**Airlines Import Shipment Release System (AISRS)**

**GUIDELINES – TO HAFFA MEMBERS**

* ***An Important Reminder with Enhanced Procedure & Samples***

**System That Save You Time And Protect Your Cargo**

Background:

A highly secure computer data system has been implemented by Cargo Terminal Operators (CTOs) - HACTL (since 1992), AAT (since 1999) and Cathay Pacific Cargo Terminal CPCT (in 2013) for HAFFA members to obtain the Shipment Release Form (SRF) for collection of import shipments from the airlines. Nowadays all HAFFA Members update their record of company names and authorized personnel to collect cargoes through AISRS created and maintained by the HAFFA Secretariat.

To participate in the AISRS System as a HAFFA Member, you are kindly requested to read through this document and call the HAFFA Secretariat at 2796 3121 should you need further information under AISRS.

**Please be advised that you still have to be careful and safekeeping your Shipment Release Form (SRF) as it is an important document. HACTL, AAT and CPCT will release the cargoes to the bearer of the SRF. Your company will be held responsible for any liability caused by the loss of the SRF in your custody.**

|  |  |  |
| --- | --- | --- |
| **1.1 Documents required** | 1. Completed and duly signed Amendment Letter for each CTO \* (use sample in attachment 1A, 1B and 1C to be printed on company letterhead). 2. Company cheque made payable to “HAFFA”.   ***\* There are three CTOs namely:***  ***- HACTL***  ***- AAT***  ***- CPCT*** | 1. Chop order placement form (use sample in attachment 2). 2. Company cheque made payable to “HAFFA”. 3. One (1)\* blank company letterhead stamped with your old chop and marked “sample”.   \* For New Order Placement: Two (2) blank company letterhead papers and marked the word “sample” on the papers.   1. Any Old/Worn-out chop should be returned to HAFFA. |
| **1.2. Fees** | HKD250.00/CTO | HKD180.00/chop |
| **1.3 How to register** | 1. Submit all required documents / fees listed above to the HAFFA Secretariat. 2. A confirmation slip of execution with updated record (s) will be sent to you by fax after the amendment is processed by HAFFA with respective CTO. 3. Sign at the bottom of such slip and on the updated CTO record (s). Return to HAFFA on the same day by fax (and by post later with original signature and company chop). | 1. Submit all required documents / fees listed above to HAFFA Secretariat. 2. A standard confirmation slip will be sent to you by fax upon receipt of the chop placement form with payment in full before the closing time stated under Point 1.4. 3. Chop specifications (see att.3):  * **Full Name of the Member company OR Member company logo PLUS full name of the Member company; Colour**: Can be either one of the following: - Purple Blue/ Red/ Black/ Green * **Chop number:** only in red colour * **Status code: HAFFA logo** only in red colour * **Chop handle**: in Purple color and seal with the HAFFA Logo on top of it. * **IATA Agent Code:** can be added only with the submission of IATA Agent Certificate |
| **1.4 Time Frame** | * 1. Closing time (applies to all amendments):   a) - 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 ([www.haffa.com.hk](http://www.haffa.com.hk)).  b) Except for either the public holidays or the date(s) when typhoon signal No.8 or above/Black Rainstorm Warning is hoisted.   * 1. 1 working day upon receipt of your application with payment in full before the closing time as stated above. The effective time will be subject to the time/date to be indicated on the relevant CTO record (s) attached with the confirmation slip of execution. **OR**   Within office hour on your specified date submitted to HAFFA in advance. The effective time will be subject to the time/date to be indicated on the relevant CTO record(s) attached with the confirmation slip of execution.   * 1. In case there is no effective date being specified in your letter, the following day after date of receipt at the HAFFA Secretariat will be taken as the effective date automatically without prior notice and HAFFA will bear no responsibility under such circumstances.   2. All late submissions after closing time and all submissions fallen in Point (1b) will be postponed to the next working day, HAFFA will bear no responsibility under such circumstances.   3. Specified date refers to the effective date (except for Sundays or public holidays) clearly stated in your letter to HAFFA.   4. Backdated application (means the effective date stated in the letter is past due date upon receipt at HAFFA) will not be accepted.   5. Application only applies within 2 weeks from date of receipt of application and payment in full at the HAFFA Secretariat. | 1. Closing time:   a) - 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 ([www.haffa.com.hk](http://www.haffa.com.hk)).  b) Except for either the public holidays or the date(s) when typhoon signal No.8 or above/Black Rainstorm Warning is hoisted.   1. **HAFFA Agent Chop WITHOUT Member company logo:** Around **5** working days upon receipt of application with full payment at the HAFFA Secretariat. 2. **HAFFA Agent Chop WITH Member company logo**: Around **7** working days upon receipt of application with full payment at the HAFFA Secretariat. 3. All late submissions after closing time and all submissions fallen in Point (1b) will be postponed to the next working day, HAFFA will bear no responsibility under such circumstances. 4. Copyright: please see note 2.6 for details. 5. Lost chop: please see note 2.7 for details. |

