



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 HKAR-181 APPROVAL

Important Note: Please read the 'Completion Instructions' before filling this form.

### 1. Applicant

1.1 Reference							
1.2 Applicant	Registered Name				Trading Name (if different)		
	Registration No.				Issuing Authority		
	Address						
1.3 Contact Person	Title	<input type="checkbox"/> Mr	<input type="checkbox"/> Ms	Name		Phone No.	
	Job Title				Email		
1.4 Financial Contact	<input type="checkbox"/> Same as Field 1.3. (Go to Field 2)						
	Address						
	Title	<input type="checkbox"/> Mr	<input type="checkbox"/> Ms	Name		Phone No.	
	Job Title				Email		

### 2. Scope of approval

<input type="checkbox"/> Aircraft issued with Certificate of Airworthiness in the Transport Category
<input type="checkbox"/> Aircraft issued with Certificate of Airworthiness in other than the Transport Category

### 3. Privileges of approval

<input type="checkbox"/> Issue 'Recommendation for Certificate of Airworthiness Renewal'
<input type="checkbox"/> Issue Certificate of Maintenance Review

### 4. Description of organisation:

--

### 5. Additional information

--

## 6. Fees information

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 5 of the "Completion Instructions" of this form.

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 approval or upon termination of the application.

## 7. Applicant's declaration

I declare 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 this application.

### 7.1 Attachments

I submit this application form, together with the following applicable documents:

Attachment No.	Documentation	Reference	Field No. Reference
(A) <input type="checkbox"/>	Business Registration Certificate		1.2
(B) <input type="checkbox"/>	Deposit Fee	Cheque #: _____ Amount: HK\$ _____	6
(C) <input type="checkbox"/>	CAD Form 181-4		3
(D) <input type="checkbox"/>	"Proof of Need" statement		

### 7.2 Signature of the (Proposed) Accountable Manager

Name	Position in company	Signature	Date (d/m/y)

## 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: Chief, Airworthiness Standards

Note: To facilitate the application process, the completed application may be emailed to **awo@cad.gov.hk** in advance.

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:

1. Complete all Fields in a clear legible way. Enter 'N/A' for those fields that are not applicable to this application.
2. Within one Field, mark only one box with  where appropriate.

Field #	Completion Instructions
1.1	Enter your reference (if applicable).
1.2	Provide the name(s), registration number, issuing authority and address of the intended holder of the HKAR-181 Approval. A copy of the company's Business Registration Certificate (or equivalent National Companies Registration Office for organisations located outside Hong Kong) showing the name, registration number, address and issuing authority must accompany the application. If applicable, an additional translation of this document (done by an authorised translator, signed and stamped) should be submitted.
1.4	Enter the financial contact of the applicant if different from the contact person. The applicant is responsible for the charges.
2	Enter the Scope of HKAR-181 Approval to be applied. In the context of HKAR-181, "Transport Category" includes "Transport Category (Passenger)" and "Transport Category (Cargo)" whereas "other than the Transport Category" includes "Aerial Work Category", "Private Category" and "Special Category".
4	This Field must state a summary of the organisation with reference to the outline of the organisation's Exposition, including the organisational structure, functions and responsibilities. The nomination of the responsible persons in accordance with HKAR 181.706 must be included as far as possible, accompanied by the corresponding CAD Form 181-4.
5	This field may be used to provide any additional information that the applicant thinks appropriate. This may include, but not limited to, information such as "application form revision", etc.
6	A deposit of HK\$50,000 is required for each application. Payment may be made by a crossed cheque in Hong Kong dollars payable to "The Government of the Hong Kong Special Administrative Region" and drawn on bank located in Hong Kong.
7.2	The application form shall be signed by the nominated Accountable Manager of the HKAR-181 organisation.

## **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.