(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.**

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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$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.