# 2. Notes

1. All time in HKT.
2. HAFFA Secretariat’s Office Hours: 9:00am to 12:50pm and 2:00pm to 5:45pm 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. Should you have any queries, please contact HAFFA Secretariat: 8/F., China Hong Kong Centre, 122-126 Canton Road, Tsimshatsui, Hong Kong. Tel: 852- 27963121 Fax: 852- 27548926 and Email: enquiry@haffa.com.hk.
3. The actual date/time of receipt for any data submission and/or chop order placement at the HAFFA Secretariat will be taken as the official date/time of submission.
4. 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. In case they are not available, signature from the senior management is required and such form must also carbon copy to any ONE name listed in the current HAFFA Member Directory and have his/her signature on the document to be submitted later for our record.
5. All applicants are requested to ensure all the names and particulars of authorized personnel written on their letters are true, accurate and complete. In case of discrepancy of the existing record, cargo agents who provided such data have to take full responsibilities to amend the data by resubmitting another official amendment letter to HAFFA plus the **amendment fee of HKD250.00 for each CTO**.
6. Due to the **Copy Right of HAFFA Authorized Chop**, HAFFA emphasizes that all chops could only be ordered through the HAFFA Secretariat. For security purpose, any **UNAUTHORIZED** manufacture, reproduction, supply or use of the HAFFA Authorized Chop shall result in the **IMMEDIATE TERMINATION of your account and use of HAFFA Authorized Chop** in any manner whatsoever, and forfeiture of all related fees paid.
7. 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.
8. With the enhanced program of HACTL (Hong Kong Air Cargo Terminals Limited), AAT (Asia Airfreight Terminal) and CPCT (Cathay Pacific Cargo Terminal), there is more flexibility for each cargo agent to assign more authorized personnel collecting the import shipments. Maximum number of authorized personnel allowed to input for each CTO is **25**. We encourage cargo agents to assign each authorized personnel one chop with a unique chop number as a mean to identify the personnel responsible for your internal work order and monitor the authentic chop for security purpose.
9. Do safe keep the updated authorized personnel record in your office, as HAFFA in no circumstances will disclose these confidential data to other party.
10. Be careful and safekeeping your Shipment Release Form (SRF) as it is a very important document. HACTL, AAT and CPCT will release the shipments to the bearer of the SRF. Your company will be held responsible for any liability caused by the loss of the SRF in your custody.

Updated: 21 June 2017

**Attachment 1A** (HAFFA Member Company Letterhead)

**SAMPLE**

Date : DD-MM-YYYY

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

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

Attn: Ms. Alice Lui – Director

Re : Airlines Import Shipment Release System (AISRS) – **Amendment of Authorized Personnel**

Dear Ms. Lui,

After reading the AISRS guidelines, I/we would like to create / revise our authorized personnel list in order to collect import shipments from airlines as follows:-

Name of the Cargo Terminal Operator: **HACTL**

(Maximum number of authorized personnel allowed to input is **25**.)

**ADD [Effective Date: (DD/MM/YYYY) △] 🡪 Effective time will be within office hour on your specified “Effective Date” stated here and subject to the time/date to be indicated on the relevant CTO record (s) attached with the confirmation slip of execution.**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Name (English as printed in HKID Card Only)** |  | **I/D Number** |
| 1. |  |  |  |
| 2. |  |  |  |

**DELETE [Effective Date: (DD/MM/YYYY) △] 🡪 Effective time will be within office hour on your specified “Effective Date” stated here and subject to the time/date to be indicated on the relevant CTO record (s) attached with the confirmation slip of execution.**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Name (English as printed in HKID Card Only)** |  | **I/D Number** |
| 1. |  |  |  |
| 2. |  |  |  |

I/We hereby declare that all information entered above is true, accurate and complete. I agree to abide all regulations set by HAFFA in the AISRS Guidelines. In case of discrepancy of the existing record, I/We undertake to take full responsibilities to amend the data by resubmitting another amendment letter to HAFFA and pay for an amendment fee of HK$250.- for each CTO.

Attached pleased find our Cheque Number \_\_\_\_\_\_\_\_\_\_\_\_ dated \_\_\_\_\_\_\_\_\_\_\_ drawn from the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Bank in the amount of \_\_\_\_\_\_\_\_\_\_\_\_\_(HK$250.- per CTO**)** being Amendment Fee.

