



## APPLICATION FOR VALIDATION OF TYPE CERTIFICATE (VTC)

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

### 1. Applicant

1.1 Reference						
1.2 Applicant (Airframe TCH)	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			

### 2. Identification of Activity

<input type="checkbox"/> New HKCAD TC/TCDS	<input type="checkbox"/> Amendment of existing HKCAD TCDS TCDS No. _____ Issue No. _____ Date _____ (d/m/y) <b>Reason(s) for amendment:</b> <input type="checkbox"/> Addition of aircraft model(s) <input type="checkbox"/> Change in certification basis <input type="checkbox"/> Change in TCH particulars <input type="checkbox"/> Other: _____
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### 3. Demonstration of Eligibility

	3.1 Design Organisation Approval	3.2 Production Organisation Approval
Issuing Authority:		
Type of Approval:		
Approval No.		

### 4. Production Identification

	Airframe	Engine	Propeller
4.1 TCH	Same as in Field 1.2		
4.2 Manufacturer			
4.3 Type			
4.4 Model			
4.5 Variant			
4.6 SoD Authority			
4.7 Original TC	Application Date	(d/m/y)	(d/m/y)
	No.		
	Issue Date	(d/m/y)	(d/m/y)
4.8 Original TCDS	No.		
	Issue /Rev. #		
	Date	(d/m/y)	(d/m/y)

### 5. Prototype Aircraft Information

5.1 MSN				5.2 C of A Application Date	(d/m/y)			
5.3 Delivery Month	(m/y)			5.4 Delivery Location				
5.5 Registered Owner	Name			Address				
	Contact Person	Title	<input type="checkbox"/> Ir <input type="checkbox"/> Dr <input type="checkbox"/> Mr <input type="checkbox"/> Ms	Name			Phone	
		Job Title			Email			

### 6. Airframe SoD Authority

6.1 Organisation	Name	<input type="checkbox"/> EASA <input type="checkbox"/> FAA <input type="checkbox"/> CASA <input type="checkbox"/> Others (Specify):					
	Address						
6.2 Contact Person	Title	<input type="checkbox"/> Ir <input type="checkbox"/> Dr <input type="checkbox"/> Mr <input type="checkbox"/> Ms	Name			Phone	
	Job Title			Email			

### 7. Fees information

A deposit is not required for this application. The applicant for issue of a certificate of airworthiness in respect of a prototype aircraft, as shown in Field 5.5 of this application form, will be charged in accordance with paragraph 4(1) of the Schedule in the Hong Kong Air Navigation (Fees) Regulations (CAP. 448 sub. leg. D) for the expenditure on the issuance of the approval. The expenditure will include the working hours spent and specific costs and, if applicable, transport costs outside Hong Kong.

### 8. Applicant's declaration

I declare that I am authorised by the company to sign this form and all information provided in this application form is correct and complete.

#### 8.1 Attachments

Attachment No.	Documentation	Reference	Field No. Reference
(A) <input type="checkbox"/>	Business Registration Certificate		1.2
(B) <input type="checkbox"/>	DOA Certificate		3.1
(C) <input type="checkbox"/>	POA Certificate		3.2
(D) <input type="checkbox"/>	Type Certificate (Airframe)		4.7
(E) <input type="checkbox"/>	Type Certificate Data Sheet (Airframe)		4.8
(F) <input type="checkbox"/>	Type Certificate (Engine)		4.7
(G) <input type="checkbox"/>	Type Certificate Data Sheet (Engine)		4.8
(H) <input type="checkbox"/>	Type Certificate (Propeller)		4.7
(I) <input type="checkbox"/>	Type Certificate Data Sheet (Propeller)		4.8
(J) <input type="checkbox"/>	C of A application made by the operator		5.2
(K) <input type="checkbox"/>	General description of aircraft		N/A
(L) <input type="checkbox"/>	Certification Review Items (Issue Papers)		N/A
(M) <input type="checkbox"/>	Compliance Summary		N/A
(N) <input type="checkbox"/>	Other:		N/A

#### 8.2 Signature

Name:		<b>Signature</b>
Position in company:		
Date (d/m/y):		

**9. Remarks (Optional)**

Empty rectangular box for remarks.

