated Agent **must** complete Part I (Company Particulars) and Part II (Regulated Agent Security Programme) of this application form together with the submission of the following documents:

1. a copy of Business Registration Certificate;
2. training certificates which demonstrate that at least **two** staff members of your company have attended a training programme acceptable to the Civil Aviation Department; and
3. copies of the documents as listed in Section 11 (Page 16) of this application form.

The above mentioned documents shall be submitted together with the application, otherwise this department is unable to process the application.

CAD HKRAR Nov. 2012-E 1

## Registration for Application as RA

### New Form

- Part I: General Information
  - Company Particulars
    - **Particulars of Person-In-Charge**
- Part II: RA Security Programme
  - Objective
  - Company Organization
  - Training
  - Scope of Cargo Operations
  - Cargo Acceptance
  - Cargo Processing and Storage
  - Transportation Service
  - Documentation for Cargo Security
    - **Recruitment (on or after 15 July 2013)**
    - Treatment of Suspect Cargo
    - Random X-ray Screening of Known Cargo
    - **Quality Control**
- Part III: Application Notes
  - **Self-Checklist**
    - Personal Information Collection Statement
    - Submission and Processing of Application
- Part IV: Declaration of Compliance

### New RASP

**Application for Registration as Regulated Agent (RA)**

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

Notes:

(1) Applicant should refer to Part III – Application Notes for guidance on the completion of this application form and the submission of the relevant documents.

(2) Applicant must complete all applicable parts of this application form.

(3) This application form should be completed in block letters using black or blue pen.

(4) Any alternative means to satisfy the requirements set out in Part II – Regulated Agent Security Programme or any additional information about your application shall be provided / explained in separate sheets for consideration by Civil Aviation Department.

(5) Part II – Regulated Agent Security Programme shall be implemented in conjunction with the Handling Procedures for Regulated Agent Regime.

**Part I – General Information**

**Section 1 – Company Particulars**

(a)	Company Name (English)		<small>(as appeared on Business Registration Certificate)</small>
	(Chinese)		<small>(as appeared on Business Registration Certificate)</small>
(b)	Address		<small>(as appeared on Business Registration Certificate)</small>
(c)	Correspondence Address		<small>(if different from the above address)</small>
(d)	Business Registration Certificate (BRC) Number	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	(e) Expiry Date of the BRC <small>(ddmm/yyyy)</small>
(f)	Regulated Agent (RA) Code		<small>(For existing valid RA only. If not, please fill in 'NEW'.)</small>

**Section 2 – Particulars of Person-In-Charge**

**Person-In-Charge**

(a) The Person-In-Charge shall be the management personnel of the company. (e.g. director, manager, company secretary or equivalent)

(b)	Full Name (English)		<small>(as appeared on HKID / passport)</small>
	(Chinese)		<small>(as appeared on HKID / passport)</small>
(c)	Position in Company		
(d)	Contact Phone Number	(e) Fax Number	
(f)	E-mail Address		

HKCAD ARRA-E (March 2013) Page 1



## Registration for Application as RA

- New Form Part I Section 2: Person-In-Charge
  - Old form requires only the name of the Person-In-Charge
  - New form requires his
    - Name
    - Position
    - Phone number
    - E-mail address



## Registration for Application as RA

- New Form Part II Section 1: Objective of RASP
  - Old form
    - The scope of RAR covers the consignments of cargo intended for carriage on passenger aircraft only
  - New form
    - The objective of RA security programme is 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.





## Registration for Application as RA

- New Form Part II Section 4: RA without physical cargo handling
  - Old form
    - No explanation required for RA without physical handling of cargo
  - New form
    - If RA is not engaged in physical handling of, or visual check on, the consignments designated as air cargo (i.e. involved in physical cargo acceptance, processing, storage and/or transportation), a written explanation is required.



## Registration for Application as RA

- New Form Part II Section 5(b): Cargo acceptance procedures
  - Old form
    - RA to describe its cargo acceptance procedures w.r.t.
      - documentation check
      - appearance check
  - New form
    - Relevant cargo acceptance procedures set out in details



## Registration for Application as RA

- Cargo acceptance - Documentation check
  - Consignment of cargo shall be accompanied by shipping documents, including Master Air Waybill (where applicable) and House Air Waybill / Shipper's Letter of Instruction.
  - 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, AC code or RA code of the tendering RA
    - security status of the cargo consignment



## Registration for Application as RA

- Cargo acceptance - Appearance check
  - 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
  - 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.

