



APPLICATION FOR PRODUCTION ORGANISATION APPROVAL (POA)

Important Note: Please read the Completion Instructions before filling this form.

1. Applicant

1.1 Reference									
1.2 Applicant	Name								
	Business Registration Certificate No.								
	Address								
1.3 Contact Person	Title	<input type="checkbox"/> Ir	<input type="checkbox"/> Dr	<input type="checkbox"/> Mr	<input type="checkbox"/> Ms	Name		Phone	
	Job Title				Email				
1.4 Financial Contact	<input type="checkbox"/> Same as Field 1.3. (Go to Field 1.5)								
	Address								
	Title	<input type="checkbox"/> Ir	<input type="checkbox"/> Dr	<input type="checkbox"/> Mr	<input type="checkbox"/> Ms	Name		Phone	
	Job Title				Email				
1.5 Location(s)									

2. Brief Summary of Proposed Activities at the Field 1.5 Locations

2.1 General:	
2.2 Scope of Approval:	
2.3 Nature of Privileges:	

3. Description of Organisation:

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4. Link/Arrangements with Design Approval Holder(s)/Design Organisation(s) where Different from Item 1.2

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5. Approximate Number of Staff Engaged or Intended to be Engaged in the Activities

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6. Additional Information

7. Fee Information

The applicant will be charged in accordance with Hong Kong Air Navigation (Fees) Regulations (CAP. 448 sub. leg.D), Schedule, paragraph 8(2). For details of the deposit fee, please refer to Field 7 of the "Completion Instructions" of this form.

In the case of withdrawal or other cases of termination of the application, the expenditure incurred in the investigation will be recovered. The expenditure includes working hours and specific costs and, if applicable, transport costs outside Hong Kong.

The deposit will be returned to the applicant after deducting all expenditure. If the deposit is insufficient, the applicant shall pay the outstanding balance prior to issuance of the certificate or upon termination of the application.

Should the approval remain in force, the applicant will be charged in accordance with Hong Kong Air Navigation (Fees) Regulations (CAP. 448 sub. leg. D), Schedule, paragraph 8(5).

Statutory Fees are payable in **Hong Kong Dollars**. Payment from overseas should be made through wire transfer or by bank draft or cheque.

Note: The prescribed charges are in terms of Hong Kong dollars with fluctuations in the exchange rates, any extra sum being bank charges or the factorage relevant to the wire transfer in settlement of our charges shall be wholly and solely borne by the remitter concerned. As such, please ensure sufficient funds shall be added to cover the Hong Kong correspondent bank's handling charges if any.

For payment **by wire transfer**, the following bank account details should be followed:

Bank's Name:	The Hongkong and Shanghai Banking Corp. Ltd.
Bank's Address:	No. 1 Queen's Road Central, Hong Kong
Swift Code:	HSBC – HKHH – HKH
Bank Account No.:	002-268126-008
Bank Account Holder:	The Government of the Hong Kong Special Administrative Region Treasury No. 1 Collection Account (Attn.: Civil Aviation Department)
Payment Details / Ref:	Please quote your application letter reference number or Demand Note Number, and tender exact amount

For payment **by bank draft or cheque**, payment should be made to:

The Government of the Hong Kong Special Administrative Region

8. Applicant's Declaration

I declare that the information provided in this application form is correct and complete. I agree to pay the fees levied by the Hong Kong SAR Government in respect of this application.

8.1 Attachments

I am submitting this application form, together with the following applicable documents:

Attachment No.	Documentation	Reference	Field No. Reference
(A) <input type="checkbox"/>	Business Registration Certificate (for organisation located outside Hong Kong)		1.2
(B) <input type="checkbox"/>	Deposit Fee	<input type="checkbox"/> Cheque #: _____ Amount: HK\$ _____	7
		<input type="checkbox"/> Or, payment record by wire transfer	
(C) <input type="checkbox"/>	CAD Form Four		3
(D) <input type="checkbox"/>	Arrangement with Design Organisation		4
(E) <input type="checkbox"/>	Outline of data		
(F) <input type="checkbox"/>	"Proof of Need" statement (for organisation located outside Hong Kong)		

8.2 Signature

Name	Position in Company	Signature	Date (d/m/y)

Completion Instructions

The completed form and associated reference documents shall be emailed to the Flight Standards and Airworthiness Division (FSAD) of the CAD at **certification@cad.gov.hk**

Attention: Senior Airworthiness Officer (Certification)

All files should be in PDF format. Additional information may be required and further conditions may be imposed depending on the particular circumstance. Incomplete or insufficient information may delay the application process.

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

Important notes:

1. **Complete all Fields in a clear legible way. Enter 'N/A' for those fields that are not applicable to this application.**
2. **Within one Field, mark only one box with where appropriate.**

Field #	Completion Instructions
1.1	Enter your reference (if applicable).
1.2	Provide the name, business registration certificate number, issuing authority and address of the intended holder of the POA. For organisation located outside Hong Kong, a copy of the company's Business Registration Certificate (or equivalent National Companies Registration Office) showing the name, registration number, address and issuing authority must accompany the application. If applicable, an additional translation of this document (done by an authorised translator, signed and stamped) should be submitted.
1.4	Enter the financial contact of the applicant if different from the contact person. The applicant is responsible for the charges.
1.5	Enter the location covered by this POA application.
2.1	Provide further details of the activities under the approval for the address(es) indicated in Field 1.5. This Field "General" must include overall information.
2.2	Indicate the scope of work and products/categories following the principles laid down in the GM to HKAR 21.151.
2.3	Indicate the requested privileges as defined in HKAR 21.163.
3	This Field must state a summary of the organisation with reference to the outline of the production organisation exposition, including the organisational structure, functions and responsibilities. The nomination of the responsible managers in accordance with HKAR 21.145(c)(2) must be included as far as possible, accompanied by the corresponding CAD Form Four.
4	The information entered here is essential for the evaluation of eligibility of the application. Therefore special attention must be given concerning the completion of this Field either directly or by reference to supporting documentation in relation to the requirements of HKAR 21.133(b) and (c) and the AMC No. 1 and AMC No. 2 to HKAR 21.133(b) and (c).
5	The information to be entered here must reflect the number of staff, or in case of an initial approval the intended number of staff, for the complete activities to be covered by the approval and therefore must include also any associated administrative staff.
6	This Field may be used to provide any additional information that the applicant thinks appropriate. This may include, but not limited to, information such as "application form revision", etc.
7	A deposit of HK\$50,000 is required for each application. Payment may be made by wire transfer, or, a crossed cheque or a bank draft in Hong Kong dollars payable to "The Government of the Hong Kong Special Administrative Region" and drawn on bank located in Hong Kong.
8.1(E)	The applicant shall provide the draft exposition, or an outline, including company flow-charts and, as relevant, description and information on production activities and organisation of partners or subcontractors.
8.1(F)	Organisation located outside Hong Kong shall demonstrate the need to provide services to Hong Kong registered aircraft.
8.2	The application shall be signed by the nominated Accountable Manager of the POA applicant.

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 Headquarters
1 Tung Fai Road
Hong Kong International Airport
Lantau, Hong Kong

(Attn.: 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.