If there is any questions from HAFFA, please contact Mr./Ms. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ( <Tel:______________> ; Fax: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_or Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_).

Yours sincerely,

For and On behalf of (Company name)

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

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

Name :

Title :

**△ Note 1: In case there is no effective date being specified in this letter, the following day after date of receipt at the HAFFA Secretariat will be taken as official effective date automatically without prior notice (please refer to point no. 1.4 “Time Frame” of the AISRS guidelines for details)**

**Note 2: Backdated application (means the effective date stated in the letter is past due date upon receipt at HAFFA) will NOT be accepted.**

\* 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. In case they are not available, signature from the senior management is required and such form must also carbon copy to any ONE name listed in the current HAFFA Member Directory and have his/her signature on the document to be submitted later for our record.

**Attachment 1B** (HAFFA Member Company Letterhead)

**SAMPLE**

Date : DD-MM-YYYY

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

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

Attn: Ms. Alice Lui – Director

Re : Airlines Import Shipment Release System (AISRS) – **Amendment of Authorized Personnel**

Dear Ms. Lui,

After reading the AISRS guidelines, I/we would like to create / revise our authorized personnel list in order to collect import shipments from airlines as follows:-

Name of the Cargo Terminal Operator: **AAT**

(Maximum number of authorized personnel allowed to input is **25**.)

**ADD [Effective Date: (DD/MM/YYYY) △] 🡪 Effective time will be within office hour on your specified “Effective Date” stated here and subject to the time/date to be indicated on the relevant CTO record (s) attached with the confirmation slip of execution.**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Name (English as printed in HKID Card Only)** |  | **I/D Number** |
| 1. |  |  |  |
| 2. |  |  |  |

**DELETE [Effective Date: (DD/MM/YYYY) △] 🡪 Effective time will be within office hour on your specified “Effective Date” stated here and subject to the time/date to be indicated on the relevant CTO record (s) attached with the confirmation slip of execution.**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Name (English as printed in HKID Card Only)** |  | **I/D Number** |
| 1. |  |  |  |
| 2. |  |  |  |

I/We hereby declare that all information entered above is true, accurate and complete. I agree to abide all regulations set by HAFFA in the AISRS Guidelines. In case of discrepancy of the existing record, I/We undertake to take full responsibilities to amend the data by resubmitting another amendment letter to HAFFA and pay for an amendment fee of HK$250.- for each CTO.

Attached pleased find our Cheque Number \_\_\_\_\_\_\_\_\_\_\_\_ dated \_\_\_\_\_\_\_\_\_\_\_ drawn from the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Bank in the amount of \_\_\_\_\_\_\_\_\_\_\_\_\_(HK$250.- per CTO**)** being Amendment Fee.

If there is any questions from HAFFA, please contact Mr./Ms. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ( <Tel:______________> ; Fax: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ or Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_).

Yours sincerely,

For and On behalf of (Company name)

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

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

Name :

Title :

**△ Note 1: In case there is no effective date being specified in this letter, the following day after date of receipt at the HAFFA Secretariat will be taken as official effective date automatically without prior notice (please refer to point no. 1.4 “Time Frame” of the AISRS guidelines for details)**

**Note 2: Backdated application (means the effective date stated in the letter is past due date upon receipt at HAFFA) will NOT be accepted.**

\* 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. In case they are not available, signature from the senior management is required and such form must also carbon copy to any ONE name listed in the current HAFFA Member Directory and have his/her signature on the document to be submitted later for our record.

**Attachment 1C** (HAFFA Member Company Letterhead)

**SAMPLE**

Date : DD-MM-YYYY

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

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

Attn: Ms. Alice Lui – Director

Re : Airlines Import Shipment Release System (AISRS) – **Amendment of Authorized Personnel**

Dear Ms. Lui,

After reading the AISRS guidelines, I/we would like to create / revise our authorized personnel list in order to collect import shipments from airlines as follows:-

Name of the Cargo Terminal Operator: **CPCT**

(Maximum number of authorized personnel allowed to input is **25**.)

