

Guide to complete Agreement for EDI & Airport Schedule

Step	Where is it?	What to fill in?
The Master Agreement		
1	Top of page 1	<ol style="list-style-type: none"> 1. Your signing date of this Agreement 2. Your full company name 3. Your full company address 4. Name of representative to sign this Agreement
2	Clause 17.3	Your company contact person and contact details for this Agreement
3	Signing space after Clause 17.8	<ol style="list-style-type: none"> 1. Your company full name 2. Signature and authorised company chop. 3. Name and title of the representative to sign this Agreement
Airport Schedule 1 - HKG		
4	Top of page 1	<ol style="list-style-type: none"> 1. Your signing date of this Airport Schedule 2. Your signing date of the Agreement for EDI 3. Your full company name
5	Clause 2	Commencement date** for your company to adopt 100% e-AWB in HKG
6	Clause 6.2	<p>Gateway name. There are three options:</p> <ul style="list-style-type: none"> • Your full company name if in-house system is used to receive EDI message directly from CX/KA. • Full company name of your gateway provider if external gateway provider is used. • “Global Logistics System (HK) Co. Ltd” If your company uses Ezycargo system.
7	Signing space after Clause 8	<ol style="list-style-type: none"> 1. Your company full name 2. Signature and authorised company chop. 3. Name and title of the representative to sign this Agreement
8	Send two originals of the signed Agreement to CX Cargo Services Manager, e-Freight, Jackson Chan. His address is stated in Clause 17.3 of the Master Agreement.	

*Remark**:* Commencement date will be between 15Sep2010 and 01Jan2011, to be mutually agreed between your company and CX/KA. Please send the signed Airport Schedule to CX/KA at least 3 weeks before your company commences to adopt 100% e-AWB in HKG.