

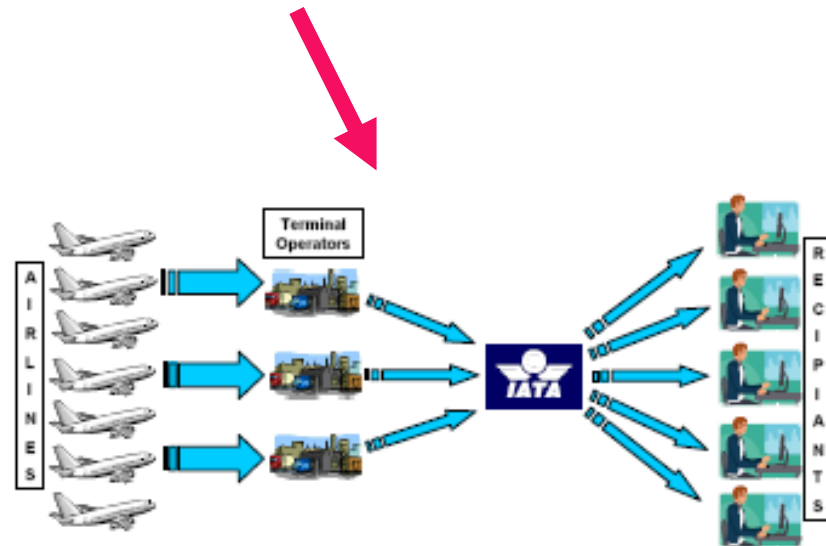
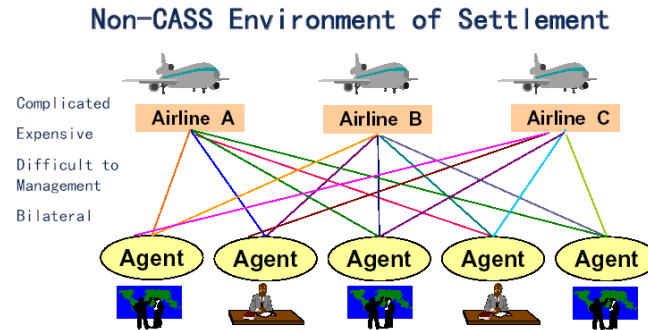


CASS-Import HK SAR

Introduction for Recipients

Outline

- CASS HKSAR
- CASS-Import
 - Airlines
 - Recipients
- Resolution
- Schedule
- Operations
 - CASSLink-Import
 - Discrepancy
 - Payment
- Contacts



CASS HKSAR

CASS

- CASS = Cargo Accounts Settlement System
 - Streamlines the reporting and cargo sales and settling of accounts between freight forwarders and airlines
 - Enhances financial control and improves cash flow as the CASS rate of success in collecting funds is virtually 100%
- Operates in 70+ countries, linking 8,500+ freight forwarders and 250+ airlines around the globe

CASS HKSAR

- Launched in October 2005
- 30 days settlement cycle

MILESTONES

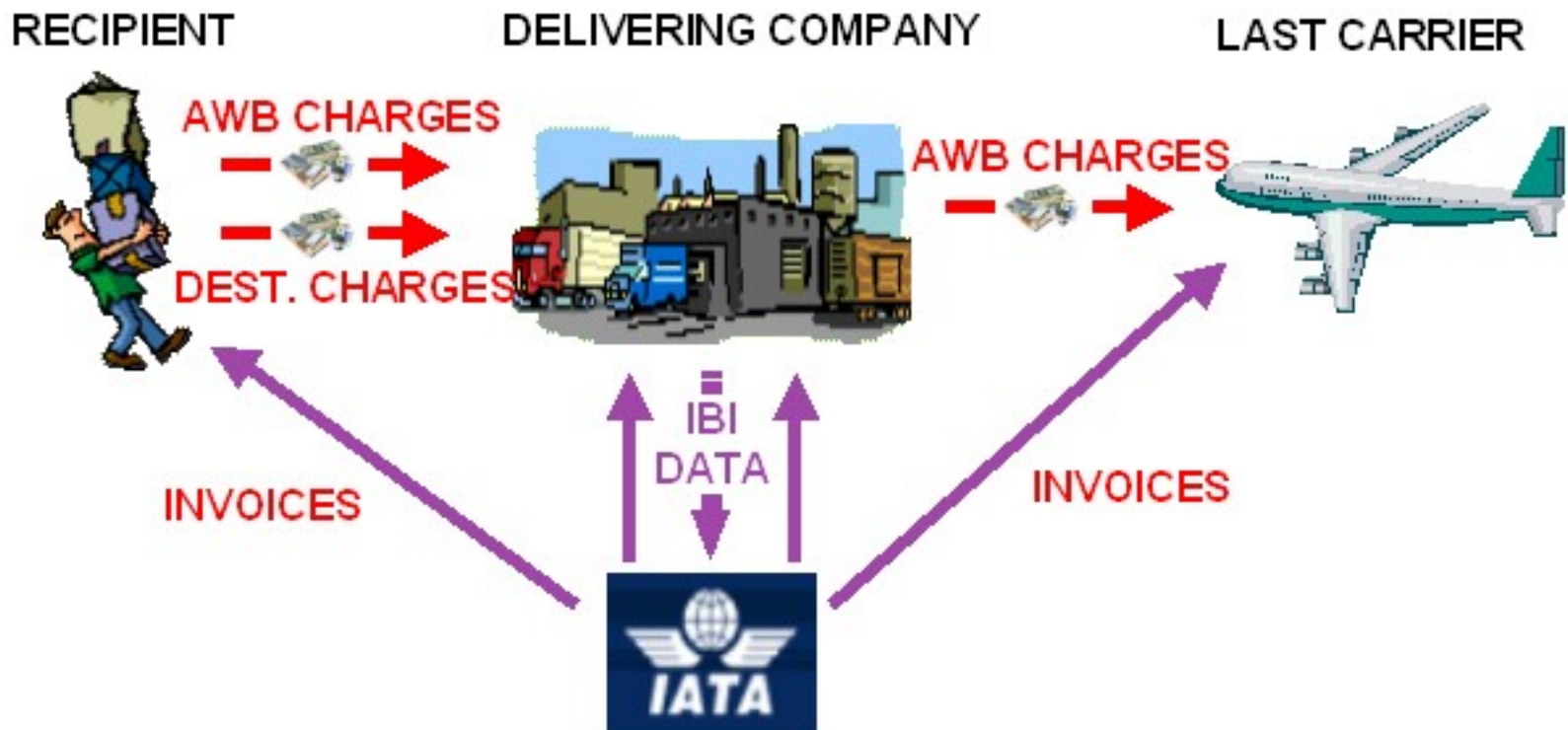
- Oct05 CASS-Export
- Oct07 NAWB stock mgt
- Sep08 CASS-Import

