



## WHY USE THIS FORM

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This Form is used to notify CASA of the appointment and/or cancellation of a registered operator for a currently VH- registered aircraft.

**Note 1:** Regulation 47.100 of the [Civil Aviation Safety Regulation 1998 \(CASR\)](#) states that if the registration holder appoints a person as the aircraft's registered operator, or cancels the appointment of a person as the aircraft's registered operator, the registration holder must, within **14 days** after the appointment or cancellation, give CASA notice in an approved form. The Form 032 is the approved form.

**Note 2:** Regulation 47.100 of the [Civil Aviation Safety Regulation 1998 \(CASR\)](#) states that if the registered operator cancels their own appointment as the aircraft's registered operator, the registered operator must, within **14 days** after the cancellation, give CASA notice in an approved form. The Form 032 is the approved form.

**Note 3:** If a registration holder is not an 'eligible person' in accordance with [CASR](#) 47.010, or if CASA is not aware of the registration holder's eligibility, and the appointment of the current registered operator is cancelled and a new registered operator is not appointed immediately, the registration of the aircraft **must** be suspended in accordance with [CASR](#) 47.131A.

**Note 4:** A notification of appointment of a registered operator will only be processed if the applicable fee of \$65 has been paid. If payment is not received, then the appointed registered operator will not be recorded and the registration may be suspended. See the [Civil Aviation Act 1988 Section 97](#), [CASR](#) 11.030(1)(d), 47.100(5) and 47.131A.

**Note 5:** CASR 202.181(5) states that an election under regulation 202.181 "for an aircraft ceases to be in force if there is a change of registered operator for the aircraft". This issue must be considered and addressed by the applicant to ensure all CASR legislative requirements are met.

## OTHER INFORMATION YOU MAY NEED TO READ OR DOWNLOAD TO COMPLETE THIS NOTICE

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 notification:

- Letters of authority  
[www.casa.gov.au/standard-page/letters-authority](http://www.casa.gov.au/standard-page/letters-authority)
- Proof of eligibility for registered operators – individuals  
[www.casa.gov.au/standard-page/registered-operators-proof-eligibility-individuals](http://www.casa.gov.au/standard-page/registered-operators-proof-eligibility-individuals)
- Proof of eligibility for registered operators – organisations  
[www.casa.gov.au/standard-page/registered-operators-proof-eligibility-organisations](http://www.casa.gov.au/standard-page/registered-operators-proof-eligibility-organisations)
- ARN applications  
[www.casa.gov.au/standard-page/arn-applications](http://www.casa.gov.au/standard-page/arn-applications)

## IMPORTANT INFORMATION

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This form CANNOT be lodged prior to the change of registered operator taking effect. It must be on or within 14 days after the date of change.

**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'.

**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.

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.

This is a **MANDATORY** field in question 11. Applying for an ARN at the same time as the submission of this notification 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 notification.

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

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](mailto: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](mailto: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.

### HOW TO COMPLETE THIS FORM

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This form can be completed online, and electronic signatures may also be added. This allows the form to be completed and submitted electronically, without the need to produce a hard copy.

#### 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.

Once the appointed registered operator has signed question 13 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 appointed registered operator may need to provide. This might include an ARN application and supporting identification or proof of eligibility.

### Cancellation of Registered Operator's Appointment

**MANDATORY** - This section (questions 1 to 10) is used by **either** the registration holder **or** current registered operator to notify of the cancellation of the appointment of the currently recorded registered operator. Note that notification should not be given *prior* to the date of cancellation, but it **MUST** be given *within 14 days* of the date of cancellation.

#### Question 5: Who is notifying of the cancellation of the Registered Operator's appointment?

##### Cancellation by Registered Operator

Questions 6 and 7 are **MANDATORY** if the registered operator is notifying of the cancellation of their own appointment. They must be completed by the registered operator.

It is mandatory to complete the date and signature block if notifying through this section. See important information above regarding signatures.

