



香港特別行政區政府  
民航處

**Civil Aviation Department**

The Government of the Hong Kong Special Administrative Region

**Airworthiness Office**

**APPLICATION FOR VARIATION TO SCHEDULE OF APPROVAL IN RESPECT OF AN ORGANISATION APPROVED IN ACCORDANCE WITH THE AIR NAVIGATION (HONG KONG) ORDER 1995 AND SECTION 1.8 OF HKAR-1**

**PART 1** (to be completed by Applicant)

Name of Organisation ..... CAD Approval Ref. : .....

Site address(es) affected by this application .....

.....

Details of Variation sought .....

.....

.....

I/we undertake to pay all charges to ‘The Government of the Hong Kong Special Administrative Region’ in respect of this application.

Date ..... Signed .....(Chief Executive)

for & on behalf of .....

When completed, this form should be returned to the Civil Aviation Department, Airworthiness Office, 1 Tung Fai Road, Hong Kong International Airport, Lantau, Hong Kong.

(Note: To facilitate the application process, the completed form may be emailed to ‘awo@cad.gov.hk’.)

**PART 2** Recommendation (CAD USE ONLY)

Variation to the Schedule of Approval is / is not recommended.

Suggested Variation to read as follows:

GROUP	CLASS	RATING
-------	-------	--------

Date ..... Signed .....

## **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:

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

(Attn.: Senior Airworthiness Officer (Standards))

### **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.