ACHIEVEMENTS

- 29 airlines and 340+ forwarders
- 99.9% on time payment



CASS-Import



CASS-Import, key elements

WHAT?

- A system designed to bill inbound freight charges, AWB charges collect and destination terminal charges
 - CC AWB charges / fee
 - HAWB or MAWB level billings
 - Storage, customs duty, special handling, local, misc.

WHO?

- Ground handling company
- Self handling airline
- Inbound carrier (Last carrier)
- Import clearing forwarder

ELEMENTS

- Integrated system
 - Web based CASSlink
- Quality checking
 - Input validation
- Tailored options
 - Auto currency conversion
 - Variable CC fee options
 - Last carrier billing
- Detailed invoice
 - MAWB & HAWB levels
- Friendly formats
 - PDF Download
 - Email reminder



CASS-Import, airlines...



CASS-Import, recipients

WHO?

- In any country where a CASS-Import has been implemented, a commercial intermediary, not being an Air Carrier, which handles inbound air cargo consignments, may become a Recipient

HOW?

- Execute the IATA Recipient Agreement
 - Signed by 2 authorized personnel

COST?

- FREE: no joining nor annual fee

CREDIT PROTECTION MEASURES

- No centralized bank guarantee is required under CASS-Import in HKSAR
 - Recipients shall consult its airline/ GHA partners for individual arrangement

RECIPIENT CODE

- CASS HK will allocate an unique 11 alpha-numeric recipient code to each recipient
 - Example: HK 3 xxxx yyy z



Resolution

IATA RESOLUTION

- Detailed remittance procedures are listed under IATA Resolution 853, para 15

REMITTANCE FREQUENCY

- 24 periods per year
 - 1st to 15th day of the month
 - 16th to last day of the month

REMITTANCE DATE

- 30 days following the last day included in the billing under each settlement

FAILURE TO PAY

- Given 10 days grace period
- Full payment within grace period
 - Notice of Irregularity (NOI)
- Partial/non-payment by end of the grace period
 - Place on cash basis

ACCUMULATED NOI

- 4 NOI in 12 months
 - Financial review
- 6 NOI in 12 months
 - Place on cash basis
 - Review export operations, if it is also an IATA Cargo Agent

Schedule

CASS CALENDAR

➤ A settlement schedule, also known as CASS Calendar, will be issued by the CASS Office in November each year for the following year.

➤ The schedule:

➤ publishes all key days of CASS activities, including reporting period, invoice ready date and remittance date.

