



### **IMPORTANT**

The current registration holder (former owner) of the aircraft must complete [Form 027 Part 1](#) and forward the completed form to CASA within 14 days of the asset transfer. A copy of the form, along with the original certificate of registration, **must** also be given to the **new owner** within the same timeframe.

### **WHY USE THIS FORM**

This form is used to notify CASA of a transfer of the registration of an aircraft from one owner to another under Part 47 of the [Civil Aviation Safety Regulations 1998 \(CASRs\)](#).

**Note:** If your aircraft is not currently VH registered, and you are applying for an initial registration, you will need to complete and submit a [Form 029 \(Registration Application\)](#).

### **WHO SHOULD COMPLETE THIS FORM**

The current registration holder (the former owner) must complete and sign Form 027 Part 1.

The Form 027 Part 1 should be given to CASA as soon as practicable, but within 14 days, after the date of completion of the asset transfer preferably by email to [aircraftregistration@casa.gov.au](mailto:aircraftregistration@casa.gov.au).

A copy of the completed form **must** be given to the new owner as soon as practicable, but within 14 days, after the date of completion of the asset transfer, together with the original certificate of registration.

### **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:

- Letters of authority
- Guidance for deceased estates

### **DECEASED ESTATES**

If the former owner was an individual who has passed away, this form needs to be completed in the name of the deceased party (Section 4) and signed by the executor of the estate. Write 'Executor' on the form near the signature.

Please read the guidance on CASA's website for detailed information and assistance in relation to deceased estates.

### **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 Date Transfer of Ownership Occurred**

**MANDATORY** - Enter the date that the transfer of ownership was finalised. This is the date of the completion of the asset transfer, for example:

- If the title transferred upon financial settlement:
  - and if the aircraft was paid for by cheque, the date the cleared funds were deposited in the seller's account

- and if the aircraft was paid for in instalments, the date the final payment was received by the former owner
- The date that the terms of a contract were met – if a contract was in place that stipulated that the asset transfer would be complete when a particular event happened, irrespective of when the financial transfer was completed, that would be the date of asset transfer. Examples of a specific event might be the physical delivery of the aircraft or the completion of particular maintenance. In some cases you may be asked to provide evidence of the contract terms.
- If the ownership of the aircraft was transferred from one entity to another without any money changing hands, the date that the asset transfer was completed (for example, asset transfer within company structure)
- In the event of asset repossession, if the entity repossessing actually assumes ownership of the asset as opposed to having the legal right to repossess and on-sell without becoming the owner, include the date the asset transfer occurred. Note, that if an aircraft is repossessed without ownership transfer it would still be necessary to change the registered operator if the registered operator was no longer responsible for the continuing airworthiness and maintenance of the aircraft.

If an aircraft is owned by more than one entity and the change signifies a change of the entity nominated as registration holder only (rather than the sale or transfer of an asset), include the date the change of registration holder is to be effective from but ensure you include a covering letter explaining the process.

If a partial asset transfer has occurred (eg the asset goes from having one owner to multiple owners, but the original owner maintains a portion of ownership and will remain as registration holder), there is no requirement to notify CASA of the change. If one of the new owners is to become the registration holder, Forms 027 Part 1 and Part 2 must be lodged. Include the date the change of registration holder is to be effective from but ensure you include a covering letter explaining the process.

### **Section 3 New Owner Details**

**MANDATORY** - The new owner's legal name and address details must be included. Other details should be entered if known.

Note: It is important that you provide the correct legal name of the purchaser. CASA will compare the new owner details on Form 027 Part 1 with the name of the applicant on Form 027 Part 2 – where the names differ we will query the situation with both the former and new owners.

### **Section 4 Former Owner (Current Registration Holder) Details and Signature**

**MANDATORY** - Insert the legal name and address details of the former owner (current registration holder). Other details should be entered if known.

**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 current 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, 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.

**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.

An acceptable Form 027 Part 1 must be received by CASA within 14 days of the transfer date. Where time frames are not met, CASA will take the action required by the applicable regulation.

### **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:** [aircraftregistration@casa.gov.au](mailto:aircraftregistration@casa.gov.au)

**Mail:** 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](mailto:aircraftregistration@casa.gov.au)

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