

4. Submission of Supporting Documents

Attachment

Please submit this application form, together with the following applicable attachments with each attachment numbered accordingly.

No.	Documentation	Reference no. and revision status or issue date / Remark
<input type="checkbox"/> A.	A copy of a review report giving brief details of the work done since the last renewal of the Certificate of Airworthiness. (See HKAR-1 Sub-section 1.3-4 para 2.2)	
<input type="checkbox"/> B.	A copy of the Certificate of Maintenance Review issued for the review of maintenance accomplished since the last renewal of Certificate of Airworthiness. (See HKAR-1 Sub-section 1.6-2)	
<input type="checkbox"/> C.	A summary of compliance status of the Definitive List for Certificate of Airworthiness renewal of Hong Kong Airworthiness Notices	
<input type="checkbox"/> D.	Aircraft inspection report carried out by delegated personnel agreed by CAD	
<input type="checkbox"/> E.	Copy of CAD Form DCA 99B for aircraft deregistration application	

5. Applicant's Declaration and Signature

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. I agree to pay the fees levied by the Hong Kong SAR Government in respect of this application.

I hereby certify that the particulars given in this form with all documents submitted are true in every respect.

Name		Signature:
Job Title		
Company		Date signed: (D/M/Y)

6. Submission Method

The completed form and associated reference documents shall be emailed to the Flight Standards and Airworthiness Division (FSAD) of the CAD at awo@cad.gov.hk.

Attention: Chief, Airworthiness Standards

All files should be in PDF format. Additional information may be required and further conditions may be imposed depending on the particular circumstance. Incomplete or insufficient information may delay the application process.

7. Completion Instructions

Field #	Remarks
1.1.	Provide the name of the registered owner. This item should correspond with the information on the Certificate of Registration of the aircraft.
1.2.	Enter business address of the registered owner; add postal address if different for mailing or billing purposes.
1.3.	The applicant shall designate a 'Contact Person' responsible for support of the application. CAD 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.
2.1.	Enter the aircraft registration number as shown on the Certificate of Registration.
2.2.	Enter the Certificate of Airworthiness category of the aircraft.
2.3. – 2.5.	Provide the aircraft details as of the date of completing this application form.
3.1. – 3.2.	Self-explanatory.

3.3.	Enter the name and contact information of the person whom the CAD can contact regarding the exportation of the aircraft and special requirements or conditions of the importing state or region if any.
3.4.	Provide the expected date of exportation.
3.5.	Provide expected location of aircraft for physical inspection. Inspection should be carried out by delegated personnel agreed by CAD. CAD may carry out inspection if deemed necessary.
4.	<p>Applicant shall refer to HKAR-1 Sub-section 1.3-4 paragraph 2.2 for the list of documents required to be submitted with the application. Review Report submitted by HKAR-181 approval organisation could serve this purpose.</p> <p>Check the appropriate box and enter the reference no. and revision status or issue date of the document, as applicable.</p> <p>For document not applicable, leave the checkbox blank and enter "N/A" and the reason of not applicable in the "Reference no. and revision status or issue date / Remark" column.</p> <p>All applicable documents must be submitted to the CAD together with this application form.</p> <p>The file name of each file shall include the document number and abstract description of each file. For example:</p> <p style="padding-left: 40px;">Document A – Review Report.pdf Document C – Compliance Status.pdf</p>
5.	<p>This field shall be completed by the Quality Manager of the company.</p> <p>For private owned aircraft, the declaration can be made by a delegate of the eligible applicant, proper delegation document such as delegation letter by the eligible applicant shall be enclosed with the application.</p>

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.