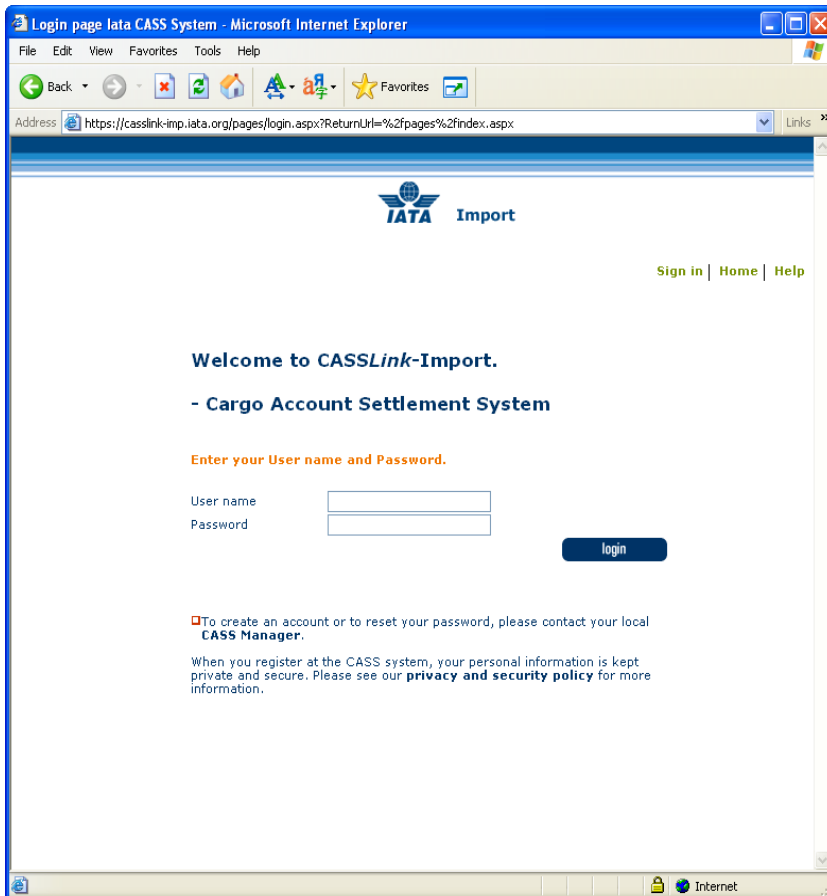
➤ will be distributed to all Recipients via electronic mean and be available for download from the CASS-HK website.



