



**APPLICATION FOR VALIDATION OF SUPPLEMENTAL TYPE CERTIFICATE (VSTC)**

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

**PART I – To be used by HKCAD**

VSTC Application Acceptance	<input type="checkbox"/> Yes. VSTC Project No.: P- <input type="checkbox"/> No. Reason:
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**PART II – To be completed by the applicant**

**1. VSTC Applicant**

1.1 Intended VSTC Holder	Organisation Name					
	Registration No.		Issuing Authority			
	Address					
1.2 Applicant	<input type="checkbox"/> Same as Field 1.1 (Go to Field 1.3) <input type="checkbox"/> Agent appointed by intended VSTC holder					
	Organisation Name					
	Registration No.		Issuing Authority			
	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"/> Applicant (Complete the Fields below) <input type="checkbox"/> Operator (Go to Field 2)					
	Organisation Name					
	Billing Address					
	Title	<input type="checkbox"/> Ir <input type="checkbox"/> Dr <input type="checkbox"/> Mr <input type="checkbox"/> Ms	Name		Phone	
	Job Title		Email			

**2. Demonstration of Eligibility**

<input type="checkbox"/> EASA DOA <input type="checkbox"/> FAA ODA <input type="checkbox"/> Others (Specify):	Approval Ref.# :	
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**3. Identification of Activity**

3.1 Change to existing HKCAD STC	<input type="checkbox"/> No <input type="checkbox"/> Yes HKCAD STC. No.: _____ Rev. No.: _____
3.2 Installation Data	
3.3 Change to AFM	<input type="checkbox"/> No <input type="checkbox"/> Yes Ref.: _____
3.4 Change to ICA	

**4. Aircraft Particulars**

4.1 Applicability	HKCAD TC No.		SoD	
	Make & Model		SoD TC No.	
	Eligible Serial No.			
4.2 Certification Basis	HKCAD TC Basis			
	CAA STC Basis			
	CRI / IP			

**5. Original CAA STC Approval**

5.1 Issuing Authority	<input type="checkbox"/> EASA <input type="checkbox"/> FAA <input type="checkbox"/> Others (Specify): _____					
5.2 CAA Contact Person	Title	<input type="checkbox"/> Ir <input type="checkbox"/> Dr <input type="checkbox"/> Mr <input type="checkbox"/> Ms	Name		Phone	
	Job Title		Email			
	Address					
5.3 CAA Reference	Validation Ref. #		STC Proj. #			
5.4 CAA STC	No.		Rev / Amdt #		Date	

**6. Description**

6.1 STC Title					
6.2 Description					
6.3 PSCP		6.4 STC Compliance Summary			
6.5 Compliance Summary for HKCAD Certification Requirements					

**7. Fee 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 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.

## 8. Applicant's Declaration

### 8.1 Attachments

I am submitting this application form, together with the following applicable attachments with each attachment numbered accordingly. I understand that the application will not be accepted by HKCAD unless all attachments are provided with following exceptions:

- † Attachments B and C are not required if the applicant is the intended VSTC holder.
- ^ Attachments H thru K are not required at time of application if CAA STC has not been issued.

No.	Documentation	Reference No. and Revision Status/Date	Field No. Reference
A. <input type="checkbox"/>	Business Registration Certificate for VSTC Holder		1.1
B. <input type="checkbox"/> †	Business Registration Certificate for Applicant		1.2
C. <input type="checkbox"/> †	VSTC Holder Appointment Letter		1.2
D. <input type="checkbox"/>	Deposit fee	<input type="checkbox"/> By applicant	Cheque #: _____ in amount of HK\$15,000. 7
		<input type="checkbox"/> By operator	Refer to Field 9.4(b) 9.4(b)
E. <input type="checkbox"/>	DOA / ODA Certificate		2
F. <input type="checkbox"/>	CRI / IP		4.2
G. <input type="checkbox"/>	PSCP		6.3
H. <input type="checkbox"/> ^	CAA STC		5.4
I. <input type="checkbox"/> ^	All data referenced on CAA STC		5.4
J. <input type="checkbox"/> ^	Compliance Summary for CAA STC		6.4
K. <input type="checkbox"/> ^	Compliance Summary for HKCAD Requirements		6.5

### 8.2 Application

- This is an initial application.
- This application form completely supersedes the previously submitted application form dated: \_\_\_\_\_

### 8.3 Declaration

I declare that I am authorised by the company to sign this form and all information provided in Part II of 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.

