**AIRLINES IMPORT SHIPMENT RELEASE SYSTEM (AISRS)**

# Introduction

AISRS - a highly secure verification system for HAFFA[[1]](#footnote-1) members that safeguards import shipments from mis-delivery, has been running for years. Under the AISRS, airlines will only release import shipments to authorized personnel who have to produce his/her identification document as well as the HAFFA issued company chop. The identity of the person must correspond to the computer databases (administered by HAFFA), that are maintained in the respective Cargo Terminal Operators (CTOs).

With a view to provide a professional, secure, efficient and cost effective service to the shipping public as a whole, in the 182nd meeting held on 19 November 2003, **CLG[[2]](#footnote-2) had resolved that, effective 01 April 2004, AISRS shall be a mandatory requirement covering all import shipments, which are collected by cargo agents including HAFFA and non-HAFFA agents.** HAFFAis entrusted to be the sole service provider registering both HAFFA and non-HAFFA authorized personnel to this effect.

# Benefits

## Security

### The AISRS provides cross-airlines, up-to-date and accurate information that protecting your shipments against unauthorized delivery.

##  Efficiency

### Speed up verification process to effect shipment delivery

### Cargo agents are required to register with HAFFA only in lieu of making individual registrations with individual airlines.

### HAFFA pledges taking 5 working days for first time registration. It takes only 1 working day for subsequent updates/amendments. If required, same day alternation service (closing time applies) is available.

## Cost effectiveness

### The total cost for maintaining the list of authorized personnel will be significantly reduced viewing the industry refers to the same databases.



# Implementation

**With effect from 1st April 2004 (Thursday)**, CLG member airlines would only effect import delivery to cargo agents (both HAFFA and non-HAFFA agents) under the following conditions:

* The person claims for import delivery must present valid identification document whose identity must match with the computer databases under the AISRS.
* The person shall also produce the HAFFA issued company chop (attachment 5).

**All non-HAFFA agents who wish to collect import shipments from CLG member airlines are therefore required to register to the AISRS via HAFFA with submission of documents required under the column “First Time Registration” in section 4 below. It is anticipated that a large number of first time registrations are to be processed by HAFFA.

# Registrations

|  |  |  |  |
| --- | --- | --- | --- |
|  | **First Time Registration (FTR)** | **Amendment of authorized personnel:****Further data submission to HAFFA after FTR** | **AISRS (Non-HAFFA Member) chop order placement** |
| 4.1. **Documents required** | 1. Copy of valid business registration (B/R).
2. Completed / duly signed FTR form (use sample in attachment 1).
3. Letter of authorized personnel data to Hactl / AAT / CPCT (use sample in attachment 2A-2C). Each letter covers one CTO only.
4. Chop order placement form (use sample in attachment 3).
5. Two company cheques made payable to “HAFFA”. One each for FTR fee and chop order placement.
6. Two blank company letterhead papers and marked “sample” on the papers.
 | 1. Completed and duly signed Amendment Letter for each CTO \* (use sample in attachment 2A-2C).
2. Company cheque made payable to “HAFFA”.

***\*There are three CTOs namely:*** ***- HACTL*** ***- AAT******- CPCT*** | 1. Chop order placement form (use sample in attachment 3).
2. For further submission after FTR:

 One blank company letterhead paper  stamped with your old chop and marked “sample”. 1. Company cheque made payable to “HAFFA”.
2. Any old/worn-out chop should be returned to HAFFA.
 |
| 4.2. **Fees**  | 1. HKD1,000.00 for three CTOs; and 2. HKD200.00/chop | HKD300.00/CTO | HKD200.00/chop |

|  |  |  |  |
| --- | --- | --- | --- |
|  | **First Time Registration (FTR)** | **Amendment of authorized personnel:** **Further data submission to HAFFA after FTR** | **AISRS (Non-HAFFA Member) chop order placement** |
| 4.3. **How to register**  | 1. Submit all required documents / fees listed above to the HAFFA Secretariat. Applicant is required to read

