



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 Certificate of Airworthiness Issuance

IMPORTANT NOTES

Please read the "Completion Instructions" before filling this form.

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	
	Address			
	Name	Phone		
	Job Title	E-mail		

2. Application Type

2.1. New / Revised	<input type="checkbox"/> New Application	<input type="checkbox"/> Revised Application superseding DCA 46D dated (D/M/Y)			
2.2. Reason	<input type="checkbox"/> Import from outside HK (Go to Field 3)		<input type="checkbox"/> Transfer within HK (Go to Field 2.3)		
	<input type="checkbox"/> Expired CoA re-issue (Go to Field 2.3)				
2.3. CoA #					
2.4. Current Registration Mark	B - [][][][]				
2.5. CoA Category	<input type="checkbox"/> Transport (Passenger)	<input type="checkbox"/> Transport (Cargo)	<input type="checkbox"/> Aerial Work	<input type="checkbox"/> Private	<input type="checkbox"/> Special

3. Aircraft Particulars

3.1. Category	<input type="checkbox"/> Transport (Passenger)	<input type="checkbox"/> Transport (Cargo)	<input type="checkbox"/> Aerial Work	<input type="checkbox"/> Private	<input type="checkbox"/> Special
3.2. New / Used	<input type="checkbox"/> New Aircraft		<input type="checkbox"/> Used Aircraft		
3.3. Type	<input type="checkbox"/> Prototype	<input type="checkbox"/> Variant	<input type="checkbox"/> Series	<input type="checkbox"/> Series Modified	HK TCDS # Issue #
3.4. Aircraft Registration Mark	B - [][][][]		3.5. Make & Model		
3.6. Serial No.			3.7. MTWA (kg)		
3.8. Year of Manufacturing			3.9. Place of Manufacturing		
3.10. MAPSC			3.11. MCPSC		
3.12. Delivery Location			3.13. Delivery Month	(M/Y)	

4. Fee information

4.1. The applicant will be charged in accordance with Hong Kong Air Navigation (Fees) Regulations (CAP. 448 sub. leg. D), Schedule, paragraph 4. For details of the deposit fee, please refer to the deposit fee table in the Field 4 of the "Completion Instructions" of this form.

4.2. In the case of withdrawal or other cases of termination of the application, the expenditure incurred in the investigation will be recovered. The expenditure includes working hours and specific costs and, if applicable, transport costs outside Hong Kong.

The deposit will be returned to the applicant after deducting all expenditure. If the deposit is insufficient, the applicant shall pay the outstanding balance prior to issuance of the certificate or upon termination of the application.

4.3. Statutory Fees are payable in **Hong Kong Dollars**. Payment from overseas should be made through wire transfer or 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.

4.3.1. 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

4.3.2. For payment **by bank draft or cheque**, payment should be made to:

The Government of the Hong Kong Special Administrative Region

5. Applicant's declaration

I declare that I am authorised by the applicant's company (Field 1.2) to sign this form and all information provided in this application form is correct and complete. I agree to pay the fees levied by the Hong Kong SAR Government in respect of this application.

5.1. Attachment

Please submit this application form, together with the following applicable attachments with each attachment numbered accordingly. Incomplete or insufficient information may delay the application process.

No.	Documentation	Reference	Field No.	Reference	
<input type="checkbox"/> A.	Deposit fee	Cheque #		Amount: HK\$	4
		Or, payment record by wire transfer.			
<input type="checkbox"/> B.	Appointment letter	Letter ref. #		Dated	1.2
		<input type="checkbox"/> Not required. The applicant is the aircraft registered owner			

5.2. HKAR-183 ODA Support

Pursuant to HKAR 21.174(b)5 each application for a certificate of airworthiness (CoA) shall include a recommendation for the issuance of a CoA issued by an organisation approved under HKAR-183. Field 6 'ODA Verification' must be completed unless the aircraft is being transferred within Hong Kong and the category is the same or being downgraded; and the new operator has the same type of aircraft registered in Hong Kong under its management; or otherwise accepted by the Director-General.

Note: Category downgrade means: Transport (Passenger) ► Transport (Cargo) ► Aerial Work ► Private ► Special

Declaration (Select one choice):

<input type="checkbox"/>	HKAR-183 ODA service has been engaged and Field 6 is completed.						
<input type="checkbox"/>	HKAR-183 ODA service is not required because:						
<input type="checkbox"/>	<input type="checkbox"/> the aircraft is being transferred within Hong Kong; and						
<input type="checkbox"/>	<input type="checkbox"/> the category is the same or being downgraded; and						
<input type="checkbox"/>	<input type="checkbox"/> the new operator has the same type of aircraft registered in Hong Kong under its management.						
	The Hong Kong registration mark of that aircraft is: <table border="1" style="display: inline-table; vertical-align: middle;"> <tr> <td style="width: 20px;">B</td> <td style="width: 20px;">-</td> <td style="width: 20px;"></td> <td style="width: 20px;"></td> <td style="width: 20px;"></td> <td style="width: 20px;"></td> </tr> </table>	B	-				
B	-						

<input type="checkbox"/>	Director-General acceptance to be sought. <u>Reason:</u>
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5.3. Signature

Name		Signature:
Position in company		
Date signed	<i>(D/M/Y)</i>	

6. ODA Verification

I have verified and confirmed that the information provided in this application including all attachments is correct and complete. This verification statement is issued under the authority of HKAR-183 with approval reference shown below:

ODA Company Name		Signature & Stamp:		
ODA Approval No				
I hereby nominate the following project coordinator(s):				
PC				
DPC (series a/c only)				
Name				
Position in ODA	<input type="checkbox"/> Administrator	<input type="checkbox"/> Associate Administrator	Date	<i>(D/M/Y)</i>

7. Remarks

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8. Submission Method

The completed application and associated reference documents shall be emailed to the Flight Standards and Airworthiness Division (FSAD) of the CAD via awo@cad.gov.hk

Attention: Chief, Airworthiness Standards

All attachments in email should be in PDF format. Additional information may be required and further conditions may be imposed depending on the particular circumstances of the proposed operations. Incomplete or insufficient information may delay the application process.