Name		Signature
Job Title		
Date		

**PART III – To be completed by the operator**

9.1 Operator									
9.2 VSTCPM	Title	<input type="checkbox"/> Ir	<input type="checkbox"/> Dr	<input type="checkbox"/> Mr	<input type="checkbox"/> Ms	Name		Phone	
	Job Title				Email				
9.3 Aircraft Input Information	AC Model				Reg'n	B-	MSN		
	AMO	<input type="checkbox"/> CASL <input type="checkbox"/> HAECO <input type="checkbox"/> HNAT <input type="checkbox"/> TAECO <input type="checkbox"/> Other:							
	Location	<input type="checkbox"/> HKG <input type="checkbox"/> HAK <input type="checkbox"/> XMN <input type="checkbox"/> Other:					Input Month		
9.4 Financial Responsibility	(a) <input type="checkbox"/> The operator named in Field 9.1 above will <b>NOT</b> assume any responsibility for any financial charges under this application. (Go to Field 9.5)								
	(b) <input type="checkbox"/> The operator named in Field 9.1 above will assume <b>FULL</b> responsibility for all the financial charges under this application. A cheque for initial deposit fee with reference number _____ in amount of HK\$ 15,000 is hereby enclosed. Financial contact is as follow:								
	Billing Address								
	Title	<input type="checkbox"/> Ir	<input type="checkbox"/> Dr	<input type="checkbox"/> Mr	<input type="checkbox"/> Ms	Name		Phone	
	Job Title				Email				
9.5 Declaration	I declare that I am authorised by the company to sign this form and all information provided in Part III of 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 if Field 9.4(b) is checked.								
	Name				Signature				
	Job Title								
	Date								

**PART IV – Remarks (Optional)**

**10. Remarks**

## Completion Instructions

The **original** completed application shall be sent **via the issuing authority** of the original STC as shown in Field 5 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.

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.

### Important notes:

1. **Fill in the form with Acrobat Reader DC ONLY. (Do not use Adobe Acrobat Standard/Pro)**
2. **Complete all Fields in a clear legible way. Enter 'N/A' for those fields that are not applicable to this application.**
3. **Enter the dates in (d/m/y) format.**

