



Request to record a Certified Designee Confirmation Letter (CDCL)

International Interests in Mobile Equipment (Cape Town Convention) Rules



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 by post or courier.

Purpose of this form

Use this form to request CASA to record a Certified Designee Confirmation Letter (CDCL) where an Irrevocable De-registration and Export Request Authorisation (IDERA) has been recorded on the Australian Civil Aircraft Register.

Who is this form for?

This form is for the **authorised party** under the IDERA to request CASA to record a CDCL in favour of the **certified designee**.

By lodging this request, the authorised party accepts that, provided the CDCL meets all requirements and no other certified designee is recorded, CASA will record the CDCL on the Australian Civil Aircraft Register.

Information needed to complete this form

The beneficiary of a Certified Designee Confirmation Letter (CDCL) (the certified designee) must have an Aviation Reference Number (ARN) in order for the CDCL to meet CASA's requirements and be recorded on the Australian Civil Aircraft Register.

This form can only be submitted if an IDERA has been recorded for the aircraft on the Australian Civil Aircraft Register.

This form must be signed and submitted in **original hard copy** to the Civil Aircraft Register, Civil Aviation Safety Authority, Australia by mail or courier. The application **cannot be accepted via email or fax** as per the legislative requirements.

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](#).

Request details

1 What are the **authorised party's** details?

If your address, contact or other details have changed, you must update them using [changing your details](#).

Legal entity/full name

ARN

Phone number

Email address

2 What are the **certified designee's** details?

If your address, contact or other details have changed, you must update them using [changing your details](#).

Legal entity/full name

ARN

Phone number

Email address

Section B: Certified Designee Confirmation Letter Irrevocable De-registration & export request authorisation

To be returned to the **authorised party**.

Refer to the International Interests in Mobile Equipment (Cape Town Convention) Act 2013.

Date (DD/MM/YYYY)

/ /

To: Civil Aviation Safety Authority, Australia

Re: Appointment of Certified Designee in relation to the Irrevocable De-Registration and Export Request Authorisation (IDERA) for:

Airframe/Helicopter Manufacturer Name

Model Number

Bearing Manufacturer's Serial Number

Registration mark (VH-)

We (full legal name of the authorised party)

as "the authorised party" under the IDERA, hereby confirm that (full legal name of the certified designee)

in its capacity as (capacity acting under the authorised party)

is the certified designee (under the authority of Article XIII(3) of the Protocol to the Convention on International Interests in Mobile Equipment on matters specific to Aircraft Equipment) in accordance with the confirmations and authorisations in our favour set out in the IDERA

authorisation dated / / issued by the registration holder of the aircraft.

Please acknowledge your agreement to this request and its terms by countersigning below.

Authorised party name

Signed by [Print Name]

Title*: [e.g. Director]

Signature

Date (DD/MM/YYYY)

/ /

*If person signing is not a Director, CEO or authorised employee, provide a power of attorney

CASA USE ONLY

Agreed to and recorded by [Print Name]

Title

Signature

Date (DD/MM/YYYY)

 / /

**This page was intentionally left blank
to prevent double sided printing.**

Section C: Certified Designee Confirmation Letter Irrevocable De-registration & export request authorisation

To be retained by **CASA**.

Refer to the International Interests in Mobile Equipment (Cape Town Convention) Act 2013.

Date (DD/MM/YYYY)

/ /

To: Civil Aviation Safety Authority, Australia

Re: Appointment of Certified Designee in relation to the Irrevocable De-Registration and Export Request Authorisation (IDERA) for:

Airframe/Helicopter Manufacturer Name

Model Number

Bearing Manufacturer's Serial Number

Registration mark (VH-)

We (full legal name of the authorised party)

as "the authorised party" under the IDERA, hereby confirm that (full legal name of the certified designee)

in its capacity as (capacity acting under the authorised party)

is the certified designee (under the authority of Article XIII(3) of the Protocol to the Convention on International Interests in Mobile Equipment on matters specific to Aircraft Equipment) in accordance with the confirmations and authorisations in our favour set out in the IDERA

authorisation dated / / issued by the registration holder of the aircraft.

Please acknowledge your agreement to this request and its terms by countersigning below.

Authorised party name

Signed by [Print Name]

Title*: [e.g. Director]

Signature

Date (DD/MM/YYYY)

/ /

*If person signing is not a Director, CEO or authorised employee, provide a power of attorney

CASA USE ONLY

Agreed to and recorded by [Print Name]

Title

Signature

Date (DD/MM/YYYY)

 / /



Payment authorisation

3 Application fees

Registration of a Certified Designee Confirmation
Letter (CDCL) – processing and consideration of application.

Fee Code: CAPE5(1).....\$112

Total:

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

Aircraft Registration
CASA Client Services Centre
GPO Box 2005, Canberra ACT 2601



By courier delivery – return this form and all supporting documents to:

Aircraft Registration, CASA Client Services Centre
18 Marcus Clarke Street, Canberra ACT 2601
Australia