



Australian Civil Aircraft Register Appointment/Cancellation of Registered Operator (Glider)

Use this form 1332 to nominate and/or cancel the appointment of a registered operator under *Civil Aviation Safety Regulation 1998 (CASR) 47.100*.

What type of notification is this?

- Appointment Complete Sections 1 to 6.
Cancellation Complete Sections 1 to 3 and 7.

Please read the attached guidelines carefully before proceeding to complete and lodge this form.

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.

Section 1 – Registration Mark

(As noted on the certificate of registration.)

Insert:
(mandatory)

VH- _____

Section 2 – Aircraft Details

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

Manufacturer			
Model		Serial number	

Section 3 – Name of Registration Holder

(See section guidelines.)

Name (as noted on the certificate of registration)

Section 4 – Details of Nominated Registered Operator

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

An individual ► Complete Section 4.1.

An organisation ► Complete Section 4.2.

4.1 Individual 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			

- If you completed 4.1, go to Section 5.
- Ensure the nominated registered operator completes Section 6.

Insert:
(mandatory)

VH- _____

4.2 Organisation Details (See section guidelines.)

ACN (see section guidelines) _____ - _____ - _____

ARN (if known) _____

GFA member number

Organisation's legal name

Address 1

(Organisation's registered office address)

<input type="text"/>			
<input type="text"/>			
State	<input type="text"/>	Postcode	<input type="text"/>

Address 2

(Organisation's postal address, if different)

<input type="text"/>			
<input type="text"/>			
State	<input type="text"/>	Postcode	<input type="text"/>

Address 3

(Organisation's physical address)

<input type="text"/>			
<input type="text"/>			
State	<input type="text"/>	Postcode	<input type="text"/>

Contact details

Phone [BH]	<input type="text"/>	Fax	<input type="text"/>
Phone [AH]	<input type="text"/>	Mobile	<input type="text"/>
Email	<input type="text"/>		

► If you completed 4.2, go to Section 5.

► Ensure the nominated registered operator completes Section 6.

Section 5 – Appointment Nomination by Registration Holder

(See section guidelines.)

Q: Is the registration holder an individual or an organisation?

An individual ► Complete Section 5.1.

An organisation ► Complete Section 5.2.

5.1 Nomination Statement by Registration Holder who is an Individual

I, the registration holder named in Section 3, nominate the entity in Section 4 as the registered operator for this aircraft.

This appointment is effective from ____/____/____

Print name _____ Signature _____ Date ____/____/____

5.2 Nomination Statement by Registration Holder who is an Organisation

The registration holder named in Section 3, nominate the entity in Section 4 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)

Insert:
(mandatory)

VH- _____

Section 6 – Mandatory Statement to be Made by Nominated Registered Operator

Only this section should be completed and signed by the nominated registered operator. (See section guidelines.)

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

(a) Is the nominated registered operator named in Section 4.1 or 4.2 an eligible person in accordance with CASR 47.010?

No Do not proceed. Contact the Australian Civil Aircraft Register staff 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
- 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

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

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

(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, I have supplied required documents within the last 12 months and I will complete Q3 and Q4 in the Form Checklist

(c) Individuals

I, the person named in Section 4.1, accept the position of registered operator for the aircraft detailed in Section 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 ____/____/____

► If you signed Section 6(c), you have now completed the form as a nominated registered operator.

(d) Organisations

The entity named in Section 4.2 accepts the position of registered operator for the aircraft detailed in Section 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 above.

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)

► Will you give appropriate proof of eligibility to the registration holder or, if appropriate, complete Q3 and Q4 in the Form Checklist? If not, this form will not be accepted.

► If you completed Section 6(d), you have now completed the form as a nominated registered operator.

Insert:
(mandatory)

VH- _____

Section 7 – Cancellation of Registered Operator's Appointment

NOTE: If a registration holder is not an eligible person in accordance with CASR 47.010, or if the Australian Civil Aircraft Register is not aware of the registration holder's eligibility, and the registration holder cancels the appointment of a registered operator but does not appoint a new registered operator immediately, the registration of the aircraft must be cancelled in accordance with CASR 47.130(2)(c). (See section guidelines.)

The registration holder notifies that the appointment of the entity below as the registered operator for this aircraft, is cancelled effective from _____/_____/_____

Name of registered operator

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

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

Form Checklist

► Please answer the questions below before you lodge this form.

Q1. If any of the following is applicable, have you enclosed the required documentation?

- Proof of eligibility (Section 6) No Yes
- A copy of the letter of authority (Sections 5.2, 6 and 7) No Yes

Q2. If you are faxing the form, will you forward your identification by mail?

No Yes

Q3. Have you supplied proof of eligibility to CASA in the last 12 months?

No Yes

Q4. If you answered Yes to Q3, 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.

Please send material relating to this application by email: Yes No

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.

Hrs

Mins

Australian Civil Aircraft Register

Guidelines for Appointment/Cancellation of a Registered Operator (Form 1332)

WHY USE THIS FORM?

To notify CASA of the appointment and/or cancellation of a registered operator.

If the registered operator wishes to resign and he/she is not also the registration holder, he/she should submit his/her resignation by letter.

WHO SHOULD COMPLETE THIS FORM?

This form should be completed by the registration holder of a registered aircraft.

The nomination must also be signed and accepted by the nominated registered operator.

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.

—Section 4—

Nomination of registered operator. The registration holder must complete and sign the sections associated with nominating a registered operator (Sections 4 and 5). Full details of the nominated registered operator must be supplied, including the date on which the appointment commenced.

Note: CASR 47.100(5) states that the registration holder must notify CASA within 14 days of the appointment.

—Section 4.1—

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, just leave that section on the form blank.

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.

—Section 4.2—

Definition of an ARN. For definition of an ARN see guidelines for Section 4.1.

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.

—Section 5—

Signature. Only the registration holder 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.

—Section 6—

Registered operator status. Only an 'eligible person' can be a registered operator. A registered operator must be able to prove how he/she qualifies 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 this program. In addition, the registered operator should review the AMP regularly to make sure it is still effective for the aircraft and reflects 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.

Definition of an eligible person in CASR 47.010.

'Eligible person means one of the following:

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

Documentation that the registered operator must supply to prove eligibility.

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 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 Section 6 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 specifically refer to authorisation 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 acceptable.

—Section 7—

Cancellation of a registered operator's appointment. The registration holder must complete this section and supply the name of the registered operator and the date on which the appointment was cancelled.

Note: *CASR 47.100(5) states that the registration holder must notify CASA within 14 days of the cancellation.*

Signature. The registration holder must sign this section. If the registration holder 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 must be ticked and a copy of the letter of authority 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.
- No letter of authority is acceptable if the registration holder is an individual.

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 letter of authority), the form 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 DO I CONTACT IF I HAVE A PROBLEM?

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

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.

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.