## Registration for Application as RA

- New Form Part II Section 6.2: Warehouse security
  - Old form
    - RA to provide details on its own warehouse security arrangement w.r.t.
      - Physical security
      - Access control
  - New form
    - RA to adopt compulsory measures (and additional measures as appropriate) w.r.t.
      - Physical security
      - Access control



## Registration for Application as RA

- Physical security compulsory measures:-
  - Physical barriers, such as fences, gates and walls, shall be in place to protect the premises for processing and storing the consignment against unauthorized access.
  - All doors, gates, roller shutters or other access points to the consignments shall be closed, locked or guarded when not in use.
  - Regular inspections on physical barriers shall be carried out.
  - etc.



## Registration for Application as RA

- Access control compulsory measures:-
  - Access to cargo facilities and areas shall be restricted to individuals with an operational need for access.
  - Identity check is conducted to ensure that persons entering the facilities, including staff members and visitors, are authorized to enter the facilities.
  - Gates through which vehicles and/or personnel enter or leave are manned by security personnel or monitored by automated devices.



## Registration for Application as RA

- New Form Part II Section 6.3(b):
  - Applying security control on unknown cargo
  - Old form
    - Hand search
    - X-ray
    - Holding
    - Others (to be specified by RA)
  - New form
    - Hand search at piece level
    - X-ray





## Registration for Application as RA

- New Form Part II Section 6.4: Segregation of cargo consignments
  - Old form
    - Segregation of known and unknown cargo
  - New form
    - Segregation of known and unknown cargo
    - Segregation of SPX and SCO cargo



## Registration for Application as RA

- New Form Part II Section 7.2: Transportation security
  - Old form
    - RA to provide details on its arrangement on transportation security
  - New form
    - Compulsory measures set out in details



## Registration for Application as RA

- Compulsory measures on driver:-
  - Driver shall present to the cargo dispatcher a national identity card, passport, driving licence or other document, containing a photograph of the driver for verification before any cargo is loaded
  - The vehicle shall not be left unattended or shall not make unscheduled stop (except for emergency). If it is unavoidable to leave the vehicle unattended, the security of the consignment and the integrity of seals or locks shall be checked for any sign of tampering, suspicion or evidence of unlawful interference.



## Registration for Application as RA

- Compulsory measures on vehicle:-
  - Immediately prior to loading, the load compartment shall be searched and the integrity of this search maintained until loading is completed.
  - Immediately following the completion of loading, the vehicle used in the transportation of air cargo shall be secured against unlawful interference at all times
    - using numbered tamper-evident seals or any other appropriate methods.
  - The open load areas of flat bed trucks shall be kept under surveillance (e.g. remote CCTV surveillance) when air cargo is being transported.
    - Cargo consignment shall also be provided with self-contained security by tamper-evident seals or locks.
  - etc.



## Registration for Application as RA

- New Form Part II Section 8.5(b):
  - Maintenance of documents - Consignor's Declaration
  - Old form
    - RA to provide sample of the KC Declaration
  - New form
    - RA to use the standard forms of the KC/AC Declaration provided by CAD
      - No need to provide sample



## Registration for Application as RA

- New Form Part II Section 9: Recruitment
  - Old form
    - Nil requirement on staff recruitment
  - New form (only applicable to staff members employed on or after 15 July 2013)
    - RA shall record the details of the recruitment and selection procedures of staff members with access to consignment designated as air cargo and/or related shipping documents.
    - Job application form and interview record shall be maintained.



## 民航處 Civil Aviation Department

### Registration for Application as RA

In job application form, a job applicant is required to:

- provide education and employment history in the previous 5 years;
- provide criminal conviction, if any, in the previous 5 years;
- once employed, to report as soon as reasonably possible criminal conviction to the company for assessment on continuation of discharge of work duties;
- declare that the information is complete and accurate;
- declare that any misrepresentation of the facts is a ground for refusal of employment or for disciplinary proceedings or for criminal charges; and
- agree that information may be collected from previous employers and schools for the purpose of verification.



## Registration for Application as RA

During the job interview, RA shall:

- establish the job applicants' identities by means of documentary evidence such as passport, national identity card or registry of birth record;
- ensure that the applicant understands the importance and implication of the declarations made on the job application form; and
- etc.





