



**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](mailto: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**

Full Curriculum Vitae is attached; or

Qualification and Experience relevant to the position nominated  
are stated below.

**2a) Qualifications relevant to the position nominated**

**2b) Experience relevant to the position nominated**

**SECTION III  
SIGNATURE**

Authorised Signature:

Name (BLOCK CAPITALS):

Position:

Date:

**FOR OFFICIAL USE ONLY**

Authorised Signature:

Name (BLOCK CAPITALS):

Position:

Date:

**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  
Hong Kong International Airport  
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.