



香港特別行政區政府

民航處

Civil Aviation Department

The Government of the Hong Kong Special Administrative Region

Application for Renewal of Certificate of Airworthiness

IMPORTANT NOTES

Please read the "Completion Instructions" before filling this form, and *delete as appropriate.

1. Applicant

| | | | | |
|--------------------------------|--|--|--|--|
| 1.1. Aircraft Registered Owner | Name | | | |
| | Address | | | |
| 1.2. Applicant | <input type="checkbox"/> Same as Field 1.1 (Go to Field 1.3) | | <input type="checkbox"/> An agent appointed by the aircraft registered owner | |
| | Name | | | |
| | Address | | | |
| 1.3. Contact Person | Name | | Phone | |
| | Job Title | | E-mail | |
| 1.4. Financial Contact | <input type="checkbox"/> Same as Field 1.3. (Go to Field 2) | | <input type="checkbox"/> Different contact person for financial matter | |
| | Name | | Phone | |
| | Job Title | | E-mail | |

2. Aircraft Particulars

| | | | | |
|--|------------------------------------|---|---------------|---------|
| 2.1. Aircraft Registration Mark | B - | 2.2. Manufacturer | | |
| 2.3. Serial Number | | 2.4. Manufacturer's Designation of Aircraft | | |
| 2.5. Certificate of Airworthiness | Certificate Number | | Last due date | (D/M/Y) |
| | Category | <input type="checkbox"/> Transport (Passenger) <input type="checkbox"/> Aerial Work <input type="checkbox"/> Transport (Cargo) <input type="checkbox"/> Private <input type="checkbox"/> Special | | |
| 2.6. Maximum Take-off Mass | kg | | | |
| 2.7. Total Flying Hours | | since new as of date | (D/M/Y) | |
| 2.8. Total Flight Cycles | | | | |
| 2.9. Flight manual / Pilot's operating handbook* | Reference | | | |
| | Issue / Revision* | | Date | (D/M/Y) |
| | Change sheet / Temporary revision* | | Date | (D/M/Y) |
| 2.10. The aircraft was last weighed on | (D/M/Y) | | | |
| 2.11. Weight & Balance Schedule | Reference | | | |
| | Issue / Revision* | | Date | (D/M/Y) |

3. Aircraft Airworthiness Status

| | | | | |
|--|-------------------|--|------|---------|
| 3.1. This aircraft complies with requirements required in the Approved Maintenance Schedule, Hong Kong Airworthiness Notices, and Airworthiness Directives as follows: | | | | |
| 3.2. Approved Maintenance Schedule | Reference | | | |
| | Issue / Revision* | | Date | (D/M/Y) |

| | | |
|--|------------------------------------|-------|
| 3.3. Hong Kong Airworthiness Notices | Issue | |
| 3.4. EASA Airworthiness Directives Biweekly Report | | |
| 3.5. FAA Airworthiness Directives Biweekly Report | | |
| 3.6. The following non-EASA and non-FAA Airworthiness Directives have been complied with since last C of A issue / renewal*: | | |
| Issuing Authority | Airworthiness Directives reference | Issue |
| | | |
| | | |

4. Supporting Documents

| No. | Documentation | Reference No. and revision status or issue date / Remark | Field No. Reference |
|---|--|--|---------------------|
| <input type="checkbox"/> HKAR-181 Process. | | | |
| <input type="checkbox"/> A. | HKAR-181 Aircraft Report | | N/A |
| <input type="checkbox"/> B. | Form 181-4 – Recommendation for Certificate of Airworthiness Renewal | | N/A |
| <input type="checkbox"/> C. | A copy of the current weight and centre of gravity schedule and associated weight determination record. | | 2.10 / 2.11 |
| <input type="checkbox"/> Non HKAR-181 Process. | | | |
| <input type="checkbox"/> D. | A record of the work accomplished since the last renewal of the Certificate of Airworthiness. | | 3.1 |
| <input type="checkbox"/> E. | A record showing details of major checks carried out since the last renewal of the Certificate of Airworthiness. | | 3.1 |
| <input type="checkbox"/> F. | A record showing the total flying hours / cycles for the airframe since new. | | 2.7 / 2.8 |
| <input type="checkbox"/> G. | A record showing the total flying hours / cycles for the engine(s) since new and the flying hours since the last overhaul. | | N/A |
| <input type="checkbox"/> H. | A record showing the total flying hours for the propeller(s) since new and the flying hours since the last overhaul. | | N/A |
| <input type="checkbox"/> I. | A record showing compliance with Service Bulletins and modifications including the Modification Record Book when required. | | N/A |
| <input type="checkbox"/> J. | A record showing compliance with airframe Airworthiness Directives. | | 3.1 |
| <input type="checkbox"/> K. | A record showing compliance with engine Airworthiness Directives. | | 3.1 |
| <input type="checkbox"/> L. | A record showing compliance with equipment Airworthiness Directives. | | 3.1 |
| <input type="checkbox"/> M. | A record of major component changes since the last renewal of the Certificate of Airworthiness. | | N/A |
| <input type="checkbox"/> N. | A copy of the current weight and centre of gravity schedule and associated weight determination record. | | 2.10 / 2.11 |
| <input type="checkbox"/> O. | A copy of the Certificate of Maintenance Review issued under Article 9 of AN(HK)O for the review of maintenance accomplished since the last renewal of Certificate of Airworthiness. | | N/A |
| <input type="checkbox"/> P. | A summary of compliance status of the Definitive List of Hong Kong Airworthiness Notices. | | 3.1 |
| <input type="checkbox"/> Q. | A copy of physical aircraft inspection report | | N/A |

