

# APPLICATION TO BECOME A REGULATED AGENT

You should fill in this form if you:

- Wish to be included on the List of Regulated Agents and; You handle cargo which will be carried on civil aircraft
- Cargo handled by you is for carriage from any aerodrome in United Kingdom to a destination outside the United Kingdom
- You or another person acting on your behalf deliver cargo direct to an aircraft operator



**Submission instructions can be found at the end of the form.**

Please tick the relevant boxes

Have you applied for listing before?                      Yes                      No

New Application                      Relisting                      Additional Site                      Update of Details                      Other Changes

**This application will be considered in respect of and if appropriate, granted to, the Company Name as registered under the Company Number provided on this form.**

**Part A Company Name**

Registered Company Name (in full): .....

Trading as (if different): .....

Type of Business: .....

Registered Company Number: .....

Registered Office Address: .....

.....

Postcode: .....

Telephone: .....

**Part B. Security Manager contact details**

Please give details of the individual in your company who will officially accept any written or verbal communication from the Secretary of State relating to Regulated Agents. The signatory must hold a senior position in the company or business which carries responsibility for security.

Title: ..... Forename: ..... Surname: .....

Position in Company: .....

Official Address: .....

.....

Postcode: .....

Telephone: ..... Mobile: .....

E-mail: .....

**Part C. Site Security Representative**

Please complete Part C for every site to be listed and/or approved. Please ensure that the details you provide are those that you would like to see on the UK Database on Supply Chain Security.

Name of Person responsible for site security:

Title: ..... Forename: ..... Surname.....

Position in Company .....

Site Address (as displayed on the UK Database on Supply Chain Security) (do not include company name):

.....

.....

Postcode: .....

Telephone: .....

E-mail: ..... Mobile Telephone: .....

**GB/RA Registered Number (if existing) including site number:**      **Site No:** .....      **GB/RA/.....**

VAT Number: .....

**Nature of Business (tick all applicable boxes)**

Freight Forwarder:	Road Transport:	Packer:	Courier:
Airline/Freighter:	Handling Agent:	Office Only:	Screening:

**Reminder EACH site you wish to be listed MUST be on a separate Part C**

**Part D** Now please read the declaration and then sign and date below

**ATTACHMENT 6-A**

**DECLARATION OF COMMITMENTS**

**REGULATED AGENT**

In accordance with Regulation (EC) No 300/2008 of the European Parliament and of the Council (1) and its implementing acts, I declare that,

- to the best of my knowledge, the information contained in the company's security programme is true and accurate,
- the practices and procedures set out in this security programme will be implemented and maintained at all sites covered by the programme,
- this security programme will be adjusted and adapted to comply with all future relevant changes to Union legislation, unless

..... informs the CAA (as agent of the appropriate authority) that it no longer wishes to trade as a regulated agent,

..... will inform the CAA (as agent of the appropriate authority) in writing of:

- (a) minor changes to its security programme, such as company name, person responsible for security or contact details, change of person requiring access to the 'Union database on supply chain security', promptly and at least within 10 working days; and
- (b) major planned changes, such as new screening procedures, major building works which might affect its compliance with relevant Union legislation or change of site/address, at least 15 working days prior to their commencement/the planned change,

-in order to ensure compliance with relevant Union legislation, ..... will cooperate fully with all inspections, as required, and provide access to all documents, as requested by inspectors,

- ..... will inform the CAA (as agent of the appropriate authority) of any serious security breaches and of any suspicious circumstances which may be relevant to a regulated agent, in particular any attempt to conceal prohibited articles in consignments,

- ..... will ensure that all relevant staff receive training in accordance with Chapter 11 of the Annex to Implementing Regulation (EU) 2015/1998 and are aware of their security responsibilities under the company's security programme; and

- ..... will inform the CAA (as agent of the appropriate authority) if:

- (a) it ceases trading;
- (b) it no longer deals with air cargo/air mail; or
- (c) it can no longer meet the requirements of the relevant Union legislation.

I shall accept full responsibility for this declaration.

Signed: .....

(The signatory must hold a senior position in the company or business which carries responsibility for security)

Name: .....

Position in company or business. ....

Date: .....

## Application Form Submission Service (Submit & Pay)

**Once you have completed your application form, please save a copy to your device. Click on the button below to submit your application, supporting documentation (if applicable) and to make payment by credit/debit card. You will be required to upload a copy of the completed application form as part of the submission.**

The button will direct you to the CAA Customer Portal. The first time you access the CAA Customer Portal you will need to create a user account, there are instructions provided and it only takes a few minutes to register. If you have used the CAA Customer Portal before, please log in to your existing user account.

Please note: Your application will not be processed until you have submitted it via the CAA Customer Portal and paid the relevant fee.

The charge(s) required will be calculated in accordance with the current CAA Scheme of charges [List of Official Record Series 5 - Scheme of Charges \(caa.co.uk\)](#)

**Important: Please save your completed form before proceeding.**

**Application Form Submission Service**

If you prefer, you can access the service by logging onto the CAA Customer Portal via <https://portal.caa.co.uk> and selecting the Application Form Submission Service.