



Australian Civil Aircraft Register Transfer of Ownership (Glider)

Use this form 1327 to transfer the ownership of a currently registered aircraft in accordance with Civil Aviation Safety Regulation 1998 (CASR) 47.110. Is your aircraft Part 47 compliant?

No Do not proceed with this form. See guidelines.

Yes Is your aircraft currently VH registered?

Yes Please read the attached guidelines carefully before proceeding to complete and lodge this form.
If you are the former owner complete Parts 1 & 2.
If you are the new owner complete Part 3 only.

No Do not proceed with this form. See guidelines.

Privacy. Information that you provide in this form is governed by CASA's privacy statement included in the guidelines.

**Form valid for registration of
gliders/sailplanes, powered sailplanes,
power-assisted sailplanes**

Registration administered by the
Gliding Federation of Australia Inc.
on behalf of the
Civil Aviation Safety Authority



Note: References to CASA or the Registrar on this form may be deemed to be a reference to the Gliding Federation of Australia (GFA) or the GFA Officer, as applicable.

PART 1 (To be completed by the former owner and submitted to the Australian Civil Aircraft Register)

Section 1.1 – Registration Details

(As noted on the aircraft data plate and the certificate of registration.)

Insert:
(mandatory)

VH- _____

Manufacturer

Model

Serial number

Section 1.2 – New Owner Details

(See section guidelines.)

Full name

ARN (if known)

GFA member number

Address

Contact details

Address					
State		Postcode		Country	
Phone [BH]			Fax		
Phone [AH]			Mobile		
Email					

Section 1.3 – Former Owner Details

(See section guidelines.)

Name of current registration holder

Address

Address					
State		Postcode		Country	

Date transfer of ownership occurred ____/____/____

Print name _____ Signature _____ Date ____/____/____

(In cases where the former owner is an organisation, enter the name and signature of the representative and tick the applicable box below.)

Director Company Secretary CEO President Vice President Other (supply letter of authority)

Please forward this page plus any other required documents (eg letter of authority for Section 1.3) to the GFA as soon as possible, preferably by fax, on 03 9303 7960. The remainder of this form (with Part 2 completed), together with the original certificate of registration, must be handed to the new aircraft owner immediately.

All required enclosure(s) must be submitted with this form. Your application will not be processed until the necessary supporting documentation is supplied.

Insert:
(mandatory)

VH- _____

PART 2 (To be completed by the former owner and given to the new owner)

Complete Part 2 and give it to the new owner who must lodge it together with Part 3 of this application within 14 days of the transfer. Give the original certificate of registration to the new owner.

Section 2.1 – Registration Details

(As noted on the aircraft data plate and the certificate of registration.)

Manufacturer			
Model		Serial number	

Section 2.2 – New Owner Details

(See section guidelines.)

Full name			ARN (if known)	_____	
GFA member number					
Address					
	State		Postcode		Country
Contact details	Phone [BH]			Fax	
	Phone [AH]			Mobile	
	Email				

Section 2.3 – Former Owner Details

(See section guidelines.)

Name of current registration holder					
Address					
	State		Postcode		Country

Date transfer of ownership occurred ____/____/____

Print name _____ Signature _____ Date ____/____/____

(In cases where the former owner is an organisation, enter the name and signature of the representative and tick the applicable box below.)

Director Company Secretary CEO President Vice President Other (supply letter of authority)

Parts 1 and 2 Checklist

u Please answer the questions below before you give the completed Part 2 of this form to the new owner.

- Q1. If any of the following is applicable, have you supplied it to the new owner?
- | | | |
|--|-----------------------------|------------------------------|
| <input type="checkbox"/> Original certificate of registration | No <input type="checkbox"/> | Yes <input type="checkbox"/> |
| <input type="checkbox"/> A copy of the letter of authority (Section 2.3) | No <input type="checkbox"/> | Yes <input type="checkbox"/> |
- Q2. Did you forward Part 1 of this form to the Australian Civil Aircraft Register? No Yes

All required enclosure(s) must be submitted with this form. Your application will not be processed until the necessary supporting documentation is supplied.

PART 3 (To be completed by the new owner)

For CASA use only

Complete this Part and submit it along with Part 2 (as received from the former owner), to the Australian Civil Aircraft Register, within 14 days of the transfer.

Insert:
(mandatory)

VH- _____

Section 3 Owner Details

The owner will be noted as the aircraft registration holder and the certificate of registration will be issued to this individual/organisation. The registration will not take effect until the Australian Civil Aircraft Register issues a new certificate of registration under CASR Part 47. The owner must provide identification with this application. (See section guidelines.)

