



香港特別行政區政府

民航處

Civil Aviation Department

The Government of the Hong Kong Special Administrative Region

Clear Form

Application for Aircraft Certificate of Registration (C of R)

IMPORTANT NOTES

Please read the "Completion Instructions" before filling this form.

1. Applicant's Information

1.1. Aircraft Registered Owner (Certificate Holder)	Name	
	Address	
1.2. Contact Person	Name	
	Job Title	
	Phone	
	Email	
1.3. Eligibility for Registration	☐ A body incorporated in Hong Kong, or other parts of the People's Republic of China, or incorporated under the laws of Hong Kong, and having the principal place of business in Hong Kong or in other parts of the People's Republic of China Business Registration Certificate Number: _____	
	☐ The Central People's Government or the Government of the HKSAR	
	☐ Chinese Citizens	
	☐ Permanent Residents of the Hong Kong Special Administrative Region	
1.4. Basis of Registration	☐ Ownership of aircraft (Go to Section 3)	
	☐ Operator of aircraft (Go to Section 2)	
	☐ Other (explain)	

2. Aircraft Owner's Information

2.1. Name of Owner	(To be shown on C of R)	(Other owner if applicable)
2.2. Address of Owner	(To be shown on C of R)	(Other owner if applicable)
2.3. Phone		
2.4. Email		
2.5. Commencement of date of charter (D/M/Y)		
2.6. Expiry date of charter (D/M/Y)		

- (i) *If there are more than one aircraft owners, the applicant should provide the information of all aircraft owners and coordinate with them to designate an owner to be recorded on the C of R.*
- (ii) *If the ownership information is not available at the time of form completion, put 'TBC' and update the information **10 working days before aircraft is registered.***

3. Aircraft Information					
3.1. Name of Manufacturer					
3.2. Manufacturer's designation of Aircraft					
3.3. Aircraft Serial Number					
3.4. Engine type and model					
3.5. Year of Manufacture of Aircraft					
3.6. Maximum take-off mass (kg)					
3.7. Aircraft previously registered in Hong Kong	☐ Yes	B	-		☐ No
3.8. Aircraft previously registered outside Hong Kong (If yes, please provide full details)	☐ Yes				☐ No
3.9. Tentative Date of Registration (M/Y)					
3.10. Location for aircraft registration	☐ In Hong Kong		☐ Outside Hong Kong		

4. Dissemination of information to ICAO	
☐	I agree that the aircraft ownership information provided / to be provided in connection with this application may be supplied to the International Civil Aviation Organization (ICAO) for its inclusion of the data in a web-based system for aircraft registration information, which is accessible for use by all of the ICAO Contracting States.

5. Applicant's declaration			
☐ I declare that I am authorised by the applicant's company (Field 1.1) to sign this form and all the above particulars are true in every respect and I apply for the aircraft to be registered in Hong Kong, China.			
5.1. Attachment			
Please submit this application form, together with the following applicable attachments <u>with each attachment numbered accordingly</u> . Incomplete or insufficient information may delay the application process.			
No.	Documentation	Reference	Field No. Reference
A.	Application fee	☐ Cheque number	8
		☐ Payment record number by wire transfer (attach a copy of the payment record)	
B.	Identification document	<u>For body corporate only</u> ☐ Declaration of IPPB (Form DCA 99C) ☐ Evidence of incorporation under the laws of Hong Kong or incorporated in Hong Kong / other part of People's Republic of China (as the case may be)	1.3
		<u>For individual only</u> ☐ Proof of identity	
C.	☐ Evidence of ownership or lease agreement		1.4
5.2. Signature			
Name			Signature:
Title			
Date	(D/M/Y)		
6. For CAD use			
Registration Mark		Certificate of Registration Number	
7. Submission Method			
The completed application and associated reference documents shall be emailed to the Flight Standards and Airworthiness Division (FSAD) of the CAD via aircraft_registration@cad.gov.hk Attention: Chief, Airworthiness Standards All attachments in email should be in PDF format. Additional information may be required and further conditions may be imposed depending on the particular circumstances of the proposed operations. Incomplete or insufficient information may delay the application process.			