CASS-Export & CASS-Import, HK 2009 CASS CALENDAR

Reporting Period Type Date & No.	Airline Submission For Export & Import EOP + 8 days	1st Invoice Ready For Export & Import EOP + 10 days	Online Correction request by Agent For Export ONLY 1st report + 3 w.days	Correction Request input/review by Airline For Export ONLY 1st report + 5 w.days	Final Invoice Ready For Export ONLY EOP + 16 days	Remittance Date For Export & Import EOP + 30 days	Settlement Date For Export & Import EOP + 31 days
01-15 Jan 200901	23 Jan 09 (Fri)	25 Jan 09 (Sun)	02 Feb 09 (Mon)	04 Feb 09 (Wed)	05 Feb 09 (Thu)	16 Feb 09 (Mon)	17 Feb 09 (Tue)
16-31 Jan 200902	09 Feb 09 (Mon)	11 Feb 09 (Wed)	16 Feb 09 (Mon)	18 Feb 09 (Wed)	19 Feb 09 (Thu)	02 Mar 09 (Mon)	03 Mar 09 (Tue)
01-15 Feb 200903	23 Feb 09 (Mon)	25 Feb 09 (Wed)	02 Mar 09 (Mon)	04 Mar 09 (Wed)	05 Mar 09 (Thu)	16 Mar 09 (Mon)	17 Mar 09 (Tue)
16-28 Feb 200904	09 Mar 09 (Mon)	11 Mar 09 (Wed)	16 Mar 09 (Mon)	18 Mar 09 (Wed)	19 Mar 09 (Thu)	31 Mar 09 (Tue)	01 Apr 09 (Wed)
01-15 Mar 200905	23 Mar 09 (Mon)	25 Mar 09 (Wed)	30 Mar 09 (Mon)	01 Apr 09 (Wed)	02 Apr 09 (Thu)	15 Apr 09 (Wed)	16 Apr 09 (Thu)
16-31 Mar 200906	08 Apr 09 (Wed)	10 Apr 09 (Fri)	15 Apr 09 (Wed)	17 Apr 09 (Fri)	20 Apr 09 (Mon)	30 Apr 09 (Thu)	04 May 09 (Mon)
01-15 Apr 200907	23 Apr 09 (Thu)	25 Apr 09 (Sat)	29 Apr 09 (Wed)	04 May 09 (Mon)	05 May 09 (Tue)	15 May 09 (Fri)	18 May 09 (Mon)
16-30 Apr 200908	08 May 09 (Fri)	10 May 09 (Sun)	13 May 09 (Wed)	15 May 09 (Fri)	16 May 09 (Sat)	01 Jun 09 (Mon)	02 Jun 09 (Tue)
01-15 May 200909	25 May 09 (Mon)	27 May 09 (Wed)	02 Jun 09 (Tue)	04 Jun 09 (Thu)	05 Jun 09 (Fri)	15 Jun 09 (Mon)	16 Jun 09 (Tue)
16-31 May 200910	08 Jun 09 (Mon)	10 Jun 09 (Wed)	15 Jun 09 (Mon)	17 Jun 09 (Wed)	18 Jun 09 (Thu)	30 Jun 09 (Tue)	02 Jul 09 (Thu)
01-15 Jun 200911	23 Jun 09 (Tue)	25 Jun 09 (Thu)	29 Jun 09 (Mon)	02 Jul 09 (Thu)	03 Jul 09 (Fri)	15 Jul 09 (Wed)	16 Jul 09 (Thu)
16-30 Jun 200912	08 Jul 09 (Wed)	10 Jul 09 (Fri)	15 Jul 09 (Wed)	17 Jul 09 (Fri)	18 Jul 09 (Sat)	31 Jul 09 (Fri)	03 Aug 09 (Mon)
01-15 Jul 200913	23 Jul 09 (Thu)	25 Jul 09 (Sat)	29 Jul 09 (Wed)	31 Jul 09 (Fri)	01 Aug 09 (Sat)	17 Aug 09 (Mon)	18 Aug 09 (Tue)
16-31 Jul 200914	10 Aug 09 (Mon)	12 Aug 09 (Wed)	17 Aug 09 (Mon)	19 Aug 09 (Wed)	20 Aug 09 (Thu)	31 Aug 09 (Mon)	01 Sep 09 (Tue)
01-15 Aug 200915	24 Aug 09 (Mon)	26 Aug 09 (Wed)	31 Aug 09 (Mon)	02 Sep 09 (Wed)	03 Sep 09 (Thu)	15 Sep 09 (Tue)	16 Sep 09 (Wed)
16-31 Aug 200916	08 Sep 09 (Tue)	10 Sep 09 (Thu)	14 Sep 09 (Mon)	16 Sep 09 (Wed)	17 Sep 09 (Thu)	30 Sep 09 (Wed)	02 Oct 09 (Fri)
01-15 Sep 200917	23 Sep 09 (Wed)	25 Sep 09 (Fri)	29 Oct 09 (Thu)	02 Oct 09 (Fri)	05 Oct 09 (Mon)	15 Oct 09 (Thu)	16 Oct 09 (Fri)
16-30 Sep 200918	08 Oct 09 (Thu)	10 Oct 09 (Sat)	14 Oct 09 (Wed)	16 Oct 09 (Fri)	17 Oct 09 (Sat)	02 Nov 09 (Mon)	03 Nov 09 (Tue)
01-15 Oct 200919	23 Oct 09 (Fri)	25 Oct 09 (Sun)	29 Oct 09 (Thu)	02 Nov 09 (Mon)	03 Nov 09 (Tue)	16 Nov 09 (Mon)	17 Nov 09 (Tue)
16-31 Oct 200920	09 Nov 09 (Mon)	11 Nov 09 (Wed)	16 Nov 09 (Mon)	18 Nov 09 (Wed)	19 Nov 09 (Thu)	30 Nov 09 (Mon)	01 Dec 09 (Tue)
01-15 Nov 200921	23 Nov 09 (Mon)	25 Nov 09 (Wed)	30 Nov 09 (Mon)	02 Dec 09 (Wed)	03 Dec 09 (Thu)	15 Dec 09 (Tue)	16 Dec 09 (Wed)
16-30 Nov 200922	08 Dec 09 (Tue)	10 Dec 09 (Thu)	14 Dec 09 (Mon)	16 Dec 09 (Wed)	17 Dec 09 (Thu)	31 Dec 09 (Thu)	04 Jan 10 (Mon)
01-15 Dec 200923	23 Dec 09 (Wed)	25 Dec 09 (Fri)	30 Dec 09 (Wed)	04 Jan 10 (Mon)	05 Jan 10 (Tue)	15 Jan 10 (Fri)	18 Jan 10 (Mon)
16-31 Dec 200924	08 Jan 10 (Fri)	10 Jan 10 (Sun)	13 Jan 10 (Wed)	15 Jan 10 (Fri)	16 Jan 10 (Sat)	01 Feb 10 (Mon)	02 Feb 10 (Tue)

Operations, CASSLink-Import



CASSLINK-IMPORT

<https://casslink-imp.iata.org/>

- One application
 - Airlines upload billing data
 - Forwarders download output
 - IATA generate invoice
- Accessible
 - Web-based
 - Round-the-clock
- Customized output
 - Standard PDF
 - Optional XLS, HOT, XML

