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

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

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| **Company Information** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Company Name: | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | (in English) | |  | |
|  | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | (in Chinese) | |  | |
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| Address: | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |
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| Telephone: | | | | | | |  | | | | | | | | | | | Fax: | | | | |  | | | | | | | | | | | | | |  |
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| Email: | | |  | | | | | | | | | | | | | | | Website: | | | | | | |  | | | | | | | | | | | |  |
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| Certificate of Business Registration No. (copy enclosed): | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | |  |
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| IATA Agent Code, if any (Copy enclosed): | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | |  |
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| List of 3 Authorized Signatures from the top management: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |
| 1. Name: | | | | | |  | | | | | | | Title: | | | |  | | | | | | | | | | | | | Signature: | | |  | | | |  |
| 2. Name: | | | | | |  | | | | | | | Title: | | | |  | | | | | | | | | | | | | Signature: | | |  | | | |  |
| 3. Name: | | | | | |  | | | | | | | Title: | | | |  | | | | | | | | | | | | | Signature: | | |  | | | |  |
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| **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. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |
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| **Authorized Signature (with Authorized Company Chop)** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |
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| Name: | | | |  | | | | | | | | | | | | | | | | | | | |  | | |  | | | | | | | | | |  |
| Title: | | | |  | | | | | | | | | | | | | | | | | | | | Date: | | | DD-MM-YYYY | | | | | | | | | |  |
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| **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: | | | | | | | | | |  | | | | | |  |
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