



<p><b>CASA Stamp:</b></p>
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**IMPORTANT INFORMATION FOR APPLICANTS**

1. Please read the **Form 099 Guidelines** attached to this form for instructions on completing and submitting this form, including identification of mandatory fields and sections. Failure to lodge a correctly completed application will result in the return of your application.
2. Use this form **to apply for a replacement certificate of registration** under Regulation 11.115 of the [Civil Aviation Safety Regulations 1998 \(CASR\)](#) for an aircraft that is already VH registered.
3. Payment for this application can be made [online](#). Go to the CASA webpage and click the Payment button. You must attach a copy of the receipt with this application.
4. This form can be completed electronically and saved locally to your computer. Once the VH-mark has been entered into the first page, it will automatically update in VH-mark fields on subsequent pages. CASA recommends that applicants complete as much of the form electronically as possible.
5. Please ensure that all required supporting documentation is provided. Incomplete applications will be returned.

**CONTACT DETAILS**

You are required to notify of any changes to your personal contact information (refer to [CASR 11.70](#)), information on how to change your contact details is available on CASA website <https://www.casa.gov.au/services/standard-page/changing-your-details>.

All correspondence, including permissions issued as a result of this application, will be sent by email or post to your current contact details according to CASA's records.

**Privacy Statement:** Any personal information you provide to CASA is protected by the *Privacy Act 1988* (Cth). 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 the *Civil Aviation Act 1988*, the *Airspace Act 2007*, the *Aviation Transport Security Act 2004* or the regulations made under those Acts. For full details on how CASA collects, protects and uses personal information, please refer to [CASA's Privacy Policy](#).

**1. Registration Details** (As noted on the aircraft data plate and the certificate of registration)

Registration Mark: <b>VH-</b>	Manufacturer
Model	Serial Number

**2. Name of Registration Holder**

Legal Name	ARN (if known)
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**3. Reason for Replacement**

The current certificate of registration has been:

- Lost or destroyed
- Damaged and is no longer legible

**Application Checklist**

You must have read the guidelines to ensure you have correctly completed this application and attached all required additional documentation.

Tick the applicable boxes below.

	Application form completed correctly
	Letter of authority attached or Not required
	Online payment receipt attached or Payment details or cheque attached

**4. Signature of Registration Holder** (named in **Section 2**, or the registration holder's authorised representative)

I, the registration holder, or the representative of the registration holder named in Section 2 declare that the Guidelines have been read, understood and accepted.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date:     /     /

An authority must be provided if the individual named in Section 2 has not signed **or** the signatory for the organisation named in Section 2 cannot tick the relevant box below. See guidelines.

Director     Company Secretary     CEO     President     Vice President                       **authority attached**

**4.1. Do you require the new certificate of registration to be sent to an address other than the postal address currently recorded by CASA for the registration holder named in Section 2?**

This applies to this instance only. Complete details below

Addressee		
Postal Address		
State	Postcode	Country

## Payment Authorisation

## Application Fees\*

Fee Code	Description	Total
<input type="checkbox"/> 12.4	Replacement of a certificate of registration – processing and consideration of application	\$ 65
		<b>Total Cost:</b> \$ _____

## Payment Options \*

Payment made [online](#) Receipt No: \_\_\_\_\_ (CASA preferred option)

**Attach printed receipt and do not complete remainder of this page**

I have enclosed a Cheque or Australian Money Order (please make cheques payable to CASA)

I am paying by credit card (provide details below)

I hereby authorise the Civil Aviation Safety Authority to debit the following amount from my:		<b>MasterCard</b> <input type="checkbox"/>	<b>Visa</b> <input type="checkbox"/>
Card Number:	<input type="text"/>	Expiry Date:	____ / ____
Card Holder Name (please print):	.....	Total:	\$ _____
Signature:	.....	Date:	____ / ____ / ____

## Receipt Options \*

Send receipt to:  Applicant OR  Third party

## Details of Applicant

Applicant Name:	ARN:
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## Details of Third Party

Individual's or Organisation's Full Name:		
Email:		
Postal Address:		
State:	Postcode:	Country:
Contact Phone:	ARN: (if applicable)	

Submit the Payment Authorisation Form (and Cheque / Money Order / Purchase Order) with the Application Form.

• **Email to:** [aircraftregistration@casa.gov.au](mailto:aircraftregistration@casa.gov.au)

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

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Receipt No:		Initial:	
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### **WHY USE THIS FORM**

This form is used to request a replacement copy of the certificate of registration that has been lost, stolen or destroyed, or is so damaged that the information on it is no longer clearly legible.

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

This form should be completed by the aircraft registration holder.

### **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 name of the registration holder as shown on the certificate of registration. Enter the Aviation Reference Number (ARN), where 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.

#### **Section 3 Reason for Replacement**

**MANDATORY** – Tick the appropriate box to indicate the reason a replacement certificate of registration is required.

#### **Section 4 Signature of Registration Holder**

**MANDATORY** - This section must be signed by the registration holder.

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.

### 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](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.

### **DELIVERY OF REGISTRATION CERTIFICATES**

You can expect to receive your replacement certificate of registration 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 another replacement certificate.