(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 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.

^ 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”)