



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,
Lantau, HONG KONG
Email: ops@cad.gov.hk Fax: 2362 4250

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

A. DETAILS OF APPLICANT

Give particulars of the Operator of the aircraft.

Name of Operator:

AOC No.:

Business address, telephone no., e-mail address, operational points of contacts (*if varied*):

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A1 DESCRIPTION OF REQUIRED VARIATION(S)

Variation(s) applied for are as follows:

- Variation of name, business address, telephone no., e-mail address and / or operational points of contacts. (*Go to Parts A / B3*)
- Variation of posts and / or management organization. (*Go to Parts B / B3*)
- Variation of aircraft type and / or service type. (*Go to Parts C3 / C1 / B1 / B2 / B3 / D1 / D2*)
- Variation of areas of operations. (*Go to Parts B3 / C2 / D1 / D2 / D3*)
- Variation of special authorizations e.g. DG, LVO, RVSM, ETOPS, PBN, etc. (*Go to Parts C1 / B3*)
- Others (please specify)

B. VARIATION OF MANAGEMENT ORGANIZATION

Complete this Part when required. 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 revised 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 (*highlight changes*)

B1 AIR CREW ARRANGEMENT RELATED TO THE VARIATION

Complete this Part when required. Provide crewing plan, crew training plan, trainer/examiner arrangements and simulator arrangements :

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B2 SUBMISSION OF OPERATIONS MANUAL RELATED TO THE VARIATION

If the type of AOC variation requires an amendment of Operations and Training Manuals, the amended manuals must be submitted to CAD for review. If the amended manuals are not available at the time of application, state when they will 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 : _____

B3 PROPOSED DATE FOR IMPLEMENTATION OF VARIATION(S)

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 implementation of variation(s): _____

C. DESCRIPTION OF OPERATION

C1 VARIATION OF TYPE OF OPERATIONS

Particulars of proposed operations and nature of traffic:

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

<u>New Approval</u>		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 VARIATION OF AREAS OF OPERATIONS	
Aircraft Type	Proposed changes and/or additions of area/routes of operations, destination & alternate aerodromes
a)
b)
c)
Remarks :

C3 VARIATION OF AIRCRAFT MODEL						
a) New aircraft type to be added to the AOC						
Manufacturer	Aircraft Type	Number of aircraft	Available passenger seats	Maximum weight of heaviest aircraft in type (tonne)	Registration Mark	Date available for inspection
b) Aircraft type to be deleted from the AOC						
Manufacturer	Aircraft Type	Remarks				

D. OTHER INFORMATION REQUIRED BY THE AOC VARIATIONS
Complete this Part when required.

D1 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.

D2 TRAFFIC HANDLING
Arrangements for traffic handling, including details of Traffic Manual(s):
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D3 GROUND STAFF ARRANGEMENT

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

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D4 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.**

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 variation of the 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.