*Updated: 19 Apr 2021*

**Application for the Change of Company Name in the AISRS system (Non-HAFFA Members)**

**Guidance Note**

1. **Procedure:**
	1. Submission of all the items listed below in Point 2 to the HAFFA Secretariat. Applicant is required to read through this guidance note before submitting your application.
	2. A standard HAFFA confirmation slip indicating (1) change of company name with effective date 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. Please sign with company chop at the bottom of such confirmation slip to signify your acceptance of the effective date in the system and return it (original copy duly signed with company chop) to HAFFA when you follow the chop collection date to get the chop(s).
2. **Documents Required from AISRS Agents (Non-HAFFA Members):**
	1. Official letter printed on an **OLD** company letterhead (use sample in attachment 1)
	2. Copy of valid new Business Registration Certificate (BR)
	3. Copy of Certificate of Change of Name (issued by the Company of Registrar)
	4. AISRS Agent Chop order placement form printed on a **NEW** company letterhead
* Please refers to point 5 below for details (use sample in attachment 2)
	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 AISRS 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. **Fee:**
	1. Change of Company Name Fee: **HK$500.-**.
	2. AISRS Agent Chop Order Placement Fee: **HK$200.- per chop**
2. **Time Frame for Change of Company Name and Chop Order Placement:**
	1. Closing time:
* 3:30pm on Weekdays. Different closing time will be applied to some special days (e.g. Christmas Eve) with prior announcement on the HAFFA website (<https://www.haffa.com.hk>).
* Except for either the public holidays or the date(s) when typhoon signal No. 8 or above/Black Rainstorm Warning is hoisted.
	1. Around 5 working days upon receipt of your application with full payment at the HAFFA Secretariat (Note 2) before the closing time stated above, *subject to the time & date on the confirmation slip*. OR
	2. A specified date (no 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 past due date upon receipt at HAFFA Secretariat (Note 2)*
	+ *Late application means the effective date stated in your letter is less than 5 working days upon receipt at HAFFA Secretariat (Note 2))*
	1. All late submissions after closing time stated above/ All submissions fallen in the Point 4.1b) above will be postponed to the next working day and HAFFA will bear no responsibility under such circumstances.
1. **AISRS Chop Format:**
	1. **Full Name of the company – English only without logo;**
	2. **Colour:** Can be one of the following: **Purple Blue/ Red/ Black***.*
	3. **Chop number** located in the centre of the chop: only in red color
	4. **Status code:** AISRS AGENT only in red colour
2. **Chop handle:** in White (round shape) and seal with the HAFFA Logo on top of it.
	1. Please refer to the AISRS Guidance for Non-HAFFA Members on HAFFA’s website at <http://www.haffa.com.hk> for full details and notes.
3. **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
* In addition to the application documents stated in point 2 above, you are kindly requested to 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$300.-. (to amend records with each CTO)
* Please refer to the AISRS Guidance (Non-HAFFA Members) on HAFFA’s website at <http://www.haffa.com.hk> for full details and notes.
	1. Should there be **NO change** (Addition and/or Deletion) to your authorized personnel in the AISRS system under the New Company Name
* Nothing needs to be done. All your previously submitted authorized names will be 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 on **Schedule Collection** 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 concerned airlines be aware of the case. You are requested to write to concerned airlines direct informing them of your company name change at your own discretion.

**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 above/Black Rainstorm Warning 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 top management listed in the FTR form and subsequent updates submitted to HAFFA.

To protect your cargo, your management is required to update HAFFA on the list of authorized signature in advance by post (with original signature and company chop). Kindly note that any last-minute updates of signature by fax will not be accepted.

If all the previously submitted authorized signatures have been resigned from the company, the letter to HAFFA for updating the latest authorized signature(s) of the top management must be signed by any one of the directors listed in the latest “Annual Returns” (i.e. Form AR1) or “Notification of Change of Secretary and Director (Appointment /Cessation)” (i.e. Form D2A) and a certified true copy of Form AR1 or Form D2A should also be submitted.

**(End of the Guidance Note)**

Attachment 1 **SAMPLE – Non 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 in the AISRS system**

We are writing to apply for the Change of Company Name from “old Co. name” to “new Co. name ” in the AISRS system. 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. Chop order placement form
4. Two (2) blank letterhead papers with new Company name (marked “sample”)
5. One (1) cheque payable to “HAFFA” for change of company name fee and
6. 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. For details, please read carefully on the Point 4 for effective date in the Guidance Notes of Application for Change of Company Name in the AISRS system (Non-HAFFA Members).

*The following part is only applicable to the changes of the Authorized Signature(s) from the Top Management in associated with the Change of Company Name:*

In addition, please be updated on the changes of the Authorized Signature(s) from our Top Management below:

**Deletion of Old Authorized Signature of Management**

Name : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Addition of New Authorized Signature of Management**

Name : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Fax : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_or 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 (1) signature listed in the FTR form and updates submitted to HAFFA.

Attachment 2 **SAMPLE – Non 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 AISRS Agent Chop(s): \_\_\_\_\_\_
* Chop No. from \_\_\_\_ to Chop No. \_\_\_\_
* Chop Colour-Company Name: (Choose either one of following colours: “Purple Blue/Red/Black”)
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$200.- per Chop)

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

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 FTR form and subsequent updates submitted to HAFFA.