Q: Is the owner an individual or an organisation?

An individual Complete Section 3.1. An organisation Complete Section 3.2.

3.1 Individual Owner Details (This section must be completed in the name of one legal entity only - see section guidelines.)

Date transfer of ownership occurred ____/____/____

Title: Mr Miss Mrs Ms Other _____ ARN (if known) _____

GFA member number

Family name

Given names

Address 1

(Person's home address)

State		Postcode	
Country			

Address 2

(Person's postal address, if different)

State		Postcode	
Country			

Contact details

Phone [BH]		Fax	
Phone [AH]		Mobile	
Email			

I, the owner named above, apply to be the registration holder for the aircraft detailed in Section 2.1 of this form.

Print name _____ Signature _____ Date ____/____/____

(In cases where this form is completed and signed by someone on behalf of the nominated owner, a letter of authority must be supplied.)

u If you completed Section 3.1, go to Section 3.3.

3.2 Organisation Owner Details (This section must be completed in the name of one legal entity only - see section guidelines.)

Date transfer of ownership occurred ____/____/____

ACN (See section guidelines.) _____ - _____ - _____

ARN (if known) _____

Organisation's legal name

GFA member number

Address 1
 (Organisation's registered office address)

State		Postcode	
Country			

Address 2
 (Organisation's postal address, if different)

State		Postcode	
Country			

Address 3
 (Organisation's physical address)

State		Postcode	
Country			

Contact details

Phone [BH]		Fax	
Phone [AH]		Mobile	
Email			

The owner named above applies to be the registration holder for the aircraft detailed in Section 2.1 of this form.

Print name _____ Signature _____ Date ____/____/____
 (Enter the name and signature of the representative and tick the applicable box below.)

Director Company Secretary CEO President Vice President Other (supply letter of authority)

u If you completed Section 3.2, go to Section 3.3.

3.3 Multiple Owner Statement to be Made by the Owner Named in Section 3.1 or 3.2 (See section guidelines.)

Q: Does this aircraft have more than one owner?

Yes Compliance with and completion of statement below is mandatory.

No Do not complete the statement below. **u** Go to Section 4.

I certify that this aircraft is owned by more than one legal entity and the owner named in Section 3.1 or 3.2 has been duly appointed to act on behalf of all owners.

Print name _____ Signature _____ Date ____/____/____
 (In cases where the owner is an organisation, enter the name and signature of the representative and tick the applicable box below.)

Director Company Secretary CEO President Vice President Other (supply letter of authority)

u If you completed Section 3.3, go to Section 4.

Section 4 – Is the Owner an Eligible Person?

(See section guidelines.)

4.1 Does the Owner Qualify as an Eligible Person? (See section guidelines.)

(a) Is the owner named in Section 3.2 or 3.3 an eligible person in accordance with CASR 47.010?

No Do not complete this section. Go to Section 5.

Yes Indicate under which criterion and provide proof in accordance with the guidelines:

A resident of Australia who is:

- 18 years of age or older; and
- an Australian citizen or the holder of a permanent visa within the meaning of the Migration Act 1958

A corporation incorporated under the Corporations Act 2001

A body corporate under a law (other than the Corporations Act 2001) in force in Australia

The Commonwealth, a State or a Territory

An agency of the Commonwealth, a State or a Territory

A foreign corporation that is lawfully carrying on business in Australia

(b) Have you supplied your proof of eligibility?

Yes, enclosed document is in English.

Yes, enclosed document is not in English but an official translation is also enclosed.

(c) If the owner is an eligible person, will the owner named in Section 3.1 or 3.2 be the registered operator for this aircraft?

Yes Complete Section 4.2. This form will not be accepted without a certified copy of proof of eligibility.

No Go to Section 5.

4.2 Mandatory Statement to be Made by the Owner Applying to be the Registered Operator

(See section guidelines.)

(a) Individuals

I, the owner named in Section 3.1, accept the position of registered operator for the aircraft detailed in Section 2.1. I have read the guidelines in relation to registered operators and understand the responsibilities placed on me by accepting this position. I declare that I am an eligible person in accordance with CASR 47.010 under the criterion in Section 4.1(a).

This appointment is effective from ____/____/____

Print name _____ Signature _____ Date ____/____/____

If you completed Section 4.2(a), go to Part 3 Checklist.

