



APPLICATION FOR RENEWAL OF ORGANISATION DESIGNATION APPROVAL (ODA)

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

1. Applicant

1.1 Remarks									
1.2 Applicant	Name								
	Registration No.		Address:						
	Issuing Authority								
	Expiry date (d/m/y)								
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. Approval

2.1 Approval No.		Expiry Date (d/m/y)	
2.2	GM 183.67(a)1 specifies that this application should be submitted no earlier than eight months and no later than six months prior to the approval expiration date respectively. Is today is between 6 & 8 months prior to approval expiry?	<input type="checkbox"/> Yes <input type="checkbox"/> No (Valid reasons must be provided otherwise a finding will be issued) Reasons:	

3. Fee Information

A deposit is not required for this application. There is no fee for this application. The applicant will be charged in accordance with Hong Kong Air Navigation (Fees) Regulations (CAP. 448 sub. leg. D), Schedule, paragraph 8(5) should the approval remain in force.

4. Applicant's declaration

I declare that the information provided in this application form is correct and complete.

4.1 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		1.2
(B) <input type="checkbox"/>	Self-Assessment Report		
(C) <input type="checkbox"/>	"Proof of Need" statement (for organisation located outside Hong Kong)		

4.2 Signature (by Accountable Manager)

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

Completion Instructions

This original completed application 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.

Important notes:

1. **Fill in the form with Adobe 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. **Application for renewal shall be submitted no earlier than 8 months and no later than 6 months prior to the expiration date respectively.**

Field #	Completion Instructions
1.1	This Field is optional. Enter your application reference (if applicable), or provide any additional information as necessary.
1.2	Provide the name, business registration number along its expiry date and address of the applicant. 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. The applicant shall demonstrate that the Business Registration Certificate is still valid.
2.1	Enter HKCAD Approval reference number and the expiry date as shown on the current HKCAD Approval Certificate (Form 3).
2.2	Application for renewal shall be submitted no earlier than 8 months and no later than 6 months prior to the expiration date respectively. If application is submitted outside this period, full justification shall be provided. For application submitted later than 6 months prior to the expiration date, the applicant assumes the risk for not having the renewal process completed prior to the expiry of the approval.
4.1(B)	Self-assessment report should at least provide summary of following items covering the past 24 months: <ol style="list-style-type: none"> (a) Significant changes to organisation: <ol style="list-style-type: none"> i. Organisation structure ii. Personnel (management and unit staff) iii. Procedures manual iv. Facilities (b) Work activities (c) Audit findings and corrective actions <ol style="list-style-type: none"> i. Self-audits ii. CAD audits (d) Need for renewal (e) Occurrence Reports (f) Continuation trainings
4.1(C)	Organisation located outside Hong Kong shall demonstrate the need to provide services to Hong Kong registered aircraft.
4.2	The application shall be signed by the Accountable Manager of the ODA holder.

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.