

Checklist of Required Documents for Application for Non-scheduled Air Services (Charter Services)

Note:

- I. Detailed information on the application is contained in Hong Kong Aeronautical Information Publication GEN 1.2, para 4.2, or <https://www.ais.gov.hk>.
- II. The required documents listed below are to be submitted to Air Services and Safety Management Division, Hong Kong Civil Aviation Department through our online E-filing system. *[Please visit http://www.cad.gov.hk/english/efiling_home.html and apply for a user account first]*
- III. Application should be submitted **at least 3 working days** prior to the proposed arrival/departure date at Hong Kong. New/infrequent operator should submit the application **at least two weeks** in advance to allow sufficient time for processing. Partially or incorrectly completed applications will incur delay in processing.

Documents Required

1. To be submitted via the “**Supporting Document**” application in the e-filing system:
 - (a) **Safety Assessment Form** (Form attached)
 - (b) **Air Operator’s Certificate** (AOC)
 - (c) **Operations Specifications** pertained to the AOC indicating the type(s) of aircraft, type(s) of operations authorised, and authorised area(s) of operation or routes.
 - (d) **Aerodrome Operating Minima** (AOM) for Hong Kong International Airport (Form available at <http://www.cad.gov.hk/english/aom.html>)
 - (e) **Insurance Declaration Form** (Form attached).
 - (f) **Insurance Certificate**

2. To be submitted via the “**Charter Flight**” application in the e-filing system:
 - (a) **Flight details**
 - (b) **Purpose of Service** (i.e. Justifications in accordance with HK AIP GEN 1.2, para. 4.4.1)

3. If leased aircraft (whether under dry or wet lease arrangements) are intended to be used, the following additional documents/ information are required (Please refer to the Safety Assessment Form), to be submitted via the “**Lease Aircraft**” application in the e-filing system:

- (a) **Aircraft Lease Agreement** showing that
 - i. such leasing arrangements would not be equivalent to allowing the lessor airline access to traffic rights not otherwise available to that airline; and
 - ii. the financial benefit to be obtained by the lessor airline would not be related to the profit or loss of the operation of the proposed flights

- (b) **Approval of the Civil Aviation Authorities** of the lease arrangement, including information to show the arrangements made between the aeronautical authorities concerned for the allocation of responsibilities under ICAO Annex 6 and the continuing airworthiness of the aircraft

- (c) **Wet lease** : documents (b)-(f) listed in para. 1 above of the **lessor**