## Completion Instructions

The original completed application shall be **sent via the issuing authority** of the original TC as shown in Field 6 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 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. Complete all Fields in a clear legible way. Enter 'N/A' for those fields that are not applicable to this application.**
- 2. Fill in the form with Adobe Acrobat Reader DC ONLY. (Do NOT use Adobe Acrobat Standard/Pro).**

Field #	Completion Instructions
1.1	Provide a unique internal reference number to this application. This reference will be used as an identifier of your application in all communication by HKCAD.
1.2	Provide the name, registration number and address of the intended holder of the VTC. A copy of the company's Business Registration Certificate (or equivalent 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	Enter the contact details of the person responsible for this application. This person would be the main contact responsible for coordinating the certification of the applicant's product. All official correspondences and original HKCAD documents will be sent to this contact person.
3.1	Enter the details of the design organisation responsible for the design of the aircraft.
3.2	Enter the details of the production organisation responsible for the production of the aircraft.
4.1	Enter the name of the Type Certificate Holder (TCH) as it appears on the Type Certificate for the engine and propeller respectively.
4.2	Enter the name of the manufacturer as it appears on the Production Organisation Approval (or Production Certificate) for the airframe, engine and propeller respectively.
4.3	Enter the type of the airframe, engine and propeller respectively. Example 'A350' for Aircraft 'Airbus A350-941'.
4.4	Enter the model/series of the airframe, engine and propeller respectively. Example 'A350-900' for Aircraft 'Airbus A350-941'.
4.5	Enter the variant of the airframe, engine and propeller respectively. Example 'A350-941' for Aircraft 'Airbus A350-941'.
4.6	Enter the primary certification authority of the State of Design for the airframe, engine and propeller respectively, such as EASA, FAA or CASA.
4.7	For the 'Application Date', enter the submission date for application for type certificate to the primary certification authority. For a derived version, enter the application date for certification of the change in type design. Enter the number and issue/revision date of the Type Certificate (TC) issued by the SoD Authority for the airframe, engine and propeller respectively.
4.8	Enter the number, issue/revision # and issue/revision date of the Type Certificate Data Sheet (TCDS) issued by the SoD Authority for the airframe, engine and propeller respectively.
5.1	Enter the Manufacturer's Serial No. (MSN) of the first aircraft of the type to be imported to Hong Kong (prototype aircraft) under this application.
5.2	Enter the date of the Application for Certificate of Airworthiness (HKCAD Form no. DCA 46D) made by the registered owner for the prototype aircraft under this application.
5.3	Enter the proposed month and year for the prototype aircraft to be delivered. Example 'May 2018'.
5.4	Enter the location (city/country) where the HKCAD C of A would be issued for the prototype aircraft. Example 'Toulouse, France', 'Tianjin, China', 'Seattle, US', 'Hong Kong, China', etc.

5.5	Enter the name, address and the contact information of the (intended) registered owner of the prototype aircraft.
6.1	Enter the name and address of the primary certification authority responsible for the issuance of original airframe TC.
6.2	Enter the name and contact details of the primary certification authority official that will receive and action any correspondence from HKCAD. This official may be requested by HKCAD to make findings on behalf of HKCAD. Normally, this official is an EASA Project Certification Manager (PCM), FAA Project Manager (PM), or equivalent.
8.1(J)	The document is a copy of the Application for Certificate of Airworthiness (HKCAD Form no. DCA 46D) made by the registered owner for the prototype aircraft. This document is to prove the existence of an initial Hong Kong customer. <b>Application for VTC will not be accepted without this proof.</b>
8.1(K)	The document should include a general description of the aircraft principal design features and specifications, a three-view drawing and the available preliminary basic design and performance data. Where the application is for a new model of a type already type certified in Hong Kong, the applicant is requested to provide a summary of the differences between the two models. When options are available and the applicant wishes to include them in the type design offered for type certification, details should be provided on the various configurations available.
8.1(L)	The document should include an index of all Certification Review Items (CRI) and a copy of all CRI. <i>Note: Some authorities use Issue Papers (IP) in lieu of CRI .</i>
8.1(M)	The document should provide a summary of compliance to the type certification basis.
8.1(N)	The document(s) is(are) optional but may include other data that the applicant believes would aid in the HKCAD certification validation process.
9	This Field is optional. The applicant 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.