



CAD Ref.

BIOGRAPHICAL DETAILS OF SENIOR STAFF NOMINATED BY AN ORGANISATION IN RESPECT OF AN APPROVAL

1. Name and Address of Organisation: _____

CAD Approval Ref. : _____

2 Position: _____ and signatory for _____

Full name of person nominated: _____ Date of birth: _____

*HKID/Passport No. : _____ Company Authorisation No. : _____

3. General Education and Technical Qualifications including apprenticeship, if any. (Give approximate dates and specifically identify any training relevant to the position for which the Approval is sought.)

4. Full details of employment with positions held during the past ten years (in date sequence), and specifically identify any experience relevant to the position for which the Approval is sought.

 (Signature of nominated person) Date _____

5. Approval recommended by _____ Date _____
 (Signature of Chief Executive/Quality Manager)

(Note: To facilitate the application process, the completed form may be emailed to 'awo@cad.gov.hk'.)

FOR CAD USE ONLY: (Remarks and/or recommendations of Airworthiness Officer)

Accepted for the position of _____

and signatory for:

*Authorised Release Certificate, CAD Form One

*Approved Certificates

*Design Documents

*Person nominated in accordance with HKAR-1 Sub-section 1.8-14.

*Other : _____

Signature _____ Date _____

*Delete if not applicable.

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.