



香港特別行政區政府

民航處

**Civil Aviation Department**

The Government of the Hong Kong Special Administrative Region

**Airworthiness Office**

**Application for Registration of Aircraft**

**PLEASE READ THE NOTES OVERLEAF.**

1. Type and description (as described by the Constructor) of Aircraft	
2. Name and address of Manufacturer	
3. Manufacturer's Serial Number	
4. Has the Aircraft been previously registered in Hong Kong? If yes, please state the registration mark.	
5. Has the aircraft been registered in any place outside Hong Kong? If yes, please provide full details.	
6. Status of Applicant in relation to the Aircraft	<input type="checkbox"/> Owner (see Article 4(3) of AN(HK)O) (Please also complete item 7.)  <input type="checkbox"/> Charterer by demise (see Article 4(5) of AN(HK)O (Please also complete items 7 and 8.))
7. <u>Details of ownership:</u> i. Name of Owner ii. Address/Telephone/Fax/Email of Owner iii. Date of acquisition of ownership iv. If not 100% ownership, please state name(s) of other owner(s) and percentage of interest in ownership.	
8. Details of charter by demise: i. Name of Charterer ii. Address/Telephone/Fax/Email of Charterer iii. Commencement date of charter iv. Expiry date of charter	
9. Name of Operator (in full) (if different from Owner/Charterer)	

10. Address of Operator	
11. The Applicant is	
<input type="checkbox"/> a body incorporated in Hong Kong, or other parts of the People’s Republic of China, or incorporated under the laws of Hong Kong, and having the principal place of business in Hong Kong or in other parts of the People’s Republic of China [see Note 4] [Business Registration Certificate Number: _____]	
<input type="checkbox"/> the Central People’s Government or the Government of the HKSAR	
<input type="checkbox"/> Chinese citizens	
<input type="checkbox"/> permanent residents of the HKSAR	
<input type="checkbox"/> as appropriate	
12. <input type="checkbox"/> I agree that the information provided/to be provided in connection with this application may be supplied to the International Civil Aviation Organization (ICAO) for its inclusion of the data in a web-based system for aircraft registration information, which is accessible for use by all of the ICAO contracting states.	
<input type="checkbox"/> as appropriate	

I HEREBY DECLARE that the above particulars are true in every respect and I apply for the aircraft to be registered in Hong Kong, China.

\_\_\_\_\_  
 Date of Application

\_\_\_\_\_  
 Signature (Name and Title of Applicant)  
 [See Note 1]

<b>For CAD use</b>			
Registration Mark		Certificate Number	

## NOTES

1. In this form 'AN(HK)O' refers to the Air Navigation (Hong Kong) Order 1995 (Cap 448C).
2. The completed form with supporting documents shall be sent to:  
Chief, Airworthiness Standards  
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  
Note: To facilitate the application process, the completed application may be emailed to: [awo@cad.gov.hk](mailto:awo@cad.gov.hk)
3. The application must be accompanied by the relevant fee as stipulated in the Schedule of the Hong Kong Air Navigation (Fees) Regulations (Cap 448D) (<http://www.legislation.gov.hk/eng/home.htm>) by wire transfer with details described in sub-paragraph (a) or by crossed cheque made payable to 'The Government of the Hong Kong Special Administrative Region'.
  - (a) For payment by wire transfer, the following bank account details should be followed:

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
4. Where the Applicant is a company, the signature ordinarily required is that of the Managing Director, Secretary or any official duly authorized to sign.
5. The attention of all persons completing and signing the form is drawn to the importance of ensuring that the entries are correct, and in particular the answer to paragraph 11. Making of any false representation for the purpose of procuring the issue of a Certificate of Registration is an offence under AN(HK)O.
6. The Director-General of Civil Aviation may, in any case in which he thinks it desirable, require the Applicant to make a statutory declaration as to the truth of the facts set out in the application.
7. Where the Applicant is an individual seeking to register the Aircraft pursuant to Article 4(3)(b) or 4(3)(c) of AN(HK)O, the Applicant is required to provide the Director-General of Civil Aviation a copy of his proof of identity.
8. Where the Applicant is a body seeking to register the Aircraft pursuant to Article 4(3)(d) of AN(HK)O, the Applicant is required to provide the Director-General of Civil Aviation with the following supporting documents for the purpose of satisfying the Director-General that the Applicant is qualified to hold a legal or beneficial interest by way of ownership in the Aircraft or a share therein:
  - (a) evidence of incorporation under the laws of Hong Kong or incorporated in Hong Kong / other part of People's Republic of China (as the case may be); and
  - (b) documentary proof showing that the Applicant has its principal place of business in Hong Kong / other parts of the People's Republic of China (other than Hong Kong) and in particular –
    - (i) the place or places where the Applicant carries on business;

- (ii) the place or places where the Applicant's executive and management work is done and, if more than one place, the division of those responsibilities as among the respective places.

Note 1: Refer Hong Kong Airworthiness Notice No. 9 for detail. (<http://www.cad.gov.hk/english/HKAN.html>)

Note 2: For organisation located in Hong Kong, please provide the Hong Kong business registration certificate number.

- (c) any other necessary information as may be required by the Director-General of Civil Aviation.

9. Applicant seeking to register the Aircraft as charterer by demise pursuant to Article 4(5) may be required to provide the Director-General of Civil Aviation with details of the charter arrangement.

10. Please note that failure of the Applicant to supply any information for supporting this application, including the required personal data, will lead to unsuccessful application. The data provided by the Applicant in relation to this application will only be used for processing of this application including but not limited to verification with other parties as to the accuracy and/or truth in the data. Applicants who wish to have access or make corrections to any personal data they have provided to the Director-General of Civil Aviation may write to the Director-General of Civil Aviation.

## **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.