

Regulated Agents
Notification of Change of Company Particulars

Please fax or email this notification form together with the necessary documents specified below to us at least **5 working days before** the effective date for our processing.

To: Civil Aviation Department
Airport Standards Division
Rm. 6T067 Passenger Terminal Building
Hong Kong International Airport

Fax: 2362 4257
Email: apsd_sec@cad.gov.hk

Company Name : _____

Regulated Agent Code : _____ Person in charge : _____

Tel : _____ Signature and Company Chop :

Fax : _____

Email : _____

Date : _____

* Please 'tick' the appropriate box.

(A) *Change of Company Name

Existing Company Name : _____
(English) (Chinese)

New Company Name : _____
(English) (Chinese)

Effective Date : _____

Checklist of documents which **must** be submitted together with this notification form :

- * A copy of the Business Registration Certificate issued under Business Registration Ordinance (Cap. 310)
 * A copy of the Certificate of Change of Name issued under Companies Ordinance (Cap. 32)

(B) *Change of Office Address

Existing Company Address : _____

New Company Address : _____

Effective Date : _____

(C) *Change of Warehouse Address

Existing Warehouse Name & Address : _____

New Warehouse Name & Address : _____

Effective Date : _____

Checklist of information which **must** be submitted together with this notification form :

- * Warehouse floor plan clearly indicating the locations of (1) access points, and if applicable, (2) security installations, (3) special assigned storage area for distinguishing unknown cargo from known cargo, (4) special assigned storage area for distinguishing your agent's cargo from other agent's cargo if the warehouse is share-used.

Please use your own additional sheet(s) of paper if changes to the address of **more than one warehouse** in your company are involved.