



WHY USE THIS FORM

This form is used to notify CASA of a change of the details recorded in the Australian Civil Aircraft Register in relation to an aircraft.

Note: This form **cannot** be used to:

- Transfer the position of registration holder or registered operator. For a transfer of registration holder, use [Form 027 Part 1](#) and [Form 027 Part 2](#). To change the appointment of a registered operator only, use [Form 032](#).
- Notify CASA of a change of name for the registration holder or the registered operator. You will need to inform CASA of the change in writing and supply supporting documentation. For further details contact the CASA Licensing and Registration Centre (CLARC) on 131 757, or see the CASA website at: <http://www.casa.gov.au/corporat/addrchange/>
- Notify CASA of a change of address or contact details of the registration holder or the registered operator. For that purpose, you should use the online form available on the CASA website at: <http://www.casa.gov.au/corporat/addrchange/>

If you do not have access to the internet, you should notify CASA of changes to address and contact details by letter.

WHO SHOULD COMPLETE THIS FORM

This form should be completed and signed by the registration holder of the aircraft.

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

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 Name of Registration Holder

MANDATORY - Insert the legal name of the registration holder as shown on the certificate of registration. Insert the Aviation Reference Number (ARN) if know.

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.

Section 3 Amend Aircraft Details

MANDATORY - Complete this section to notify CASA of a change or error in relation to the aircraft itself (eg, incorrect manufacturer, serial number, change of model due to installation of an STC etc).

If a change has been made you must enter the date the change occurred. If the notification relates to an error in the registration details, insert the words 'at point of registration'.

Complete the details in the table to clearly identify the information that needs changing.

Section 3.1 Reason for Change

MANDATORY - Changes to manufacturers, models and/or serial numbers will only be made under specific conditions and additional details may be requested to allow proper assessment of the notice. The details recorded in the Australian Civil Aircraft Register for make, model and serial number must match the details on the aircraft data plate.

A clear and concise explanation of the reason for the change must be supplied (eg, '*Model changed due to installation of Service Bulletin SB-1234, copy and photo of data plate attached*').

You must supply copies of supporting documentation (eg, *Service Bulletin*). You are also required to provide a copy of the aircraft data plate.

If there is insufficient space on the form to provide a justification for the change, please attach a separate signed sheet.

Section 4 Mandatory Declaration

MANDATORY -The **registration holder** must sign Section 4. It is important that the registration holder read these declarations carefully before signing.

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 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.

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.

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 issues(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 fax or email are CASA's preferred options:**

Email: aircraftregistration@casa.gov.au

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

Note: If you elect to send the form by mail, it is recommended that you send it by Platinum Express.

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 REGISTRATION CERTIFICATES

If a new certificate of registration is issued due to this change of aircraft details, you can expect to receive your registration certificate by mail within four weeks of submitting your notification. 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.