*Updated: 19 Apr 2021*

**Application to HAFFA for the Change of Company Name \***

**Guidance Note**

***\* Only apply to those Members whose change of company name do not affect the shareholders, number of shares held by each shareholder & the financial aspect of the company.***

1. **Procedure:**
	1. Submission of all the items listed below in Point 2 to the HAFFA Secretariat for approval by the HAFFA Membership sub-committee. Applicant is required to read through this guidance note before submitting your application.
	2. After the Membership Sub-Committee approves the application, a standard HAFFA confirmation slip indicating (1) effective date of change and (2) the collection date of chop(s) will be sent to you by fax within 2 working days upon receipt of the application with full payment.
	3. The HAFFA Secretariat will notify you to collect the New Membership Certificate within one month.
2. **Documents Required from HAFFA Members:**
	1. Official letter printed on an **OLD** company letterhead (use sample in attachment 1)
* State the effective date of company name change (Please read Point 4 below for details.)
* Declaration on the latest financial status of the company
	1. Copy of valid new Business Registration Certificate (BR)
	2. Copy of Certificate of Change of Name (issued by the Company of Registrar)
	3. Certified True Copy of the new “Annual Returns” (i.e. Form AR1) under the **NEW** company name *(If it is unavailable at the time being, please submit automatically when it is ready.)*
	4. Copy of IATA approval letter and certificate (under Company name change), if applicable.
	5. HAFFA Agent Chop order placement form printed on a **NEW** company letterhead (use sample in attachment 2)
* Please read point 5 below for details.
	1. Two (2) blank letterhead papers with New Company name (marked sample)
	2. Two (2) New company cheques make payable to “HAFFA”.
* One (1) cheque for change of company name fee and
* One (1) cheque for HAFFA Agent chop order placement

*(Note: If the New company letterhead and company cheque is not available yet, you are kindly requested to advise the Secretariat by writing in advance and use the old company letterhead and company cheque instead.)*

* 1. Form of HAFFA News recipient (for change of recipient) (Use attachment 3)
	2. Any old/worn-out chop should be returned to HAFFA for internal record
1. **Fee:**
	1. Change of Company Name Fee: **HK$4,000.-**.
	2. HAFFA Agent Chop Order Placement Fee: **HK$180.- per chop**
2. **Time Frame for Change of Company Name and Chop Order Placement:**
	1. Around 5 working days upon receipt of your application with full payment at the HAFFA Secretariat (Note 2), *subject to the time & date on the confirmation slip*. OR
	2. A Specified date requested by the applicant (except for Saturdays, Sundays or Public Holidays)
* The effective time will be **no later than 2:00pm** on your specified date.
* It should be at least 5 working days upon receipt of your application with full payment at the HAFFA Secretariat (Note 2).
* Backdated & Late applications will **NOT** be accepted.
	+ *Backdated application means the Company name change effective date stated in your letter is already past due date upon receipt at the HAFFA Secretariat (Note 2)*
	+ *Late application means the effective date stated in your letter is less than 5 working days upon receipt at the HAFFA Secretariat (Note 2))*
	1. Kindly note that **2 more working days** will be added to the effective date if you require your Member Company Logo to be inserted in the HAFFA Agent Chop(s).
1. **HAFFA Agent Chop Specifications:**
	1. **Full Name of the Member company OR Member company logo PLUS full name of the Member company;**
* **2 more working days** will be added to the effective date if you require your **Member Company Logo** to be inserted in the HAFFA Agent Chop(s).
	1. **Colour**: Can be either one of the following:
	- Purple Blue
	- Red;
	- Black;
	- Green.
	2. **Chop number:** only in red colour
	3. **Status code: HAFFA logo** only in red colour
1. **Chop handle**: in Purple (round shape) and seal with the HAFFA Logo on top of it.
	1. **IATA Agent Code:** can be added only with the submission of IATA Agent Certificate
	2. Please refer to the AISRS Guidance for HAFFA Members on HAFFA’s website at <https://www.haffa.com.hk> for full details and notes.
2. **Authorized personnel data in the AISRS System**
	1. Should there be **ANY change** (Addition and/or Deletion) to your authorized personnel in the AISRS system under the New Company Name, you need to do the following:
* In addition to the application documents stated in point 2 above, submit the Amendment letter(s) of authorized personnel data. *(i.e. one (1) letter to HACTL and/or one (1) letter to AAT and/or one (1) letter to CPCT, if applicable.)*
* Fee: HK$250.-. (to amend the record with each CTO)
* Please refer to the AISRS Guidance (HAFFA Members) on HAFFA’s website at <https://www.haffa.com.hk> for full details and notes.
	1. Should there be **NO change** to your authorized personnel in the AISRS system under the New Company Name
* Nothing needs to be done. All your existing personnel data will be automatically transferred to the New company name on the effective date.
1. **Other Parties involved / needed to be notified by your company**
	1. CPCT
* CPCT will contact you directly to confirm the change of your company name and will need your separate submission of the copy of valid new Business Registration Certificate (BR) and the copy of Certificate of Change of Name (issued by the Company of Registrar) so as to update their internal record.
	1. Should you have any arrangement under the **Schedule Collection Scheme** with HACTL
* **You are kindly requested to write to HACTL direct by addressing to Manager, Terminal Services** (Address: 5/F, North Office Block, SuperTerminal 1, Hong Kong International Airport). HACTLwill need your official letter toupdate their internal record **re: Schedule Collection policy**. **Please copy the said letter to HAFFA for our internal record**.
	1. Airlines
* Although airlines will use the AISRS system for import shipment release, it doesn’t mean the concerned airlines are aware of your case. You are kindly requested to write to affected airlines direct informing them of your company name change for commercial update at your own discretion.
1. **Copyright:**

