



## Apply and get your organisation ARN online in minutes

For organisations listed on the Australian Business Register and who hold an active Australian Business Number (ABN), you can apply online and in most cases an ARN can be issued in only a few minutes.

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 [applications@casa.gov.au](mailto:applications@casa.gov.au).

### Purpose of this form

Use this form to apply for an organisation ARN.

An organisation ARN is an identifier used in connection with an individual or legal entity that holds or will apply for an organisational authorisation. This can include a sole trader, corporation, government body, incorporated association.

Only one ARN will be issued for each legal entity. An ARN will not be issued to business names, consortiums or partnerships.

### Who is this form for?

This form is to be completed by an individual on behalf of an organisation. The individual completing the application must hold the appropriate authority within the organisation and must also hold an individual ARN.

If you do not have an individual ARN you must apply for an individual ARN before submitting this form. In most cases you can get your ARN online and within minutes ([go to myCASA](#)).

### Information needed to complete this form

The authorised representative completing this application must have an individual ARN.

If you are an Australian registered organisation, you will need to provide the organisation's ACN, ABN or ARBN.

If the organisation is a foreign entity a copy of the certificate of incorporation or equivalent document must be provided.

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**.

Organisation ARN applications made by foreign government, authorities, commercial and business entity applications will be assessed based on the documentation provided.

### 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 Privacy Statement](#).

### For more information

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

## Organisation

### 1 What are the **organisation** details?

Legal entity name

ABN, ACN, ARBN or foreign ID number

Phone number

Email address

### 2 Is the organisation a **foreign entity**?

**No** → **Go to 4**

**Yes** → **Go to 3**

### 3 What is the **foreign entity type**?

**For example:** Foreign company, Government, regulator

 **Attach evidence**

## Address

### 4 What is the **organisation's principal physical** address?

Unit/number

Street name

Suburb

State/territory

Postcode

Country (if not Australia)

### 5 Is the **organisation's postal** address the same as the **organisation's principal physical** address?

**No** → **Go to 6**

**Yes** → **Go to 7**

### 6 What is the **organisation's postal** address?

Unit/number

Street name/PO box

Suburb

State/territory

Postcode

Country (if not Australia)

## Nominated authorised representative

### 7 What are the details of the authorised representative?

By applying for an organisation ARN you will be recorded as the **authorised representative** for this organisation, and you must have the appropriate authorisation to make this application. For more information on who can apply for an organisation ARN, please refer to the [CASA website](#).

The nominated individual must hold an ARN.

Full name

ARN

Phone number

Email address

## Applicant checklist

- 8** Select all that apply:
- A copy of the foreign entity's certificate of incorporation or equivalent is attached
- If other please specify

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## Authorised Representative Declaration

- 9** I declare that:
- I am authorised to make this application and hold the role indicated below.
  - 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 have attached all required documentation specified in the application/notification/authority 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)

/ /

## Submitting this form to CASA



By email – attach this form and all supporting documents. Send them to [applications@casa.gov.au](mailto:applications@casa.gov.au)



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

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