



Supplier Onboarding Checklist (HK)

APPLIES TO
UDB Logistics Limited

VERSION
v1.0

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OWNER
Compliance (Head of Compliance)

GOVERNING LAW
Hong Kong SAR

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1. Purpose

This checklist provides a practical onboarding and approval workflow for suppliers and operational partners used by UDB Logistics Limited ("UDB") in Hong Kong.

For air cargo security workflows, this checklist operates alongside UDB's Regulated Agent / RAR controls, RASP, CAD requirements, and applicable airline/terminal/security procedures.

2. Supplier categorization (select one)

Category (service type):

- Airline / GSA / carrier-related counterparty
- Ground handler / GHA / CTO / cargo terminal operator
- Trucking / transport partner
- Contracted warehouse / cargo processing / storage or staging provider
- RACSF / screening / security service provider
- DG partner / packing / repacking vendor
- Customs / C&ED / Tradelink / declaration support partner
- Strategic commodities / permit / licence support partner
- IT / communications provider (where operationally relevant)
- Other: _____

Risk Tier:

- Tier A (Standard)
- Tier B (Enhanced)
- Tier C (Critical / HV)

3. Minimum onboarding pack (required where feasible)

3.1 Identity / registration

- Legal name + trade name (if different)

- Company registration / business registration evidence (Hong Kong or relevant jurisdiction)
- Registered address + operating address(es)
- Authorized signatory / management contact
- Bank details (if paid by UDB)
- Tax / business registration status (where applicable)
- Companies Registry / Business Registration verification completed (for Hong Kong suppliers, where appropriate)

3.2 Operational capability

- Service description and scope
- Coverage (locations, routes, operating hours)
- Operational escalation contact(s) 24/7 (if applicable)
- Commodity limits (DG, lithium, high-value, restricted goods, strategic commodities)
- Air cargo security / RA/RAR / RACSF / screening capability (where applicable)
- High-value handling capability (where applicable)

4. Compliance screening (minimum)

- Sanctions / restricted party screening completed (supplier legal name)
- Screening outcome: Clear Potential match (manual review) Confirmed match (reject/escalate)
- Export control / strategic commodities exposure: Not applicable Applicable (notes / approvals workflow)

- Tradelink / customs / declaration support exposure: Not applicable Applicable
- TID / permit / licence support exposure: Not applicable Applicable
- Adverse media check (Tier B/C, where reasonable): Done Not required

5. Security & quality checks (risk-based)

Tier A (Standard)

- Basic custody exposure understood
- Basic handover proof availability confirmed (where relevant)

Tier B (Enhanced) - add

- Custody/access controls described (warehouse/trucking/screening/security where applicable)
- Incident cooperation capability confirmed
- Documentation discipline confirmed (where relevant)
- Operational escalation contact(s) confirmed
- RA/RAR / SPX/UNK / security status handling understood (where applicable)

Tier C (Critical / HV) - add

- Ability to support chain-of-custody evidence (handover proof / timestamps)



- Ability to support piece count / condition checks at key handover points
- Seal / tamper-evidence / transport record support confirmed (where applicable)
- Evidence preservation support confirmed (e.g., CCTV retention request process, access logs, seal records)
- Security escalation contacts confirmed
- HV handling feasibility confirmed (seals/tamper evidence / secure transport where applicable)
- SPX/UNK, screening, RA/RAR, CTO/RACSF, terminal/airline, or warehouse references available where applicable

6. Insurance / liability (where applicable)

- Evidence of relevant insurance requested (custody/warehouse/transport/screening/security)
- Supplier liability/terms noted (where available)
- Incident reporting / escalation contact noted (where applicable)

Notes: _____

7. Approval decision

Decision:

- Approved
- Approved with conditions
- Pending
- Rejected

Tier assigned: A B C

Approved services/routing limitations (if any): _____

Conditions / restrictions (if any):

- Limited commodities/routings
- No DG
- No high-value
- SPX/UNK/security restrictions
- Limited operating hours
- Specific handover requirements
- Other: _____

Approver (Compliance): _____ Date: _____

Approver (Ops/Finance if required): _____ Date: _____

8. Review / re-assessment

Review type:

- Annual (Tier B/C where feasible)
- Event-driven



Next review date (if applicable): _____

Triggers:

- Security incident / theft / tampering allegation
- Repeated operational failures
- Licence / registration / insurance lapse
- Sanctions / compliance flag
- RA/RAR / RACSF / screening/security-status failure
- CAD / airline / terminal / customs / TID / Tradelink concern
- Contractor declaration concern
- Other: _____

9. Recordkeeping

- Onboarding pack saved
- Screening evidence saved
- Approval decision saved
- Conditions / restrictions recorded
- Review date recorded
- RA/RAR / RASP-related records retained according to applicable CAD/RAR requirements where relevant

10. Notes

This checklist is used together with Supplier Due Diligence (HK) and does not replace shipment-specific operational decisions, third-party contractual terms, or mandatory CAD/RAR, airline, terminal, customs, DG, security, or legal requirements.