



## NOTICE OF CHANGE OF DETAILS ON A HONG KONG REGISTERED AIRCRAFT

Aircraft Registration: **B -**

Certificate Number:

Please check the appropriate boxes (in Section 1), enter details and then complete Section 2 “New Details”, if applicable.

### 1. Aircraft on Hong Kong Civil Aircraft Register

Change of Ownership (Owner to Charterer by demise)	<input type="checkbox"/>	Date of change: _____
Change of Ownership (Charterer by demise to Owner)	<input type="checkbox"/>	
Change of Certificate Holder	<input type="checkbox"/>	Date of change: _____
Change of Owner (Applicable to aircraft remains in the Hong Kong Register only)	<input type="checkbox"/>	
Address Change of Certificate Holder	<input type="checkbox"/>	Date of change: _____

**Important Note:** Please submit relevant information to CAD to support the application.

### 2. New Details of Certificate Holder / Owner\* (must be completed)

Name: _____	Address: _____
Telephone: (_____) _____	Email: _____

\*Cross out one if not applicable

### 3. Applicant’s Declaration and Signature

I declare that the information provided in this application form is correct and complete. I agree to pay the fees in accordance with Cap. 448D Hong Kong Air Navigations (Fees) Regulations levied by the Hong Kong SAR Government in respect of this application, if applicable.

Name	Position Name of Company (if applicable)	Signature	Date

**Important Note:** This form should be used by the current certificate holder to notify the CAD of any change of the information provided to the CAD regarding the registration of the aircraft.

Please email the completed form with relevant supporting documents to [awo@cad.gov.hk](mailto:awo@cad.gov.hk)

## **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.

Completed application should be sent by email (awo@cad.gov.hk), by post or submitted in person to Airworthiness Office, Flight Standards and Airworthiness Division, Civil Aviation Department Headquarters, 1 Tung Fai Road, Lantau, Hong Kong.