### Registration for Application as RA

- New Form Part II Section 11: X-ray screening of known cargo
  - Old form
    - Random X-ray screening of 1% of the total weight of known cargo booked to be carried on passenger aircraft
  - New form
    - Random x-ray screening of 1% of the total weight of known cargo to be carried on (all) aircraft (i.e. including both passenger aircraft and all-cargo aircraft)
      - Separate counts for
        - 1% of known cargo on passenger aircraft; and
        - 1% of known cargo on all-cargo aircraftwere initially proposed by CAD in January 2013. The proposal was rejected by the trade and was hence withdrawn.



## 民航處 Civil Aviation Department

### Registration for Application as RA

- New Form Part II Section 12: Quality control
  - Old form
    - Nil requirement set for quality control of RA through self-assessment
  - New form
    - RA shall conduct regular self-assessment with reference to its RA Security Programme and the Handling Procedures for RAR, at least once every two years, in order to identify any internal deficiencies.
    - RA is subject to announced and unannounced inspections by CAD for the purpose of monitoring the compliance with the relevant security requirements.



# 民航處 Civil Aviation Department

## Registration for Application as RA

- New Form Part IV: RA Declaration
  - Old Declaration
    - RA declares to maintain a RA Security Programme and comply with the security requirements in respect of RA in the Hong Kong Aviation Security Programme and any directions promulgated by CAD from time to time.
  - New Declaration
    - Expanded in content by regularizing details
    - To be completed and signed by
      - the Person-In-Charge in Part I Section 2; or
      - the Nominated Person for Cargo Security in Part II Section 2(c)



# 民航處 Civil Aviation Department

## Registration for Application as RA

- New Form Part IV: Declaration of Compliance

### Old RA Declaration

**III Declaration**

We hereby declare that our company applies to register as a Regulated Agent. We agree that once registered as a Regulated Agent, our company is obliged to maintain a Regulated Agent Security Programme and comply with the requirements in respect of the Regulated Agent in the Hong Kong Aviation Security Programme and any directions promulgated by the Civil Aviation Department from time to time. We understand that any failure to comply with the RA requirements by my company will result in my RA registration to become invalid. We also understand that while remaining as a Regulated Agent, our company will be subject to inspections by officers of the Civil Aviation Department.

For and on behalf of

\_\_\_\_\_  
Company Name \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
Signature \_\_\_\_\_

\_\_\_\_\_  
Name and Position \_\_\_\_\_ Company Chop \_\_\_\_\_

After completion please return this form to **Airport Standards Division (Security Section)**, either by mail to **Civil Aviation Department Headquarters, 1 Tung Fai Road, Hong Kong International Airport** or by fax to no. 2362 4257. For any enquiries, please contact our Officers at tel no. 2910 6931 or 2910 6935.

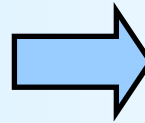
**IV Personal Information Collection Statement**

Information collected from you will be used only for processing your application for registration as regulated agent. If you are accepted as a Regulated Agent, your company name, Regulated Agent Code and Business Registration Certificate No. will be provided to airlines and cargo terminal operators for verification upon cargo acceptance. Your company name and Regulated Agent Code may be published for information to members of the public. You have the right to access to the data about you held by this department. If you wish to access to the information, please write to Airport Standards Division (Security Section), Civil Aviation Department Headquarters, 1 Tung Fai Road, Hong Kong International Airport, Lantau.

**For Official Use**

Recommended by _____	Date _____	Checked by _____	Date _____
RA Code _____		Effective Date _____	
Remarks :			

CAD HKRAR No. 2012-E 17



### New RA Declaration

**Part IV - Declaration**

**Declaration of Compliance – Regulated Agent**  
*(To be completed and signed by the Person-in-Charge mentioned in Part I Section 2 or the Nominated Person for Cargo Security mentioned in Part II Section 2(c))*

I, for and on behalf of \_\_\_\_\_  
(Company Name) (hereafter referred to as "the company"), hereby declare that:-

(a) To the best of my knowledge, all information contained in this application form (including the Regulated Agent Security Programme (Part II of this application form)) is true, complete and accurate, and I understand that giving false information or making false statements knowingly and willfully may be liable to prosecution and de-registration of the company's Regulated Agent status.