(b) Organisations

The owner named in Section 3.2 accepts the position of registered operator for the aircraft detailed in Section 2.1. The owner has read the guidelines in relation to registered operators and understands the responsibilities placed on it by accepting this position. The owner is an eligible person in accordance with CASR 47.010 under the criterion in Section 4.1(a).

This appointment is effective from ____/____/____

Print name _____ Signature _____ Date ____/____/____

(Enter the name and signature of the representative and tick the applicable box below.)

Director Company Secretary CEO President Vice President Other (supply letter of authority)

If you completed Section 4.2(b), go to Part 3 Checklist.

Insert:
(mandatory)

VH- _____

Section 5 – Registered Operator Nomination and Details

(See section guidelines for the definition and responsibilities of the registered operator.)

5.1 Registered Operator Details to be Completed by the Owner

Q: Is the nominated registered operator an individual or an organisation?

An individual Go to Section 5.1(a). An organisation Go to Section 5.1(b).

(a) Individual owner details (See section guidelines.)

Title: Mr Miss Mrs Ms Other _____ ARN (if known) _____

GFA member number

Family name

Given names

Address 1

(Person's home address)

State

Postcode

Address 2

(Person's postal address, if different)

State

Postcode

Contact details

Phone [BH]

Fax

Phone [AH]

Mobile

Email

u If you completed Section 5.1(a), go to Section 5.2(a) or (b), as applicable.

(b) Organisation details (See section guidelines.)

ACN (See section guidelines.) _____

ARN (if known) _____

Organisation's legal name

Address 1

(Organisation's registered office address)

State

Postcode

Address 2

(Organisation's postal address, if different)

State

Postcode

Address 3

(Organisation's physical address)

State

Postcode

Contact details

Phone [BH]

Fax

Phone [AH]

Mobile

Email

u If you completed Section 5.1(b), go to Section 5.2(a) or (b), as applicable.

5.2 Nomination to be Completed by the Owner (See section guidelines.)

(a) Nomination statement if owner is an Individual

I, the owner named in Section 3.1, nominate the entity in Section 5.1 as the registered operator for this aircraft.

This appointment is effective from ____/____/____

Print name _____ Signature _____ Date ____/____/____

u Ensure the nominated registered operator completes and signs Section 6 before you lodge the form.

(b) Nomination statement if owner is an organisation

The owner named in Section 3.2, nominates the entity in Section 5.1 as the registered operator for this aircraft.

This appointment is effective from ____/____/____

Print name _____ Signature _____ Date ____/____/____

(Enter the name and signature of the representative and tick the applicable box below.)

Director Company Secretary CEO President Vice President Other (supply letter of authority)

u Ensure the nominated registered operator completes and signs Section 6. Proceed to Section 7.

**Section 6 – Mandatory Statement to be Made by the Nominated Registered Operator
(only the nominated registered operator completes this section, not the owner)**

(See section guidelines on who can be a registered operator.)

Q: How does the nominated registered operator qualify as an eligible person?

(a) Is the nominated registered operator named in Section 5.2 an eligible person in accordance with CASR 47.010?

No Do not complete this section. Contact the Australian Civil Aircraft Register section for assistance.

Yes Indicate under which criterion and provide proof in accordance with the guidelines:

A resident of Australia who is:

- 18 years of age or older; and
- an Australian citizen or the holder of a permanent visa within the meaning of the Migration Act 1958

u Complete 6(b) and go to 6(c) of this section.

A corporation incorporated under the Corporations Act 2001

A body incorporated under a law (other than the Corporations Act 2001) in force in Australia

u Complete 6(b) and go to 6(d) of this section.

The Commonwealth, a State or a Territory

An agency of the Commonwealth, a State or a Territory

A foreign corporation that is lawfully carrying on business in Australia

(b) Have you supplied your proof of eligibility?

Yes, enclosed document is in English.

Yes, enclosed document is not in English but an official translation is also enclosed.

No. If you ticked No this form will not be accepted without a certified copy of proof of eligibility.

(c) Individuals

I, the person named in Section 5.1(a) accept the position of registered operator for the aircraft detailed in Section 2.1. I have read the guidelines in relation to registered operators and understand the responsibilities placed on me by accepting this position. I declare that I am an eligible person in accordance with CASR 47.010 under the criterion marked above.

Print name _____ Signature _____ Date ____/____/____

u You have now completed the relevant section as a nominated registered operator.