9. Completion Instructions

The use of this form is to enable the Hong Kong Civil Aviation Department (HKCAD) to process applications without undue delay. This section provides instructions and guidance necessary to complete this Application. The individual field of the application form may be varied in size to allow entry of all required information.

Important Notes:

Complete all fields in a clear legible way. Enter 'N/A' for those fields that are not applicable to this application.

Field #	Remarks
1.1	Enter the name and address of the aircraft registered owner. This item should correspond with the information on the Certificate of Registration (DCA 559) or the Application for Registration of Aircraft (DCA 99).
1.2	Enter the name and address of the company or the person making the application. In case of the applicant is not the owner of the registered aircraft, the application shall always be accompanied by an appointment letter by the registered aircraft owner to authorise the applicant to act on behalf of the registered aircraft owner in relation to the subject application.
1.4	Enter the financial contact of the applicant if different from the contact person. The applicant is responsible for the charges.
2.1	Indicate whether the application is a new one or a revised one. If this is a revised application, enter the date of the previously submitted DCA 46D. Any changes to the application shall be made with a revised application form DCA 46D. The application form shall always be accompanied by a cover letter on the applicant's company letterhead.
2.2	Indicate whether the aircraft is being imported from outside Hong Kong, or is being transferred within Hong Kong. If the aircraft is being transferred within Hong Kong, Fields #2.3 to 2.5 shall be completed.
2.3	Enter the HK Certificate of Airworthiness (CoA) number of the aircraft before transfer or been expired, e.g. 281-18
2.5	Select the aircraft category before transfer.
3.3	<ul style="list-style-type: none">▪ For Prototype aircraft type, an application for Hong Kong Type Certificate shall be made by the Type Certificate Holder via the authority of the State of Design to HKCAD.▪ For Variant aircraft type, an application for amendment of the relevant Hong Kong Type Certificate shall be made by the Type Certificate Holder via the authority of the State of Design to HKCAD.▪ For Series Modified or Series aircraft type, enter the Hong Kong Type Certificate Data Sheet number (HK TCDS #) and its Issue number.
3.4	Enter the registration mark issued or reserved. This item should correspond with the information on the Certificate of Registration (DCA 559) or the Application for Registration of Aircraft (DCA 99). E.g. B-HKG
3.5	Enter the manufacturer and model of the subject aircraft. This item should correspond with the information on the Certificate of Registration (DCA 559) or the Application for Registration of Aircraft (DCA 99). E.g. Airbus A350- 941
3.6	Enter the aircraft serial number as given by the Type Certificate Holder.
3.7	Enter the Maximum Total Weight Authorised (MTWA) in kg.
3.10	Enter the Maximum Approved Passenger Seating Configuration (MAPSC).
3.11	Enter the Maximum Certificated Passenger Seating Capacity (MCPSC).
3.12	Enter the city and country where the aircraft will be delivered. E.g. Toulouse, FRANCE
3.13	Enter the month and year for the planned delivery. E.g. 08/2018

4	<p>Deposit fee amount in Hong Kong dollars:</p> <table border="1" data-bbox="280 210 1031 394"> <thead> <tr> <th></th> <th>MTWA ≥ 5700 kg</th> <th>MTWA < 5700 kg</th> </tr> </thead> <tbody> <tr> <td>Prototype</td> <td>\$100,000</td> <td rowspan="4" style="text-align: center; vertical-align: middle;">\$32,000</td> </tr> <tr> <td>Variant</td> <td>\$60,000</td> </tr> <tr> <td>Series Modified</td> <td>\$32,000</td> </tr> <tr> <td>Series</td> <td>\$32,000</td> </tr> </tbody> </table> <p>Payment may be made by wire transfer, or, a crossed cheque or a bank draft in Hong Kong dollars payable to “The Government of the Hong Kong Special Administrative Region” and drawn on bank located in Hong Kong.</p>		MTWA ≥ 5700 kg	MTWA < 5700 kg	Prototype	\$100,000	\$32,000	Variant	\$60,000	Series Modified	\$32,000	Series	\$32,000
	MTWA ≥ 5700 kg	MTWA < 5700 kg											
Prototype	\$100,000	\$32,000											
Variant	\$60,000												
Series Modified	\$32,000												
Series	\$32,000												
5.2	<p>Indicate whether HKAR-183 Organisation Designation Approval (ODA) engagement is required or not and make the appropriate declaration; and provide the Hong Kong registration mark of the reference aircraft being managed by the new operator and is of the same type of aircraft being transferred, as appropriate.</p>												
6	<p>If HKAR-183 ODA engagement is required, this Field shall be completed by an ODA approved under HKAR-183. Otherwise, the application will not be accepted. The ODA shall nominate a Project Coordinator (PC). The ODA may nominate an additional Deputy Project Coordinator (DPC) for Series Aircraft delivery (Series Modified not included).</p>												
7	<p>This field is optional. The applicant may provide any additional information as necessary.</p>												

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.