8. Fee information	
8.1.	The application must be accompanied by the relevant fee as stipulated in the Schedule of the Hong Kong Air Navigation (Fees) Regulations (Cap 448D) (https://www.elegislation.gov.hk/hk/cap448D) by wire transfer with details described in sub-paragraph 8.2.1 or by crossed cheque made payable to 'The Government of the Hong Kong Special Administrative Region'.
8.2.	Statutory Fees are payable in <u>Hong Kong Dollars</u> . Payment from overseas should be made through wire transfer or by bank draft or cheque.
<i>Note:</i> The prescribed charges are in terms of Hong Kong dollars with fluctuations in the exchange rates, any extra sum being bank charges or the factorage relevant to the wire transfer in settlement of our charges shall be wholly and solely borne by the remitter concerned. As such, please ensure sufficient funds shall be added to cover the Hong Kong correspondent bank's handling charges if any.	
8.2.1. For payment <u>by wire transfer</u> , the following bank account details should be followed:	
Bank's Name:	The Hongkong and Shanghai Banking Corp. Ltd.
Bank's Address:	No. 1 Queen's Road Central, Hong Kong
Swift Code:	HSBC – HKHH – HKH
Bank Account No.:	002-268126-008
Bank Account Holder:	The Government of the Hong Kong Special Administrative Region Treasury No. 1 Collection Account (Attn.: Civil Aviation Department)
Payment Details / Ref:	Please quote your application letter reference number or Demand Note Number, and tender exact amount
8.2.2. For payment <u>by bank draft or cheque</u> , payment should be made to: The Government of the Hong Kong Special Administrative Region	

9. Completion Instructions	
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.	
<u>Important Notes:</u>	
(i) In this form 'AN(HK)O' refers to the Air Navigation (Hong Kong) Order 1995 (Cap 448C). (ii) The attention of all persons completing and signing the form is drawn to the importance of ensuring that the entries are correct, and in particular the answer to Field 1.3. Making of any false representation for the purpose of procuring the issue of a Certificate of Registration is an offence under AN(HK)O. (iii) The Director-General of Civil Aviation may, in any case in which he thinks it desirable, require the Applicant to make a statutory declaration as to the truth of the facts set out in the application. (iv) Please note that failure of the Applicant to supply any information for supporting this application, including the required personal data, will lead to unsuccessful application. The data provided by the Applicant in relation to this application will only be used for processing of this application including but not limited to verification with other parties as to the accuracy and/or truth in the data. Applicants who wish to have access or make corrections to any personal data they have provided to the Director-General of Civil Aviation may write to the Director-General of Civil Aviation. (v) Complete all fields in a clear legible way. Enter 'N/A' for those fields that are not applicable to this application.	
Field #	Remarks
1.1	Enter the name and address of the aircraft registered owner.
1.2	Enter the name, title and contact method of the company or the person making the application.

	Where the Applicant is a body corporate, the contact person is normally the Managing Director, Secretary or any official duly authorized to make the application.
1.3	Select the 'Eligibility for registration'.
1.4	Select the basis of registration: ▪ 'Ownership of aircraft' refers to the applicant who owns the aircraft. ▪ 'Operator of aircraft' refers to the applicant who operates the aircraft that is leased under a demise charter agreement. ▪ 'Others' – Please specify. <i>Note: If the applicant owns and operates the aircraft, select 'Ownership of aircraft'.</i>
2.1 - 2.4	If there are more than one aircraft owners, the applicant should provide the information of all aircraft owners and coordinate with them to designate an owner to be recorded on the C of R.
2.5 - 2.6	Self-explanatory.
3.1	Enter the name of Type Certificate Holder.
3.2	Enter the designation of the subject aircraft e.g. Airbus A350-941.
3.3	Enter the aircraft serial number as given by the Type Certificate Holder.
3.4	Enter the name of engine manufacturer.
3.5	Self-explanatory.
3.6	Self-explanatory.
3.7	▪ Select 'Yes' if the aircraft was previously registered in Hong Kong and provide the aircraft registration mark. ▪ Select 'No' if the aircraft was not previously registered in Hong Kong
3.8	▪ Select 'Yes' if the aircraft was previously registered outside Hong Kong and provide the history of aircraft registration. ▪ Select 'No' if the aircraft is a new aircraft
3.9	Enter the month and year for the planned delivery. E.g. 08/2025
3.10	Self-explanatory.
4	Self-explanatory.
5.1A	Select the payment method and provide reference number.
5.1B	Self-explanatory.
5.1C	Self-explanatory.
5.2	Where the Applicant is a body corporate, the signature ordinarily required is that of the Managing Director, Secretary or any official duly authorized to sign.

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.