



Application Certified Designee Confirmation Letter (CDCL) Removal Request

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 to AircraftRegistration@casa.gov.au.

Purpose of this form

Use this form to request CASA to remove a **Certified Designee Confirmation Letter (CDCL)** from the Australian Civil Aircraft Register.

Who is this form for?

This form is for the certified designee under the CDCL to request CASA to remove the CDCL from the Australian Civil Aircraft Register.

Information needed to complete this form

This form has specific power of attorney requirements in relation to signatures. CASA recommends that applicants complete as much of the form electronically as possible, noting that we do not accept electronic signatures for this form.

If a Power of Attorney is required and is executed in a foreign jurisdiction, the Power of Attorney must be accompanied by a letter from a law firm in that foreign jurisdiction, addressed to the person submitting the de-registration request and copied to CASA, certifying that the Power of Attorney has been done in accordance with the laws of that foreign jurisdiction and that the Power of Attorney has been properly executed and is effective in that jurisdiction.

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](#).

Registration details

1 What are the **aircraft registration** details?

Registration mark (VH-)

Manufacturer

Model

Serial number

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

Your contact details must be current. Update your contact details via [changing your details](#).

Legal entity/full name

ARN

Phone number

Email address

Application checklist

3 Are you attaching any documents to this application?

Certified designee's certification and declaration

4 We, 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 request the removal of the Certified Designee Confirmation Letter currently recorded on the Australian Civil Aircraft Register for the aircraft detailed above.

By signing below, I declare:

- I am authorised to make this application and hold the role indicated below.
- All statements in this application are true and correct in every particular and that I have read and understood all provisions of the *International Interests in Mobile Equipment (Cape Town Convention) Rules 2014* 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 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 the required information, I am liable to pay CASA fees for work conducted.
- 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	Authorised Employee
President	Other

A power of attorney must be provided if the signatory for the legal entity named in question 1 is not a senior representative or employee authorised by someone with senior level authority.

 **Attach Power of Attorney**

5 Application fees

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

Fee Code: CAPE7(1).....**\$100**

Total:

6 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 Client Services Centre
GPO Box 2005
Canberra ACT 2601