



IMPORTANT

A new owner of the aircraft must apply to become the aircraft's new registration holder. CASA **must receive** this application to become the aircraft's new registration holder **not later than 28 days after the date of completion of the asset transfer**.

If the [Form 027 Part 2](#) and the application fee are not received by CASA within 28 days after the transfer of ownership occurring, the change in the aircraft's registration holder will not be processed, and the registration of the aircraft will be suspended. See the [Civil Aviation Act 1988](#) Section 97, and regulations 11.030(1)(d), 47.110(6) and 47.131 of the [Civil Aviation Safety Regulation 1998 \(CASR\)](#).

It is strongly advised that you retain evidence of submission of this form to support your position in the event of a dispute about the 28 day time frame. This evidence could be an email sent item, a fax confirmation or a registered post/express post label.

WHY USE THIS FORM

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

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 \(Registration Application\)](#).

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
- Proof of identity for registration holders – individuals
- Proof of identity for registration holders – organisations
- Proof of eligibility for registered operators – individuals
- Proof of eligibility for registered operators – organisations
- ARN applications

WHO SHOULD COMPLETE THIS FORM

The following instructions outline who needs to complete each section based on specific circumstances. Read these instructions carefully to ensure your application is completed correctly. Failure to follow these directions could result in the application being refused. No fee will be refunded and a further fee will be charged on submission of another application.

A. If the new owner is to be both the registration holder and the registered operator

The **new owner** must complete the following mandatory sections:

- Date transfer of ownership occurred
- Section 1
- Section 2
- Section 3
- Section 3.1
- Section 4
- Payment details

Section 4.1 may be completed, if required.

B. If the new owner is nominating another entity to be the registered operator

The **new owner** must complete the following mandatory sections:

- Date transfer of ownership occurred
- Section 1

- Section 2
- Section 2.1
- Section 3
- Section 4
- Payment details

Section 4.1 may be completed, if required.

The **nominated registered operator**, named in Section 3, must complete the following mandatory sections:

- Section 3.1
- Section 3.2

IMPORTANT INFORMATION

Definition of a Legal Entity: A legal entity is an individual, an incorporated body, a corporation with an Australian Company Number (ACN), a government or government agency or a foreign corporation capable of providing some evidence of incorporation. An example of the proof required for an individual is a copy of a birth certificate or passport. An organisation would need to supply their ACN or a copy of a Certificate of Incorporation.

Definition of a registration holder: Only one owner of an aircraft can apply to be a registration holder. The owner must be able to prove that they are a **legal entity**. Where more than one party owns the aircraft, the owners must decide which of them will be noted in the Australian Civil Aircraft Register as the registration holder. Being noted by CASA as an aircraft registration holder does not give the registration holder a greater claim to ownership as CASA's records do not infer legal title. If more than one legal entity owns the aircraft, the person applying to be the registration holder must certify on the application form to have been duly appointed to act on behalf of multiple owners. This is done by completing and signing Section 4.

Note: The term 'owner' has its ordinary English meaning.

Trusts: A Trust is not a legal entity and is not eligible to be named or recorded as the registration holder or the registered operator of an aircraft. However, a Trustee Company incorporated under the Corporations Act 2001 can be recorded as the registration holder or the registered operator of an aircraft. A trustee of a trust or superannuation fund is a legal entity. They may be noted as registration holder on the Australian Civil Aircraft Register with a mention of the trust or superannuation fund.

If a trust is to be mentioned in the name of the registration holder, a copy of the Trust Deed must be provided with the application form.

If you would like discuss your specific situation, please contact the CASA's Aircraft Registration Section by [email](#).

Definition of an 'eligible person' is included in [CASR](#) 47.010.

Eligible person means one of the following:

1. A resident of Australia and who is:
 - 18 years of age or older; and
 - an Australian citizen or the holder of a permanent visa (within the meaning of the *Migration Act 1958*).
2. A corporation incorporated under the *Corporations Act 2001* (e.g "ABC PTY LTD")
3. A body incorporate under a law (other than the *Corporations Act 2001*) in force in Australia (e.g "ABC Incorporated")
4. The Commonwealth, a State or a Territory
5. An agency of the Commonwealth, a State or a Territory
6. A foreign corporation that is lawfully carrying on business in Australia (Company will have an Australian Registered body Number (ARBN)).

