



香港特別行政區政府
民航處

Civil Aviation Department
The Government of the Hong Kong
Special Administrative Region

Send to:
Flight Standards and Airworthiness Division
Civil Aviation Department
Level 4, Office Building
Civil Aviation Department Headquarters, 1 Tung Fai Road
Hong Kong International Airport, HONG KONG
Email: ops@cad.gov.hk Fax: 2362 4250

INFORMATION REQUIRED OF AN APPLICANT FOR AN AIR OPERATOR'S CERTIFICATE (AOC)

A. DETAILS OF APPLICANT

Give particulars of person(s) who will be the Operator of the aircraft.

Name of company:

a) Incorporated body b) Business registration at Annex

Nationality :

Business address:

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B. DESCRIPTION OF MANAGEMENT ORGANIZATION

An operator must have a management organization capable of exercising operational control and supervision over any flight operated under the terms of the AOC. The information and chart on the management organization structure should clearly demonstrate the chain of responsibility, appropriate to the size of company, for all major aspects of management and of the arrangements of suitably qualified deputies to assume the functions of senior executives temporarily absent from duty.

Management Organization Structure attached at Annex

B1 AIR CREW ARRANGEMENT

Total aircrew personnel on payroll (pilots, co-pilots, cabin crew), crewing plan, crew training plan, trainer/examiner arrangements and simulator arrangements :

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B2 SUBMISSION OF OPERATIONS MANUAL (Includes TRAINING MANUAL)

If the Operations and Training Manuals are not available at the time of application, state when will they be available for presentation to CAD. Ensure the manuals are complete and up to standard, or additional processing time will be required.

Operations Manual attached : at Annex

Operations Manual will be submitted : (date)

Remarks :

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B3 PROPOSED DATE FOR COMMENCEMENT OF OPERATIONS

The interval between application and grant of an AOC will depend primarily upon matters within the control of the operator and no undertaking can be given that the CAD will be able to reach a decision within a particular period. The application may be rejected or refused by the CAD if the applicant is unable to progress after a substantive period.

Proposed date for commencement of operations:

C. DESCRIPTION OF OPERATION

C1 TYPE OF OPERATIONS

Particulars of proposed operations and nature of traffic:

Service		Details (Scheduled/non-scheduled service, frequency)
Passenger :	<input type="checkbox"/>
Cargo :	<input type="checkbox"/>
Passenger and Cargo :	<input type="checkbox"/>
Remarks :	

Approval		Details (Attach relevant documents for Special Authorizations)
Dangerous Goods:	<input type="checkbox"/>
LVO :	<input type="checkbox"/>
RVSM :	<input type="checkbox"/>
ETOPS :	<input type="checkbox"/>
PBN Specifications :	<input type="checkbox"/>
MNPS :	<input type="checkbox"/>
Others :	

C2 PROPOSED AREAS OF OPERATION

Aircraft Type	Proposed area/routes of operations, destination & alternate aerodromes
a)
b)
c)
Remarks :

C3 AIRCRAFT DETAILS

Manufacturer	Aircraft Type	Number of aircraft	Available passenger seats	Maximum weight of heaviest aircraft in type (tonne)	Registration Mark	Date available for inspection

C4 AIRCRAFT MAINTENANCE ARRANGEMENT

Submit details of maintenance arrangements in accordance with CAD 360 & HKAR-145.

Name of Approved Maintenance Organization	Base or Line Maintenance	Approval No.

C5 TRAFFIC HANDLING

Arrangements for traffic handling, including details of Traffic Manual(s):

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C6 GROUND STAFF ARRANGEMENT

Details of ground staff to be employed, including qualifications and experience:

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D. OTHER INFORMATION

D1 INSURANCE ARRANGEMENT

Details of the insurance of the aircraft, its occupants and third parties:

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Details attached at Annex

D2 FINANCIAL DATA AND BUSINESS PLAN

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Details attached at Annex

D3 ADDITIONAL INFORMATION

Any other relevant information for the CAD:

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Details attached at Annex

E SIGNATURE BLOCK

IMPORTANT NOTE : Pursuant to Regulation 4 of the Hong Kong Air Navigation (Fees) Regulations (Chapter 448D of the Laws of Hong Kong), the Civil Aviation Department will require an applicant for an AOC to pay a deposit upon lodging an application. Upon the completion, withdrawal, cessation or refusal of the application, the deposit will be applied towards settlement of the cost incurred by the Department (but not exceeding the maximum fee calculated in accordance with paragraph 2(1) of the Schedule to Chapter 448D). Any shortfall or excess shall be payable to or refundable by the Department, as the case may be.

When an application is received, the Department will estimate the deposit required based on the aircraft information provided and the manhours needed to assess the application, on the assumption that the applicant is reasonably knowledgeable on the AOC requirements and will provide documentations of reasonable standards to support the application. A demand note will be issued to the applicant. **The investigation work will commence only after the deposit has been paid to the Department.**

Upon receipt of payment, an Operations Inspector will be assigned to the applicant. The applicant can withdraw the application in writing any time and will be charged for the cost incurred by the Department up to the date of withdrawal as explained in the first paragraph above.

I apply for the grant of an Air Operator’s Certificate.

Signature :
Name :
Title :
Telephone number :
Fax number :
Email address :
Date :

Personal Data Collection Statement

(A) 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 CAD for the following purposes:

- a. Processing of your application in this form;
- b. Carrying out relevant provisions of the Civil Aviation Ordinance (CAP. 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 CAD and yourself;
- e. For validation and verification of authenticity of your supporting documents in association with the application; and
- 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.

(B) 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 (A) above;
- b. Other Contracting States of the International Civil Aviation Organisation and Civil Aviation Authorities for the purpose mentioned in paragraph (A) above; and
- c. Other organisations or agencies for execution of their duties as required by CAD.

(C) 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.

(D) Enquiries

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

Flight Standards and Airworthiness Division
Civil Aviation Department Headquarters
1 Tung Fai Road
Hong Kong International Airport
Lantau, Hong Kong
(Attn: Safety Officer (Technical Support))

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.