

# **CASS Requirements for Approval of an Additional Branch Office**

## **A. FEES**

A CASS Branch Establishment Fee of AUD 225.00 (plus GST) applies for the establishment of each requested Air Waybill Issuing Office. In addition, an annual CASS Branch Maintenance Fee of \$240.00 (\$10.00 per period, pro rata calculated from commencement date), plus GST, is charged to each non-Head Office location. These fees will be charged to you in the first Billing Invoice following finalisation of your application.

In order that CASS may proceed with any request for an Extra Air Waybill Issuing Office, it will be necessary for your organisation to provide the following:-

## **B. CORPORATE REQUIREMENTS**

Kindly provide:-

1. A copy of the appropriate ASIC (Australian Securities & Investments Commission) Certificate of Company Registration, duly signed by a Public Officer of the Company, showing the Australian Company Number (A.C.N.) or the Australian Registered Body Number (A.R.B.N.) allocated to your organization;
2. If applicable, a copy of the appropriate Department of Consumer Affairs Certificate(s) for your current Business Name, also duly signed by a Public Officer of the Company, for the State(s) in which you trade and are requesting additional CASS Location Code(s); and
3. The Australian Business Number (ABN) allocated your organisation.

## **C. CASS FILE REQUIREMENTS**

1. Please complete and return the enclosed CASS Location Details form(s) for the requested Air Waybill Issuing Office(s). Kindly note that the information supplied should relate to each respective location only. The form(s) should be also signed;
2. Provide your agreement to add the Air Waybill issuing office(s) into the Direct Debit scheme by completing the enclosed PD-C Form. If account details are the same as your other offices, kindly advise if each requested office CASS Billing amount is to be grouped with all the offices or debited as independent amounts on your bank statement; and
3. Provide confirmation, where applicable, that the requested CASS Location(s) is/are to be covered by the Default Insurance Program if required to provide such cover.

## D. CASS ADMINISTRATIVE REQUIREMENTS

1. Supply a statement confirming that your organisation has adequate insurance to cover its liability in the event of loss or damage to a shipper's cargo while in your possession at the requested CASS Location(s);
2. Supply a statement confirming that, at your requested organisation's office(s), you have staff trained in the cutting of Universal Air Waybills and provide staff names for each requested CASS Location together with a copy of any formal training certificates. In the event that no training certificates are available, supply a list of staff at the location, stating their years of experience in the Air Freight industry;
3. Supply a statement advising the names of personnel at the requested Air Waybill Issuing Office(s) holding appropriate Dangerous Goods Certificates. Please supply a copy of those Certificates together with their current "AU" registration numbers;
4. Supply a statement advising that the requirements of Civil Aviation Security Regulation (CASR), 1998, Part 92, Section 92.105 are being complied with at the requested CASS Location(s);
5. Supply a statement advising whether the CASS Location(s) has/have been listed with the Commonwealth Department of Transport and Regional Services as a Regulated Agent;
6. Supply a statement advising the names of staff holding Load Distribution and Restraint courses should any of the requested Air Waybill Issuing Office(s) load Unit Load Devices (ULD's). Please supply a copy of those Certificates;
7. Advise the Name and Title of the Chief Executive Officer of the Company, domiciled in Australia;
8. Itemise any Freight Forwarding Specialities that your organisation may offer at the requested CASS Location(s). The information will be used to facilitate a proposed Web Site Enquiry Page for Internet users seeking a particular type of service in a specific town;
9. Confirm that, at the requested organisation's additional location(s), corporate signage is such that there can be no misunderstanding or confusion by members of the public as to the Legal Entity it is that they are conducting business with and that that Legal Entity is the Applicant. Kindly supply a photograph of the requested organisation's additional location(s);
10. Separate Tax Invoices are produced at the end of each CASS Billing Period. Please provide the email address to which the Tax Invoice is to be sent (1 address only);
11. Please advise if your Head Office location requires access to the CASSLink reports for the new location(s). If yes, please advise the CASSLink Username to which the location(s) are to be linked.
12. Advise the normal office hours of the requested additional location(s), as well as if the location(s) cater for any "out of hours" arrangements; and
13. If your existing location/s currently use CASS Neutral Air Waybills (CNAWB's), please advise if you wish to extend this facility to this proposed new location. If so, please advise who has supplied the CNAWB software, and supply documentation from your software supplier confirming that approved software has been installed.