Insert:
(mandatory)

VH- _____

(d) Organisations

The entity named in Section 5.1(b) accepts the position of registered operator for the aircraft detailed in Section 2.1. The nominated registered operator has read the guidelines in relation to registered operators and understands the responsibilities placed on it by accepting this position. The nominated registered operator is an eligible person in accordance with CASR 47.010 under the criterion marked in Section 6(a).

Print name _____ Signature _____ Date
_____/_____/_____

(Enter the name and signature of the representative and tick the applicable box below.)

Director Company Secretary CEO President Vice President Other (supply letter of authority)

u You have now completed the relevant section as a nominated registered operator.

Section 7 –Owner’s Representative Details

If this form is being completed and signed by someone on behalf of the owner or if the owner is an organisation, the person completing and signing this form (known as the owner’s representative) must supply the details below. (See section guidelines.)

This section is also applicable in situations where the dealer is a corporation, and a Director, Company Secretary etc, has completed the form.

Title: Mr Miss Mrs Ms Other _____ ARN (if known) _____

GFA member number

Family name Given names

Home Address
(PO Box not acceptable)

Contact details

State		Postcode	
Phone [BH]		Fax	
Phone [AH]		Mobile	
Email			

Part 3 Checklist

u Please answer the questions below before you lodge Parts 2 and 3 of this form.

Q1. Have you received the following from the former owner?

Original certificate of registration No Yes
 Part 2 of this form No Yes

Q2. If any of the following is applicable, have you enclosed the required documentation?

Part 2 of this form as completed by the former owner No Yes
 Identification of new owner (Section 3) No see Q4 Yes
 Letter(s) of authority (Sections 3, 5.2(b) and 6(d)) No Yes
 Proof of eligibility (Sections 4 and 6) No see Q4 Yes

Q3. If you are faxing the form, will you forward your identification by mail? No Yes

Q4. Have you supplied identification or proof of eligibility in the last 12 months? No Yes

Q5. If you answered yes to Q4, which aircraft was the identification/proof for? VH-_____

All required enclosure(s) must be submitted with this form. Your form will not be processed until the necessary supporting documentation is supplied.

Note: You must return the original certificate of registration within 14 days after receiving the new certificate.

Please send material relating to this application by email: Yes <input type="checkbox"/> No <input type="checkbox"/>	
I am aware of, and accept, the risk that information sent via email may be intercepted and read during transmission, not delivered or modified. (If you do not accept the risk, material will be sent by post.)	
For information on CASA’s Privacy Policy, please visit http://www.casa.gov.au/tools/privacy/index.htm	
The Federal Government TimeSaver initiative aims to assess the time taken to complete Government forms. Please indicate the approximate time taken to complete this form.	<input type="text"/> Hrs <input type="text"/> Mins

Australian Civil Aircraft Register

Guidelines for Transfer of Ownership under CASR Part 47 (Form 1327)

NOTE: CASR 47.130(5) states that if an application complying with CASR 47.110(6) (that is, this form correctly completed) is not received within 14 days of the transfer, the registration MUST be cancelled. Therefore, it is vital that this form be completed in accordance with these guidelines.

WHY USE THIS FORM?

To transfer the registration of an aircraft from one owner to another, under Part 47 of the Civil Aviation Safety Regulations 1998 (CASR).

If your aircraft is not Part 47 compliant use Form 025.

If your aircraft is not currently VH registered, and you are applying for an initial registration, use Form 1329.

WHO SHOULD COMPLETE THIS FORM?

The current registration holder (the former owner) must complete and sign Parts 1 and 2. Part 1 must be forwarded to the Australian Civil Aircraft Register immediately, preferably by fax. Parts 2 and 3 must be handed to the new owner immediately, together with the original certificate of registration.

Part 3 must be completed by the new owner. If the new owner elects to nominate someone else as the registered operator, the registered operator must complete Part 3 Section 6.

Note: Both Parts 2 and 3 must be completed correctly and received by the Australian Civil Aircraft Register in Canberra within 14 days of the transfer. Failure to lodge the paperwork in time will result in the cancellation of the registration.

HOW TO COMPLETE THIS FORM?

Definition of a 'certified true copy'. A certified true copy of a document is a photocopy of the original document that has been certified by an appropriate person as being 'A True Copy Of The Original'. Copies of certified copies are not acceptable.

Persons who may certify documents include:

- Justices of the Peace (with a registration number)
- Commissioner for Declarations
- CASA employee
- CASA authorised person or delegate
- A barrister or solicitor
- A police officer
- A member of the Parliament of the Commonwealth or a State
- A member of a Territory legislature
- Gliding Federation of Australia employee

- Member of the Gliding Federation of Australia Executive
- Gliding Federation of Australia Regional Technical Officer.