Registered operator: Only an 'eligible person' can be a registered operator. The registered operator must be able to prove how they qualify as an 'eligible person'.

Note: If an owner (new registration holder) is not an 'eligible person' in accordance with [CASR](#) 47.010, or if CASA is not aware of the owner's eligibility, the owner **MUST** nominate an eligible person as the registered operator.

Responsibilities of a registered operator: The registered operator is responsible for the airworthiness and maintenance control of the aircraft. Essentially, this means that the registered operator is required to:

- Ensure that the aircraft is maintained in an airworthy and serviceable condition so that when it is operated, it is done safely. These responsibilities include making sure all the equipment needed for the flight is serviceable, that the aircraft has been inspected by the correct people and that the required maintenance has been completed and signed for.
- Have the aircraft maintained in accordance with a set of procedures and requirements commonly referred to as the Aircraft Maintenance Program (AMP) and to keep records of the work associated with these procedures and requirements. In addition, the registered operator should review the AMP regularly to make sure it is still effective for the aircraft and reflects any changes that have been made to the aircraft, the way the aircraft is operated or even where the aircraft is located. The Registered Operator can perform these functions or contract someone else to do so on their behalf.

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.

This is a **MANDATORY** field. Applying for an ARN at the same time as the application will fulfil the mandatory requirement.

If you don't have an ARN you **must** lodge an ARN application with this form.

Individuals with no ARN: You must submit [Form 1162](#) with the appropriate identification along with this application.

Organisations with no ARN: You must submit [Form 1170](#) with the appropriate identification along with this application.

Further information in relation to ARNs can be found on the [CASA website](#).

If you are an individual and not sure if you have an ARN, or if you do not know what your ARN is, you should send an email to clarc@casa.gov.au Include one piece of identification, such as a copy of a current passport or birth certificate, and request that your ARN be provided by return email.

If you are an organisation and not sure if you have an ARN, or if you do not know what your ARN is, an email should be sent to clarc@casa.gov.au along with identification (for example, ACN or copy of certificate of incorporation). The email may be sent from someone *other* than a person authorised to act on behalf of the organisation (Director, CEO, Company Secretary, President, Vice President or similar) but in these cases the response, and ARN where applicable, will be sent to the email address on the ARN record – it will not be provided to the requestor.

Date transfer of ownership occurred: The date of transfer must be today or a date in the past; it cannot be a date in the future. Part 47 requires that the former owner provide the date of transfer on Form 027 Part 1. This date is also requested on Form 027 Part 2 as a precautionary step in case Part 1 is not received. If the dates differ, CASA will use the date entered on Form 027 Part 1. It is strongly advised that the new owner liaise with the former owner on this date before completing this section of the form.

Enter the date that the transfer of ownership occurred. 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.

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 New Owner Details

MANDATORY - Insert the legal name of the new owner and Aviation Reference Number (ARN). As applicable, insert the ACN/ARBN for an organisation or date of birth for an individual.

Section 2.1 Owner's Proof of Identity/Eligibility

MANDATORY to complete in this section **only** if the new owner is appointing another entity to be the registered operator. If the new owner will also be the registered operator, proof of eligibility will be provided in Section 3.1.

An owner must provide proof of identity. Even if the owner elects to nominate another party as the registered operator, it is **STRONGLY ADVISED** that the owner also provides evidence of eligibility as a registered operator

This may offer protection from cancellation of registration under [CASR 47.132\(1\)\(b\)](#) in cases where the registered operator resigns or has their appointment cancelled.

Individuals

CASA has a policy of requiring **proof of identity and/or eligibility** from individual registration holders and registered operators every 2 years coinciding with the submission of an application. This ensures that the requirements of Part 47 continue to be met. There is no requirement to lodge evidence unless a registration process is being undertaken, unless CASA specifically requests such evidence.

