



香港特別行政區政府

民航處

Civil Aviation Department

The Government of the Hong Kong Special Administrative Region

APPLICATION FOR APPROVAL OF SUPPLEMENTAL TYPE CERTIFICATE (STC)

1. Applicant	
1.1 Applicant's Reference (if applicable)	
1.2 Registered name of the organisation	
1.3 Registration number of the organisation and issuing authority	
1.4 Registered address of the organisation	
1.5 Contact Person (Application) (a) Name (b) Position (c) Telephone No. (d) Fax No. (e) E-mail address	
1.6 Demonstration of Capability	
1.7 Contact Person (Financial) (a) Name (b) Position (c) Telephone No. (d) Fax No. (e) E-mail address	
1.8 Address (Financial)	
2. Classification	
Major Change classified as	<input type="checkbox"/> Simple <input type="checkbox"/> Standard
	<input type="checkbox"/> Complex <input type="checkbox"/> Involving changes to an aircraft's geometry and/or power plant

<input type="checkbox"/> Including Change to approved parts of Flight Manual (FM)	
<input type="checkbox"/> Including Change to approved parts of Instructions for Continued Airworthiness (ICA)	
3. Applicability	
3.1 Aircraft Make	
3.2 Aircraft Model	
3.3 Aircraft Registration/Serial No.	
3.4 Previous STC number/issue.	
4. Certification Basis	
4.1 Hong Kong Aircraft Type Certificate or equivalent	
4.2 Original Certification Basis for the Aircraft	
4.3 Proposed Certification Basis for the Design Change	
5. Description	
5.1 Title	
5.2 Description	
5.3 Affected Areas (including manuals)	
5.4 Re-Investigations	
6. Additional information:	

7. Fees information

The applicant will be charged in accordance with Hong Kong Air Navigation (Fees) Regulations (CAP. 448 sub. leg. D), Schedule, paragraph 9. For details of the deposit fee, please refer to Block 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.

8. Applicant’s declaration

I confirm that the information contained herein is correct and complete. I agree to pay the fees levied by the Hong Kong SAR Government in respect of the application for issuance of a Supplemental Type Certificate.

8.1 Name of the authorised representative

8.2 Position

8.3

8.4

Date (dd/mm/yyyy)

Signature of the authorised representative

Completion Instructions

The **original** completed application, the **deposit** and **required documents** shall be sent 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

The use of this form is required to enable HKCAD to process applications without undue delay. The individual Blocks of the application form may be varied in size to allow entry of all required information.

- Block 1.1: Enter your own reference number for the application project (optional).
- Block 1.2: The name of the organisation must be entered as stated in the register of the Companies Registry (or equivalent National Companies Registration Office for organisations located outside Hong Kong). For the initial application a copy of the entry in the register of the Companies Registry must be provided.
- Block 1.3: The company registration number and the issuing authority must be entered as stated in the register of the Companies Registry (or equivalent National Companies Registration Office for organisations located outside Hong Kong).
- Block 1.4: Enter complete registered business address and add postal address if different e.g. for mailing or billing purposes.
- Block 1.5: Enter name, position, telephone no., fax no. and e-mail address of the contact person for this application.
- Block 1.6: Enter reference to DOA / alternative procedures approval or related application made to HKCAD, e.g. for extension of scope related to this design change.
- Block 1.7: Enter name, position, telephone no., fax no. and e-mail address of the **financial** contact person for this application.
- Block 1.8: Enter address of the **financial** contact person for this application. Refund of unused portion of the application deposit fee will be sent to this address.
- Block 2: Tick the dedicated box for the kind of major change and identify the classification simple, standard, complex:

Simple	Standard	Complex
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STC only involving current and well-proven justification methods, for which a complete set of data (description, compliance check-list and compliance documents) can be communicated at time of application, and for which the applicant has demonstrated experience, and which can be assessed by the HKCAD project officer alone, or with a limited involvement of a single discipline specialist.	All other STC	Significant (*) STC
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(*) "Significant" is defined in paragraph HKAR 21.101 (b).

- Block 3.1: Enter aircraft make as recorded in Type Certificate referred in Block 4.1.
- Block 3.2: Enter applicable aircraft model(s) as recorded in Type Certificate referred in Block 4.1.
- Block 3.3: Enter aircraft registration mark(s) and corresponding serial number(s), if applicable.
- Block 3.4: For re-issue of an STC, enter STC number and issue number of the previously approved STC.
- Block 4.1: Enter the Hong Kong Aircraft Type Certificate number, or the equivalent of another Civil Aviation Authority.
- Block 4.2: Enter the original certification basis for the aircraft as recorded in Type Certificate Data Sheet referred in Block 4.1.
- Block 4.3: Enter the proposed certification basis for the design change.
- Block 5.1: Give a title of the design change.
- Block 5.2: Give a brief description of the design change.
- Block 5.3: Identify all parts of the type design and the approved manuals affected by the design change, and the certification specifications and environmental protection requirements with which the change / repair has been designed; if necessary make reference to further attached documents in e.g. relating to HKAR 21.101 compliance.
- Block 5.4: Identify any re-investigations necessary to show compliance of the changed / product / equipment with the applicable certification specification and environmental requirements; if necessary make reference to further attached documents.
- Block 6: This Block 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”, “application for STC re-issue”, etc.
- Block 7: A deposit of HK\$266,000 is required for each application. Payment may be made by 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.

Block 8.1-8.4: Enter the name, position and signature of the authorised representative of the applicant along with the date of application.

- END -

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.