If the registered operator has cancelled their own appointment they should ensure that the registration holder is aware of the cancellation. If the registration holder is not an 'eligible person' and the aircraft does not have a registered operator, the registration **must** be suspended in accordance with [CASR 47.131A](#).

##### Cancellation by the Aircraft Registration Holder

Questions 8, 9 and 10 are **MANDATORY** if the registration holder is notifying of the cancellation of the registered operator's appointment. They must be completed by the registration holder.

If the registration holder has appointed another entity as the registered operator, there is no need to complete question 9. Proceed to question 10 and sign the section.

If the registration holder has become the registered operator, they **MUST** provide proof of how they qualify as an eligible person.

### Individuals

CASA has a policy of requiring **proof of eligibility** from individual registration holders and registered operators 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. See IMPORTANT INFORMATION for the definition of eligibility. 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 notification. 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 registered operators 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.

### Signature of the Aircraft Registration Holder

Question 10 is **MANDATORY** if the registration holder has cancelled the registered operator's appointment and/or is assuming the position of registered operator. See HOW TO COMPLETE THIS FORM information above regarding signatures.

If the registration holder is notifying of the cancellation and has become the new registered operator, there is no need to complete questions 11 - 15. Go to HOW DO I SUBMIT MY FORM.

### Appointment of a New Registered Operator

Do not complete this section if the registration holder, who is an 'eligible person', is the new registered operator.

Questions 11 – 15 are **MANDATORY** if the registration holder has appointed a new registered operator (other than themselves).

### Appointed Registered Operator Proof of Eligibility

**MANDATORY**- Question 12 is to be completed by the appointed registered operator.

#### Individuals

CASA has a policy of requiring **proof of eligibility** from individual registered operators 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 notification. 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 registered operators 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.

### Mandatory Declaration by the Appointed Registered Operator

**MANDATORY**- Question 13 is to be completed by the appointed registered operator. **You must ensure you read and understand the clauses before signing.** Refer to HOW TO COMPLETE THIS FORM above, regarding signatories.

Once the appointed registered operator has signed question 13, 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 appointed registered operator may need to provide. This might include an ARN application and supporting identification or proof of eligibility.

### Aircraft Registration Holder Declaration

**MANDATORY**- Question 15 is to be completed by the registration holder, if they appointed a new registered operator. **You must ensure you read and understand the clauses before signing.** Refer to HOW TO COMPLETE THIS FORM information regarding signatories.

### 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 [Online services](#) button on the CASA website homepage, go to [Pay your licence, medical certificate, aircraft registration, AVID and ASIC fees online](#) and follow the instructions.
- Attach a copy of the receipt with the form 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 form.

## IF THE FORM IS COMPLETED INCORRECTLY, WHAT HAPPENS?

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Provided the payment can be processed, a full assessment of the notification will be completed, within the limitations of the documentation submitted to CASA

If there are issue(s) with the notification, 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 notification being considered **incomplete**. A letter detailing the issue(s) with the notification will be sent to you. You should note the following important points:

- You have one opportunity to lodge a correctly completed notification **within 14 days of the date** on the letter without incurring a financial penalty. However, the regulatory requirements relating to timeframes for submitting registration applications/notifications will still apply.
- Payment for this notification will be taken and will be held for this period.
- If an acceptable, complete notification is not received within the 14 days all subsequent notifications will need to be paid for in full.

**Refused notifications** – Notifications that are assessed but fail to meet regulatory requirements will be refused. This includes notifications where, for example, the appointed registered operator is found not to be an eligible person.

If a notification fails to meet regulatory requirements:

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

## HOW DO I SUBMIT MY FORM?

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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](mailto: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

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Contact the CASA Client Services Centre (CSC) 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.

## WHAT ACCESS DO I HAVE TO THE AUSTRALIAN CIVIL AIRCRAFT REGISTER?

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**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 sub regulation (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](http://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 name and address details of a registration holder and 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 131 757 and ask to be put through to the Aircraft Registrar to arrange a suitable time.