



**HAFFA RAR Training Programme:
“Cargo Security Training (Regulated Agent Regime) Course”**

ENROLLMENT FORM

(Please complete and type all the fields in English)

** Circle the appropriate one*

Class Code : _____ Class Date : _____ (1st Choice ^{Note 1})
: _____ (2nd Choice ^{Note 2})

Name of Company : _____

Name of Attendee : Mr./Ms.* _____ (HKID Name to be printed on the Certificate)

HKID No.

	-				X	X	X	(X)	

^{Note 3}

Position : _____ Contact Person _____

Email Address ^{Note 4} : _____ Telephone No. _____

RA Code : _____ HAFFA Member Yes / No *

Referral ^{Note 7} HAFFA Mbr Company Name: _____

Payment Details : Company Cheque made payable to “HAFFA” (with name of attendee and class code marked on the back)

Amount ^{Note 5}: **HK\$720 (HAFFA Member) / HK\$750 (Non-HAFFA Member)***
 Company-Sponsored (NOT entitled to VTC Subsidy) Self-Finance

Cheque No: _____ Date: _____ Banker: _____

I declare that all information supplied above is true, complete and accurate. I understand the course details and the policy/remarks being posted on the HAFFA Website. I agree to abide all course regulations set by HAFFA for the subject programme, failing to observe such rules shall result my application in default.

Signature with Company Chop ^{Note 5&6}

Name: _____

Title: _____

Note:

Please send to HAFFA the completed enrolment form (in original signature and company chop) together with the cheque payment. Personal cheque is also acceptable. Kindly use separate form/cheque for each application per class. HAFFA reserves the right to accept your application or not.

- (1) If the 1st Choice is not available, we will automatically transfer you to the 2nd choice, along with phone notification. We will return the cheque to you automatically if your 2nd Choice is also not available.
- (2) Please put down your 2nd Choice or else we will return the cheque to you automatically if the 1st Choice is not available.
- (3) HKID number provided as part of an application for registration/admission is required by HKCAD for identification. Personal data provided will be used solely for the purpose of registration/admission/verification and it will be handled by HAFFA and other relevant institutions authorized to receive it. For full details, please refer to the HAFFA website under RAR.
- (4) Letter of Acceptance with class details will be sent out by EMAIL Only to your assigned email address within 3 working days after the enrolment deadline. Should you do not receive by then, please contact the HAFFA Secretariat immediately before the date of course. Otherwise, we assume you have received it and NO refund will be made for any absentee in this case. For cancellation/amendment after receiving the Letter of Acceptance, please refer to our HAFFA Website. Moreover, HAFFA may send reminder to your assigned e-mail address closer to the expiry date of your certificate for the purpose of renewal. If we do not receive any written objection from you to receive such reminder, we will assume that you are fine with the above arrangement.
- (5) Kindly check under Member Name List in the HAFFA website <http://www.haffa.com.hk> to confirm if you are a HAFFA member. For HAFFA member, Name of Company, Company Cheque and the Company Chop must be the same Member Company Name as listed in the current HAFFA Member Directory. In case they are not the same, please apply the Member Company Name Change separately.
- (6) Please note that **company-sponsored applicant is NOT ELIGIBLE for the partial reimbursement of course fee**. Hence, it is NOT required to return the attached “VTC Partial Reimbursement of Course Fee Form”. As to Self-Financed application, the application form of OCC re-imburement should be submitted with the course enrolment form. If not, HAFFA will assume the payment is sponsored by company and it is not eligible to apply the OCC re-imburement.
- (7) (Attention to business partner of HAFFA member) If you being a Non-HAFFA Member will join any HAFFA course because of our Member’s referral, you may enjoy HAFFA Member price. You’re required to first send us the application form by email to training@haffa.com.hk and in the cover message please cc your email contact of HAFFA Member in order to enjoy this privilege. After receiving our email confirmation, please mail original enrolment form and payment (by cheque) to HAFFA.