(b) The company will continuously implement the practices and procedures set out in the Regulated Agent Security Programme and the Handling Procedures for Regulated Agent Regime, and such practices and procedures are communicated to all staff members with access to consignment of air cargo and/or related shipping documents.

(c) The Regulated Agent Security Programme will be adjusted to comply with all the relevant changes to the requirements stipulated in the Handling Procedures for Regulated Agent Regime and any other directions given from time to time by Civil Aviation Department, unless the company informs Civil Aviation Department that it no longer wishes to operate as a Regulated Agent.

(d) The company will inform Civil Aviation Department in writing as soon as reasonably possible if:

(i) there is any change of the information contained in this application form, including the Regulated Agent Security Programme; and

(ii) the company ceases operations, no longer deals with cargo for carriage by air or can no longer meet the requirements of the Regulated Agent Regime, including the requirements in the Regulated Agent Security Programme.

(e) The company will fully cooperate with Civil Aviation Department in all announced and unannounced inspections and provide access to all documents as requested by Civil Aviation Department during inspections.

(f) For any deficiencies found in air cargo operations in respect of the Regulated Agent Regime including the requirements in the Regulated Agent Security Programme, the company will take actions to rectify such deficiencies within a time period as specified by Civil Aviation Department.

(g) The company will inform Civil Aviation Department of any serious breaches of the requirements of the Regulated Agent Regime including the requirements in the Regulated Agent Security Programme, e.g. any attempt to conceal explosives or incendiary devices in the consignments of cargo intended for carriage on aircraft.

(h) The company will ensure that all relevant staff members with access to consignment designated as air cargo and/or related shipping documents will receive appropriate training and are aware of their responsibilities under the Regulated Agent Security Programme.

(i) Any failure to comply with the requirements of the Regulated Agent Regime including the requirements in the Regulated Agent Security Programme, including failure to maintain and provide any records as required by the Programme, may result in suspension or de-registration of the company's Regulated Agent status.

(j) I have read and understood Part III Section 2 - Personal Information Collection Statement.

(k) I agree that Civil Aviation Department has no liability to the company and its prospective or existing staff members for the rejection of job application or termination of employment.

(l) I agree that Civil Aviation Department has the final discretion on all parts of this application form.

Full Name  
(in block letters)  
(as appears on HKID / passport) \_\_\_\_\_

Position in  
Company \_\_\_\_\_

Signature and  
Company Chop \_\_\_\_\_ Date \_\_\_\_\_

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## Registration for Application as RA

- **New Form Part IV: Declaration of Compliance**

### Old RA Declaration

- To maintain RA Security Programme
- To comply with the requirements in respect of RA and any directions promulgated by the CAD from time to time
- To understand that non-compliance with the requirements will result in de-registration of RA status
- To understand that RA is subject to inspection by CAD



### New RA Declaration

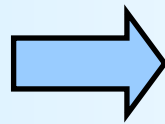
- To provide true, complete and accurate information
- To implement the practices and procedures in RASP and the Handling Procedures for RAR; and the practices and procedures are communicated to all staff members
- To adjust RASP to comply with all the relevant changes in the requirements
- To inform CAD in writing if:
  - (i) changes in the application form and RASP
  - (ii) the company ceases operations
  - (iii) the company no longer meets the requirements
- To cooperate with CAD's inspection
- To rectify deficiencies
- To report breaches
- To provide staff members with appropriate training
- To understand that non-compliance may result in the suspension or de-registration of RA status

## Warehouse Contractor Declaration

- Warehouse Contractor Declaration
  - a separate attachment to Registration for Application as RA

Current

No standard form used  
(RA usually submits a  
'confirmation from  
warehouse contractor  
on employment of its  
services')



New

**Warehouse 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 warehouse contractor company)*

I, for and on behalf of, \_\_\_\_\_ (company name of warehouse contractor) hereby declare to:-

\_\_\_\_\_ (company name of the cargo agent who engages my company to provide cargo processing and storage service) (hereafter referred to as "the principal") that when collecting, storing or dispatching consignment designated as air cargo to which security control has been applied (i.e. known cargo) on behalf of the principal, the following security procedures shall be adhered to:-

- The identity of each warehouse staff member with access to consignment designated as air cargo and/or related shipping documents shall be established by means of documentary evidence such as a national identity card or passport.
- Each warehouse staff member with access to consignment designated as air cargo and/or related shipping documents shall have received security awareness training set out in Part II Section 3(b) of the principal's Regulated Agent Security Programme.
- The security procedures set out in Part II Section 5(b), 6.1(e), 6.2 and 6.4 of the principal's Regulated Agent Security Programme shall be adhered to.
- Cargo processing or storage service shall not be sub-contracted to a third party, unless the third party also has signed a Warehouse Contractor Declaration with the principal.