 through Note 5 below before  submitting the FTR documents.1. A standard confirmation slip (attachment 4) will be sent to you by fax upon receipt of the application with payment in full before the closing time stated under Point 4.4.
2. Sign at the bottom of such confirmation slip and return to HAFFA on the same day by fax (and by post later with original signature and company chop). Fail to return the slip on time may result in delay of data registration in CTOs to the next working day.
 | 1. Submit all required documents / fees listed above to 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 4.4.
3. Chop Specifications (see att.5):
* Full Name of the company – English only without logo;

**Colour:** Can be one of the following:- Purple Blue / Red / Black* **Chop number:** only in red color
* **Status code: AISRS AGENT** only in red colour
* **Chop handle**: in White (round shape) and seal with the HAFFA Logo on top of it.
 |

|  |  |  |  |
| --- | --- | --- | --- |
|  | **First Time Registration (FTR)** | **Amendment of authorized personnel:****Further data submission to HAFFA after FTR** | **AISRS (Non-HAFFA Member) chop order placement** |
| 4.4.**Time Frame** | 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. 5 working days upon receipt of application with payment in full before the closing time as state above.
2. All late submissions after closing time stated above and all submissions fallen in the Point (1b) above will be postponed to the next working day, HAFFA will bear no responsibility under such circumstances.
 | 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 a 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 stated above/All submissions fallen in the Point 1b) will be postponed to the next working day and 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. 5 working days upon receipt of application with payment in full before the closing time as stated above.
2. All late submissions after closing time stated above and all submissions fallen in Point (1b) will be postponed to the next working day, HAFFA will bear no responsibility under such circumstances.
3. Copyright: please see note 5.6 for details.
4. Lost chop: please see note 5.7 for details.

  |

# Notes:

## All time in HKT.

## 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 E-mail: enquiry@haffa.com.hk.

## 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.

## 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 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). 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 Return” (i.e. Form NAR1) or “Notice of Change of Company Secretary and Director (Appointment /Cessation)” (i.e. Form ND2A) and a certified true copy of Form NAR1 or Form ND2A should also be submitted.

## 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 HKD300.00 for each CTO.

## 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.

## 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.

## 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.

## The Shipment Release Form (SRF) is an important document, HACTL, AAT and CPCT will release the goods to the bearer of the SRF. Please keep the SRF carefully and safely. Your company will be held responsible for any liability caused by the loss of the SRF in your custody.

## Do safe keep the updated authorized personnel record in your office, as HAFFA in no circumstances will disclose these confidential data to other party.

Updated: 21 June 2017

**Attachment 1**

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

###### **First Time Registration (FTR) Form**

|  |
| --- |
| **Company Information** |
| Company Name: |  | (in English) |  |
|  |  | (in Chinese) |  |
|  |  |  |
| Address: |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| Telephone: |  | Fax: |  |  |
|  |  |  |
| Email: |  | Website: |  |  |
|  |  |  |
| Certificate of Business Registration No. (copy enclosed): |  |  |
|  |  |  |
| IATA Agent Code, if any (Copy enclosed): |  |  |
|  |  |  |
| List of 3 Authorized Signatures from the top management: |  |
| 1. Name: |  | Title: |  | Signature: |  |  |
| 2. Name: |  | Title: |  | Signature: |  |  |
| 3. Name: |  | Title: |  | Signature: |  |  |
|  |  |
| **Declaration:** |  |
| 1. I/We hereby declare that all information supplied in the FTR form is true, complete and correct.
2. To protect the cargo, I/We undertake the full responsibilities to update HAFFA on the list of authorized

signatures from the top management in advance by post (with original signature and company chop),  NOT by fax.1. I/We agree that only the authorized signature(s) listed in the FTR form and subsequent updates can represent

