



WHY USE THIS FORM

This form can be used to request the cancellation of registration of an aircraft that is registered under Part 47 of the [Civil Aviation Safety Regulations 1998 \(CASR\)](#).

Note: You must be aware that the certificate of airworthiness ceases to be in effect when the aircraft registration is cancelled.

WHO SHOULD COMPLETE THIS FORM

This form should be completed and signed by the registration holder of an aircraft. This registration will be cancelled by CASA as soon as possible. This form should not be lodged until the registration holder is ready for the cancellation to take place. It is the responsibility of the registration holder to ensure that the aircraft is not, and will not be, operating under Australian registration once this request is lodged.

OTHER INFORMATION YOU MAY NEED TO READ OR DOWNLOAD TO COMPLETE YOUR APPLICATION

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

- Letter of authority

HOW TO COMPLETE THIS FORM

This form can be completed online and an image of your signature (electronic signature) may also be added. This allows the form to be completed and submitted electronically, without the need to produce a hard copy.

Note: Digital signatures cannot be accepted, if you are not sure of the difference between a digital and electronic signature you should print the form, then sign it.

Section 1 Registration Details

MANDATORY - Insert the registration mark and the aircraft details as noted on the aircraft data plate and the certificate of registration.

Section 2 Request for Cancellation

MANDATORY - Provide the reason that the registration is required to be cancelled by ticking the relevant box and writing an explanation in the box provided.

Export or sports association notification. If the aircraft is to be placed on the register of another country or a sports association, provide full details of the country's or organisation's name. CASA will then notify the appropriate authority when the registration has been cancelled.

Section 3 Registration Holder Details and Signature

MANDATORY - Insert the name of the current registration holder (as shown on the certificate of registration). Enter the Aviation Reference Number (ARN), where known.

ARN. 'ARN' refers to Aviation Reference Number. This is the number issued by CASA to an entity, similar to a customer number. For instance, if you are an individual and you hold a Flight Crew Licence, your ARN should be the same as your licence number. If you don't know your ARN, leave the space on the form blank.

Who can sign this form?

The registration holder should sign this form. If the registration holder is:

An organisation:

A Director, Company Secretary, CEO, President or Vice President should sign the form and tick the appropriate box in the signature block. Alternatively, a Director, Company Secretary, CEO, President or Vice President can give another person written authorisation (on company letterhead) to sign on behalf of the organisation. In this case the 'authority attached' box in the signature block should be ticked and *a copy of the authority must be forwarded with the form*. The authority could take the form of a power of attorney, agency agreement, or simple letter signed by the applicant confirming the authority of the third party to act on his/her behalf. If signing under a power of attorney or other legal documents of this nature you must provide a copy of the full document, identify the sections of the document that authorise you to sign and you must sign in accordance with the requirements of the power of attorney or other legal documents of this nature.

A government body or a foreign corporation:

A person filling an equivalent position to that of Director, Company Secretary, etc, must sign the form. Alternatively, that person can give another person written authorisation (on letterhead) to sign the form on behalf of the body. In this case the 'authority attached' box in the signature block should be ticked *and a copy of the authority must be forwarded with the form*. The authority could take the form of a power of attorney, agency agreement, or simple letter signed by the applicant confirming the authority of the third party to act on his/her behalf. If signing under a power of attorney or other legal documents of this nature you must provide a copy of the full document, identify the sections of the document that authorise you to sign and you must sign in accordance with the requirements of the power of attorney or other legal documents of this nature.

An individual:

The individual can give another person written authorisation to sign this form on their behalf. In this case the 'authority attached' box in the signature block should be ticked *and a copy of the authority must be forwarded with the form*. The authority could take the form of a power of attorney or simple letter signed by the applicant confirming the authority of the third party to act on his/her behalf. If signing under a power of attorney or other legal documents of this nature you must provide a copy of the full document, identify the sections of the document that authorise you to sign and you must sign in accordance with the requirements of the power of attorney or other legal documents of this nature.

Note: A sample letter of authority can be found on the [Australian Civil Aircraft Register page](#) of CASA's website.

IF THE FORM IS COMPLETED INCORRECTLY, WHAT HAPPENS

Upon receipt of the application by CASA, a full assessment of the application will be completed, within the limitations of the documentation submitted to CASA.

If there are issue(s) with the application, such as additional documents are not present, insufficient information, sections of the form are not completed, signatures are missing, then the assessment will result in the application being considered **incomplete**. Applications that are assessed but fail to meet regulatory requirements will be considered **refused**. A letter detailing the issue(s) with the application will be sent to you.

HOW DO I SUBMIT MY FORM

Please forward the form plus any other required documents to the CASA Licensing and Registration Centre (CLARC). **Receipt by email is CASA's preferred option:**

Email to: aircraftregistration@casa.gov.au

Mail to: ACR-CLARC
CASA
GPO Box 2005
CANBERRA ACT 2601
AUSTRALIA

WHO SHOULD I CONTACT IF I HAVE A PROBLEM

Contact the CASA Licensing and Registration Centre (CLARC) for assistance:

Phone: Within Australia: 131 757
International: +61 2 6217 1111

Email: aircraftregistration@casa.gov.au

CASA Website: Refer to the [Australian Civil Aircraft Register page](#) on CASA's website.

DELIVERY OF CANCELLATION CERTIFICATES

You can expect to receive confirmation of the registration cancellation by mail within four weeks of submitting your application. If the confirmation does not arrive in that period you should advise CASA.