



## APPLICATION FOR HONG KONG TECHNICAL STANDARD ORDER AUTHORISATIONS (HTSOA)

Data Protection:				
1. It is mandatory for you to provide data marked with asterisks (*), failing which CAD may not be able to proceed with the application.				
2. Applicants have the right to request access to and correction of information held by CAD. In such case, please contact our certification office, Flight Standards and Airworthiness Division, Civil Aviation Department, 4/F, Office Building, Civil Aviation Department Headquarters, 1 Tung Fai Road, Hong Kong International Airport, Lantau, Hong Kong or certification@cad.gov.hk.				
<b>1. Applicant's Reference</b>				
<b>1.1 Your Reference</b>				
<b>2. Applicant Address and Contact Data</b>				
<b>2.1 Applicant Data</b>				
2.1.1 Name and Address (registered (business) name and address/legal seat of the company)	<b>Project Number</b>	P - -	<b>DOA Reference</b>	A21J/ /
	<b>*Company Name</b>			
	<b>*Address</b>			
2.1.2 Contact Person (responsible for this application)	<b>*Title</b>	<input type="checkbox"/> Mr <input type="checkbox"/> Ms		
	<b>*Last Name</b>			
	<b>*First Name</b>			
	<b>*Job Title</b>			
	<b>*Phone/Fax</b>			
	<b>*Email</b>			
<b>2.2 Billing Data (may be left blank, if same as 2.1 Applicant Data)</b>				
2.2.1 Billing Address (for the receipt of CAD fees and charges invoices. CAD invoices are issued via mail to the address provided here)	<b>*Company Name</b>			
	<b>*Address</b>			
2.2.2 Contact Person (responsible for this application.)	<b>*Title</b>	<input type="checkbox"/> Mr <input type="checkbox"/> Ms		
	<b>*Last Name</b>			
	<b>*First Name</b>			
	<b>*Job Title</b>			
	<b>*Phone/Fax</b>			

	<b>*Email</b>	
<b>2.3 Shipping Data</b> (may be left blank, if same as 2.1 Applicant Data)		
2.3.1 Certificate Delivery Address (for the shipping of original CAD documents)	<b>Company Name</b>	
	<b>Address</b>	
2.3.2 Contact Person (shipping)	<b>*Title</b>	<input type="checkbox"/> Mr <input type="checkbox"/> Ms
	<b>*Last Name</b>	
	<b>*First Name</b>	
	<b>*Job Title</b>	
	<b>*Phone/Fax</b>	
	<b>*Email</b>	
<b>3. Identification of Activity</b>		
<b>3.1 Application Type</b>	<input type="checkbox"/> Initial Approval of Equipment <input type="checkbox"/> Minor Change to approved equipment which requires a change of the HTSOA (→ please complete 3.2 and 3.3)	
<b>Note:</b> Minor Changes to approved equipment will be charged the applicable fee for administrative re-issuance.		
<b>3.2 Approval Number</b> (only complete in case of Minor Change to approved equipment)		Issue on:  dd/mm/yyyy
<b>3.3 Description of Minor Change</b> (only complete in case of Minor Change to approved equipment)		
<b>4. Product Identification</b>		
<b>4.1 Type/ Model</b>		
<b>4.2 Description</b>		
<b>4.3 Part Number(s)</b>		
<b>4.4 Equipment Category</b>		
<b>5. Certification Basis</b>		
<b>5.1 HTSO Standard(s)</b>		
<b>5.2 Deviations</b>	<input type="checkbox"/> None	<input type="checkbox"/> Deviations (→ please specify below)
<b>6. Data Requirements</b>		

<b>6.1 Demonstration for Capability for Production</b> (if applicable)		
<b>6.2 Remark</b> (e.g. DDP in process)		
<b>7. HKAR-21 Demonstration of Eligibility</b>		
<b>I declare that this application is:</b>		
<input type="checkbox"/> Within the current approved scope of work of the applicant's DOA.		
<input type="checkbox"/> Following an application for Design Organisation Approval.	<b>Application Date</b>	
	<b>Project No.</b>	P- -
<input type="checkbox"/> Following an application for a change to the scope of work via CAD Form 82 (DCA 538).	<b>Application Date</b>	
	<b>Project No.</b>	P- -
<b>8. 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 8 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>		
<b>9. Applicant's declaration</b>		
<p>I declare that I have the legal capacity to submit this application to CAD and that all information provided in this application form is correct and complete.</p> <p>I agree to pay the fees levied by the Hong Kong SAR Government in respect of the issuance of a HTSOA and am aware of the consequences of non-payment.</p> <p>I understand that the data provided by means of this form will be used by CAD to exercise the powers and carry out the duties under CAP. 448C and any information as contained therein this form and certificates may be disclosed to Government bureaux and departments for any other legitimate purpose as may be required, authorised or permitted by law and to aviation authorities of other Contracting States of the International Civil Aviation Organisation for verification and validation purpose.</p>		
<b>Date/Place</b>	<b>Name &amp; Position:</b> (Printed)	<b>Signature</b>

