



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 HONG KONG TECHNICAL STANDARD ORDER
AUTHORISATIONS (HTSOA)**

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 (registered business/postal address)	
1.5 Contact Person (a) Name (b) Position (c) Telephone No. (d) Fax No. (e) E-mail address	
1.6 Financial Contact (if applicable) (a) Name (b) Position (c) Address (d) Telephone No. (e) Fax No. (f) E-mail address	

2. Product / Equipment identification			
2.1 Kind of Equipment / Product			
<input type="checkbox"/>	Equipment		
<input type="checkbox"/>	Minor Change to approved equipment requiring a change of the HTSOA	Existing Approval N°	
	Explanation of Minor Change		
2.2 Type/ Model			
2.3 Description			
2.4 Part No.			
2.5 Equipment Category (Please enter the ID-Category according to the scheme in the Annex.)			
3. Certification Basis			
3.1 HTSO Standard(s), Class(es)/Type(s) (if applicable)			
3.2 Deviations			
3.3 Aircraft Station License Data (for transmitting equipment only)	Emission Power	Emission Class	Frequency Band
4. Data Requirements			
4.1 DDP, Issue, Date			
4.2 Part No. System (description of the coding within open brackets)			
4.3 Demonstration of Capability for Production (if applicable)			
4.4 Demonstration of Capability for Design (if applicable)			
4.5 Remarks (e.g. DDP in process)			

5. Fees information

Applicants for Hong Kong Technical Standard Order Authorisations (HTSOA) will be charged in accordance with Hong Kong Air Navigation (Fees) Regulations (CAP. 448 sub. leg. D).

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.

6. Financial information

HKCAD will return prepaid deposit to the applicant after deducting all expenditure being used on the issuance of the approval.

7. Applicant's declaration

7.1. 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 issuance of a HTSOA and am aware of the consequences of non-payment.

7.2. I declare that this application for HTSOA is:

- following an application for DOA, made to HKCAD on (dd-mm-yyyy).
- within the current approved scope of work of DOA.
- following an application for a change to the scope of work via an CAD Form 82.

8. Signature

Date	Name & Position of Authorised Representative	Signature
(dd-mm-yyyy)	Printed Name: Position:	

This application form, together with:

- a copy of Hong Kong Business Registration Certificate or applicable national companies register,
- evidence of payment for deposit of the application fee under § 5 above,

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

Annex: Scheme for Equipment Categories

ID-Category	Category	Sub-Category
34	Aircraft tires, wheels and brakes	
37	Any other articles	
26	Autoflight and control systems and instruments	e. g. Autopilot
1	Auxiliary Power Units	
2	Avionics - Communication (VHF/HF/ELT)	VHF-Receivers
3	Avionics - Communication (VHF/HF/ELT)	VHF-Transmitters/Receivers
4	Avionics - Communication (VHF/HF/ELT)	HF-Transmitters/Receivers
5	Avionics - Communication (VHF/HF/ELT)	Emergency Locator Transmitters (ELT)
6	Avionics - Communication (VHF/HF/ELT)	Accessories to Airborne Communication Equipment
22	Avionics - Multisensorsystems	Multisensorequipment
23	Avionics - Multisensorsystems	Multifunctionequipment
38	Avionics - Multisensorsystems	Flight Management System
39	Avionics - Multisensorsystems	Multifunction-Display
7	Avionics - Navigation	Automatic Direction Finding Equipment (ADF)
8	Avionics - Navigation	VHF-Navigation Receivers (VOR)
9	Avionics - Navigation	VHF-Receivers (ILS, Marker)
10	Avionics - Navigation	UHF-Navigation Receivers (ILS)
11	Avionics - Navigation	Radio Distance Measuring Equipment (DME)
12	Avionics - Navigation	LORAN- and Decca-Receivers
13	Avionics - Navigation	Very Low Frequency Systems
14	Avionics - Navigation	Supplementary Equipment for Navigation Equipment
15	Avionics - Navigation	Microwave Landing System (MLS)
16	Avionics - Navigation	GPS
17	Avionics - Navigation	MMR
46	Avionics - Navigation	Other Navigation Systems
18	Avionics - Radar and Transponder	ATC Transponders
19	Avionics - Radar and Transponder	Doppler-Radar
20	Avionics - Radar and Transponder	Weather Radar Systems
21	Avionics - Radar and Transponder	Radar Altimeters
30	Avionics - Warning Systems	TAWS / EGPWS / GPWS
40	Avionics - Warning Systems	ACAS / TCAS
41	Avionics - Warning Systems	Stormscopes
36	Cabin equipment	Seats
42	Cabin equipment	Safety belts
43	Cabin equipment	Berths
35	Cargo equipment	Pallets
44	Cargo equipment	Containers
45	Cargo equipment	Tie-down equipment
28	Electrical systems equipment	
25	Flight and navigation instruments	
27	Power plant instruments	
29	Recording equipment contributing to accident/incident investigation	
24	Survival and safety equipment	Parachutes
31	Survival and safety equipment	Oxygen equipment
32	Survival and safety equipment	Fire and Smoke detection/extinguisher equipment
33	Survival and safety equipment	Rafts/Life Jackets

Information to be entered into HTSO application form:

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

- Field 1.1: Enter your own reference number.
- Field 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.
- Field 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).
- Field 1.4: Enter complete registered business address and add postal address if different e.g. for mailing or billing purposes.
- Field 1.5: Enter name, position, telephone no., fax no. and e-mail address of the contact person for this application.
- Field 1.6: Enter name, address, position, telephone no., fax no. and e-mail address of the financial contact person for this application, if applicable.
- Field 2.1: Identify the kind of product, either new equipment or minor changes to approved equipment by ticking the related checkbox. In case of a minor change to an existing approval, please indicate the existing approval number for which the change is requested. Furthermore please give either a short description of the Minor Change or a reference to a document describing the change.
- Field 2.2-2.4: Self explanatory.
- Field 2.5: Please enter the ID-Category according to the classification scheme in the Annex; for example enter 36 when you apply for a seat.
- Field 3.1: Enter HTSO standard(s), class(es)/type(s) as applicable.
- Field 3.2: List deviations and make reference to document explaining the compensating factors or the design features providing an equivalent level of safety (document to be attached to application) or state "None" if the equipment is fully compliant with the requirements.
- Field 3.3: For transmitting equipment: enter emission power, emission classes and frequency band.
- Field 4.1: Make reference to the declaration of design and performance document (to be attached to application) including issue number and date of DDP.

- Field 4.2 Describe part number system to identify minor changes.
- Example:
the part number of the article will be composed of a basic part number and wild card characters in brackets related to the minor changes as follows:
ABCD-(XXX)-(XXX)
- Field 4.3: Enter POA number or reference to project number for application of POA.
- Field 4.4: Enter DOA number or reference to project number for application of DOA.
- Field 4.5: The remark field may be used to indicate any special information e.g. schedule constraints, development status, link to already existing communication related to this project.
- Field 5: a deposit of HK\$266,800 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

- Field 7.1: Self-explanatory.
- Field 7.2: Please tick the appropriate box.
- Field 8: Enter the name, position and signature of the authorised representative of the applicant along with the date of application.