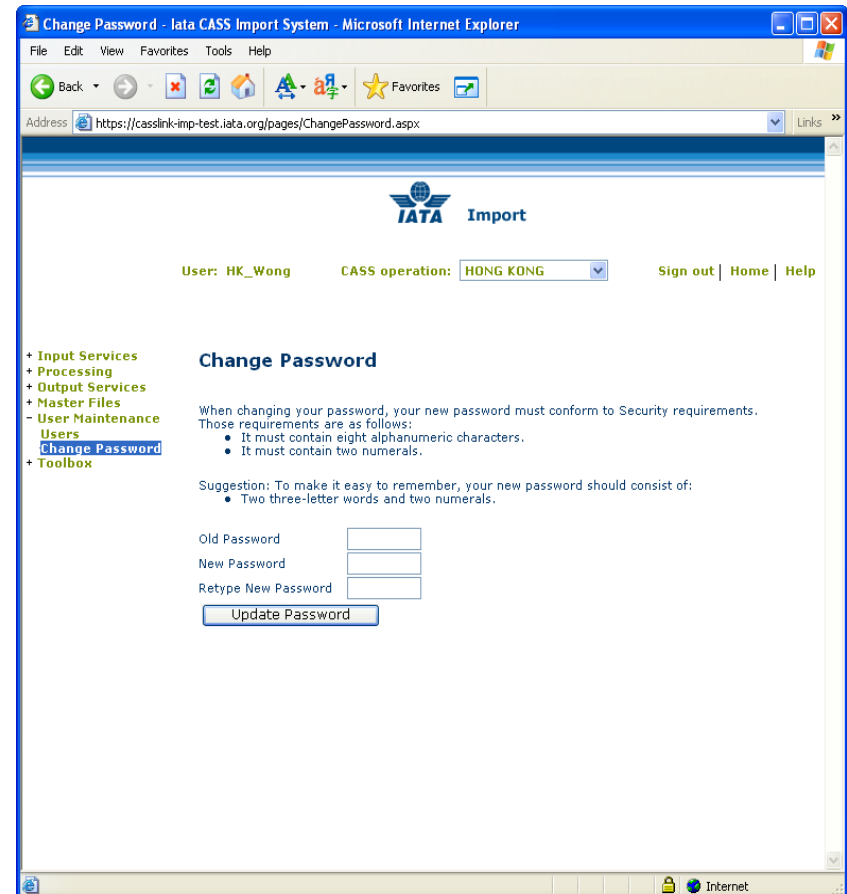
Operations, CASSLink-Import - access

USER ID

- User ID to CASSLink-Import will be assigned upon execution of Recipient Agreement.
 - Example: HK_R000AA

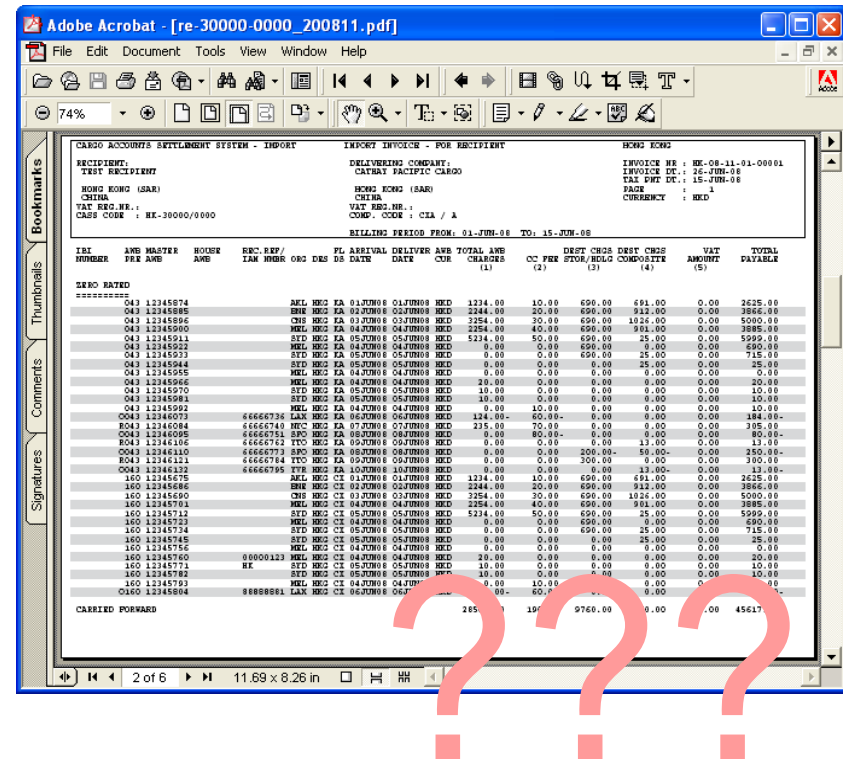
PASSWORD

- Password must contain 8 alphanumeric including 2 numerals
 - Example: abcdef33 or 123456xy
- It is recommended to change your password constantly
- Both User ID and password are case sensitive



Operations, discrepancy

- When Recipients identify errors in invoice/billing statement, the following procedures shall apply:
 - Contact the airline/GHA concerned directly
 - Once the dispute is resolved, the airline would authorize/issue a IBO/R (Import Adjustment Memo) which will be effected in the next invoice/billing statement production



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File Edit Document Tools View Window Help

