



New aircraft owner to become registration holder

Part 2

CASR 11.030(1)(d), 47.110(6), 47.131

Purpose of this form

This form is used by a new aircraft owner to apply to become the registration holder.

Who is this form for?

This form is for a new owner of the aircraft, who will become the registration holder.

Where there is more than one owner, the owners should jointly select one owner to become the registration holder.

The new owner must complete the relevant questions and return to CASA within 28 days after asset transfer.

Failure to return this form within 28 days could result in suspension of aircraft registration.

Information needed to complete this form

If an Irrevocable Deregistration and Export Request Authorisation (IDERA) is recorded for the aircraft, the former owner must provide written evidence that the authorised party under the IDERA has consented to the transfer of registration. Alternatively, the authorised party may request the removal of the IDERA by submitting 'Irrevocable De-Registration and Export Request Authorisation (IDERA) – Removal Request' (Form 1540).

All documents must be **provided in English**. Documents not in English must be accompanied by a certified translation.

The translation must be compiled by a translator registered with the National Accreditation Authority for Translators & Interpreters Ltd (NAATI) and must include the NAATI translator stamp.

The NAATI national hotline is **1300 557 470**.

Following is a list of other documents available on CASA website which you may need to read or download in order to ensure you lodge a correctly completed application:

- [Letters of authority](#)
- [proof of identity for registration holders – organisations](#)
- [proof of eligibility for registered operators – individuals](#)
- [proof of eligibility for registered operators – organisations](#)



We recommend using Adobe Acrobat to complete this form to ensure your information is saved correctly

Filling in this form

This form can be completed as a **fillable form**:

- Adobe Reader is available free of charge from the [Adobe website](#)
- use 'tab' or 'mouse click' to navigate through the form
- 'mouse click' on the '➔ Go to' button to skip to the question

If **printing** this form:

- use black or blue pen and print in BLOCK LETTERS
- mark check boxes with a ✓ or a ✕
- if you see '➔ Go to' go to the question number shown, you do not need to answer the questions in between

Aviation Reference Number (ARN)

An ARN is an identifier that is similar to an account or customer number. You will need an ARN to complete this form.

If you do not have an ARN, [apply for an ARN](#).

If you are applying on behalf of an organisation, you need to provide the organisation's ARN and have authority to act on behalf of the entity.

Contact details

CASA will use the currently held contact details linked to your ARN profile.

If your address, contact or other details have changed, you must update them online using [changing your details](#) prior to lodging this form.

Failure to provide up to date contact details to CASA could result in additional fees being charged under the Civil Aviation (Fees) Regulations 1995 and may constitute a criminal offence.

Privacy

Any personal information you provide to CASA is protected by the Privacy Act 1988 (Cth). CASA can only collect, use and disclose that information in accordance with that Act.

CASA will use the information collected in this form for purposes associated with performing its functions under civil aviation legislation and other Australian laws.

For full details on how CASA collects, protects and uses personal information, please refer to [CASA Privacy Policy](#).

For more information

Go to the [CASA website](#) or call us on 131 757.

Aircraft registration

- 1** What are the **aircraft details**, as noted on the aircraft data plate and the certificate of registration?

Registration mark (VH-)

Manufacturer

Model

Serial number

Asset transfer

- 2** What date was the **transfer of ownership** completed?

Date (DD/MM/YYYY)

/ /

New owner

- 3** What are the **new owner** details?

Legal entity/full name

ARN

Contact number

Email address

- 4** Have you appointed another entity as the **registered operator**?

If the new owner does not qualify as an 'eligible person' they must nominate an 'eligible person' to become the **registered operator**.

No As you will be the registered operator, you must be an eligible person

Yes

New registered operator appointment

- 5** What are the **new registered operator appointment** details?

Completed by the registration holder and newly appointed registered operator. Must be completed in the name of one **eligible person** that is an individual or an organisation.