The certifying officer must:

- Write on the copy: "*This is a true copy of the original document sighted by me*"; and
- Sign the document; and
- Print the following details: name; address; contact telephone number; profession or occupation; date verified; and
- Affix the official stamp or seal of the verifier's organisation on the copy, if the organisation has such a stamp.

In addition to the above, a Justice of the Peace must also print his/her registration number and affirm in which State he/she is registered. A CASA authorised person/delegate must also print his/her ARN, if one exists. A Gliding Federation of Australia Regional Technical Officer must also print his/her GFA number.

—Part 1 Section 1.2—

Definition of an ARN. 'ARN' refers to Aviation Reference Number. This is the number issued by CASA to an entity, similar to a customer number. For instance, if you are an individual and you hold a Flight Crew Licence your ARN should be the same as your licence number. If you don't know your ARN don't worry, just leave that section on the form blank.

—Part 1 Section 1.3—

Signature. Part 1 Section 1.3 must be signed by the registration holder (old owner) or a letter of authority must accompany the form. If the owner is:

- An individual, the individual can give another person written authorisation to sign this section of the form on his/her behalf. *A copy of the letter of authority must be forwarded with the form.*
- An organisation—a Company Secretary, Director, CEO, President or Vice President—must sign the form. Alternatively, the Company Secretary, Director, CEO, President or Vice President can give another person written authorisation (on company letterhead) to sign this section on behalf of the organisation. *A copy of the letter must be forwarded with the form.*
- A government body or a foreign corporation, a person filling an equivalent position to that of Company Secretary, Director etc, must sign the form.

Note: Guidelines in relation to letters of authority can be found on the Australian Civil Aircraft Register page of CASA's website at

<http://casa.gov.au/casadata/register/index.htm>

—Part 2 Section 2.2—

Definition of an ARN. For the definition of an ARN see guidelines for Section 1.2.

—Part 2 Section 2.3—

Signature. Part 2 Section 2.3 must be signed by the registration holder (old owner) or a letter of authority must accompany the form. See guidelines for Part 1 Section 1.3.

—Part 3 Section 3—

Definition of a registration holder. Only an owner can apply to be a registration holder. The owner must be able to prove that he/she is a legal entity (see 'Identification the owner must supply with this application'). Where more than one party owns the aircraft, the owners must decide which of them will be noted in the Australian Civil Aircraft Register. Being noted by CASA as an aircraft registration holder, does not give the registration holder a greater claim to ownership, as CASA's records do not infer legal title.

If more than one legal entity owns the aircraft, the person applying to be the registration holder must certify on the application form to have been duly appointed to act on behalf of multiple owners. This is done by completing Section 3.3.

Note: The term 'owner' should be taken in the literal sense and should not be confused with the term 'property interest holder' in the old regulations.

Identification that the owner must supply with this application.

Note 1: If you provided identification last month, do you have to provide it again?

- If you are an organisation, yes.
- If you are an individual and have within the last 12 months provided the Australian Civil Aircraft Register with acceptable documented proof of identification for Part 47 purposes, it is not necessary to provide identification again. However, you need to state that this is the case in the Form Checklist.
- If you are an individual and more than 12 months have elapsed since you provided the identification, you must supply it again. You may also need to provide additional documentation if you initially supplied it for registration holder purposes and you now need identification as a registered operator. (Registered operators have a higher level of identification requirements.)

Note 2: One piece of identification may be used to meet more than one requirement, eg a driver's licence showing an Australian address would meet the requirements for both proof of age and proof of residency. You would, however, still need to supply identification to meet the Australian citizenship requirements.

Note 3: Documents not in English must be accompanied by an official translation.

For an individual

Any one of the following is acceptable:

- A certified copy of an Australian full birth certificate showing parental details, or a certified copy of a current photo birth card issued by the Registry of Births, Deaths and Marriages
- A certified copy of a current Australian passport or one that expired within the last two years
- A certified copy of a current foreign passport
- A certified copy of a current Document of Identity issued by the Australian Passport Office
- A certified copy of an Australian naturalisation or citizenship document or immigration papers issued by the Commonwealth Department of Immigration and Multicultural and Indigenous Affairs
- A certified copy of a current Australian driver's licence or one that expired within the last two years
- A certified copy of a current Australian issued firearms or security industry licence or one that expired within the last two years
- A certified copy of a current identity card for an Australian police force or defence force member, excluding civilian staff or family.
- A certified copy of a current consular photo identity card issued by the Department of Foreign Affairs and Trade
- A certified copy of a current student identity card
- A certified copy of a current proof of age card.

