



Application for Organisation Designation Approval (ODA)

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

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

2. Brief summary of proposed activities at the Field 1.5 location(s)	
2.1 General	
2.2 Nature of privileges	
2.3 Limitations	

3. Description of organisation

4. Additional information

5. Fees 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 5 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.

6. 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.

6.1 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 or equivalent		1.2
(B) <input type="checkbox"/>	Deposit Fee	Cheque #: _____ Amount: HK\$ _____ Or, payment record by wire transfer	5
(C) <input type="checkbox"/>	CAD Form Four		3
(D) <input type="checkbox"/>	Outline of data		
(E) <input type="checkbox"/>	“Proof of Need” statement (for organisation located outside Hong Kong)		

6.2 Signature

Name:		Signature
Position in company:		
Date:	(D/M/Y)	

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 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. Mark the box with where appropriate.

Field #	Completion Instructions
1.1	Enter your reference (if applicable).
1.2	Provide the name, registration number, issuing authority and address of the intended holder of the ODA. 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.
1.4	Enter the financial contact of the applicant if different from the contact person. The applicant is responsible for the charges. Note: The address may be the same if the financial contact is a member of the applicant.
1.5	Enter the location covered by this ODA application.
2.1	Provide further details of the activities under the approval for the Location(s) indicated in Field 1.5. This Field "General" must include overall information.
2.2	Indicate the requested privileges as defined in HKAR 183.49.
2.3	Specify as necessary appropriate limitations, such as: <ul style="list-style-type: none"> ▪ Large/small aeroplane/helicopter ▪ C of A categories ▪ New/used aircraft
3	State a summary of the organisation with reference to the outline of the organisation procedures manual, including the organisational structure, functions and responsibilities. The nomination of the responsible managers in accordance with HKAR 183.51 must be included as far as possible, accompanied by the corresponding CAD Form Four.
4	Provide any additional information that the applicant thinks appropriate. This may include, but not limited to, information such as "application form revision", etc.
5	<p>A deposit of HK\$50,000 is required for each application. Payment should be made through wire transfer or by bank draft or crossed cheque in Hong Kong dollars.</p> <p>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.</p> <p>For payment by wire transfer, the following bank account details should be followed:</p> <p style="margin-left: 40px;">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</p>

	For payment by bank draft or cheque , payment should be made to: The Government of the Hong Kong Special Administrative Region
6.1(D)	The applicant shall provide the draft procedures manual, or an outline, including company flow-charts and, as relevant, description and information on designated activities and organisation of partners or subcontractors.
6.1(E)	Organisation located outside Hong Kong shall demonstrate the need to provide services to Hong Kong registered aircraft.
6.2	The application shall be signed by the nominated Accountable Manager of the ODA 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.