


<p>1.</p>  <p>CIVIL AVIATION DEPARTMENT HONG KONG, CHINA</p>	<p>2.</p> <p align="center">RECOMMENDATION FOR DESIGN RECLASSIFICATION ACCEPTANCE</p>	<p>3. Project Ref No.:</p>							
		<p>4. Classification Form Ref No.:</p>							
<p>5. HKAR-21 Design Organisation Name and Approval No.:</p>		<p>6. Design Nature:</p> <p><input type="checkbox"/> Change</p> <p><input type="checkbox"/> Repair</p>							
<p>7. Aircraft Type/Model:</p>	<p>8. Nationality and Registration Marks:</p>								
<p>9. Title and Description of the Design:</p> <p align="right"><input type="checkbox"/> Continued on Page 2</p>									
<p>10. Reason(s) of Major Classification:</p>									
<p>11. Justification(s) for Reclassification to Minor:</p> <p align="right"><input type="checkbox"/> Continued on Page 2</p>									
<p>12. Recommendation:</p> <p>In pursuance of the GM to HKAR 21.91 Paragraph 3.3, a recommendation is hereby made to the Director-General for acceptance of the design reclassification of the captioned design nature.</p> <table border="1" data-bbox="156 1536 1474 1680"> <tr> <td data-bbox="156 1536 341 1585">Name:</td> <td data-bbox="341 1536 922 1585"></td> <td data-bbox="922 1536 1474 1680" rowspan="3" style="text-align: center; vertical-align: middle;">Signature</td> </tr> <tr> <td data-bbox="156 1585 341 1635">Job Title:</td> <td data-bbox="341 1585 922 1635">Head of Design Organisation</td> </tr> <tr> <td data-bbox="156 1635 341 1680">Date: (D/M/Y)</td> <td data-bbox="341 1635 922 1680"></td> </tr> </table>			Name:		Signature	Job Title:	Head of Design Organisation	Date: (D/M/Y)	
Name:		Signature							
Job Title:	Head of Design Organisation								
Date: (D/M/Y)									
<p>13. For Official Use Only:</p> <p><input type="checkbox"/> The Director-General accepts the reclassification. Acceptance reference number: _____.</p> <p><input type="checkbox"/> The Director-General does not accept the reclassification. See remarks below.</p>									
<p>Remarks:</p>									
<p>Name of Officer, Signature and Stamp:</p> <p align="center">_____</p> <p align="center">by authority of the Director-General of Civil Aviation, HKSAR</p>		<p>Date: (D/M/Y)</p> <p align="center">_____</p>							

Completion Instructions

The **original** completed Recommendation Form shall be sent along with a covering letter and a copy of the classification form referenced in Field 4 to:

Airworthiness Office, Flight Standards and Airworthiness Division
 Civil Aviation Department
 Civil Aviation Department Headquarters
 1 Tung Fai Road, Hong Kong International Airport, Lantau, Hong Kong
 Attention: Senior Airworthiness Officer (Certification)

Note: To facilitate the application process, the completed application may be emailed to **certification@cad.gov.hk** in advance and HKCAD will acknowledge receipt of your application by return email.

The use of this form is to enable the Hong Kong Civil Aviation Department (HKCAD) to process applications without undue delay. The individual fields of the application form may be varied in size to allow entry of all required information. This section provides instructions and guidance necessary to complete this Application.

Important notes:

1. **Complete all Fields in a clear legible way. Enter 'N/A' for those fields that are not applicable and give a tick in the appropriate box to this application if so required.**
2. **Enter the dates in (d/m/y) format.**

Field#	Completion Instructions
1	N/A
2	N/A
3	Enter your design activity project reference number.
4	Enter your design classification form reference number and revision status/date.
5	Enter the name and approval number of your design organisation.
6	Give a tick in the appropriate box to indicate the nature of the design activity.
7	Enter the type/model of affected Aircraft. Note: Design approval is issued at aircraft level. If the design is related to a component, related information may be provided in Field 9.
8	Enter the nationality and registration marks of affected Aircraft.
9	Provide the title of the design activity, then briefly describe the design activity. Use page 2 for supplement if so required.
10	Specify the reason(s) for "Major Classification" of the design activity.
11	State your justification(s) for "Reclassification to Minor" and use page 2 for supplement if so required.
12	Enter name, signature, DO stamp (Optional) and date accordingly.
13	This field is for HKCAD Official Use Only (i) if the reclassification is accepted, an acceptance reference number will be provided; or (ii) if the reclassification is not accepted, reasons will be provided in the "Remarks".
14	On page 2 for field 9 & field 11 continuation if so required

Personal Data Collection Statement

1. Purposes of Collection

The personal data provided by means of this form, including all the supporting documents included in the application, will be used by Civil Aviation Department for the following purposes:

- a. Processing of your application in this form;
- b. Carrying out relevant provisions of the Civil Aviation Ordinance (Chapter 448) and its subsidiary Orders / Regulations;
- c. Assisting in the enforcement of any other Ordinances and Regulations by other Government Bureaux and Departments;
- d. For communication purposes between Civil Aviation Department and yourself;
- e. For validation and verification of authenticity of your supporting documents in association with the application;
- f. For statistics and research purposes on the condition that the resulting statistics or results will not be made available in a form which will identify the data subjects.

It is obligatory for you to supply the personal data as required in this form. If you fail to supply the required data, we may not be able to process your application.

2. Classes of Transferees

The personal data you provided by means of this form may be disclosed to:

- a. Other Government Bureaux and Departments for the purposes mentioned in paragraph 1 above;
- b. Other Contracting States of the International Civil Aviation Organisation and Civil Aviation Authorities for the purpose mentioned in paragraph 1 above;
- c. Other organisations or agencies for execution of their duties as required by Civil Aviation Department.

3. Access to Personal Data

You have a right of access and correction with respect to personal data as provided for in Sections 18 and 22 and Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance. Your right of access includes the right to obtain a copy of your personal data provided by this form.

4. Enquiries

Enquiries concerning the personal data collected by means of this form, including the making of access and correction should be addressed to:

Airworthiness Office, Flight Standards and Airworthiness Division
Civil Aviation Department
Civil Aviation Department Headquarters
1 Tung Fai Road, Hong Kong International Airport, Lantau, Hong Kong
Attention: Senior Airworthiness Officer (Standards)

Anti-bribery Reminder

Anyone, while having dealings of any kind with the Civil Aviation Department (CAD), should not offer advantage to the CAD officers, or else he may commit an offence under section 4(1) and/or section 8 of the Prevention of Bribery Ordinance (Chapter 201 of Laws of Hong Kong), and be liable to a maximum penalty of a fine of \$500,000 and imprisonment for 7 years.