



Purpose of this form

Use this form to notify CASA of the appointment and/or cancellation of a registered operator for a currently VH- registered aircraft.

Who is this form for?

This form is for:

- The registration holder: to notify of the cancellation of the appointment of the current registered operator and to notify of the appointment of a new registered operator, if required.
- The registered operator: to notify of the cancellation of their own appointment.

Your contact details

CASR 11.070

All correspondence will be sent by email or post to the contact details provided by you and held in CASA's records.

You must notify CASA of any changes to your contact details. Information on how to change your contact details is available at www.casa.gov.au/changing-your-details

Information needed to complete this form

- Questions 1-5 must be completed in every instance
- If the registration holder is notifying of the cancellation of the appointment of the registered operator, complete questions 8-10. If the registration holder is an eligible person and is going to be the new registered operator, there is no requirement to complete question 11-15 of this form or pay the fee.
- If the registration holder is notifying of the cancellation of the appointment of the registered operator, complete questions 8-10. If the registration holder will not/cannot be the new registered operator, the registration holder MUST complete questions 11-15 and the applicable fee must be paid
- If the registered operator, who is NOT also the registration holder, notifies of the cancellation of their own appointment by completing questions 6-7, do not complete questions 11-15 or pay the fee.
- If the registration holder is also the registered operator, and you are notifying of the cancellation of your appointment as registered operator, you must complete questions 8-10 and appoint a new registered operator by completing questions 11-15 and paying the fee.

Filling in this form

This form can be completed as a **fillable form** online.

- Mark boxes like this with a ✓ or a ✗
- Where you see a box like this **Go to 8** ➔
Skip to the question number shown.
You do not need to answer the questions in between.

If printing this form:

- Please use black or blue pen.
- Print in BLOCK LETTERS.

Privacy

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 civil aviation legislation and other Australian laws. For full details on how CASA collects, protects and uses personal information, please refer to **CASA's Privacy Policy** (www.casa.gov.au/privacy-policy)

For more information

Go to www.casa.gov.au or call us on 131 757.

1 What are the current Aircraft Registration Details?
(As noted on the aircraft data plate and the certificate of registration)

Mandatory – completed by the party notifying of the cancellation of the appointment of the registered operator.

Registration Mark

VH-

Manufacturer

Model

Serial Number

2 What are the current Aircraft Registration **Holder's** details?
Legal name of current Registration **Holder**

Aviation Reference Number

3 What are the details of the currently recorded Registered **Operator**?

Legal name of currently recorded Registered **Operator**

Aviation Reference Number

4 What is the effective date the appointment of the registered operator named in question 3 was cancelled?

It must be **today** or a date **in the past**.

DD MM YYYY
 / /

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

Mandatory – completed by the party notifying of the cancellation of the appointment of the registered operator.

CASA must suspend the registration of the aircraft, in accordance with CASR 47.131A, if the registration holder is not an 'eligible person' and the aircraft does not have a registered operator.

Registered **Operator**
named in Question 3

Go to next question

Current Aircraft
Registration **Holder**

6 Has the registration holder been notified that the registered operator's appointment has been cancelled?

Yes

No

7 Signature of the Registered **Operator** named in question 3.

Signature



Name of signatory

Date (DD/MM/YYYY)

/ /

An authority must be provided if the individual named in question 3 has not signed or the signatory for the organisation named in question 3 cannot tick the relevant box below. See guidelines.

Director

Company Secretary

CEO

President

Vice President



Authority attached

Nothing further is required from the Registered Operator if they cancelled their own appointment.

8 Have you appointed another entity as the registered operator?

Yes

No

As you will be the registered operator, you must be an eligible person. Please complete **question 9** and provide any applicable proof of eligibility and sign in **question 10**.

9 Aircraft Registration **Holder** Proof of Eligibility

Individuals

CASA requires proof of eligibility from registered operators who are individuals with the submission of this notice **only if** this documentation has not been provided **within the last two years**. Refer to the guidelines for further information and attach the required documentation to this notice.

9 continued

Two pieces of evidence attached (refer to **acceptable evidence**)

Evidence not required, provided in last 2 years for aircraft

VH-

Organisations

CASA requires proof of eligibility from registered operators who are organisations **with every notice**. Refer to the guidelines for further information.

ACN/ARBN provided

For organisations without an ACN / ARBN, evidence is attached (refer to **acceptable evidence**).

For the Commonwealth, State and Territory Governments, evidence is not required.

10 Signature of the Aircraft Registration **Holder**.

Signature



Name of signatory

Date (DD/MM/YYYY)

/ /

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

Payment is not required if you selected **No** in question 8 and are NOT completing questions 11-15.

Go to next question if you selected **Yes** in question 8.

Director

Company Secretary

CEO

President

Vice President



Authority attached

11 Appointment of a new Registered **Operator**.

If required – completed by the registration holder and newly appointed registered operator.

To be completed by the **registration holder** but **ONLY** if the registration holder named in question 2 is not the new registered operator This section must be **completed in the name of one 'eligible person' only**, that is, an individual OR an organisation. See IMPORTANT INFORMATION in the guidelines for the definition of an eligible person.

The following details will be used to update CASA databases.

Legal Name

Aviation Reference Number

ACN/ARBN (if applicable)

Date of Birth (if an individual) DD/MM/YYYY
/ /

Address 1 – Mandatory (Individual's Residential Address or Organisation's Physical Address). PO Box not acceptable.

