



香港特別行政區政府  
民航處  
Civil Aviation Department  
The Government of the Hong Kong Special Administrative Region

## HKAR-66 Aircraft Maintenance Licence

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

### Application for Renewal of HKAR-66 Aircraft Maintenance Licence

- Note: 1. Please use separate sheet if the space provided is insufficient.  
2. Please provide copy of your HKID Card (**both sides**) or Passport.

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

<b>Application for renewal :</b>
I hereby apply for renewal of my licence.
Licence Number : _____ Expiry Date : (dd/mm/yyyy) _____

<b>For lapsed licence only:</b>
I declare that I have not exercised the privileges of the licence held by me or made any certifications under the HKAR-145 authorisation, which is issued on the basis of this licence, after the expiry date of this licence.
Signature of Applicant : _____
<i>Note: For licence holder who is working for a HKAR-145 Approved Maintenance Organisation, CAD requires a separate declaration from the Quality Department of the organisation to indicate that the applicant has not made any certification under the HKAR-145 authorisation since the expiry date of the applicant's licence.</i>

<b>Payment Detail :</b>
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 : _____

**Present Employment Details :**

**Company :** \_\_\_\_\_

**Address :** \_\_\_\_\_

**Phone :** \_\_\_\_\_

**Position and details of experience :**

*(Please specify type of aircraft, engine or equipment, name of organisation and nature of experience in last two years)*

**Period :** *[From (mm/yy) / To (mm/yy)]*

**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 : \_\_\_\_\_ Email : \_\_\_\_\_

Name of Company : \_\_\_\_\_ Phone: \_\_\_\_\_

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 licence 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 Organisation for verification and validation purpose.

Date : (dd/mm/yyyy) \_\_\_\_\_ Signature of Applicant : \_\_\_\_\_

**Submission of Application :**

All completed applications can be submitted to the Personnel Licensing Office in person or by one of the following means:

Email: [aml@cad.gov.hk](mailto:aml@cad.gov.hk)

Fax: 2329 8595

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

*Note: Applications can only be processed upon receipt of the required fee.*

**Copy of Licence in Electronic Format :**

I am aware that a scanned copy of the issued licence in PDF format will be sent to me by email.

I, \_\_\_\_\_ (name), understand that a HKAR-66 Aircraft Maintenance Licence shall not be valid unless the original licence bears the ordinary signature of the holder in ink.

Date: (dd/mm/yyyy) \_\_\_\_\_ Signature of Applicant: \_\_\_\_\_

## **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.