Field#	Completion Instructions
1.1	Provide the name, business registration number along with its expiry date and address of the intended holder of the VSTC. A copy of the company's Business Registration Certificate (or equivalent document issued by applicable National Companies Registration Office for organisations located outside Hong Kong) 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.
1.2	Provide the name, business registration number along with its expiry date and address of the applicant if different from the intended holder of the VSTC. A copy of the company's Business Registration Certificate (or equivalent document issued by applicable National Companies Registration Office for organisations located outside Hong Kong) 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.
1.3	The applicant shall designate a 'Contact Person' responsible for support of the application. HKCAD will only liaise with the designated 'Contact Person' throughout the project. If the applicant wishes to change their 'Contact Person' during the course of investigation, this form should be amended accordingly.
1.4	The applicant is responsible for the charges. The charges may be paid by the operator provided that the operator agrees to assume <b>full</b> financial responsibility for the charges in Field 9.4(b). Sharing financial responsibility is not permitted.
2	The applicant or the intended VSTC holder must demonstrate its capability by holding a design organisation approval or equivalent issued by the Civil Aviation Authority (CAA) of the original STC. Provide the name of the CAA and the type of Design Organisation Approval or equivalent. For example: EASA Design Organisation Approval (DOA) or FAA Organisation Designation Approval (ODA). Provide the approval reference of the design organisation. Submit a copy of the approval certificate.
3.2	Provide the Installation Data reference such as Master Drawing List or Master Data List.
3.3	Provide the AFM Supplement reference if approved parts of the Aircraft Flight Manual (AFM) are changed.
3.4	Provide the Instructions for Continued Airworthiness (ICA) reference.
4.1	Identify the HKCAD Type Certificate (TC) number, the State of Design (SoD) (such as EASA or FAA), the SoD TC number, the TC Holder (TCH) make and model of applicable aircraft type(s). Provide the aircraft serial number(s) eligible for the VSTC. The aircraft model must have been approved in the relevant HKCAD Type Certificate Data Sheet (TCDS).
4.2	Identify the HKCAD certification basis for the aircraft as recorded in the HKCAD TCDS. Provide the certification basis used in the original CAA STC. For example: CS-25 Amendment 10. If the CAA STC basis is different from the HKCAD certification basis, a gap analysis must be provided to demonstrate that the design changes meet the HKCAD certification basis.  Provide a list of all Certification Review Items (CRI) or Issue Papers (IP) applicable to the CAA STC.
5.3	Provide the CAA Foreign Validation reference for VSTC project support. This reference will be used for correspondence with the CAA. For example: EASA VSTC Request Reference Number 0060046013 or FAA Foreign Validation Project Number FV17-0027SE.  Provide the original CAA STC project number.
5.4	Provide the original CAA STC number, revision /amendment number and issue date if the STC has been issued.
6.1	Provide a title of the design change. This title should match with that on the CAA STC as far as possible and will appear

	on the VSTC. Do not include the aircraft model or the operator in the title. For example, “Installation of Cargo Handling System”, “Cabin Reconfiguration”, “Passenger to Cargo Conversion”, etc.
6.2	Provide a description of the design change with sufficient details for the overall changes.
6.3	Identify the Project Specific Certification Plan (PSCP) which addresses the identification and planning of the certification activities necessary for the grant of the CAA STC.
6.4	Identify the Compliance Summary Document (CSD) which lists out all compliance summary statements and/or compliance data for the original CAA STC.
6.5	Identify the CSD demonstrating compliance with HK certification requirements which are not covered by the CSD in Field 6.4. If the CAA STC basis is different from the HKCAD certification basis, an additional CSD must be provided to address the difference.
7	An initial deposit of HK\$ 15,000 is required for this application. <b>Payment must be made by a crossed cheque or a bank draft in Hong Kong dollars</b> payable to “The Government of the Hong Kong Special Administrative Region” and drawn on bank located in Hong Kong. Payment by wire transfer is not accepted.
9.1	Provide the full legal name of the operator.
9.2	The operator shall designate a ‘VSTC Project Manager’ (VSTCPM) responsible for support of the application on the operator’s side. HKCAD will only liaise with the VSTCPM throughout the project in connection with the operator’s matters. If the operator wishes to change their VSTCPM during the course of investigation, this form should be amended accordingly.
9.3	This Field provides the information for the first Hong Kong registered aircraft in which the design changes will be incorporated. Specify the Approved Maintenance Organisation (AMO) approved under HKAR-145 responsible for the installation. Specify the city if outside Hong Kong, Haikou or Xiamen. Use the three letter airport code.
9.4	Select (a) or (b) only. If (a) is selected, proceed to Field 9.5. If (b) is selected, complete all entries in this Field. The deposit will be returned to the operator after deducting all expenditure. If the deposit is insufficient, the operator shall pay the outstanding balance prior to issuance of the certificate or upon termination of the application.
9.5	This Field shall be completed by the operator’s ‘HKCAD accepted VSTC Coordinator’ (VSTCC). If the operator has no VSTCC, this Field should be completed by the head of engineering.
10	This Field is optional. The applicant and/or the operator may provide any additional information as necessary.

## **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.