Unit/Number

Street Name

Suburb

State/Province

Postcode

Country (if not Australia)

11 continued

Address 2 – (Individual or Organisation's Postal Address, if different to Address 1)

Unit/Number

Street name/PO Box

Suburb

State/Province

Postcode

Country (if not Australia)

Address 3 – MANDATORY for organisations with an ACN or ARBN (Organisation's Registered Office address as listed with ASIC). This address cannot be a PO Box.

Unit/Number

Street name

Suburb

State/Province

Postcode

Country (if not Australia)

12 Appointed Registered **Operator** Proof of Eligibility.

To be completed by the entity named in question 11

Only an 'eligible person' can be a registered operator. See **IMPORTANT INFORMATION** in the guidelines for the definition of an eligible person and Appointed Registered Operator Proof of Eligibility.

Individuals

CASA requires proof of eligibility from registered operators who are individuals with the submission of this notice **only if** this documentation has not been provided **within the last two years**. Refer to the guidelines for further information and attach the required documentation to this notice.

Two pieces of evidence attached
(refer to [acceptable evidence](#))

Evidence not required, provided in last 2 years for aircraft

VH-

Organisations

CASA requires proof of eligibility from registered operators who are organisations **with every notice**. Refer to the guidelines for further information.

ACN/ARBN provided

For organisations without an ACN / ARBN, evidence is attached (refer to [acceptable evidence](#)).

For the Commonwealth, State and Territory Governments, evidence is not required.

13 Mandatory Declaration

By the **appointed registered operator named in question 11**

I, the entity, or the representative of the entity named in question 11:

1. accept, as an 'eligible person', the position of registered operator, effective from the date noted in question 4 for the aircraft detailed in question 1;

13 continued

2. declare that the relevant sections of the Guidelines have been read, understood and accepted;
3. hereby certify that all statements in questions 11-13 of this application are true and correct in every particular and that I have read and understood all provisions of the Civil Aviation Safety Regulations 1998 which are relevant to this notice. I consent to CASA using and disclosing my personal information in accordance with [CASA's Privacy Policy](#) including exchanging the information with Commonwealth, State and Territory government agencies. I have attached all required documentation specified in this form and the associated guidelines and acknowledge that to knowingly make a false statement in this form is an offence against subsections 136.1(1) and 137.1(1) of the [Criminal Code Act 1995 \(Cth\)](#).

Signature



Name of signatory

Date (DD/MM/YYYY)

/ /

An authority must be provided if the individual named in question 11 has not signed or the signatory for the organisation named in question 11 cannot tick the relevant box below. See guidelines.

Director

Company Secretary

CEO

President

Vice President



Authority attached

If you completed the mandatory declaration in question 13, you have now completed the form as the appointed registered **operator**.

Ensure the registration **holder completes the checklist and Aircraft Registration Holder declaration below**.

13 continued

Notification checklist

You must have read the guidelines to ensure you have correctly completed this notice and attached all required additional documentation. Tick the applicable boxes below.

Letter(s) of authority attached or not required

Online payment receipt attached or

Payment details attached or

Not required (only section 1-10 of the form completed)

14 Aircraft Registration Holder Declaration

To be completed by the **current** aircraft registration holder

I, the registration holder, or the representative of the registration holder named in question 2:

1. appoint the entity named in question 11 to be the registered operator, effective from the date of cancellation of the previous registered operator appointment, as noted in question 4;
2. declare that the Guidelines have been read, understood and accepted;
3. hereby certify that all statements in this notice are true and correct in every particular and that I have read and understood all provisions of the Civil Aviation Safety Regulations 1998 which are relevant to this notice. I consent to CASA using and disclosing my personal information in accordance with [CASA's Privacy Policy](#) including exchanging the information with Commonwealth, State and Territory government agencies. I have attached all required documentation specified in this form and the associated guidelines and acknowledge that to knowingly make a false statement in this form is an offence against subsections 136.1(1) and 137.1(1) of the [Criminal Code Act 1995 \(Cth\)](#).

Signature



Name of signatory

Date (DD/MM/YYYY)

/ /

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

Director

Company Secretary

CEO

President

Vice President



Authority attached

The entity paying the fee for this notice should complete the payment authorisation.



Applicant
ARN

VH-

Application Fees

Fee Code: 12.2..... **Cost:** \$65

Description: Recording an aircraft's registered operator, or a change in an aircraft's registered operator – processing and consideration of application.

Payment Options

Option 1 (CASA preferred option)

I have made an **online** payment

Receipt No:

Submit both the Payment Authorisation and Form:



By email – scan or photograph this form and all supporting documents and send them to **AircraftRegistration@casa.gov.au**



By post – return this form and all supporting documents to;

**CASA Client Services Centre ACR
GPO Box 2005
Canberra ACT 2601**

Option 2

I hereby authorise the Civil Aviation Safety Authority to **debit** the following amount from my:

Mastercard	Card Number		
Visa			
Cardholder name (please print)		Expiry	/
Total	Signature	Date (DD/MM/YYYY)	/ /
\$ 65			

Receipt Options Applicant **or** Third party (Provide details below)

Details of Third Party

ARN (Third Party) if applicable

Email

Individual's or Organisation's Full Name

Preferred contact number

CASA accepts Purchase Orders if you hold line of credit with CASA.