(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.**

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| --- | --- | --- | --- |
|  | **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.**

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|  | **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 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.