



For Official Use
Date Received: _____
Cheque/BD No.: _____
Receipt No.: _____

Application for Grant/Extension of Licence

- Note:
1. The following information is collected for the purpose of HKAR-66 Aircraft Maintenance Licensing. It will not be disclosed to other person(s) without the consent of the applicant.
 2. Please use separate sheet if the space provided is insufficient.
 3. Use DCA 35E to apply for written examination.
 4. Please provide copy of your HKID Card (**both sides**) or Passport.

Personal Information : <i>(In Block Letters)</i>	HK CAD IA / Licence No : _____
Title: Mr./Mrs./Miss/Ms.^ Surname : _____	
Given Name: _____	Nationality : _____
Date of Birth: (dd/mm/yyyy) _____	HK ID Card/Passport^ No. : _____
Residential Address : _____	
_____	Phone : _____ Fax: _____
Postal Address : <i>(If differs from above)</i> _____	
_____	Email : _____

Present Employment Details :
Company : _____
Address : _____
_____ Phone : _____

Current Position and Duty :	Period : <i>(From / To)</i>

Valid aircraft maintenance engineer licence held : *(Please tick where applicable)*

<input type="checkbox"/> CAD Licence	Licence Number : _____
Issue Date : _____	Expiry Date : _____
<input type="checkbox"/> Non-CAD Licence	Licence Number : _____
Issuing Authority : _____	Country : _____
Issue Date : _____	Expiry Date : _____

Application for :

- Grant of Licence
- Extension of Licence

Type of Licence applied:

- Basic Licence
- Type Rating Licence

Basic Category / Sub-category applied for : (Please tick box)

- | | | | | | | |
|--|----|--------------------------|-------------|--------------------------|--------------------------|--------------------------|
| | | A | | B | C | Yes |
| ● Aeroplane Turbine | A1 | <input type="checkbox"/> | B1.1 | <input type="checkbox"/> | | |
| ● Aeroplane Piston | A2 | <input type="checkbox"/> | B1.2 | <input type="checkbox"/> | | |
| ● Helicopter Turbine | A3 | <input type="checkbox"/> | B1.3 | <input type="checkbox"/> | | |
| ● Helicopter Piston | A4 | <input type="checkbox"/> | B1.4 | <input type="checkbox"/> | | |
| ● Avionics | | | B2* | <input type="checkbox"/> | | |
| ● Simple Light Aeroplane | | | B3 | <input type="checkbox"/> | | |
| ● Base Maintenance Certifying Engineer | | | | | <input type="checkbox"/> | |
| ● Group Rating for Group 2 / Group 3 ^ | | | | | | <input type="checkbox"/> |
| ● Removal of limitation(s) _____ | | | | | | from Category _____ |

Type Rating applied for : (For Category B and C only)

Type Rating Endorsement (Exactly i.a.w. HKAR-2 Chapter 22 Appendix 2 "Type Rating Endorsement" column)	Category	Removal / Addition^ of the following limitation(s)

Experience :

Note: State in date order full particulars of training & working experience relevant to this application and submit a satisfactory Record of Experience on Form DCA 35B or CAD approved logbook. Refer HKAR 66.45 & HKAR-66 Appendix 4 for details of requirement.

Details of experience (Please specify type of aircraft, engine or equipment, name of organisation, and nature of experience)	Period (From/To)	Signature, position & name of person in-charge, name of organisation & company stamp

Supporting document(s) attached with this application :

Documents	Course Approval Ref †	Approval/Issue Date †
Relevant Training Certificates / Records		
Record of Experience (DCA 35B or CAD approved logbook)		

† For CAD approved course, please fill in the approval number (ATC/2XXX/XXX) and its approval date. For courses listed in the MTOE of the HKAR-147/CCAR-147/MAR-147 organisation, please fill in the 147 organisation approval number and the issue date of the course certificate.

Payment Detail :

I enclosed Cheque /Bank Draft for HK\$_____made payable to “The Government of the Hong Kong Special Administrative Region”, and crossed “A/C Payee Only”.

Cheque Number : _____

Authority for Disclosure of Licence Details :

I hereby authorise / do not authorise^ Civil Aviation Department to release full details of my licence to _____.

Reference :

Note: The person signing as referee should be a senior person in the Quality Department of an approved maintenance organisation. He/She should verify and sign all copies of the supporting documents as “Certified True Copy”, and have taken sufficient measures to ensure the authenticity of the submitted Record of Experience in DCA 35B or CAD approved log book.

Referee’s declaration :

I confirm that the details contained in this application to the best of my knowledge are true in every respect and the documents supporting it certified as true copies.

I understand that it is an offence to make, with intent to deceive, any false representation for the purpose of procuring the grant, extension, renewal, variation or conversion of any licence.

Name : _____ Signature : _____

Position : _____ Contact Phone : _____

Name of Company : _____

HKAR-145 Approval Number : _____ Date : (dd/mm/yyyy) _____

Declaration and Signature :

I declare that the details I have given on this form are true and accurate to the best of my knowledge and belief. I understand that it is an offence to make, with intent to deceive, any false representation for the purpose of procuring the grant, extension, renewal, variation or conversion of any licence.

I understand that the personal data provided by means of this form will be used by Civil Aviation Department to exercise the powers and carry out the duties under CAP. 448C and any information as contained therein this form and my Aircraft Maintenance licences and certificates may be disclosed to Government bureaux and departments for any other legitimate purpose as may be required, authorised or permitted by law and to aviation authorities of other Contracting States of the International Civil Aviation Organization for verification and validation purpose.

Date : (dd/mm/yyyy) _____ Signature of Applicant : _____

Statement of Consent :

To whom it may concern

I, _____(name), agree and consent that my Non-CAD Aircraft Maintenance Engineer Licence / Maintenance Authorisation / Training details can be disclosed by the issuing Aviation Authority / Maintenance Organisation _____ to Civil Aviation Department and used for the purpose of processing my HKAR-66 Aircraft Maintenance Licence application.

Date: (dd/mm/yyyy) _____ Signature : _____

Submission of Application

All completed original applications can be submitted either in person or by an agent to

Personnel Licensing Office
Flight Standards and Airworthiness Division
Civil Aviation Department Headquarters
1 Tung Fai Road
Hong Kong International Airport
Lantau, Hong Kong

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 :

Personnel Licensing Office
Flight Standards and Airworthiness Division
Civil Aviation Department Headquarters
1 Tung Fai Road
Hong Kong International Airport
Lantau, Hong Kong

(Attn.: Personnel Licensing Officer)

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.