If the individual has provided suitable evidence to CASA within the last 2 years, there will be no requirement to provide it again with this application. However, if suitable evidence has not been provided to CASA within that period, suitable evidence must be attached to the application. Information on proof of identity or eligibility, along with lists of acceptable documentation, can be found on the [Australian Civil Aircraft Register](#) page of CASA's website.

If you are unsure if you have submitted evidence in the previous 2 years, CASA recommends you attach evidence with this application.

CASA reserves the right to require suitable evidence of identity or eligibility at intervals more frequent than every 2 years. This evidence may need to be certified as true copies. If you are required to provide this evidence within the 2 year period, CASA will inform you of this requirement in writing.

Organisations

CASA requires proof of identity and/or eligibility from registration holders and registered operators who are organisations with **every** application. This is because the status of an organisation can change. For example, an organisation can cease to be a legal entity by virtue of deregistration or a government body can undergo organisational change.

Evidence can include:

- For companies registered with the Australian Securities and Investments Commission (ASIC), the ACN/ARBN entered on the form. CASA will check the ASIC register to validate the number provided.
- For companies not registered with ASIC, a copy of a certificate of incorporation.
- For government bodies, a copy of the establishing statutory provision which proves it capable of exercising statutory rights in its own right.
- For foreign corporations, a copy of a certificate of incorporation, or equivalent document.

Note: An ABN is not evidence of identity or eligibility.

Section 3 Registered Operator Details

MANDATORY - Insert all details for the nominated registered operator, *whether it is the new owner or another legal entity*. The legal name and Address 1 is mandatory for all applications. Address 2 is mandatory if different from Address 1. The ACN/ARBN and Address 3 is mandatory for organisations with an ACN or ARBN. The address provided must match the address recorded with ASIC, otherwise your application will be refused on the basis of regulatory non-compliance and no refund of the application fee will be provided. All other details are to be included if known or applicable.

The ARN is **MANDATORY** for all applications or the application must be accompanied by the applicable ARN application form. See Important Information above.

Section 3.1 Registered Operator Proof of Eligibility

MANDATORY - The entity named in Section 3 must provide evidence to demonstrate how they qualify as an eligible person (see 'Important Information' in these guidelines).

Individuals

CASA has a policy of requiring **proof of eligibility** from individual registered operators every 2 years, coinciding with the submission of an application. This ensures that the requirements of Part 47 continue to be met. There is no requirement to lodge evidence unless a registration process is being undertaken, unless CASA specifically requests such evidence.

If the individual has provided suitable evidence to CASA within the last 2 years, there will be no requirement to provide it again with this application. However, if suitable evidence has not been provided to CASA within that period, suitable evidence must be attached to the application. Information on proof of eligibility, along with lists of acceptable documentation, can be found on the [Australian Civil Aircraft Register](#) page of CASA's website.

If you are unsure if you have submitted evidence in the previous 2 years, CASA recommends you attach evidence with this application.

CASA reserves the right to require suitable evidence of eligibility at intervals more frequent than every 2 years. This evidence may need to be certified as true copies. If you are required to provide this evidence within the 2 year period, CASA will inform you of this requirement in writing.

Organisations

CASA requires proof of eligibility from registered operators who are organisations with **every** application. This is because the status of an organisation can change. For example, an organisation can cease to be a legal entity by virtue of deregistration or a government body can undergo organisational change.

Evidence can include:

- For companies registered with the Australian Securities and Investments Commission (ASIC), the ACN/ARBN entered on the form. CASA will check the ASIC register to validate the number provided.
- For companies not registered with ASIC, a copy of a certificate of incorporation.
- For government bodies, a copy of the establishing statutory provision which proves it capable of exercising statutory rights in its own right.
- For foreign corporations, a copy of a certificate of incorporation, or equivalent document.

Note: An ABN is not evidence of identity or eligibility.

Section 3.2 Mandatory Declaration by the entity Named in Section 3

MANDATORY only if the entity named in Section 3 is NOT the owner named in Section 2.

It is to be completed by the nominated registered operator. **You must ensure you read and understand the clauses before signing.**

Who can sign this section?

The nominated registered operator should sign this section of the form.

If the nominated registered operator 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 document 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 document 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 document 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 document 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 document 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 document of this nature.

