



## ABOUT THIS APPLICATION FORM

Complete this form if you are applying for a renewal of your RPA Operator's Certificate (ReOC) without changes

If you wish to vary your ReOC, please use [Form 101-02](#).

### This application is made up of four parts:

|               |                          |
|---------------|--------------------------|
| <b>Part A</b> | Details of Applicant(s)  |
| <b>Part B</b> | Use of an Agent          |
| <b>Part C</b> | Criminal Action          |
| <b>Part D</b> | Applicant(s) Declaration |

### Accuracy of information provided

All information will be used to assess if the applicant is entitled to a ReOC and if the ReOC should be subject to operating conditions. An incomplete, poorly prepared or inaccurate application may:

- Result in rejection of the application
- Raise doubts about the applicant's ability to control the operation
- Result in delays
- Add to the cost of the ReOC
- Result in a refusal to issue the ReOC

Please remember it is an offence to make a false declaration in this form.

If you are filling in the form by hand, print neatly with a black or blue ballpoint pen. Some questions contain check boxes. Please mark **X** where appropriate. This information is used in the calculation of a cost estimate for the assessment of your application. Questions marked with an asterisk (\*) are mandatory and must be completed.

### Submitting your application

After reviewing your application, CASA will advise you if any additional information is required to be submitted.

Submit the completed application and proof of ID, to the CASA Permissions Issue Team by email at [regservices@casa.gov.au](mailto:regservices@casa.gov.au).

If at any time you would like assistance with any aspect of this form, please contact the Permissions Issue Team on 136 773.

Applicants are required to complete and submit ALL parts of the application to be acceptable to CASA.

The completion of this application form is the first step in the application process. On receipt of a completed application form, CASA will calculate and send you an estimate of the cost to process your application and any additional information you must submit.

Should you wish to proceed, you will need to pay the estimate and send any requested documents to the Permissions Issue Team.

**CASA may refuse to consider an application or to consider it further while there are requirements that the applicant has not complied with.**

### Privacy & Your Personal Information

The information you provide in this application will be used to assess the suitability of the applicant to hold a ReOC. CASA is bound by the Privacy Act to safeguard personal information within the terms of the Act.

Providing CASA with correct information requested in this application will avoid delays caused by poor or insufficient information.

## Form 101-03

### Application for RPA Operator's Certificate (ReOC) Subsequent Issue

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#### GUIDELINES FOR COMPLETING THIS APPLICATION FORM

##### Part A – Details of Applicant(s)

As the holder of a current RPA Operator's Certificate (ReOC), you will need to provide the details in this section as they appear on your current certificate.

If your legal name has changed, you will need to vary your ReOC by completing [Form 101-02](#).

**Trading Name** – A registered business name is the trading name under which a person carries on a business or trade. Trading names are issued by the State or Territory in which the business or trade is registered. The trading name must meet the following criteria for it to appear on your ReOC.

- Its registration must be current at the time of issue of the ReOC; and
- It must be registered in the name of the ReOC holder as the proprietor.

CASA will verify the currency of registration of the trading name and the ownership of the trading name as registered with the Australian Securities and Investments Commission (ASIC). If the trading name does not meet the criteria at the time of verification, your ReOC will be issued without the trading name

##### Part B – Use of Agent

You may by law appoint an agent to complete and sign the application on our behalf and to negotiate with CASA in relation to all matters necessary to complete this application.

If you wish to authorise an agent to act on your behalf, CASA requires that the agent be appointed under a Power of Attorney. The Power of Attorney must be executed and signed by all applicants or in the case of a company, by a Director of that company. CASA will consider the authority of the agent to have ceased once the ReOC has been issued.

##### Part C – Criminal Action

You need to provide details of criminal actions (if any) that were taken against the ReOC holder from the date the current ReOC was issued to present. The details you provide may be used to determine whether the applicant is capable of complying with the provision of the aviation law that relates to safety to hold a ReOC.

Criminal action means any legal proceeding commenced by the Commonwealth, a State or Territory against a person arising from the commission or alleged commission of an offence.

##### Part D – Applicant(s) Declaration

By signing the Declaration, you indicate to CASA that you have read the guidelines, completed the application in full, supplied proof of identification, accept the terms and conditions for processing your application and agree to the publication of your ReOC details on the CASA website. This application must be signed by all of the applicants or an agent appointed by a Power of Attorney (refer Part B – Use of Agent). Giving false or misleading information is a serious offence.

If you have any questions regarding this application or require further information on RPA Operator's Certificates, please contact the Permissions Issue Team on **136 773** or by email at [regservices@casa.gov.au](mailto:regservices@casa.gov.au).

**You do not need to print and submit these guidelines with your application form.**

Application for RPA Operator's Certificate (ReOC)  
Subsequent Issue

**Part A – Details of the Applicant(s)**

**A1** Please provide ReOC details:

ARN  Job Number

Name of ReOC holder(s) – *as it appears on ReOC*

ReOC Number  ReOC Expiry Date

ACN/ARBN

Trading name(s)

For the trading name(s) to appear on the ReOC it must meet the criteria set out in the guidelines.

**A2** Have your contact details changed? Yes  No  (go to Part B)

Postal  Registered Business  Physical

Address

Suburb

State  Postcode  Country

Phone  Facsimile

Email Address

Application for RPA Operator's Certificate (ReOC)  
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**Part B – Use of Agent**

**B1** Are you using an Agent for this application? Yes  No  (go to Part C)

Name of Agent

Postal Address

Phone  Facsimile

Email

**B2** Please provide details of the person you wish CASA to contact in relation to this application

Name (in full)

Phone  Mobile  Facsimile

Email

**Part C – Criminal Action**

**C1** Have you or any of your Key Personnel been charged with or convicted of any criminal offence in Australia from the time the current ReOC was issued to now? Yes  No  (go to Part D)

Charges laid and present status

If convicted, date of conviction

If convicted, place of conviction

The penalty imposed

The matters in which a conviction was recorded

**Part D – Applicant(s) Declaration \***

1. I / We, as an individual or Director of a Legal Entity, stated in A1, declare that the information provided in this application form is true and correct.

*Note: If the ReOC, stated in A1, is in the name of a Legal Entity, this declaration must be signed by a Director of this Legal Entity.*

**Giving false or misleading information is an offence under the regulations.**

2. I / We understand that the information provided in this application will allow CASA to calculate an estimate for service for processing this application.

3. I / We understand and agree that the cost estimate may change, and processing the application may be delayed if:

- The application does not accurately and completely identify my/our requirements; or
- The details in this application are subsequently changed; or
- Adequate supporting documentation has not been provided.

4. I / We understand and agree that for CASA to proceed with this application, I / We must:

- Accept the cost estimate
- Forward the prescribed payment; and
- Forward all supporting documentation to the Permissions Issue Team.

5. If I am signing this application as an agent, I declare that I have obtained the necessary Power of Attorney authorising me to sign on behalf of the applicants.

6. I / We give permission for CASA to send material relating to this application  Yes  No by email.

*Note: I am aware of, and accept, the risk that information sent via email may be intercepted and read during transmission, not delivered or modified. If you do not accept, material will be sent by post)*

Name  Signature  Date

Name  Signature  Date

**This completes your application**