74%

CARGO ACCOUNTS SETTLEMENT SYSTEM - IMPORT

IMPORT INVOICE - FOR RECIPIENT

RECIPIENT: TEST RECIPIENT DELIVERING COMPANY: CATPAC PACIFIC CARGO

INVOICE NR.: HK-08-11-01-00901

INVOICE DT.: 26-JUN-08

TAX DUTY DT.: 15-JUN-08

HOOD HONG (SAR) CHINA HOOD HONG (SAR) CHINA

PAGE: 1

TAT REC.NR.: CHINA TAT REC.NR.: CHINA / A

CURRENCY: HKD

CASH CODE: HK-30000/0000 COMP. CODE: CIA / A

BILLING PERIOD FROM: 01-JUN-08 TO: 15-JUN-08

IBI NUMBER	AWB NUMBER	MASTER AWB	ROUNDER AWB	REC REF / IAN NUMBER	ORG DES	OS DATE	PL ARRIVAL DATE	DELIVER DATE	AWB TOTAL	AWB CHARGES (1)	CC PER (2)	DEFT FEE (3)	DEFT CHRG COMPOSITE (4)	VAT AMOUNT (5)	TOTAL PAYABLE
ZERO RATED															
043	12345874			AKL HKD EA	03JUN08	04JUN08	HKD	1234.00	10.00	600.00	601.00	0.00	2625.00		
043	12345888			HKG HKD EA	03JUN08	04JUN08	HKD	2244.00	20.00	600.00	912.00	0.00	3866.00		
043	12345900			CHI HKD EA	03JUN08	04JUN08	HKD	2254.00	30.00	600.00	1024.00	0.00	5000.00		
043	12345900			HKG HKD EA	04JUN08	04JUN08	HKD	2254.00	40.00	600.00	901.00	0.00	3885.00		
043	12345911			SFO HKD EA	05JUN08	05JUN08	HKD	5214.00	50.00	600.00	25.00	0.00	5999.00		
043	12345922			HKG HKD EA	04JUN08	04JUN08	HKD	0.00	0.00	600.00	0.00	0.00	600.00		
043	12345933			SFO HKD EA	05JUN08	05JUN08	HKD	0.00	0.00	600.00	25.00	0.00	715.00		
043	12345944			SFO HKD EA	05JUN08	05JUN08	HKD	0.00	0.00	0.00	25.00	0.00	25.00		
043	12345955			HKG HKD EA	04JUN08	04JUN08	HKD	0.00	0.00	0.00	0.00	0.00	0.00		
043	12345966			HKG HKD EA	04JUN08	04JUN08	HKD	20.00	0.00	0.00	0.00	0.00	20.00		
043	12345970			SFO HKD EA	05JUN08	05JUN08	HKD	10.00	0.00	0.00	0.00	0.00	10.00		
043	12345981			SFO HKD EA	05JUN08	05JUN08	HKD	10.00	0.00	0.00	0.00	0.00	10.00		
043	12345992			HKG HKD EA	04JUN08	04JUN08	HKD	0.00	0.00	0.00	0.00	0.00	0.00		
043	12346071			LAX HKD EA	03JUN08	04JUN08	HKD	134.00	0.00	0.00	0.00	0.00	134.00		
043	12346084			HKG HKD EA	07JUN08	07JUN08	HKD	235.00	70.00	0.00	0.00	0.00	305.00		
043	12346095			SFO HKD EA	05JUN08	05JUN08	HKD	0.00	0.00	0.00	0.00	0.00	0.00		
043	12346106			TTC HKD EA	05JUN08	05JUN08	HKD	0.00	0.00	0.00	13.00	0.00	13.00		
043	12346100			SFO HKD EA	05JUN08	05JUN08	HKD	0.00	0.00	200.00	100.00	0.00	300.00		
043	12346121			TTC HKD EA	05JUN08	05JUN08	HKD	0.00	0.00	300.00	0.00	0.00	300.00		
043	12346132			TTC HKD EA	05JUN08	05JUN08	HKD	0.00	0.00	0.00	13.00	0.00	13.00		
160	12345675			AKL HKD CI	03JUN08	04JUN08	HKD	1234.00	10.00	600.00	601.00	0.00	2625.00		
160	12345686			HKG HKD CI	03JUN08	04JUN08	HKD	2244.00	20.00	600.00	912.00	0.00	3866.00		
160	12345690			CHI HKD CI	03JUN08	04JUN08	HKD	2254.00	30.00	600.00	1024.00	0.00	5000.00		
160	12345701			HKG HKD CI	04JUN08	04JUN08	HKD	2254.00	40.00	600.00	901.00	0.00	3885.00		
160	12345712			SFO HKD CI	05JUN08	05JUN08	HKD	5214.00	50.00	600.00	25.00	0.00	5999.00		
160	12345723			HKG HKD CI	04JUN08	04JUN08	HKD	0.00	0.00	600.00	0.00	0.00	600.00		
160	12345734			SFO HKD CI	05JUN08	05JUN08	HKD	0.00	0.00	600.00	25.00	0.00	715.00		
160	12345745			SFO HKD CI	05JUN08	05JUN08	HKD	0.00	0.00	0.00	25.00	0.00	25.00		
160	12345756			HKG HKD CI	04JUN08	04JUN08	HKD	0.00	0.00	0.00	0.00	0.00	0.00		
160	12345760			HKG HKD CI	04JUN08	04JUN08	HKD	20.00	0.00	0.00	0.00	0.00	20.00		
160	12345771			SFO HKD CI	05JUN08	05JUN08	HKD	10.00	0.00	0.00	0.00	0.00	10.00		
160	12345782			SFO HKD CI	05JUN08	05JUN08	HKD	10.00	0.00	0.00	0.00	0.00	10.00		
160	12345793			HKG HKD CI	04JUN08	04JUN08	HKD	0.00	10.00	0.00	0.00	0.00	10.00		
160	12345804			LAX HKD CI	03JUN08	04JUN08	HKD	0.00	0.00	0.00	0.00	0.00	0.00		
CARRIED FORWARD										285.00	100.00	9760.00	0.00	45617.00	

