



航空公司貨

運聯絡小組

AIR CARGO

27 July 2005

By FAX: 2796-3719

Hong Kong Association of Freight  
Forwarding and Logistics Limited,  
8/F., China Hong Kong Centre,  
122-126 Canton Road,  
Tsimshatsui, Kowloon.

Attention: Ms. Alice Lui, Director

Dear Alice,

Re: Best Practice about the Submission of Consignee Name and Address to US CBP via AAMS

It is noted that the consignee name and address submitted may exceed the maximum field length of 35 characters provided by AAMS. As the result, the submission is rejected and has caused unwanted delay or fine.

At the request of CLG, CIES has developed the best practice together with you to ensure that the required information is included in the first 35 characters of the submission.

Please kindly refer to the attached document for details. Informatively, same can be found in the CLG web site.

As agreed in the 192<sup>nd</sup> CLG meeting held on 20 JUL, you will brief your members to observe this best practice when submit HAWB data to the airlines. Failing that and resulting amendment by the airlines will be subject to the normal ISAC amendment fee, i.e. \$25.00 per HAWB.

The meeting has also agreed a grace period till 01 NOV. This will allow sufficient time for your members to inform the shippers and train your staff.

Thank you very much for your attention.

Yours truly,

A handwritten signature in black ink, appearing to read "Albert Lo".

Albert Lo  
CLG Chairman

Attachment: BP 0017

Best Practice 0017

**TITLE: CNEE DATA ELEMENTS REQUIREMENTS IN AAMS**

Resolved in:

CLG/192/20JUL05

Background:

The following best practice adopted about data elements, for Hong Kong export shipment, to be submitted in ISAC's CNEE data fields to meet the AAMS requirement and FHL field length constraint.

Resolved that :

According to US CBP, the Data Elements under Consignee data are:

CONSOL MAWB : Name and Address of Consolidator  
Single MAWB & HAWB : Actual Name & Address of consignee

- a. Name of the consignee: Up to 35 alphanumeric (including space). Use the " Actual " name of the consignee to report AAMS i.e. no " C/O " and " Freight forwarder " name to be shown.
- b. Street and address: Up to 35 alphanumeric (including space). Use the " House number and street name " to report i.e. no " room number " or " building name " or even " PO Box " is allowed.
- c. City: Up to 17 alphanumeric (including space). Spell out the city name only.
- d. State: Only two letter code for state is allowed e.g. NY
- e. Country: Two letter country code is allowed e.g. US
- f. Postal: Only five digital postal code is allowed e.g. 12345

Example:

**(1) The consignee shows one company name with another company as C/O party:**

CNEE/IBM Corp  
C/O ABC company  
ADDR/8812 fun street  
CITY/NEW YORK  
STAT/NY  
COUNTRY/US  
POSTAL/90045

If ABC is the actual consignee of this shipment, it should be corrected as:

CNEE/ABC company  
ADDR/8812 fun street  
CITY/NEW YORK  
STAT/NY  
COUNTRY/US  
POSTAL/90045

**(2) The consignee shows agent name and the actual consignee name:**

CNEE/BB Air Freight Intl Limited  
IBM Corporation  
ADDR/850 37TH Street  
CITY/NEW YORK  
STAT/NY  
COUNTRY/US  
POSTAL/90045

It should be corrected as:

CNEE/IBM Corporation  
ADDR/850 37TH Street  
CITY/NEW YORK  
STAT/NY  
COUNTRY/US  
POSTAL/90045

**(3) The address of the consignee includes room number and building name and house number and street name for which exceeds 35 alphanumeric length.**

CNEE/World of Widgets  
ADDR/Room 123 New World Center Building 2779 Very high street (Note1)  
CITY/NEW YORK  
STAT/NY  
COUNTRY/US  
POSTAL/82245

Note1: Thus house number and street name, after the 35 alphanumeric length, will be truncated and not be submitted to AAMS.

It should be corrected to show house number and street name only.

CNEE/World of Widgets  
ADDR/2779 Very high street  
CITY/NEW YORK  
STAT/NY  
COUNTRY/US  
POSTAL/82245

**(4) For shipment to/via US, the correct country code must be used.**

CNEE/Kodak Intl Limited  
ADDR/12901 22 ANDAR BROOKLIN  
CITY/SAO PAULO  
STAT/SP  
COUNTRY/US  
POSTAL/04578

”BR” is the correct country code and should be corrected when shipment via US.

CNEE/Kodak Intl Limited  
ADDR/12901 22 ANDAR BROOKLIN  
CITY/SAO PAULO  
STAT/SP  
COUNTRY/BR  
POSTAL/04578

Enclosed USA “state” two letter code reference table.

Expiry: Indefinite

**USA States “two letter” code reference table**

AK	Alaska
AL	Alabama
AR	Arkansas
AZ	Arizona
CA	California
CO	Colorado
CT	Connecticut
DC	District of Columbia
DE	Delaware
FL	Florida
GA	Georgia
HI	Hawaii
IA	Iowa
ID	Idaho
IL	Illinois
IN	Indiana
KS	Kansas
KY	Kentucky
LA	Louisiana
MA	Massachusetts
MD	Maryland
ME	Maine
MI	Michigan
MN	Minnesota
MO	Missouri
MS	Mississippi
MT	Montana
NC	North Carolina
ND	North Dakota
NE	Nebraska
NH	new Hampshire
NJ	New Jersey
NM	New Mexico
NV	Nevada
NY	New York
OH	Ohio
OK	Oklahoma
OR	Oregon
PA	Pennsylvania
RI	Rhode Island
SC	South Carolina
SD	South Dakota
TN	Tennessee
TX	Texas
UT	Utah
VA	Virginia
VT	Vermont
WA	Washington
WI	Wisconsin
WV	West Virginia
WY	Wyoming