



Application for Renewal of Small Unmanned Aircraft Advanced Operations Permission (AOP)

The completed form shall be submitted to the CAD by email to sua@cad.gov.hk, accomplished by relevant application fee.¹

1. OPERATOR'S PARTICULARS	
Name of Organisation (in full): _____	
Name of Accountable Manager (in full): _____	
Email Address: _____ Contact No.: _____	
Advanced Operations Permission No.: AOP_____ Date of Expiry: _____	
<i>I acknowledge that my organisation would be listed as the Advanced Operations Permission Holder on the CAD website.</i>	
2. JUSTIFICATION FOR RENEWAL	
I. I declare that there are operational needs for renewal of the AOP. <input type="checkbox"/> Yes / <input type="checkbox"/> No (No. of advanced operations conducted since the date of issue of the current AOP: _____)	
II. I declare the operations are in continuous compliance with the SUA Order, SRD, applicable AC and the AOP conditions. <input type="checkbox"/> Yes / <input type="checkbox"/> No	
3. SUPPORTING INFORMATION	
<u>Records related to the current AOP</u>	
(1) Self-assessment conducted within the current AOP <i>Note: Self-assessment shall be conducted every 6 months or prior to application for renewal (whichever earlier).</i>	Attachment <input type="checkbox"/>
(2) Occurrence Record	Attachment <input type="checkbox"/> / Not applicable <input type="checkbox"/>
<u>Documents for AOP renewal</u>	
(3) Business Registration Certificate (validity beyond expiry date of current AOP)	Attachment <input type="checkbox"/>
(4) OM Revision/Issue No. <i>Note: If it is a new revision/issue, it shall be submitted for CAD acceptance.</i>	_____ Attachment <input type="checkbox"/>

¹ The application fee relating to the permission will be waived until further notice.

(5) Organisation Structure	Attachment <input type="checkbox"/> / Ref. OM section _____ <input type="checkbox"/>
(6) List of SUA	Attachment <input type="checkbox"/>

4. EXTENSION OF ADVANCED OPERATIONS SPECIFIED IN AOP (SECTION B2)

I declare that there are operational needs for extension of the permission granted for the following **time-limited** advanced operations specified in **Section B2** of the current AOP. Yes / No

Type of Advanced Operations (as stated in Section B2)	Location	Date	Attachments
		_____ to _____	Flight Plan <input type="checkbox"/> Notification to relevant airspace users <input type="checkbox"/>
		_____ to _____	Flight Plan <input type="checkbox"/> Notification to relevant airspace users <input type="checkbox"/>
		_____ to _____	Flight Plan <input type="checkbox"/> Notification to relevant airspace users <input type="checkbox"/>
		_____ to _____	Flight Plan <input type="checkbox"/> Notification to relevant airspace users <input type="checkbox"/>
		_____ to _____	Flight Plan <input type="checkbox"/> Notification to relevant airspace users <input type="checkbox"/>

Declaration and signature

I, as the Accountable Manager, declare that:

- The information given in this application is correct to the best of my knowledge and belief;
- I will ensure that the operations are compliant with CAD’s requirements, conditions on the permission; and
- I am accountable for all matters relating to the application as well as coordination with CAD when needed.

Name of Accountable Manager

Signature & Company Chop

Date

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.

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:

Unmanned Aircraft Office
Air Services and Safety Management Division
Civil Aviation Department Headquarters
1 Tung Fai Road
Hong Kong International Airport
Lantau, Hong Kong