For an organisation

Insert your organisation's ACN in the appropriate place in Section 3.2. The Australian Civil Aircraft Register will run a check on the Australian Securities and Investments Commission register to validate the number provided.

A certified copy of a certificate of incorporation:

- For government bodies, a copy of the establishing statutory provision which proves it capable of exercising statutory rights in its own right
- For foreign corporations, a certified copy of a certificate of incorporation, or equivalent document.

—Part 3 Section 3.1—

Definition of a legal entity. A legal entity is one of the following:

- An individual;
- A corporation incorporated under the Corporations Act 2001;
- A body incorporated under a law (other than the Corporations Act 2001) in force in Australia;

- The Commonwealth, a State or a Territory;
- An agency of the Commonwealth, a State or a Territory;
- A foreign corporation capable of providing some evidence of incorporation to establish that it exists as a legal entity.

Signature. Section 3.1 must be signed by the new owner (see guidelines for Section 1.3).

Addresses. Guidance in relation to the addresses of individuals as requested in this form is as follows:

Person's home address—this refers to the physical residential address for an individual.

Person's postal address—this refers to the address to be used for the mailing of documents to an individual. If it is the same as the person's home address, you may write 'same' under Address 2.

The Registrar will use the supplied postal address for the mailing of documents unless otherwise requested.

—Part 3 Section 3.2—

Definition of a legal entity. See guidelines for Section 3.1.

Addresses. Guidance in relation to the addresses of organisations as requested in this form is as follows:

Organisation's registered office address—this refers to the address registered with the Australian Securities and Investments Commission as the organisation's 'registered office'.

Organisation's postal address—this refers to the address to be used for the mailing of documents to an organisation. If it is the same as the organisation's registered office address, you may write 'same' under Address 2.

Organisation's physical address—this is an optional address, which may be supplied if the organisation wishes to have a physical place of business noted in CASA's records.

You should note that it is not possible to have different addresses for different purposes recorded against the one legal entity (eg Joe Bloggs cannot have one residential address for registration matters, one residential address for Air Operator Certificate matters etc).

It is, however, possible to have a **limited** number of different **types** of addresses recorded (eg residential, communications, registered place of business). The types of addresses recorded will be determined by CASA's business rules and may vary from time to time.

The Registrar will use the supplied postal address for the mailing of documents unless otherwise requested.

Signature. Section 3.2 must be signed by the new owner (see guidelines for Section 1.3).

—Part 3 Section 3.3—

Where more than one party owns the aircraft, the owners must decide which of them will be noted in the

Australian Civil Aircraft Register. Being nominated for this position with CASA does not give the aircraft registration holder a greater claim to ownership, as CASA's records do not infer legal title.

If more than one entity owns the aircraft, the person applying to be the registration holder must certify on the application form that he/she has been duly appointed to act on behalf of multiple owners. This is done by completing Section 3.3.

Signature. Only the owner can sign the section nominating the registered operator. The following rules apply:

- If the owner is an organisation, a Company Secretary, Director, CEO, President or Vice President must sign the form and tick the appropriate box in the signature block. Alternatively, the Company Secretary, Director, CEO, President or Vice President can give **another employee of the organisation**, written authorisation (on company letterhead) to sign on behalf of the organisation. In this case the 'other' box in the signature block should be ticked and a copy of the letter of authority must be forwarded with the form. The letter of authority must specifically refer to authorisation for the purposes of nominating a registered operator.
- If the applicant is a government body or a foreign corporation, a person filling an equivalent position to that of Company Secretary, Director etc, must sign the form and the same conditions apply to letters of authority.

—Part 3 Section 4—

Reason for CASA asking if the owner is an eligible person. Even if the owner elects to nominate another party as the registered operator, it is important to complete Section 4. It may offer protection from cancellation of registration under CASR 47.130(2)(c) in cases where the registered operator resigns or has his appointment cancelled.

—Part 3 Section 4.1—

Definition of an eligible person in CASR 47.010.

'Eligible person means one of the following:

- a resident of Australia who is:
 - 18 years of age or older; and
 - an Australian citizen or the holder of a permanent visa (within the meaning of the Migration Act 1958);
- a corporation incorporated under the Corporations Act 2001;
- a body incorporated under a law (other than the Corporations Act 2001) in force in Australia;
- the Commonwealth, a State or a Territory;
- an agency of the Commonwealth, a State or a Territory;
- a foreign corporation that is lawfully carrying on business in Australia'.