Legal entity/full name

ARN

Contact number

Email address

Registered operator declaration

- 6** I declare that:

- I am the appointed registered operator or representative of the registered operator named in question 5 and accept, as an 'eligible person', the position of registered operator, effective from the date of asset transfer detailed in Form 027 Part 1.
- Details in question 5 are true and correct in every particular and that I have read and understood all provisions of the Civil Aviation Safety Regulations 1998 which are relevant to this application.
- My details, including my address linked to my ARN profile, are true and correct.
- I consent to CASA using and disclosing my personal information in accordance with [CASA Privacy Policy](#) including exchanging the information with Commonwealth, State and Territory government agencies.
- I acknowledge that to knowingly make a false or misleading statement in this application is an offence against the [Criminal Code Act 1995 \(Cth\)](#).

Full name

Date (DD/MM/YYYY)

/ /

In what capacity are you making this declaration?

For example: Self, Director, Agent

An authority must be provided if the person signing this notification is not the individual or an office holder of the entity named in question 5.

 **Attach authority**

If you completed this declaration, you have now completed the form as the appointed **registered operator**. Ensure the **new owner** completes the checklist and **aircraft registration holder** declaration.

Certificate of registration issue

7 Do you require the **original certificate of registration** to be sent to an address other than the postal address CASA holds for the aircraft owner named in question 3?

No

Yes

8 What are the details?

Addressee

Unit/number

Street name/PO box

Suburb

State/territory

Postcode

Country (if not Australia)

Applicant checklist

9 Select all that apply:

Date of transfer of ownership entered

Details of new owner have been provided

Letter of authority is attached

Copy of trust deed is attached

This form must be returned to CASA within 28 days of the date of asset transfer. Failure to return this form within 28 days could result in suspension of aircraft registration.
The entity paying the fee for this application should complete the payment authorisation.

Aircraft owner declaration

10 I declare that:

- I am the aircraft owner or representative of the aircraft owner named in question 3 and if the aircraft has more than one owner, I have been duly appointed to act on behalf of all owners.
- I accept, as an 'eligible person' or on behalf of the 'eligible person' named in question 3, the position of registered operator, or appoint the entity named in question 5 to be the registered operator, effective from the date of asset transfer detailed in Form 27 Part 1.
- I understand CASA will use the currently held details to process this application and it is my responsibility to ensure my details are correct prior to lodgment.
- All statements in this application are true and correct in every particular and that I have read and understood all provisions of the Civil Aviation Safety Regulations 1998 and guidelines which are relevant to this application.
- My details, including my address linked to my ARN profile, are true and correct.
- I consent to CASA using and disclosing my personal information in accordance with [CASA Privacy Policy](#) including exchanging the information with Commonwealth, State and Territory government agencies.
- I accept that if this application is withdrawn or refused by CASA, or if CASA is unable to complete an assessment because I have failed to provide required information, I am liable to pay the CASA fees for work conducted.
- I have attached all required documentation specified in the applicant checklist.
- I acknowledge that to knowingly make a false or misleading statement in this application is an offence against the [Criminal Code Act 1995 \(Cth\)](#).

Full name

Signature

Date (DD/MM/YYYY)

/ /

In what capacity are you making this declaration

An authority must be provided if the person signing this notification is not the individual or an office holder of the entity named in question 3.

For example: Self, Director, Agent

If declaring as an Agent, you must provide address details

 **Attach authority**



Application fees

Please select the required fees in this application, the total will be automatically tallied below.

Fee code: 12.3..... **Total: \$ 130**

Description: Recording the transfer of the ownership of an aircraft - processing and considering of application.

Total
\$

Payment options

Option 1 (CASA preferred option)

Make an online payment.

Choose the service category then 'Add', select the service you are making the payment for, enter your ARN and family name/surname.

Provide the online receipt number below

Submit both the Payment Authorisation and Application:



By email – attach this form and all supporting documents. Send them to AircraftRegistration@casa.gov.au



By post – return this form and all supporting documents to:

**CASA Client Services Centre
GPO Box 2005
Canberra ACT 2601**

Option 2

I hereby authorise the Civil Aviation Safety Authority to **debit** the following amount from my:

Card number

Mastercard

Visa

Cardholder name (please print)

Expiry (MM/YY)

/

Total

Signature

Date (DD/MM/YYYY)

\$

/ /

Receipt Options Applicant **or** Third party (provide details below)

Details of third party

ARN (if applicable)

Email

Legal entity/full name

Contact number