5. Applicant's Declaration

I hereby declare that I am the registered owner / authorised by the registered owner to sign this form, and, all the particulars given in this form and all documents submitted in supporting this application are true in every respect.

| | | | |
|-----------|--|-----------|---------|
| Name | | Signature | |
| Job Title | | | |
| Company | | Date | (D/M/Y) |

6. Submission Method

1. The application must be made with a cover letter on the applicant's company letterhead with a unique reference number.
2. The completed application and supporting documents shall be emailed to the Flight Standards and Airworthiness Division (FSAD) of the CAD at coarenew@cad.gov.hk. All submission should be in PDF format.
3. Additional information may be required and further conditions may be imposed depending on the particular circumstances of the proposed operations.
4. Any application with incomplete submission of information and / or supporting documents may be rejected, or may cause delay of the application process.

7. Fee Information

1. Applicable fees and charges must be settled in accordance with Cap. 448D Hong Kong Air Navigation (Fees) Regulations.
2. Statutory Fees are payable in Hong Kong Dollars. Payment should be made through wire transfer, by bank draft or cheque.

Note: The prescribed charges are in terms of Hong Kong dollars with fluctuations in the exchange rates, any extra sum being bank charges or the factorage relevant to the wire transfer in settlement of our charges shall be wholly and solely borne by the remitter concerned. As such, please ensure sufficient funds shall be added to cover the Hong Kong correspondent bank's handling charges if any.

For payment by wire transfer, the following bank account details should be followed:

Bank's Name: The Hongkong and Shanghai Banking Corp. Ltd.

Bank's Address: No. 1 Queen's Road Central, Hong Kong

Swift Code: HSBC – HKHH – HKH

Bank Account No.: 002-268126-008

Bank Account Holder: The Government of the Hong Kong Special Administrative Region Treasury No. 1 Collection Account
(Attn.: Civil Aviation Department)

Payment Details / Ref: Please quote your application letter reference number or Demand Note Number, and tender exact amount

For payment by bank draft or cheque, payment should be made to: The Government of the Hong Kong Special Administrative Region

8. Completion Instructions

All fields are self-explanatory except the following fields. Complete all fields in a clear legible way. Enter "N/A" for those fields that are not applicable to this application and justify with reason.

Do not enter ambiguous information such as "to be determined" or "TBD" in any field. Application form with ambiguous information will be rejected.

| Field # | Remarks |
|------------|--|
| 1.1. | Enter the name of the aircraft registered owner. This item should correspond with the information on the Certificate of Registration (DCA 559). |
| 1.4. | Enter details of the person to be contacted (if different from the nominated contact person ref field 1.3) in case of issues when processing fees and charges payments. |
| 2.2., 2.4. | Enter the manufacturer and model of the subject aircraft. These items should correspond with the information on the Certificate of Registration (DCA 559), e.g. The Boeing Company 777-31H. |
| 2.3. | Enter the aircraft serial number as given by the Type Certificate Holder. |
| 3.5. | If space is insufficient, the applicant can provide the information in a separate sheet of paper and make clear reference in appropriate field under Section 4. |
| 4. | Each of the applicable documents should be numbered accordingly. |
| C. and N. | Required only if the weight and centre of gravity (c.g.) schedule has been revised or reissued since the last CoA renewal. Revisions may be a result of scheduled weighing, major modifications, etc. Examples of weight determination record include but are not limited to, weighing reports, weight and c.g. adjustment reports, etc. |
| 5. | For AOC operators, the applicant's declaration shall be signed by a person accepted by the Director-General, such as engineering quality manager. For non-AOC operators, it shall be signed by the aircraft registered owner or its delegated person responsible for the continuing airworthiness of the aircraft. |

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 awo@cad.gov.hk.

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.