



香港特別行政區政府

民航處

Civil Aviation Department

The Government of the Hong Kong Special Administrative Region

APPLICATION FOR PRODUCTION ORGANISATION APPROVAL (POA) IN ACCORDANCE WITH THE HKAR-21 SUBPART G

1. Applicant	
1.1 Applicant's Reference (if applicable)	
1.2 Registered name of the organisation	
1.3 Registration number of the organisation and issuing authority	
1.4 Registered address of the Organisation	
1.5 Contact Person (a) Name (b) Position (c) Telephone No. (d) Fax No. (e) E-mail address	
2. Trade name (if different):	
3. Location(s) for which the approval is applied for:	
4. Brief summary of proposed activities at the item 3 addresses	
4.1 General:	
4.2 Scope of approval:	
4.3 Nature of privileges:	

5. Description of organisation:	
6. Links/arrangements with design approval holder(s)/design organisation(s) where different from item 1.2:	
7. Approximate number of staff engaged or intended to be engaged in the activities:	
8. Position and name of accountable manager:	
9. Additional information:	
10. Fees information <p>Applicants for Production Organisation Approvals will be charged in accordance with Hong Kong Air Navigation (Fees) Regulations (CAP. 448 sub. leg. D).</p> <p>In the case of withdrawal of the application, or other cases of interruption, the working hours already spent will be recovered. HKCAD will also recover specific costs and, if applicable, transport costs outside Hong Kong.</p>	
11. Outline of data required under HKAR 21.143 <p>The applicant shall provide the draft exposition, or an outline, including company flow-charts and, as relevant, description and information on production activities and organisation of partners or subcontractors.</p>	
12. Financial information <p>HKCAD will return prepaid deposit to the applicant after deducting all expenditure being used on the issuance of the approval.</p>	
13. Applicant's declaration <p>I confirm that the information contained herein is correct and complete. I agree to pay the fees levied by the Hong Kong SAR Government in respect of the application for issuance of a POA certificate.</p>	
<p>_____</p> <p style="text-align: center;">Date</p>	<p>_____</p> <p style="text-align: center;">Signature of the accountable manager</p>

Supplement Information To CAD Form 50

This application form, together with:

- a copy of the Companies Register,
- the documents listed under § 11 above, and
- confirmation of deposit for the application fee

should be sent to:

The Civil Aviation Department
Flight Standards and Airworthiness Division
10 Floor, Commercial Building
Airport Freight Forwarding Centre
2 Chun Wan Road, Lantau
Hong Kong

Information to be entered into or related to application for POA form:

The use of this form is required to enable HKCAD to process applications without undue delay. The individual Blocks of the application form may be varied in size to allow entry of all required information.

- Block 1.1: Enter your own reference number for the application project (optional).
- Block 1.2: The name of the organisation must be entered as stated in the register of the Companies Registry (or equivalent National Companies Registration Office for organisations located outside Hong Kong). For the initial application a copy of the entry in the register of the Companies Registry must be provided.
- Block 1.3: The company registration number and the issuing authority must be entered as stated in the register of the Companies Registry (or equivalent National Companies Registration Office for organisations located outside Hong Kong).
- Block 1.4: Enter complete registered business address and add postal address if different e.g. for mailing or billing purposes.
- Block 1.5: enter name, position, telephone no., fax no. and e-mail address of the contact person for this application.
- Block 2: State the trade name by which the organisation is known to the public if different from the information given in Block 1. The use of a logo may be indicated in this Block.
- Block 3: State all locations for which the approval is applied for. Only those locations must be stated that are directly under the control of the legal entity stated in Block 1.2.

- Block 4.1: This Block must include further details of the activities under the approval for the addresses indicated in Block 3. This Block “General” must include overall information.
- Block 4.2: This Block must address the scope of work and products/categories following the principles laid down in the EASA GM 21A.151.
- Block 4.3: This Block must indicate the requested privileges as defined in HKAR 21.163(b)-(d).
- Block 5: This Block must state a summary of the organisation with reference to the outline of the production organisation exposition, including the organisational structure, functions and responsibilities. The nomination of the responsible managers in accordance with HKAR 21.145(c)(2) must be included as far as possible, accompanied by the corresponding CAD Forms Four.
- Block 6: The information entered here is essential for the evaluation of eligibility of the application. Therefore special attention must be given concerning the completion of this Block either directly or by reference to supporting documentation in relation to the requirements of HKAR 21.133(b) and (c) and the AMC to 21.133(b) and (c).
- Block 7: The information to be entered here must reflect the number of staff, or in case of an initial approval the intended number of staff, for the complete activities to be covered by the approval and therefore must include also any associated administrative staff.
- Block 8: State the position and name of the accountable manager.
- Block 9: This Block may be used to provide any additional information that the applicant thinks appropriate. This may include, but not limited to, information such as “application form revision”, “application for renewal of POA”, etc.
- Block 10: a deposit of HK\$133,400 is required for each application. Payment may be made by:
1. crossed cheque payable to “**The Government of the Hong Kong Special Administrative Region**”; or
 2. bank draft in Hong Kong Dollars (HK\$) in favour of “**The Government of the Hong Kong Special Administrative Region**” and drawn on bank located in Hong Kong; or
 3. wire transfer. If your handling bank in Hong Kong is not the **Hongkong & Shanghai Banking Corp. Ltd.**, please also include a sum of HK\$150 (approximately equivalent to USD20), being bank’s handling charges, to avoid any underpayment due to the deduction made by your appointed bank in Hong Kong. The Bank Account details are as follows:-

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 : **Please Quote this Application**

Block 11: See the requirements specified in HKAR 21.143 as well as associated AMC and GM.