## Annex: Scheme for Equipment Categories

ID-Category	Category	Sub-Category
34	Aircraft tires, wheels and brakes	
37	Any other articles	
26	Autoflight and control systems and instruments	e. g. Autopilot
2	Avionics - Communication (VHF/HF/ELT)	VHF-Receivers
3	Avionics - Communication (VHF/HF/ELT)	VHF-Transmitters/Receivers
4	Avionics - Communication (VHF/HF/ELT)	HF-Transmitters/Receivers
5	Avionics - Communication (VHF/HF/ELT)	Emergency Locator Transmitters (ELT)
6	Avionics - Communication (VHF/HF/ELT)	Accessories to Airborne Communication Equipment
22	Avionics – Multi sensor systems	Multi sensor equipment
23	Avionics – Multi sensor systems	Multi-function equipment
38	Avionics – Multi sensor systems	Flight Management System
39	Avionics – Multi sensor systems	Multifunction-Display
7	Avionics - Navigation	Automatic Direction Finding Equipment (ADF)
8	Avionics - Navigation	VHF-Navigation Receivers (VOR)
9	Avionics - Navigation	VHF-Receivers (ILS, Marker)
10	Avionics - Navigation	UHF-Navigation Receivers (ILS)
11	Avionics - Navigation	Radio Distance Measuring Equipment (DME)
12	Avionics - Navigation	LORAN- and Decca-Receivers
13	Avionics - Navigation	Very Low Frequency Systems
14	Avionics - Navigation	Supplementary Equipment for Navigation Equipment
15	Avionics - Navigation	Microwave Landing System (MLS)
16	Avionics - Navigation	GPS
17	Avionics - Navigation	MMR
46	Avionics - Navigation	Other Navigation Systems
18	Avionics - Radar and Transponder	ATC Transponders
19	Avionics - Radar and Transponder	Doppler-Radar
20	Avionics - Radar and Transponder	Weather Radar Systems
21	Avionics - Radar and Transponder	Radar Altimeters
30	Avionics - Warning Systems	TAWS / EGPWS / GPWS
40	Avionics - Warning Systems	ACAS / TCAS
41	Avionics - Warning Systems	Stormscopes
36	Cabin equipment	Seats
42	Cabin equipment	Safety belts
43	Cabin equipment	Berths
35	Cargo equipment	Pallets
44	Cargo equipment	Containers
45	Cargo equipment	Tie-down equipment
28	Electrical systems equipment	
25	Flight and navigation instruments	
27	Power plant instruments	
29	Recording equipment contributing to accident/incident investigation	
24	Survival and safety equipment	Parachutes
31	Survival and safety equipment	Oxygen equipment
32	Survival and safety equipment	Fire and Smoke detection/extinguisher equipment
33	Survival and safety equipment	Rafts/Life Jackets
47	Cabin equipment	Galley equipment & Trolleys

## 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

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: Please provide a unique internal reference number to this application.

Field 2.1.1: Project number: If known, please enter your CAD Project number. This number follows the pattern P-XX-XXX and can be found on the application acceptance letter.

DOA Reference: Enter Design Organisation Approval number, if applicable.

Please enter the full name of the organisation as it appears on the Business Registration (or equivalent National Companies Registration Office for organisations located outside Hong Kong). First time applicants need to submit a copy of the Company's Business Registration or similar legal document stating name and legal seat of the company together with the application. If applicable, an additional translation of this document (done by an authorised translator, signed and stamped) should be submitted.

Field 2.1.2: The name and contact details specified in this section are those of the person responsible for the application.

Field 2.2.1: The (company) name and address specified in this section will be printed on the CAD invoice/s. A (company) name deviating from the one entered in section 2.1.1 can only be accepted by CAD upon justified request. A written statement, signed and stamped, from the legal entity which is taking responsibility to pay the CAD invoice(s) is to be submitted together with the application.

Field 2.2.2: The name and contact details specified in this section are those of the person that will be contacted for all issues connected with the CAD invoice/s (e.g. accounts payable clerk) and is responsible for ensuring the CAD terms of payment are honoured.

- Field 2.3.1: The (company) name and address specified in this section is where CAD will send the original certificate/approval.
- Field 2.3.2: The contact person in this section is the person the original certificate/approval will be sent to.
- Field 3.1: Please identify the applicable activity.
- Field 3.2: Please complete the approval number and issue date in case of Minor change to approved equipment.
- Field 3.3: Please describe briefly the Minor Change to approved equipment, if applicable.
- Field 4.1: Please enter the Type/ Model that will be appeared on the HTSOA certificate.
- Field 4.2: Please enter the Type/ Model description.
- Field 4.3: Please enter the Part Number(s).
- Field 4.4: Please enter the ID-Category according to the Scheme for Equipment Categories in the Annex.
- Field 5.1: Please enter the HTSO standard(s).
- Field 5.2: Please indicate whether the application includes deviations and make reference to the document explaining the compensating factors or the design features providing an equivalent level of safety, or state “None” if the equipment is fully compliant with the requirements.
- Field 6.1: Enter the POA number according to HKAR-21 subpart G or indicate whether an application has been submitted to CAD.
- Field 6.2: Enter any additional remark as necessary to better explain the application.
- Field 7: Please tick one of the three options and indicate the date of application and the CAD reference of the project/DOA approval as applicable.
- Field 8: 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.

## 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.