Documentation the registered operator must supply to prove eligibility. See guidelines for section 6.

—Part 3 Section 4.2—

Definition and responsibility of the registered operator. See guidelines for Section 5.

Signature. Only the nominated registered operator can sign the section accepting responsibility for this position. The following rules apply:

- If the nominated registered operator is an organisation, a Company Secretary, Director, CEO, President or Vice President must sign the form and tick the appropriate box in the signature block.
Alternatively, the Company Secretary, Director, CEO, President or Vice President can give **another employee of the organisation**, written authorisation (on company letterhead) to sign this form on behalf of the organisation. In this case the 'other' box in the signature block should be ticked and a copy of the letter of authority must be forwarded with the form. The letter of authority must clearly state that the authorisation is for the purposes of acceptance of the position of registered operator.
- If the applicant is a government body or a foreign corporation, a person filling an equivalent position to that of Company Secretary, Director etc, must sign the form and the same conditions apply to letters of authority.
- If an individual is to be the registered operator, no letter of authority will be accepted.

—Part 3 Section 5—

Definition of a registered operator. Only an 'eligible person' can be a registered operator. The registered operator must be able to prove how they qualify as an eligible person.

Responsibilities of a registered operator. The registered operator is responsible for the airworthiness and maintenance control of the aircraft. What does this mean? Essentially, the registered operator is required to:

- Ensure that the aircraft is maintained in an airworthy and serviceable condition so that when it is operated, it is done safely. These responsibilities include making sure all the equipment needed for the flight is serviceable, that the aircraft has been inspected by the correct people and that the required maintenance has been completed and signed for.
- Have the aircraft maintained in accordance with a set of procedures and requirements commonly referred to as the Aircraft Maintenance Program (AMP) and to keep records of the work associated with these procedures and requirements. In addition, the registered operator should review the procedures and requirements regularly to make sure they are still effective for the aircraft and reflect any changes that have been made to the

aircraft, the way the aircraft is operated or even where the aircraft is located.

The registered operator can perform these functions or contract someone else to do so on his/her behalf.

—Part 3 Section 5.1—

Addresses. For guidance in relation to the addresses of individuals and organisations as requested in this form, see guidelines for Part 3 Sections 3.1 and 3.2.

—Part 3 Section 5.2—

Signature. Only the owner can sign the section nominating the registered operator. The following rules apply:

- If the owner is an organisation, a Company Secretary, Director, CEO, President or Vice President must sign the form and tick the appropriate box in the signature block.
Alternatively, the Company Secretary, Director, CEO, President or Vice President can give **another employee of the organisation**, written authorisation (on company letterhead) to sign on behalf of the organisation. In this case the 'other' box in the signature block should be ticked and a copy of the letter of authority must be forwarded with the form. The letter of authority must specifically refer to authorisation for the purposes of nominating a registered operator.
- If the applicant is a government body or a foreign corporation, a person filling an equivalent position to that of Company Secretary, Director etc, must sign the form and the same conditions apply to letters of authority.
- If an individual is the owner, no letter of authority will be accepted.

—Part 3 Section 6—

Documentation the registered operator must supply to prove eligibility.

Signature. Only the nominated registered operator can sign the section accepting responsibility for this position. See guidelines for Part 3 Section 4.2.

Note: Documents not in English must be accompanied by a certified translation. The translation must be compiled by a translator registered with the Australian National Accreditation Authority for Translators and Interpreters (NAATI) and must include the NAATI translator's stamp.

For an individual

To prove Australian residency, a certified true copy of one of the following:

- A current driver's licence showing an Australian address.
- A lease agreement and rental receipt, together with a certified copy of a rates notice or utilities bill.
- Any document acceptable to CASA as proof of residency.

To prove age, a certified true copy of one of the following, which must include the day, month and year of birth:

- A current driver's licence or one that has expired within the last two years.
- A birth certificate/extract.
- A passport or one that has expired within the last two years.
- A current proof of age card.

To prove Australian citizenship, a certified true copy of one of the following:

- For those born in Australia on or before 19 August 1986, an Australian full birth certificate showing details of parents.
- For those born in Australia on or after 20 August 1986, an Australian full birth certificate together with proof that at least one parent was either an Australian citizen or Australian permanent resident, or any document acceptable to CASA as proof of Australian citizenship.
- An Australian citizenship certificate.
- A declaratory citizenship certificate as issued by the Department of Immigration and Multicultural and Indigenous Affairs.
- Any document acceptable to CASA as proof of citizenship.

