


1.  <b>CIVIL AVIATION DEPARTMENT HONG KONG, CHINA</b>		2. <b>RECOMMENDATION FOR CERTIFICATE OF AIRWORTHINESS ISSUANCE</b>		3. Recommendation Ref. No.:	
5. Approved Organisation Name and Address:		6. Aircraft Registered Owner		4. Previous Recommendation Ref. No.:	
9. Nationality and Reg. Marks: B-		10. Manufacturer and Manufacturer's Designation of Aircraft:		7. ODA Approval Number	
		11. Aircraft S/N:		8. Place of Delivery	
12. Flight Manual Ref.:		13. Category: <input type="checkbox"/> Transport (Passenger) <input type="checkbox"/> Transport (Cargo) <input type="checkbox"/> Aerial Work <input type="checkbox"/> Private <input type="checkbox"/> Special			
14. Conditions on Certificate of Airworthiness:		15. Exceptions:			
<input type="checkbox"/> Continued on page 2		<input type="checkbox"/> Nil <input type="checkbox"/> Subject to availability of Export C of A that has no specific restriction <input type="checkbox"/> Others:		<input type="checkbox"/> Continued on page 2	
16. List of Data:					
	No.	Title	Document No.	Issue/Rev.	Date: (D/M/Y)
	a.				
	b.				
	c.				
	d.				
	e.				
17. Verified by Project Coordinator (Printed Name and Unit Member Number):			Signature and Stamp:		Date: (D/M/Y):
18. Recommendation:					
As directed by the Director-General and in accordance with the conditions and limitations of authorisation under HKAR-183, the data listed above have been examined in accordance with established procedures and found to comply with applicable Hong Kong airworthiness standards apart from the exceptions detailed in §15 above.					
A recommendation is hereby made for issuance of a Certificate of Airworthiness subject to the conditions detailed in §14 above for the following period:					
Date of Issue: _____ (D/M/Y)		Valid until: _____ (D/M/Y)			
Position in ODA:		Printed Name:		Signature:	
Associate Administrator (If applicable)					
Administrator / Project Coordinator*					
19. For Official Use Only:					
<input type="checkbox"/> The Director-General accepts the recommendation.					
<input type="checkbox"/> The Director-General does not accept the recommendation. See remarks below.					
Remarks:					
Name of Officer, Signature and Stamp:				Date: (D/M/Y)	
_____				_____	
by authority of the Director-General of Civil Aviation, HKSAR					

\* Delete as appropriate

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20. Additional Information:

## 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.

### **Submission of Application**

Completed application should be submitted per procedures in the HKAR-183 organisation, and by email to 'awo@cad.gov.hk' or in person to Airworthiness Office, Flight Standards and Airworthiness Division, Civil Aviation Department Headquarters, 1 Tung Fai Road, Lantau, Hong Kong.