Due to the Copy Right of HAFFA Authorized chop, HAFFA emphasizes that all chops could be only ordered through the HAFFA Secretariat. For security purpose, any UNAUTHORIZED manufacture, reproduction, supply or use of the HAFFA Authorized Chop shall result in the IMMEDIDATE TERMINATION of your account and use of HAFFA Authorized Chop in any manner whatsoever, and forfeiture of all related fees paid.

1. **Lost Chop:**

You are solely responsible for the internal stocking and use of the HAFFA Authorized Chop by your employees. In respect of Lost CHOP, please note that neither the Airlines nor HAFFA will take any responsibility, as Carriers/HAFFA will NOT keep track/record of any Lost Chop. Agents themselves have to take FULL responsibilities of all their chops.

**NOTES:**

1. All time in HKT.
2. Office Hours: 9:00 a.m. to 12:50 p.m. and 2:00 p.m. to 5:45 p.m. on Weekdays (Monday to Friday).

The Secretariat will be closed on Saturdays, Sundays, public holidays and dates when typhoon signal no. 8 or black rain is hoisted, any application date which falls on the said category will automatically be postponed to the next working day without prior notice and HAFFA will bear no responsibility under such circumstances.

The actual date and time of receipt at the HAFFA Secretariat will be taken as the official date and time of submission.

1. All forms, official letters and updated record(s) must be signed using authorized signature along with company chop. Authorized signature means any ONE signature from the management listed in the current HAFFA Member Directory. To protect your cargo, you are kindly requested to login HAFFA Website to update your list of management personnel under "Member Profile" of website. Kindly note that any last-minute update of management personnel by fax will not be accepted.

**(End of the Guidance Note)**

Attachment 1 **SAMPLE – HAFFA Members**

**Letterhead using OLD Company Name**

Date : DD – MM – YYYY

Hongkong Association of Freight Forwarding and Logistics Ltd. (HAFFA)

8/F, China Hong Kong Centre, 122-126 Canton Road, Tsimshatsui

Attn : Ms. Alice Lui – Director

Dear Ms. Lui,

**Re: Change of Company Name to HAFFA Membership (and FIATA Licencee Holder with Licencee number, if any)**

We are writing to apply for the Change of Company Name from “old Co. name” to “new Co. name ”. In the meantime, we would like to confirm that such change will not affect the following of our company:

1. Shareholders
2. Number of shares held by each shareholder
3. Financial aspect.

Enclosed herewith please find our following documents for your kind approval:

1. Copy of valid new Business Registration Certificate (BR)
2. Copy of Certificate of Change of Name (issued by the Company of Registrar)
3. Certified True Copy of the new “Annual Returns” with Schedule 1 (i.e. Form NAR1) under the **NEW** company name
4. Copy of IATA approval letter and certificate (under Company name change), if any
5. Chop order placement form
6. Two (2) blank letterhead papers with new Company name (marked “sample”)
7. One (1) cheque payable to “HAFFA” for change of company name fee and
8. One (1) cheque payable to “HAFFA” for chop order placement

We would like HAFFA to send us a confirmation on the effective time and date of the change of my company name **OR** the effective date of the change of my company name to be (Specified date, DD/MM/YYYY)\* in the AISRS system.

