



Transfer of aircraft ownership

Part 2 New aircraft owner

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

Apply online and get your aircraft registration processed faster

You can now apply online for your aircraft registration in myCASA.

Go to **myCASA** >

OR



Download this form before you begin

Please download and complete with Adobe Acrobat. If you're using a browser to complete this form you may lose your information. Send this form and any attachments to aircraftregistration@casa.gov.au.

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](#).

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](#)

Aviation Reference Number (ARN)

An ARN is required to complete this form. If you do not have an ARN, [apply now](#).

If you are applying on behalf of an organisation, you will need to have authority to act on the entity's (applicant's) behalf and be able to provide the organisation's ARN.

Contact details

It is important the contact details on the ARN profile are current. CASA uses these contact details when processing this application.

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*. 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's Privacy Statement](#).

For more information

Go to the [CASA website](#) or [contact us](#).

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

Phone 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 ➔ **Go to 7**

Yes ➔ **Go to 5**

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.

5 Continued

Legal entity/full name

ARN

Phone 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 the Transfer of aircraft ownership Part 1 Former aircraft owner form.
- All statements in this application are true and correct and I have read and understood all provisions of the *Civil Aviation Safety Regulations 1998* which are relevant to this application.
- 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 lodgement.
- I consent to CASA using and disclosing my personal information in accordance with [CASA's Privacy Statement](#) 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*.

Full name

Date (DD/MM/YYYY)

/ /

In what capacity are you making this declaration?

Director Company Secretary

CEO President

Vice President Agent/Other

An authority must be provided if the person signing this application 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 ➔ **Go to 9**

Yes ➔ **Go to 8**

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 the Transfer of aircraft ownership Part 1 Former aircraft owner form.
- 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 and I have read and understood all provisions of the *Civil Aviation Safety Regulations 1998* which are relevant to this application.
- I consent to CASA using and disclosing my personal information in accordance with [CASA Privacy Statement](#) 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 are unable to assess the application because I have failed to provide required information, I am liable to pay 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*.

Full name

Signature

Date (DD/MM/YYYY)

/ /

In what capacity are you making this declaration?

Director

Company Secretary

CEO

President

Vice President

Agent/Other

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

 **Attach authority**

Payment authorisation

11 Application fees

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

Fee Code: 12.3.....\$130

Total:

12 Payment options

OPTION 1 Online payment

Make a secure payment online >

Online payments are more secure and also enable CASA to process your request faster.
To make a payment go to [Secure payment gateway](#).
After making a payment, enter the online receipt number below.

Provide the online receipt number below;

OPTION 2 Credit card

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

Mastercard	Visa	Total \$	
Card number			Expiry (MM/YY) /
Cardholder name			
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	Phone number

Submitting this form to CASA



By email – send this form with all supporting documents attached to aircraftregistration@casa.gov.au



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

CASA Aircraft Registration
GPO Box 2005
Canberra ACT 2601