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

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

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