Operations, payment

- Remittance shall reach our designated bank account no later than 1530 hrs of the remittance date

BANK & ACCOUNT INFO

- Settlement Bank
 - Citibank N.A. Hong Kong
- Account Name
 - International Air Transport Association or IATA
- Account Number
 - 006-391-61473782

PAYMENT METHOD

- via Cash/Cheque Deposit
 - Designated bank-in slips are provided, normally in the month of February.
- via Bank Transfer/Auto-pay
- via Clearing House Automated Transfer System (CHATS)**
- via Direct Debit Instruction**

** Contact the CASS Office for further information/arrangement



Operations, payment - deposit slip

港元企業戶口存款票據

HK DOLLAR DEPOSIT SLIP FOR CORPORATE ACCOUNT

IATA preprinted
Account Number



支票 (請每項列明)
Checks (List Separately)

	港元 HK Dollars	仙 Cents
現金 Cash		
1		
2		
3		
4		
5		
6		
7		
合計 Total		

CASS-Import

戶口號碼
Account No.: 6 1 4 7 3 7 8 2

參考編號
Reference No.: HK - 3 - - - -

存款人姓名
Depositor's Name: _____

如若閣下需要以支票存款到閣下之戶口，抬頭請寫上閣下之名稱。
If you would like to deposit checks into your own account, please make checks favoring your own account name.

銀行職員注意：於系統輸入以上參考編號及存款人姓名時，必須輸入IATA戶口號碼，請立即通知櫃員。
Note to Bank Tellers: Deposits made through terminals. Deposits made into the account number and depositor's account must be processed immediately through teller terminals.

個人銀行正張 Consumer Bank Copy

Grand Total Amount
as in your
CASSLink-Import Statement

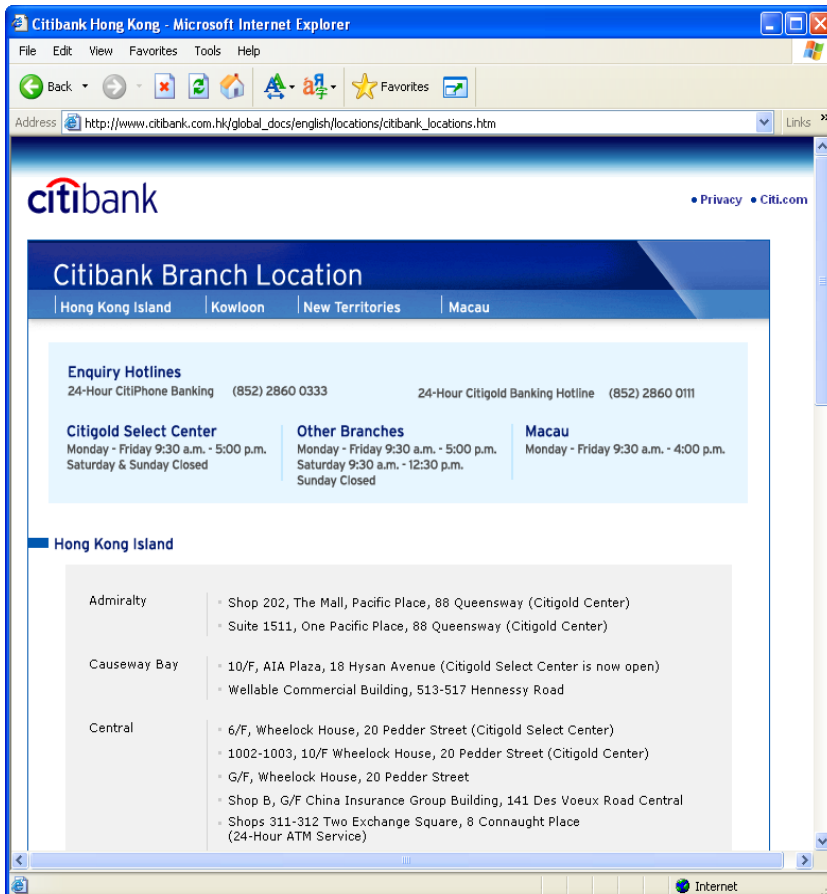
Short Name
of your agency
(free text)

IMPORTANT
IATA Recipient Code
Eg. HK-3-0000-000-0

Operations, payments - citibank

CITIBANK LOCATIONS

- <http://www.citibank.com.hk/>
- Hotline: +852 2860 0333
 - Central, Wanchai, Causeway Bay, North Point, Taikoo Shing, Hung Hom, Kowloon Bay, Kung Tong, Mei Foo, Mongkok, Tsim Sha Tsui, Shatin, Tai Po, Tsuen Wan, Tuen Mun, Yuen Leung