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

Full Name (in block letter): \_\_\_\_\_ (as appeared on HKID / passport)

Position in Company: \_\_\_\_\_

Signature: \_\_\_\_\_

Company Chop: \_\_\_\_\_

Company Address: \_\_\_\_\_

Date: \_\_\_\_\_

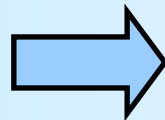
Note 1 This Declaration shall be completed and signed by the person-in-charge of the warehouse contractor company.  
2 The original of this Declaration shall be retained by the principal with a copy provided to the warehouse contractor company.

## Warehouse Contractor Declaration

New

Current

No standard form used (RA usually submits a 'confirmation from warehouse contractor on employment of its services')



### Standardized Warehouse Contractor Declaration

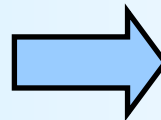
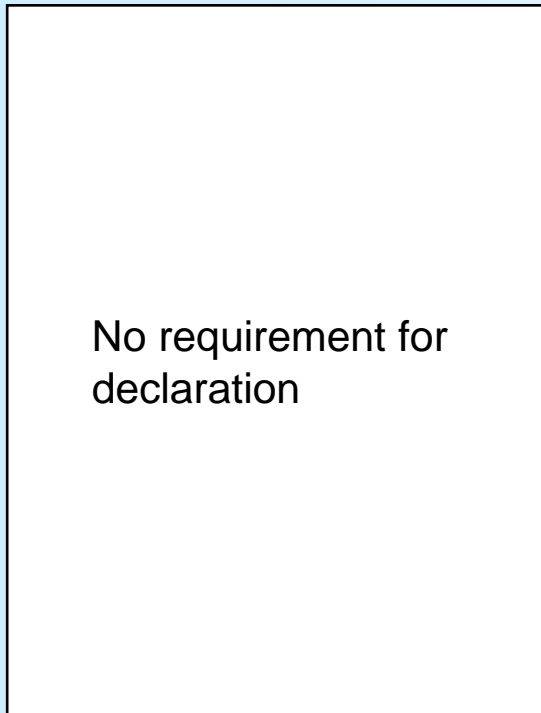
When collecting, storing or dispatching known cargo

- (a) The identity of each warehouse staff member with access to consignment designated as air cargo and/or related shipping documents shall be established by means of documentary evidence such as a national identity card or passport.
- (b) Each warehouse staff member with access to consignment designated as air cargo and/or related shipping documents shall have received security awareness training set out in Part II Section 3(b) of the principal's RA Security Programme.
- (c) The security procedures set out in Part II Section 5(b), 6.1(e), 6.2 and 6.4 of the principal's RA Security Programme shall be adhered to.
- (d) Cargo processing or storage service shall not be sub-contracted to a third party, unless the third party also has signed a Warehouse Contractor Declaration with the principal.


## Transportation Contractor Declaration

- Transportation Contractor Declaration
  - a separate attachment to Registration for Application as RA

Current



New



**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 cargo agent who engages my company to provide cargo transportation service) (hereafter referred to as "the principal") that when collecting, carrying, storing or delivering consignment designated as air cargo to which security control has been applied (i.e. known cargo) on behalf of the principal, 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 licence.
- (b) Each driver shall have received the security awareness training set out in Part II Section 3(b) of the principal's Regulated Agent Security Programme.
- (c) The security procedures set out in Part II Section 5(b) and 7.2 of the principal's Regulated Agent Security Programme shall be adhered to.
- (d) Cargo transportation services shall not be sub-contracted to a third party, unless the third party has also signed a Transportation Contractor Declaration with the principal.

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 principal with a copy provided to the transportation contractor company.