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

Once the nominated registered operator has signed Section 3.2 they have finished completing their section of the form. The form should be returned to the owner for completion, along with any supporting documentation that the nominated registered operator may need to provide. This might include an ARN application and supporting identification or proof of eligibility.

Section 4 Mandatory Declaration by the Owner

MANDATORY -This section contains mandatory declarations that must be made by the new owner. **You must ensure you read and understand the clauses, and tick the appropriate box in clause 1, before signing.**

Refer to Section 3.2 of these guidelines for rules regarding signatures.

If an authority to sign on behalf of the new owner is required, the address details of the signatory must be provided. This could be a business or private address for the individual.

Section 4.1 Where to send the certificate of registration

CASA mails the original certificate of registration to the postal address recorded to the registration holder. If the registration holder wishes CASA to mail the certificate to an alternate address, complete section 4.1. This mailing information will only be used in this instance.

Payment Authorisation

MANDATORY – In line with Australian Government policy, CASA is required to recover costs for providing regulatory services. The [schedule of fees for the registration of aircraft and related matters](#) is shown on the CASA website. All fees are for the processing and consideration of the application

Please note the change in CASA's payment processes described in the next section of these guidelines.

Payment options:

ONLINE

- Click the payment button on the CASA website homepage and follow the instructions.
- Attach a copy of the receipt with the application and submit to CASA.

MANUALLY

- Enter your details on the Payment Authorisation page of this form to enable CASA to process your payment.
- Payment will be taken immediately upon receipt of the application.

IF THE FORM IS COMPLETED INCORRECTLY, WHAT HAPPENS

Provided the payment can be processed and the current version of the form is submitted, 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**. A letter detailing the issue(s) with the application will be sent to you. You should note the following important points:

- You have one opportunity to lodge a correctly completed application **within one month of the date** on the letter without incurring a financial penalty. However, the regulatory requirements relating to timeframes for submitting registration applications will still apply.
- Payment for this application will be taken and will be held for this period.
- If an acceptable, complete application is not received within the month all subsequent applications will need to be paid for in full.

Refused applications – Applications that are assessed but fail to meet regulatory requirements will be refused. This includes applications where, for example, the applicant for the position of registered operator is found not to be an eligible person.

If an application fails to meet regulatory requirements:

- The application will be refused on the basis of non-compliance.
- Any subsequent application will need to be paid for in full.

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

Fax: Within Australia: 02 6217 1991
International: +61 2 6217 1991

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: 1300 737 032 International: +61 2 6217 1449

Email: aircraftregistration@casa.gov.au

DELIVERY OF REGISTRATION CERTIFICATES

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

However, notification of non-receipt received by CASA more than six weeks after the issue date will attract a fee of \$65 for the issue of a replacement certificate.

You can check the CASA website to see if your certificate has been issued by entering the aircraft's VH mark in the [search facility of the Australian Civil Aircraft Register](#). This site is updated once a week.

WHAT ACCESS DO I HAVE TO THE AUSTRALIAN CIVIL AIRCRAFT REGISTER

Register to be accessible to the public.

[CASR](#) 47.030 states:

- (1) CASA must make the Australian Civil Aircraft Register available for inspection by members of the public at reasonable times and places, and subject to reasonable conditions.
- (2) CASA may comply with subregulation (1) by making the information in the Register accessible on the Internet or by another suitable electronic means.

You are advised that the [Australian Civil Aircraft Register page](#) on CASA's website (www.casa.gov.au) includes information as stipulated in [CASR 47.080](#). Additional information held by the Australian Civil Aircraft Register in relation to the aircraft and dealer's marks is also included.

Personal details published on CASA's Internet site.

CASA will publish only the address details of a registration holder or registered operator. The address shown will be that provided to CASA as the postal address. If a separate postal address has not been supplied then the person's or an organisation's physical address will be published.

Personal inspections of the Australian Civil Aircraft Register can be made, by prior appointment, at the office of the Australian Civil Aircraft Register in Canberra. Please phone 1300 737 032 and ask to be put through to the Aircraft Register Section to arrange a suitable time.

Privacy policy

For information on CASA's Privacy Policy, please visit the [CASA website](#).