Summary

- Execute the Recipient Agreement
 - NO fee for freight forwarders
- Be assigned with a unique recipient code
 - HK 3 xxxx yyy z
- Login in to CASSLink-Import for invoice/billing statement
 - <https://casslink-imp.iata.org/>
 - Login ID: HK_RXXXXAA
 - Refer to CASS calendar for key dates – import invoice ready and remittance
- Remit your invoice due on time to IATA's citibank account
 - 006-391-61473782
- Require XLS/HOT invoice?
 - Contact IATA CASS HKSAR
 - PDF - complementary
 - XLS - HKD 300
 - HOT - USD 80 (with XLS free)





Notes

CARGO ACCOUNTS SETTLEMENT SYSTEM - IMPORT IMPORT INVOICE HONG KONG (SAR)

RECIPIENT:
TEST RECIPIENT 1

HONG KONG (SAR)
CHINA
VAT REG.NR.:
CASS CODE : HK-30000/0000

**REC.REF / IAM NMBR
to display
incoming flight number**

INVOICE NR : HK-08-16-01-00001
INVOICE DT.: 05-SEP-08
TAX PNT DT.: 31-AUG-08
PAGE : 1
CURRENCY : HKD

BILLING PERIOD FROM: 16-AUG-08 TO: 31-AUG-08

IBI NUMBER	AWB MASTER PRE AWB	HOUSE AWB	REC.REF / IAM NMBR	DES	FL	ARRIVAL DS DATE	DELIVER DATE	AWB CUR	TOTAL AWB CHARGES (1)	CC FREE (2)	DEST CHGS STOR/HDLG (3)	DEST CHGS COMPOSITE (4)	VAT AMOUNT (5)	TOTAL RECEIVABLE
ZERO RATED														
016	2	UA996	SEA HEG UA	13AUG08	13AUG08	HKD	0.00	0.00	0.00	53.00	0.00	53.00	0.00	53.00
016	2	UA996	SEA HEG UA	13AUG08	13AUG08	HKD	0.00	0.00	0.00	53.00	0.00	53.00	0.00	53.00
016	1	UA969	LAX HEG UA	24AUG08	24AUG08	HKD	1103.40	78.30	0.00	53.00	0.00	1234.70	0.00	1234.70
016	0.5	UA967	LAX HEG UA	26AUG08	26AUG08	HKD	1100.90	78.30	0.00	53.00	0.00	1232.20	0.00	1232.20
016	1102	UA996	SIN HEG UA	16AUG08	16AUG08	HKD	0.00	0.00	0.00	1500.70	0.00	1500.70	0.00	1500.70
016	596	UA996	SIN HEG UA	17AUG08	17AUG08	HKD	0.00	0.00	0.00	817.60	0.00	817.60	0.00	817.60
016	824	UA996	SIN HEG UA	18AUG08	18AUG08	HKD	0.00	0.00	0.00	1125.40	0.00	1125.40	0.00	1125.40
016	260	UA996	SIN HEG UA	18AUG08	18AUG08	HKD	0.00	0.00	0.00	364.00	0.00	364.00	0.00	364.00
016	400	UA996	SIN HEG UA	23AUG08	23AUG08	HKD	0.00	0.00	0.00	553.00	0.00	553.00	0.00	553.00
016	717	UA996	SIN HEG UA	24AUG08	24AUG08	HKD	0.00	0.00	0.00	981.00	0.00	981.00	0.00	981.00
016	170	UA996	SIN HEG UA	25AUG08	25AUG08	HKD	0.00	0.00	0.00	242.50	0.00	242.50	0.00	242.50
016	795	UA996	SIN HEG UA	30AUG08	30AUG08	HKD	0.00	0.00	0.00	1086.30	0.00	1086.30	0.00	1086.30
016	460	UA996	SIN HEG UA	31AUG08	31AUG08	HKD	0.00	0.00	0.00	634.00	0.00	634.00	0.00	634.00
016	118	UA969	IAD HEG UA	17AUG08	17AUG08	HKD	0.00	0.00	0.00	172.30	0.00	172.30	0.00	172.30
016	99	UA969	IAD HEG UA	24AUG08	24AUG08	HKD	0.00	0.00	0.00	146.70	0.00	146.70	0.00	146.70
SUB TOTAL ZERO RATED									2204.30	156.60	0.00	7835.50	0.00	10196.40

**HOUSE AWB
to display
weight of consignment**

RECAPITULATION

SUB TOTAL ZERO RATED	2204.30	156.60	0.00	7835.50	0.00	10196.40
TOTAL	2204.30	156.60	0.00	7835.50	0.00	10196.40
GRAND TOTAL RECEIVABLE						10196.40

Thank YOU & Happy CASS

➤ CASS HKSAR

➤ +852 2528 9321

➤ cargohk@iata.org

