



Application for Assignment of Aircraft Dealer's Marks Guidelines

WHY USE THIS FORM

To request CASA to assign marks to an aircraft dealer, for use on aircraft manufactured, distributed or dealt with by the dealer.

Period of assignment. The assignment of a dealer's mark is perpetual. It can, however, be revoked on the following grounds:

- If the dealer requests in writing for the assignment to be revoked
- If the holder of a dealer's mark ceases to be an aircraft dealer or an eligible person
- If the dealer fails to comply with CASR Subpart 47.H.

Note: *It is the aircraft dealer's responsibility to be fully knowledgeable about the obligations under CASR Subpart 47.H and to ensure that the regulations are fully adhered to.*

HOW TO COMPLETE THIS FORM

Registration marks. An aircraft dealer may request one or more marks to be assigned. The dealer may either nominate specific marks or simply request a particular number of marks. If more than five specific marks are required, a separate signed sheet must be attached to the application.

Note that a fee of \$130 applies for each dealer's mark that is allocated.

Insert the specific marks you have selected

Before selecting a mark, you should check that any mark you want to reserve is included in the list of available marks on the Australian Civil Aircraft Register page of CASA's website at:

[https://www.casa.gov.au/aircraft/standard-page/list-available-marks.](https://www.casa.gov.au/aircraft/standard-page/list-available-marks)

The list of available marks is usually updated on the website each working day.

Ensure that adequate justification for the requested number of marks is provided. If CASA feels that the number of marks requested exceeds the number reasonably required to undertake the dealer's business, a smaller number than the number of marks requested may be assigned.

If you do not require specific marks merely submit the number of marks that you are applying for and CASA will allocate available marks.

Specify why you require the number of marks that you are applying for. If there is insufficient space for your explanation, provide the details in a letter and submit it together with your application form.

Definition of an aircraft dealer. An aircraft dealer includes the manufacturer or distributor of aircraft. See CASR 47.170.

The aircraft dealer **is** required to provide documentary evidence of engagement in the manufacture, or sales, or distribution of aircraft in Australia.

The evidence could include a CEO's statement, company annual report or annual financial statements. The evidence provided must be sufficient to satisfy the Registrar that the applicant does in fact meet the definition of an 'aircraft dealer'.

Dealer Details. Complete the details of the aircraft dealer who is applying for allocation of the dealer's mark.

ACN. Insert the Australian Company Number (ACN) assigned by ASIC to the organisation applying for the dealer's marks.

Note: An Australian Business Number (ABN) is a number for business dealings with the Australian Taxation Office. Do not insert an ABN in this section.

Aviation Reference Number (**ARN**) 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.

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

If you don't have an ARN, you can apply for one.

Individuals with no ARN: Apply for an ARN via online ARN portal or 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 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 aircraftregistration@casa.gov.au along with identification (for example, Australian Company Number (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.

Is the dealer an eligible person? Complete "Aircraft Dealer Proof of Eligibility" information to provide details of how the dealer qualifies as an Eligible Person, to be allocated a dealer's mark.

Definition of an eligible person in CASR 47.010.

'Eligible Person' means one of the following:

- (a) A resident of Australia who is:
 - (i) 18 years of age or older; and
 - (ii) an Australian citizen or the holder of a permanent visa (within the meaning of the *Migration Act 1958*).
- (b) A corporation incorporated under the *Corporations Act 2001*.
- (c) A body incorporated under a law (other than the *Corporations Act 2001*) in force in Australia.
- (d) The Commonwealth, a State or Territory.
- (e) An agency of the Commonwealth, a State or a Territory.
- (f) A foreign corporation that is lawfully carrying on business in Australia'.

The dealer certifies their status as an eligible person, and as an aircraft dealer by completing "Aircraft Dealer Proof of Eligibility" details and by signing the form.

Individuals

CASA has a policy of requiring proof of eligibility from individual aircraft dealers every 2 years coinciding with the submission of an application or notification. This ensures that the requirements of

CASR Part 47 are continued 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 notification. 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.

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 aircraft dealers who are organisations with every application or applicable notification. 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.

Note: An ABN is not evidence of eligibility.

Signatures

If the entity 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.

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.

Enter your details in the Payment authorisation page to enable CASA to process your payment.

Note that a fee of \$130 applies for each dealer's mark that is allocated.

Applications for registration received without the correct payment will be refused.

If the Form is Completed Incorrectly, What Happens?

At the very minimum, there will be a delay while CASA requests additional information. In some cases, your application will be returned for correction.

If you do not include payment with your application the application will not be processed.

HOW DO I SUBMIT MY FORM?

Please forward the form plus any other required documents to the CASA Client Services Centre (CSC). Receipt by email is CASA's preferred option:

Email: aircraftregistration@casa.gov.au

Mail: CASA Client Services Centre ACR
GPO Box 2005
CANBERRA ACT 2601
AUSTRALIA

WHO SHOULD I CONTACT IF I HAVE A PROBLEM

Contact the CASA Client Services Centre (CSC) 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 Assignment of Dealer's Mark Certificate

You can expect to receive your assignment of dealer's mark certificate by mail within four weeks of submitting your application. If the certificate does not arrive in that period, you should contact CASA.

You can check the CASA website to see if your certificate has been issued by viewing the list of Dealer' Marks at: <https://www.casa.gov.au/standard-page/dealer-marks>.

Personal details published on CASA's Internet site.

CASA will publish only the name and address details of a holder of a dealer's mark. 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.