 my/our company to sign any form, official letter and updated record.4. I/We understand and agree to abide by all procedures and notes as stated in the Airlines Import Shipment Release System (AISRS) Guidelines posted in the HAFFA website.  |  |
|  |  |
| **Authorized Signature (with Authorized Company Chop)** |  |
|  |  |  |  |
|  |  |  |
| Name: |  |  |  |  |
| Title: |  | Date: | DD-MM-YYYY |  |
|  |  |
| **For HAFFA Internal Use Only** |  |
| Checklist: | BR Copy | 🞎 | IATA Certificate Copy, if any | 🞎 |  |  |
|  | Chop order placement | 🞎 | Delivery Date: |  |  |  |
| Registration | completed | 🞎 | Effective Date: |  |  |  |
|  | rejected | 🞎 | Reason: |  |  |
|  | Completed by & date: |  |  | Checked by & date: |  |  |
|  |  |

**Attachment 2A** (AISRS Agent Company Letterhead)

**S A M P L E**

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)

– **First Time Submission** / **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$300.- for each CTO.

Attached pleased find our Cheque Number \_\_\_\_\_\_\_\_\_\_\_\_ dated \_\_\_\_\_\_\_\_\_\_\_ drawn from the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Bank in the amount of \_\_\_\_\_\_\_\_\_\_\_\_\_ (HK$1,000.- for three CTOs) being First Time Registration Fee / (HK$300.- 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 :

^ Please delete where appropriate.

**△ 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. 4.4 “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.**

\* Authorized signature means any ONE signature from the top management listed in the FTR form 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). 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 NAR1) or “Notification of Change of Secretary and Director (Appointment /Cessation)” (i.e. Form ND2A) and a certified true copy of Form NAR1 or Form ND2A should also be submitted.

**Attachment 2B** (AISRS Agent Company Letterhead)

**S A M P L E**

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)

– **First Time Submission** / **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$300.- for each CTO.

Attached pleased find our Cheque Number \_\_\_\_\_\_\_\_\_\_\_\_ dated \_\_\_\_\_\_\_\_\_\_\_ drawn from the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Bank in the amount of \_\_\_\_\_\_\_\_\_\_\_\_\_ (HK$1,000.- for three CTOs) being First Time Registration Fee / (HK$300.- 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 :

^ Please delete where appropriate.

**△ 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. 4.4 “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.**

\* Authorized signature means any ONE signature from the top management listed in the FTR form 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). 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 NAR1) or “Notification of Change of Secretary and Director (Appointment /Cessation)” (i.e. Form ND2A) and a certified true copy of Form NAR1 or Form ND2A should also be submitted.

**Attachment 2C** (AISRS Agent Company Letterhead)

**S A M P L E**

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)

– **First Time Submission** / **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$300.- for each CTO.

Attached pleased find our Cheque Number \_\_\_\_\_\_\_\_\_\_\_\_ dated \_\_\_\_\_\_\_\_\_\_\_ drawn from the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Bank in the amount of \_\_\_\_\_\_\_\_\_\_\_\_\_ (HK$1,000.- for three CTOs) being First Time Registration Fee / (HK$300.- 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 :

^ Please delete where appropriate.

**△ 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. 4.4 “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.**

\* Authorized signature means any ONE signature from the top management listed in the FTR form 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). 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 NAR1) or “Notification of Change of Secretary and Director (Appointment /Cessation)” (i.e. Form ND2A) and a certified true copy of Form NAR1 or Form ND2A should also be submitted.