*\* Delete the inappropriate one. Please note Specified date should be around 5 working days upon receipt of your application with full payment at the HAFFA Secretariat. For details, please refer to Point 4 on effective date in the Guidance Notes of Application to HAFFA Members for Change of Company Name.*

Upon your approval on our application for the company name change, we shall login HAFFA Website to update our contact profile and our list of management personnel under "Member Profile" of website. In addition, please help us to update our HAFFA News Recipient (see attached form) and endorse our attached application form for Company name change of FIATA Individual Membership (if any).

If there is any questions from HAFFA, please contact Mr./Ms. \_\_\_\_\_ at Tel:\_\_\_\_\_; Email: \_\_\_\_\_\_\_\_.

Thanks for your kind attention.

Yours sincerely,

For and On behalf of (Old Company name) [Old Authorized Co. Chop and Authorized Signature]\*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name :

Title :

\* Authorized signature means any ONE signature listed in the current HAFFA Member Directory.

Attachment 2 **SAMPLE – HAFFA Members**

**Letterhead using NEW Company Name**

Date : DD – MM – YYYY

Hongkong Association of Freight Forwarding And Logistics Ltd. (HAFFA)

8/F, China Hong Kong Centre

122-126 Canton Road, Tsimshatsui

Attn : Ms. Alice Lui – Director

Dear Ms. Lui

**Re: Chop Order Placement Form**

1. In addition to the our application for Change of Company Name submitted, we would like to place the following chop order:
* No of HAFFA Agent Chop(s): \_\_\_\_\_\_
* Chop No. from \_\_\_\_ to Chop No. \_\_\_\_
* Chop Colour-Company Name: (Choose either one of following colours: “Purple Blue/Red/Black/Green”)
* Company Logo: Yes/No\* (Please circle the appropriate and refer to Point no 1.4 in the AISRS guidelines for the time frame.)
* IATA Agent Code: Yes/No\* (Please circle the appropriate)

***(For Please provided with Copy of IATA Agent Certificate if you choose “Yes”)***

1. Please find attached our TWO (2) company letterhead papers (marked “sample”) for your kind reference.
2. Attached please find our cheque number \_\_\_\_\_\_\_\_\_\_ dated \_\_\_\_\_\_\_\_\_\_ drawn from the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Bank in the amount of \_\_\_\_\_\_\_\_\_\_ (HK$180.- per Chop)
3. If there is any questions from HAFFA, please contact Mr./Ms. \_\_\_\_\_\_\_\_ at Tel:\_\_\_\_\_\_\_\_\_\_ and Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_).
4. I/We understand that the information supplied above is only for HAFFA internal record and I/We are solely responsible for the internal stocking and use of the HAFFA Authorized Chop by my/our employees. In respect of Lost Chop, I/We understand neither Airline nor HAFFA will take any responsibility, as Carriers/HAFFA will NOT keep track/record of any Lost Chop. **I/We agree to take full responsibilities of all chops bearing the name of our company**.

Yours sincerely,

For and On behalf of (New Company name)

**(Authorized Signature with Authorized New Company Chop)\***

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name :

Title :

\* Authorized signature means any ONE signature listed in the current HAFFA Member Directory.

Attachment 3

FORM – HAFFA NEWS RECIPIENT

**- To Receive HAFFA News Via Fax Or Email**

As the rapid development in communication technology, transmitting information through electronic means instead of traditional fax and mail has become more and more popular today. Indeed, communication by electronic means not only speed up the transmission time, but also save the paper used as well as the storage space for the massive amounts of document. In response to requests from many Members, HAFFA is now migrating from transmitting News via Fax to via E-mail. All Members are kindly requested to complete the following questionnaire and we thank you in advance for your kind co-operation.

**\*\*\* THIS FORM IS TO BE COMPLETED BY SENIOR MANAGEMENT ONLY (Names registered in the current HAFFA Directory) \*\*\***

Company Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Tel No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please Tick only one box.

* We would like to receive HAFFA News via Fax to the following fax number:
* Please use the current fax number registered at the HAFFA Secretariat OR
* Please use the following fax number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
* We would like to receive HAFFA News via E-mail at the following e-address:

E-mail address : (Please Type only)

Recipient : (Name)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Title) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Tel) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*By signing at the bottom, we promise to do the followings:*

1. *Upon receipt of the HAFFA News, the Recipient is responsible for circulating the News to ALL relevant parties within the company.*
2. *If the Recipient is on vocation/sick leave/business trip and cannot pass the News on internally, it is our own responsibility to find another person to retrieve the News and circulate it to all relevant parties.*
3. *For any reason if the Recipient’s e-address has change or he/she has resign from our company, it is our own responsibility to inform the Secretariat by writing immediately of the changes.*

Authorized Signature with Company Chop

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name :

Title :

Date :

\* Authorized signature means any ONE signature listed in the current HAFFA Member Directory.