

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

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.