



Guidelines

This form is applicable to COA holders applying for subsequent issue of a COA without changes.

Part A — Details of COA holder

We have completed this section based on the information we have on record.

If your legal name has changed, you may need to vary your Certificate of Approval (COA). Please contact the Permission Application Centre on 136 773 for more information.

Trading Name — A registered business name is the trading name under which a person carries on a business or trade. Trading names are issued by the State or Territory in which the business or trade is registered.

The trading name must meet the following criteria for it to appear on your COA:

- its registration must be current at the time of issue of the COA; and
- it must be registered in the name of the COA holder as the proprietor.

The Permission Application Centre will verify the currency of the registration and the ownership of the trading name. If you do not have a trading name, but would like to nominate one for the next issue, please write your nominated trading name in the field provided.

Main Location — If you have changed your main location, you may need to vary your Certificate of Approval (COA). Please contact the Permission Application Centre on 136 773 for more information.

Part B — Contact details

You only need to complete this section if the contact details in Part A have changed or are incorrect.

Part C — Use of an agent

You may by law appoint an agent to complete and sign the application on your behalf and to negotiate with CASA in relation to all matters necessary to complete this application.

If you wish to authorise an agent to act on your behalf, CASA requires that the agent be appointed under a Power of Attorney. The Power of Attorney must be executed and signed by all applicants or in the case of a company, by a Director of that company.

CASA will not recognise any other method for the appointment of an agent for the purpose of signing application forms.

CASA may deal with the nominated agent in ALL matters relating to this COA application. This means that you will be taken to have received any communication about your application sent to the agent as if they were sent to you personally. CASA will consider the authority of the agent to have ceased once the COA has been issued.

Privacy policy

CASA is authorised under *Civil Aviation Regulation 30* to approve this Form 692 and thereby collect information outlined in this form for the purpose of a COA application. All such information received will be treated as being confidential. CASA is bound by the Privacy Act to safeguard personal information within the terms of that Act.

If you have any questions regarding a Certificate of Approval, please contact the
Permission Application Centre on
136 773

or by email at regservices@casa.gov.au



Application Form

By completing and submitting this form to CASA, you have applied for the subsequent issue without changes to the current Certificate of Approval identified in Part A.

Part A — Details of COA holder

Job Number

Name of COA holder/s as it appears on the current COA

Trading name(s)

(For the trading name(s) to appear on the COA it must meet the criteria set out in the Guidelines.)

ACN/ARBN

ARN

COA number

Expiry date

dd/mm/yy

Postal address

Phone number

Fax number

Email address

Part B — Contact details

Have your contact details changed?

No

☐

Go to Part C

Yes

☐

Please provide details

Registered business address

Postal address

Phone number

Fax number

Email address

Part C — Use of an agent

If you wish to authorise an agent to act on your behalf, CASA requires the agent to be appointed under a Power of Attorney. The Power of Attorney must be signed by all applicants named in Part A.

Are you using an agent for this application? No ☐ **Go to Part D**
Yes ☐ **Please provide details**

Postal address

Phone number

Fax

Email address

Part D — Declaration

Giving false or misleading information is a serious offence.

I am / We are signing this form as either

- ☐ The individuals named in Part A. NOTE: this application must be signed by all individuals named in Part A.
- ☐ The Director(s) of the company named in Part A.
- ☐ The agent appointed under a Power of Attorney.

1. I / We declare that the information provided in this application form is true and correct.
2. I / We understand and agree that the cost estimate (Part D) may change if the details in this application have subsequently changed. If this occurs, I / we accept that the processing of this application may be delayed and additional charges may be incurred.
3. I / We understand and agree that for CASA to proceed with this application:
 - I / We must accept the cost estimate (Part D); and
 - forward the prescribed payment(s).

This application will not progress until the two conditions are met.

4. If I am signing this application as an agent, I declare that I have obtained the necessary Power of Attorney authorising me to sign on behalf of the applicants.

Name	<input type="text"/>	Name	<input type="text"/>
Signature	<input type="text"/>	Signature	<input type="text"/>
Date	<input type="text"/> dd/mm/yy	Date	<input type="text"/> dd/mm/yy

Please submit this form together with your payment to the Permission Application Centre

Fax 07 3144 7333

Email regservices@casa.gov.au

Post GPO Box 2005
Canberra ACT 2601

**If you have any questions regarding Certificate of Approvals, please contact the
Permission Application Centre on
136 773**