**Attachment 3**

(AISRS Agent Company Letterhead)

**S A M P L E**

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 : AISRS 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 the FTR Form |
|  |  | If not the same as the FTR Form, please specify:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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

|  |  |  |
| --- | --- | --- |
|  |  | FTR Order |
|  |  | 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 our blank company letterhead paper with old chop stamped and marked “sample” for your kind reference.
 (If you have not ordered a chop before, please refer to Note 1 below.)
2. Attached please find our cheque number \_\_\_\_\_\_\_\_\_\_ dated \_\_\_\_\_\_\_\_\_\_ drawn from the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Bank in the amount of \_\_\_\_\_\_\_\_\_\_ (HK$200.- per Chop)
3. If there is any questions from HAFFA, please contact Mr./Ms. \_\_\_\_\_\_\_\_ at Tel:\_\_\_\_\_\_\_\_\_\_ and Fax: \_\_\_\_\_\_\_\_\_\_ or 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 (Company name)

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

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

Name :

Title :

\* 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). 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 NAR1) or “Notification of Change of Secretary and Director (Appointment /Cessation)” (i.e. Form ND2A) and a certified true copy of Form NAR1 or Form ND2A should also be submitted.

^ Company Full Name (English) means the Company Name listed in the FTR Form. In case they are not the same, please apply the Company Name Change separately.

Note 1: For First Time Registration, you need to submit two (2) 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 the word “sample”)

**Attachment 4**

|  |
| --- |
| AISRSNONHFv26102012 |
| HAFFA Letterhead |
| 8/F, China Hong Kong Centre, 122-126 Canton Road, Tsim Sha Tsui, kowloon, hong kong. |
| TEL: (852) 2796 3121 FAX: (852) 2796 3719, (852) 2754 8926 WEBSITE: <http://www.haffa.com.hk> |

|  |  |  |
| --- | --- | --- |
| Attn | : | Mr. ABC – Position |
| Company | : | ABC Co Ltd.  |

Dear Sir/Madam,

Airlines Import Shipment Release System - First Time Registration (FTR)

**Confirmation Slip of FTR**

1. This serves to confirm you that we have received the documents and payment for First Time Registration of authorized personnel under your company in HACTL / AAT / CPCT on:

(date) DD MMM YYYY .

2. The effective date of your company in the Airlines Import Shipment Release System is on:

(date) DD MMM YYYY.

3. Kindly sign at the bottom of this letter together with company chop to signify your acceptance of the above and we will have your company account formally opened.

4. Please arrange the collection of chop(s) **ON or AFTER DD MMM YYYY** during office hours by bringing along the following:

1. **Submit this confirmation slip (original copy duly signed with company chop) to HAFFA**
2. **Your own company chop**

Thank you for your kind co-operation.

HAFFA

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

To: HAFFA

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

For and On behalf of (Company name)

\* Authorized signature means any ONE signature from the top management listed in the FTR form 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). 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 NAR1) or “Notification of Change of Secretary and Director (Appointment /Cessation)” (i.e. Form ND2A) and a certified true copy of Form NAR1 or Form ND2A should also be submitted.

.

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

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

Confirmed by: (Name)

 (Title)

**Attachment 5**

**Chop Sample – AISRS (Non-HAFFA) Member**

***Chop Outlook: .***

****** **OR**  

Handle (Round shape in White Color, applied for use with effect from 01 June 2017)

Sealing the HAFFA logo
on top of chop handle

Sealing the HAFFA logo on top of chop handle

Handle (White golf ball shape, applied for use with effect from 15 July 2013)

**OR**

 **OR** 

Handle (Marble grey color, applied for use with effect from 4 September 2006)

Sealing the HAFFA logo on top of chop handle

Handle (Wooden brown color)

Sealing the HAFFA logo on top of chop handle

***Chop Body:***

ABC Co. Ltd.

 (1) AISRS AGENT

Company Name

(In purple blue / black/ red / only)

Status Code: AISRS Agent

(In red only)

Chop Number (In red only)

1. Hongkong Association of Freight Forwarding and Logistics Ltd (Tel: 27963121 Fax: 27548926 Web site: [www.haffa.com.hk](http://www.haffa.com.hk), click under “Airlines Import Shipment Release System (AISRS)” for details of AISRS for non-HAFFA Agents) [↑](#footnote-ref-1)
2. Carrier Liaison Group (Web site: [www.clg.org.hk](http://www.clg.org.hk/)) [↑](#footnote-ref-2)