To prove that you are the holder of a permanent visa (only for those who are not Australian citizens), a certified true copy of one of the following:

- An overseas passport with an Australian permanent residency stamp.
- A declaratory certificate from the Department of Immigration and Multicultural and Indigenous Affairs.

Note: *One piece of identification may be used to meet more than one requirement, eg a driver's licence showing an Australian address would meet the requirements for both proof of age and proof of residency. You would, however, still need to supply identification to meet the Australian citizenship requirements.*

For an organisation

- Insert the organisation's ACN in the appropriate place in Section 5.2. The Australian Civil Aircraft Register will run a check on the Australian Securities and Investments Commission register to validate the number provided
- For a state registered and incorporated body or a foreign corporation, a certified true copy of a certificate of incorporation.
- For government agencies, a copy of the establishing statutory provision which proves it capable of exercising statutory rights in its own right

- For foreign corporations, a certified copy of a certificate of incorporation, or equivalent document.

Signature. Only the nominated registered operator can sign the section accepting responsibility for this position. See guidelines for Part 3 Section 4.2.

—Part 3 Section 7—

Owner's representative details. Section 7 is mandatory if someone other than the owner named in Section 3 is completing and signing this form. This also applies to cases where the owner is an organisation, and a Director, Company Secretary etc completes and signs the form.

IF THE FORM IS COMPLETED INCORRECTLY, WHAT HAPPENS?

At the very minimum, there will be a delay while the Registrar requests additional information. In some cases, your form will be rejected or returned for alteration. If you forget to include supporting documentation (eg identification), your application will not be processed until all necessary documents are received.

WHERE DO I SEND MY FORM?

You can submit your form and some other necessary documentation by fax to: +61 3 9303 7960.

Only clear, legible faxes will be accepted. If your fax is deemed unacceptable, you will be contacted and asked to mail the form and supporting documents.

Only originals of the certified copies of the documents will be accepted. In these cases, documents should be mailed to:

Gliding Federation of Australia Inc.
Level 1, 34 Somerton Rd
Somerton
VIC 3062

If you intend submitting your form by fax and sending other documents by mail, please clearly state this in your fax cover sheet to avoid unnecessary follow-up by Register staff.

WHOM SHOULD I CONTACT IF I HAVE A PROBLEM?

Contact the Gliding Federation of Australia Inc., Building 130, Werraway Rd, Essendon Airport, VIC 3041:

Phone: 03 9303 7805

Fax: 03 9303 7960

Email: stoair@sec.gfa.org.au

or refer to GFA's website www.gfa.org.au or CASA's website www.casa.gov.au/casadata/register/index.htm, which may provide additional information.

WHAT ACCESS DO I HAVE TO THE AUSTRALIAN CIVIL AIRCRAFT REGISTER?

Register to be accessible to the public.

CASR 47.030 states:

(1) CASA must make the Australian Civil Aircraft Register available for inspection by members of the public at reasonable times and places, and subject to reasonable conditions.

(2) CASA may comply with subregulation (1) by making the information in the Register accessible on the Internet or by another suitable electronic means.

You are advised that the Australian Civil Aircraft Register page on CASA's website (www.casa.gov.au) includes information as stipulated in CASR 47.080. Additional information held by the Australian Civil Aircraft Register in relation to the aircraft and dealer's marks is also included.

Personal inspections of the Australian Civil Aircraft Register can be made, by prior appointment, at the office of the Australian Civil Aircraft Register in Canberra. Please phone 131 757 and ask to be put through to the Register section to arrange a suitable time.

WHEN TO RETURN THE CERTIFICATE OF REGISTRATION AFTER TRANSFER

CASR 47.135 requires the new registration holder in CASA's records to return the original certificate of registration within 14 days after receiving the new certificate.

If the old certificate of registration has been destroyed or lost, the registration holder must give CASA a statutory declaration to that effect within the 14 days.

Failure to return the superseded certificate or supply a statutory declaration within 14 day carries a maximum penalty of one penalty unit.

PRIVACY STATEMENT

CASA will only use the information about individuals or organisations for the purpose for which it is provided.

CASA will not use this information for any other purpose and will not disclose it without the applicant's permission.

However, CASA may give this information to other government agencies authorised by law to receive it.