**ADD [Effective Date: (DD/MM/YYYY) △] 🡪 Effective time will be within office hour on your specified “Effective Date” stated here and subject to the time/date to be indicated on the relevant CTO record (s) attached with the confirmation slip of execution.**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Name (English as printed in HKID Card Only)** |  | **I/D Number** |
| 1. |  |  |  |
| 2. |  |  |  |

**DELETE [Effective Date: (DD/MM/YYYY) △] 🡪 Effective time will be within office hour on your specified “Effective Date” stated here and subject to the time/date to be indicated on the relevant CTO record (s) attached with the confirmation slip of execution.**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Name (English as printed in HKID Card Only)** |  | **I/D Number** |
| 1. |  |  |  |
| 2. |  |  |  |

I/We hereby declare that all information entered above is true, accurate and complete. I agree to abide all regulations set by HAFFA in the AISRS Guidelines. In case of discrepancy of the existing record, I/We undertake to take full responsibilities to amend the data by resubmitting another amendment letter to HAFFA and pay for an amendment fee of HK$250.- for each CTO.

Attached pleased find our Cheque Number \_\_\_\_\_\_\_\_\_\_\_\_ dated \_\_\_\_\_\_\_\_\_\_\_ drawn from the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Bank in the amount of \_\_\_\_\_\_\_\_\_\_\_\_\_(HK$250.- per CTO**)** being Amendment Fee.

If there is any questions from HAFFA, please contact Mr./Ms. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ( <Tel:______________> ; Fax: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ or Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_).

Yours sincerely,

For and On behalf of (Company name)

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

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

Name :

Title :

**△ Note 1: In case there is no effective date being specified in this letter, the following day after date of receipt at the HAFFA Secretariat will be taken as official effective date automatically without prior notice (please refer to point no. 1.4 “Time Frame” of the AISRS guidelines for details)**

**Note 2: Backdated application (means the effective date stated in the letter is past due date upon receipt at HAFFA) will NOT be accepted.**

\* 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. In case they are not available, signature from the senior management is required and such form must also carbon copy to any ONE name listed in the current HAFFA Member Directory and have his/her signature on the document to be submitted later for our record.

**Attachment 2**

(HAFFA Member Company Letterhead) **SAMPLE**

Date : DD – MM – YYYY

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

8/F, China Hong Kong Centre

122-126 Canton Road

TST, Kowloon

Attn : Ms. Alice Lui – Director

Dear Ms. Lui

**Re : HAFFA Agent Chop Order Placement / Replacement Form**

1. After reading the AISRS guidelines, we would like to place the following chop order:

* Company Full Name (English)^ to be printed on the chop

|  |  |  |
| --- | --- | --- |
|  |  | Same as HAFFA Member Directory |
|  |  | If not the same as HAFFA Member Directory, please specify:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

* 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)

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

1. Reason(s) for chop order placement (Please “tick” at least one box)

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | New Chop | |
|  |  | Lost Chop | |
|  |  | Worn-out (Old chop(s) enclosed with this letter and the chop number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_) | |
|  |  | Need Extra Chop | |
|  |  | Others, please specify: |  |

1. Please find attached ONE (1) blank company letterhead paper with old chop stamped and marked “sample” for your kind reference.

(If you do not have an old chop sample, please refer to Note 1 below.)

1. Attached please find our cheque number \_\_\_\_\_\_\_\_\_\_ dated \_\_\_\_\_\_\_\_\_\_ drawn from the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Bank in the amount of \_\_\_\_\_\_\_\_\_\_ (HK$180.- per Chop)
2. If there is any questions from HAFFA, please contact Mr./Ms. \_\_\_\_\_\_\_\_ at Tel:\_\_\_\_\_\_\_\_\_\_ and Fax \_\_\_\_\_\_\_\_\_\_ or Email : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_).
3. 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 Agent 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 my/ our company.**

Yours sincerely,

For and On behalf of (Company name)

**(Authorized Signature with Authorized Company Chop)#**

Name :

Title :

# 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. In case they are not available, signature from the senior management is required and such form must also carbon copy to any ONE name listed in the current HAFFA Member Directory and have his/her signature on the document to be submitted later for our record.

^ Company Full Name (English) means the Member Company Name listed in the current HAFFA Member Directory. In case they are not the same, please apply the Member Company Name Change separately.

Note 1: For order placement without any old chop sample, you need to submit TWO (2) blank company letterhead papers (marked “sample”)

Note 2: To order any new chop in the future, you just need to submit ONE (1) company letterhead paper (stamped the old chop on the paper and marked “sample”)

**Attachment 3**

**Chop Sample – HAFFA Member**

***Chop Outlook:***

****

Sealing the HAFFA logo on top of chop handle

Handle (Round shape in Purple color)



Sealing the HAFFA logo on top of chop handle

Handle (Diamond shape in red color)

***Chop Body:***

ABC Co. Ltd.

(1) HAFFA Logo

**(IATA Code, if any)**

Company Name

(In purple blue/ black/ red / green only)

Status Code: HAFFA Logo (In red only)

Chop Number (In red only)

IATA Code, if any (In red only)