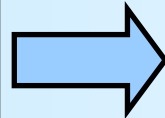




## Transportation Contractor Declaration

Current

No requirement  
for declaration



New

### Standardized Transportation Contractor Declaration

When collecting, carrying, storing or delivering known cargo

- (a) The identity of each driver shall be established by means of documentary evidence such as a national identity card, passport or driving licence.
- (b) Each driver shall have received the security awareness training set out in Part II Section 3(b) of the principal's RA Security Programme.
- (c) The security procedures set out in Part II Section 5(b) and 7.2 of the principal's RA Security Programme shall be adhered to.
- (d) Cargo transportation service shall not be sub-contracted to a third party, unless the third party has also signed a Transportation Contractor Declaration with the principal.



## Handling Procedures for RAR

- Document being amended to
  - cover extension of RAR to all-cargo aircraft
  - reflect extension of RAR to cover both KC and AC
  - include security status SPX and SCO in the framework
  - rationalize the existing 14 channels of cargo flow with specific focus on the more commonly adopted ones, such as
    - KC / AC – RA – Airline



# 民航處 Civil Aviation Department

## Handling Procedures for RAR

Tentative annotations for RA code and security status on Master Air Waybill

The image shows a Master Air Waybill form with several annotations in blue boxes:

- Regulated Agent's full name in the Issuing Carrier's Agent Name and City box:** Points to the field containing "ABC Cargo Forwarding Co. Ltd." under "Issuing Carrier's Agent Name and City".
- Security status of the air cargo consignment:** Points to the "Security" field, which contains "SPX".
- RA code of the Regulated Agent "ABC Cargo Forwarding Co. Ltd." in the Signature of Issuing Carrier or its Agent box:** Points to the "Signature of Issuing Carrier or its Agent" field, which contains "RA 98765".

The form also includes a large pink "DRAFT" watermark across the center.



### Registers of KCs / ACs

- RA's registers of KCs / ACs shall contain the following company particulars of the KCs / ACs:-
  1. the KC / AC code (as allocated by RA),
  2. 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),
  3. the business registration number of the aforesaid BR document,
  4. the business address as shown in the aforesaid BR document; and
  5. the full name of the person responsible for application and supervision of the implementation of cargo security of the KC / AC. The name should be the same as that shown in passport, national identity card or registry of birth record.



# 民航處 Civil Aviation Department

## Action Required Before 15 July 2013

<u>Entity</u>	<u>Forms to be Signed / Submitted</u>	<u>For Submission to</u>
RA	Registration for Application as RA (including RA Security Programme)*	CAD
KC	KC Declaration of Compliance	RA
AC	AC Declaration of Compliance	RA
RA's Warehouse Contractor	Warehouse Contractor Declaration	RA (with copy to CAD as part of RASP)
RA's Transportation Contractor	Transportation Contractor Declaration	RA

\* For RA currently registered with CAD, the Registration for Application as RA must be re-submitted. CAD will liaise with RA only when clarification of the details on the forms is required.



### Action Required Before 15 July 2013

- If a relevant entity operating within the air cargo supply chain (for example, a RA registered with CAD) fails to duly complete and submit the applicable documents before 15 July 2013, its status (in this example, the status as a RA) will be invalidated from 15 July 2013.
  - Carriage of consignment of air cargo onboard aircraft departing Hong Kong not allowed unless such unknown cargo are screened
- To reduce the compliance workload before 15 July 2013, the relevant entities (e.g. a consignor) may elect to sign the relevant documents (e.g. KC Declaration of Compliance) as soon as this consignor needs to tender its first known shipment after 15 July 2013.



## 民航處 Civil Aviation Department

### Questions on New RAR's Requirements

- All information about the new RAR's requirements is now available on CAD's webpage:-

<http://www.cad.gov.hk/english/newrar.html>

(English)

<http://www.cad.gov.hk/chinese/newrar.html>

(中文)

- CAD Information Sessions (Airport and In Town)
- For further enquiry, please contact CAD on Telephone:-

~~(852) 2910 8695~~ (852) 2910 6935

~~(852) 2910 8696~~ (852) 2910 6932

~~(852) 2910 8697~~ (852) 2910 6933

~~(852) 2910 8698~~ (852) 2910 6931

~~(852) 2910 8699~~

8:45 am - 12:45 pm and 1:45 pm - 5:00 pm  
Monday to Friday except public holidays



## Content

- CAD's Engagement with Air Cargo Community
- Background of Enhancement to RAR
- Enhanced RAR Applicable from 15 July 2013
  - Requirements on Consignors
  - Requirements on Cargo Agents
- **Q and A**





Thank you