



Application for Validation of Supplemental Type Certificate (VSTC)

IMPORTANT NOTES

Please read the "Completion Instructions" before filling this form.

PART I – To be completed by the applicant

1. VSTC Applicant

1.1. Applicant	Organisation Name			
	Demonstration of Eligibility	<input type="checkbox"/> EASA DOA	<input type="checkbox"/> FAA ODA	<input type="checkbox"/> Others (Specify):
		Approval Ref. #		
	Business Registration Certificate No.		Issuing Authority	
Address				
1.2. Contact Person	Name		Phone	
	Job Title		Email	
1.3. Financial Contact	<input type="checkbox"/> Applicant (Complete the Fields below)		<input type="checkbox"/> Operator (Go to Field 2)	
	Name		Phone	
	Job Title		Email	
	Address			

2. Aircraft Particulars

2.1. Applicability	CAD HK TC No.		SoD	
	Make & Model		SoD TC No.	
	Eligible Serial No.			
2.2. Certification Basis	CAD HK TC Basis		CAA STC Basis	
	CRI / IP			

3. Original CAA STC Approval

3.1. Issuing Authority	<input type="checkbox"/> EASA	<input type="checkbox"/> FAA	<input type="checkbox"/> Others (Specify):	
3.2. CAA Contact Person	Name		Phone	
	Job Title		Email	
	Address			
3.3. CAA Reference	Validation Ref. #		STC Project #	
3.4. CAA STC	No.		Rev. / Amdt #	Date

4. Identification of Activity

4.1. Change to existing CAD HKSTC	<input type="checkbox"/> No	<input type="checkbox"/> Yes CAD HKSTC. No.:		Rev. No.:	
4.2. Describe the changes introduced by the STC					
4.3. PSCP		4.4. Installation Data			
4.5. Change to AFM		4.6. Change to ICA			
4.7. Compliance Summary for CAA STC		4.8. Compliance Summary for CAD HK Requirements			

5. Fee Information

The applicant will be charged in accordance with Hong Kong Air Navigation (Fees) Regulations (CAP. 448 sub. leg. D), Schedule, paragraph 9. For details of the deposit fee, please refer to Field 5 of the "Completion Instructions" of this form.

In the case of withdrawal or other cases of termination of the application, the expenditure incurred in the investigation will be recovered. The expenditure includes working hours and specific costs and, if applicable, transport costs outside Hong Kong.

The deposit will be returned to the applicant after deducting all expenditures. If the deposit is insufficient, the applicant shall pay the outstanding balance prior to issuance of the certificate or upon termination of the application.

Statutory Fees are payable in **Hong Kong Dollars**. Payment can be made by wire transfer, bank draft, or cheque.

The prescribed charges are in terms of Hong Kong dollars with fluctuations in the exchange rates, any extra sum being bank charges or the factorage relevant to the wire transfer in settlement of our charges shall be wholly and solely borne by the remitter concerned. As such, please ensure sufficient funds shall be added to cover the Hong Kong correspondent bank's handling charges if any.

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 the exact amount

For payment **by bank draft or cheque**, payment should be made to: The Government of the Hong Kong Special Administrative Region

6. Applicant's Declaration

6.1. Attachments

I am submitting this application form, together with the following applicable attachments with each attachment numbered accordingly. I understand that the application will not be accepted by CAD HK unless all attachments are provided with the following exceptions:

- [^] Attachments F thru I are not required at the time of application if CAA STC has not been issued.

No.	Documentation	Reference No. and Revision Status / Date	Field No. Reference
<input type="checkbox"/> A.	Business Registration Certificate for Applicant		1.1
<input type="checkbox"/> B.	DOA / ODA Certificate		1.1
<input type="checkbox"/> C.	Deposit Fee	<input type="checkbox"/> By Applicant	Cheque #: in amount of HK\$15,000. 5
		<input type="checkbox"/> By Operator	Refer to Field 7.4(b) 7.4(b)
<input type="checkbox"/> D.	CRI / IP		2.2
<input type="checkbox"/> E.	PSCP		4.3
<input type="checkbox"/> F. [^]	CAA STC		3.4
<input type="checkbox"/> G. [^]	All Data Referenced on CAA STC		4.4 – 4.6
<input type="checkbox"/> H. [^]	Compliance Summary for CAA STC		4.7
<input type="checkbox"/> I. [^]	Compliance Summary for CAD HK Requirements		4.8

6.2. Declaration

I declare that I am authorised by the company to sign this form and all information provided in Part I of 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.

Name		Signature
Job Title		
Date		

PART II – To be completed by the operator

7. Operator

7.1. Operator									
7.2. VSTCPM	Name				Phone				
	Job Title				Email				
7.3. Aircraft Input Information	Model			Registration		B -		MSN	
	AMO	<input type="checkbox"/> CASL	<input type="checkbox"/> HAECO	<input type="checkbox"/> HNAT	<input type="checkbox"/> TAECO	<input type="checkbox"/> Others (Specify):			
	Location	<input type="checkbox"/> HKG	<input type="checkbox"/> HAK	<input type="checkbox"/> XMN	<input type="checkbox"/> Others:			Input Month	
7.4. Financial Responsibility	<input type="checkbox"/> (a) The operator named in Field 7.1 above will NOT assume any responsibility for any financial charges under this application. (Go to Field 7.5)								
	<input type="checkbox"/> (b) The operator named in Field 7.1 above will assume FULL responsibility for all the financial charges under this application. A cheque for the initial deposit fee with a reference number _____ in the amount of HK\$15,000 is hereby enclosed.								
	<input type="checkbox"/> Or, a wire payment record in the amount of HK\$15,000 is hereby enclosed.								
	Financial contact is as follow:								
	Address								
Name					Phone				
Job Title					Email				
7.5. Declaration	I declare that I am authorised by the company to sign this form and all information provided in Part II of 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 if Field 7.4(b) is checked.								
	Name					Signature			
	Job Title								
	Date								

