



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 Hong Kong Parts Manufacturer Approval (HPMA)

Note: Please read the **Instructions** on page 4 before filling this form.

<b>1. Applicant</b>	
1.1 Applicant's Reference (if applicable)	
1.2 Company Name	
1.3 Company Business Registration Number	
1.4 Address (registered <i>business &amp;</i> <i>postal address, if different</i> )	
1.5 Contact Person	
1.6 Telephone	
1.7 Fax	
1.8 E-mail	
<b>2. Part Identification</b>	
2.1 Part Description	
2.2 HPMA Part Number	
2.3 OEM Part Number	
2.4 HPMA Drawing No.	
2.5 OEM Drawing No.	
2.6 Installation Eligibility	

<b>3. Means of Compliance</b>		
Select one of the following boxes:		Substantiation Data:
3.1	<input type="checkbox"/>	Identity by Showing Evidence of a Licensing Agreement
3.2	<input type="checkbox"/>	Identity Without a Licensing Agreement
3.3	<input type="checkbox"/>	Test and Computation
3.4	<input type="checkbox"/>	Supplemental Type Certificate (STC)
<b>4. Production Information</b>		
4.1 Fabrication Inspection System		
4.2 Production Address		
<b>5. Additional information</b>		
<b>6. Fees information</b>		
<p>The applicant will be charged in accordance with Hong Kong Air Navigation (Fees) Regulations (CAP. 448 sub. leg. D), Schedule, paragraph 8(2). For details of the deposit fee, please refer to Field 6 of the “Completion Instructions” of this form.</p> <p>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.</p> <p>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.</p> <p>Should the approval remain in force, the applicant will be charged in accordance with Hong Kong Air Navigation (Fees) Regulations (CAP. 448 sub. leg. D), Schedule, paragraph 8(5).</p>		
<b>7. Financial information</b>		
7.1 Financial Contact <i>(if applicable)</i>		
7.2 Complete Address		
7.3 Telephone		
7.4 Fax		
7.5 E-mail		

**8. Applicant's declaration**

I confirm that the 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 any investigation activities related to this application.

**9. Signature**

Date	Name of Accountable Manager	Signature
(dd/mm/yyyy)	(Printed Name & Title)	

**10. Documents for Application**

- a. Draft HPMA supplement.
- b. Drawings per field 2.4.
- c. Fabrication Inspection System per field 4.1.
- d. A copy of Hong Kong Business Registration Certificate or applicable national companies register.

## COMPLETION INSTRUCTIONS

The **original** completed application, the **deposit** and **required documents** shall be sent to:

Airworthiness Office, Flight Standards and Airworthiness Division  
Civil Aviation Department  
Civil Aviation Department Headquarters  
1 Tung Fai Road, Hong Kong International Airport, Lantau, Hong Kong  
Attention: Senior Airworthiness Officer (Certification)

Note: To facilitate the application process, the completed application may be emailed to: [certification@cad.gov.hk](mailto:certification@cad.gov.hk)

The use of this form is required to enable CAD to process applications without undue delay. The individual fields of the application form may be varied in size to allow entry of all required information.

- Field 1.1: Enter your reference (if applicable).
- Field 1.2: Enter the full name of the company as it appears on the Hong Kong Business Registration Certificate or applicable national companies register document stating name of the company.
- Field 1.3: Enter the company business registration number as it appears on the Hong Kong Business Registration Certificate or applicable national companies register document.
- Field 1.4: Enter complete registered business address as it appears on the Hong Kong Business Registration Certificate or applicable national companies register document and add postal address if different, e.g. for mailing or billing purposes.
- Field 1.5-1.8: Enter name, telephone, fax and e-mail of contact person responsible for this application.
- Field 2.1: Give a brief description of the part.
- Field 2.2: Assign a unique part number.
- Field 2.3: Enter the original OEM part number.
- Field 2.4: Enter the master drawing list that defines the part. Reference HKAR 21.303(c)3.
- Field 2.5: Enter the original OEM drawing number (optional).
- Field 2.6: Identify the product on which the part is to be installed by make and model, series, and serial numbers if necessary. Reference HKAR 21.303(c)1.
- Field 3.1-3.4: Check one the four boxes as appropriate and enter substantiation data reference number(s). Reference HKAR 21.303(c)4.
- Field 4.1: Enter the document reference number and revision level of the fabrication inspection system. Reference HKAR 21.303(h).
- Field 4.2: Enter the production address if different from Field 1.3. Reference HKAR 21.303(c)2.
- Field 5: Enter any additional information if applicable.
- Field 6: A deposit of HK\$50,000 is required for each application. Payment may be made by 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.
- Field 7.1-7.5: Enter name, address, telephone, fax and e-mail of financial contact responsible for this application.

## **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.