KEY PERSONNEL NOMINATION FORM FOR TRAINING ORGANISATION
OFFERING TYPE RATING TRAINING UNDER CAD DOCUMENT CAD34

DCA 413

IMPORTANT NOTES:

1) Please complete the form in BLOCK CAPITALS using black or dark blue ink.

2) The completed form and supporting documentation should be submitted to Civil Aviation Department at the address listed below:

   Flight Standards and Airworthiness Division
   Civil Aviation Department Headquarters
   1 Tung Fai Road, Chek Lap Kok
   Lantau, Hong Kong
   Email: ops@cad.gov.hk Fax: (852) 2362 4250

SECTION I – DETAILS OF NOMINATED PERSONNEL REQUIRED TO BE ACCEPTED AS SPECIFIED IN CAD34

Name of Organisation:  
Current ATO (TR) Approval Reference (if any):  
Name:  
License Type and Number (if any):  

Applicable Position as:

- Accountable Executive
- Chief Flight Instructor
- Chief Synthetic Flight Instructor
- SMS Manager
- Head of Training
- Chief Technical Knowledge Instructor
- Quality Manager

*Delete as appropriate

SECTION II – QUALIFICATION AND EXPERIENCE

2a) Qualifications relevant to the position nominated

- Full Curriculum Vitae is attached; or

- Qualification and Experience relevant to the position nominated are stated below.
APPENDIX I – PERSONAL DATA COLLECTION STATEMENT

(A) 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 HK CAD for the following purposes:

a. Processing of your application in this form;
b. Carrying out relevant provisions of the Civil Aviation Ordinance (CAP. 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 HK CAD and yourself;
e. For validation and verification of authenticity of your supporting documents in association with the application; and
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.

(B) 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 (A) above;
b. Other Contracting States of the International Civil Aviation Organisation and Civil Aviation Authorities for the purpose mentioned in paragraph (A) above; and

c. Other organisations or agencies for execution of their duties as required by HK CAD.

(C) 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.

(D) Enquiries
Enquiries concerning the personal data collected by means of this form, including the making of access and correction, should be addressed to:

Flight Standards and Airworthiness Division
Civil Aviation Department Headquarters
1 Tung Fai Road
Lantau, Hong Kong
(Attn: Safety Officer (Technical Support))

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.