PART III – Remarks (Optional)

8. Remarks

9. Completion Instructions

The completed form and associated reference documents shall be emailed **via the issuing authority** of the original STC as shown in Field 3 to the Flight Standards and Airworthiness Division (FSAD) of the CAD at certification@cad.gov.hk

Attention: Senior Airworthiness Officer (Certification)

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.

Field #	Remarks
1.1	<p>Provide the name, business registration certificate number, issuing authority and address of the VSTC applicant. For organisation located outside Hong Kong, a copy of the company's Business Registration Certificate (or equivalent document issued by applicable National Companies Registration Office) showing the name, registration number, address and issuing authority must accompany the application. If applicable, an additional translation of this document (done by an authorised translator, signed and stamped) should be submitted. The applicant's address should be identical to the address shown on the CAA STC.</p> <p>The applicant or the intended VSTC holder must demonstrate its capability by holding a design organisation approval or equivalent issued by the Civil Aviation Authority (CAA) of the original STC. Provide the name of the CAA and the type of Design Organisation Approval or equivalent. For example: EASA Design Organisation Approval (DOA) or FAA Organisation Designation Approval (ODA). Provide the approval reference of the design organisation. Submit a copy of the approval certificate.</p>
1.2	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 an investigation, this form should be amended accordingly.
1.3	The applicant is responsible for the charges. The charges may be paid by the operator provided that the operator agrees to assume full financial responsibility for the charges in Field 7.4(b). Sharing financial responsibility is not permitted.
2.1 – 2.2	Identify the CAD certification basis for the aircraft as recorded in the CAD HK Type Certificate Data Sheet (TCDS). Provide the certification basis used in the original CAA STC. For example: CS-25 Amendment 10. If the CAA STC basis is different from the CAD certification basis, a gap analysis must be provided to demonstrate that the design changes meet the CAD certification basis. Provide a list of all Certification Review Items (CRI) or Issue Papers (IP) applicable to the CAA STC.
3.1	Identify the CAD HK Type Certificate (TC) number, the State of Design (SoD) (such as EASA or FAA), the SoD TC number, the TC Holder (TCH) make and model of applicable aircraft type(s). Provide the aircraft serial number(s) eligible for the VSTC. The aircraft model must have been approved in the relevant CAD HK TCDS.
3.3	Provide the CAA Foreign Validation reference for VSTC project support. This reference will be used for correspondence with the CAA. For example: EASA VSTC Request Reference Number 0060046013 or FAA Foreign Validation Project Number FV17-0027SE. Provide the original CAA STC project number.
3.4	Provide the original CAA STC number, revision / amendment number and issue date if the STC has been issued.
4.2	Provide a description of the design change with sufficient details for the overall changes.
4.3	Identify the Project Specific Certification Plan (PSCP), which addresses the identification and planning of the certification activities necessary for the grant of the CAA STC.
4.4	Provide the Installation Data reference, such as a Master Drawing List or Master Data List.
4.5	Provide the AFM Supplement reference if approved parts of the Aircraft Flight Manual (AFM) are changed.
4.6	Provide the Instructions for Continued Airworthiness (ICA) reference.
4.7	Identify the Compliance Summary Document (CSD), which lists all compliance summary statements and/or compliance data for the original CAA STC.
4.8	Identify the CSD demonstrating compliance with HK certification requirements which are not covered by the CSD in Field 4.7. If the CAA STC basis is different from the CAD certification basis, an additional CSD must be provided to address the difference.
5	An initial deposit of HK\$15,000 is required for this application. Payment must be made by wire transfer, or, a crossed cheque or a bank draft in Hong Kong dollars payable to "The Government of the Hong Kong Special Administrative Region" and drawn on bank located in Hong Kong.
7.1	Provide the full legal name of the operator.
7.2	The operator shall designate a 'VSTC Project Manager' (VSTCPM) responsible for support of the application on the operator's side. CAD will only liaise with the VSTCPM throughout the project in connection with the operator's matters. If the operator wishes to change their VSTCPM during the course of investigation, this form should be amended accordingly.
7.3	This Field provides the information for the first Hong Kong registered aircraft in which the design changes will be incorporated. Specify the Approved Maintenance Organisation (AMO) approved under HKAR-145 responsible for the installation. Specify the city if outside Hong Kong, Haikou or Xiamen. Use the three letter airport code.
7.4	Select (a) or (b) only. If (a) is selected, proceed to Field 7.5. If (b) is selected, complete all entries in this Field. The deposit will be returned to the operator after deducting all expenditures. If the deposit is insufficient, the operator shall pay the outstanding balance prior to issuance of the certificate or upon termination of the application.
7.5	This Field shall be completed by the operator's 'CAD accepted VSTC Coordinator' (VSTCC). If the operator has no VSTCC, this Field should be completed by the head of engineering.
8	This Field is optional. The applicant and/or the operator may provide any additional information as necessary.

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.