



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 significant changes or variation of terms of approval of HKAR-183 Subpart D ODA

<b>1. Applicant</b>	
1.1 Name of the ODA holder	
1.2 Address of the ODA holder	
1.3 Contact Person (a) Name (b) Position (c) Telephone No. (d) Fax No. (e) E-mail address	
1.4. Approval reference number:	
<b>2. Location(s) for which changes in the terms of approval are requested:</b>	
<b>3. Brief summary of proposed changes to the activities at the item 2 address(es)</b>	
3.1 General:	
3.2 Scope of approval:	
3.3 Nature of privileges:	
<b>4. Description of organisational changes:</b>	

<b>5. Position and name of the accountable manager change:</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).</p> <p>A deposit is not required for this application.</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>	
<b>7. Applicant's declaration</b> <p>I confirm that the information contained herein 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.</p>	
<p>_____</p> <p>Date (dd/mmm/yyyy)</p>	<p>_____</p> <p>Signature of the accountable manager</p>

## Completion Instructions

The **original** completed application 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 the Director-General to process applications without undue delay. The individual Blocks of the application form may be varied in size to allow entry of all required information.

Block 1.1: The name of the ODA organisation must be entered as written on the current approval certificate. Where a change in the name is to be announced state the old name here, while using Block 4 for the information about the new name. The change of the name must be supported by evidence, e.g by a copy of the entry in the register of the Companies Registry.

Block 1.2: The address of the ODA organisation must be entered as written on the current approval certificate. Where a change in the address is to be announced state the old address here, while using Block 4 for the information about the new address. The change of the address must be supported by evidence, e.g by a copy of the entry in the register of the Companies Registry.

Block 1.3: Enter name, position, telephone no., fax no. and e-mail address of the contact person for this application. The contact person should be the Administrator, Associate Administrator or Quality Assurance Manager of the ODA.

Block 1.4: State the current ODA approval reference number.

Block 2: State all locations for which changes in the terms of approval are requested or state "N/A" if no change is to be anticipated here.

Block 3: This Block must include further details for the variation of terms of approval for the address indicated in Block 2.

Block 3.1: This Block must include overall information for the change (including changes e.g in workforce, facilities etc.). State "N/A" if no change is anticipated here.

Block 3.2: This Block must address the change in the scope of approval and categories of products following the principles laid down in HKAR 183.49 and GM 183.49(a). State "N/A" if no change is anticipated here.

- Block 3.3: This Block must indicate a change in the privileges and limitations as defined in HKAR 183.49 and GM 183.49(a). State “N/A” if no change is anticipated here.
- Block 4: This Block must state the changes to the organisation as defined in the current ODA procedures manual, including changes to the organisational structure, functions and responsibilities. This Block must therefore also be used to indicate a change in the accountable manager or a change in the nomination of the responsible managers in accordance with GM 183.47. A change in the nomination of responsible managers must be accompanied by the corresponding CAD Form Four. State “N/A” if no change is anticipated here.
- Block 5: This Block must state the position and name of the accountable manager. Where there is a change in the nomination of the accountable manager, the information must refer to the nominee for this position. State “N/A” if no change is anticipated here.
- Block 7: In case of an application for a change of the accountable manager the CAD Form 183-4 must be signed by the new accountable manager for this position. In all other cases the CAD Form 183-4 must be signed by the current accountable manager.

## **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.