



### **WHY USE THIS FORM**

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.

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

The registration holder should complete this form to notify of the cancellation of the appointment of the current registered operator and to appoint a new registered operator, if required. If required, that appointment must also be signed and accepted by the appointed registered operator.

This form can also be used by the registered operator to notify of the cancellation of their own appointment.

### **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  
[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**

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.

**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.

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

If you don't have an ARN you **must** lodge an ARN application with this form.

**Individuals with no ARN:** You must 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 [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 [clarc@casa.gov.au](mailto:clarc@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**

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.

**Note:** Digital signatures cannot be accepted.

### **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 Section 3.2 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.

## **Section 1 Current Registration Details**

### **Section 1.1 Registration Details**

**MANDATORY** - Insert the registration mark and the aircraft details as noted on the aircraft data plate and the certificate of registration.

### **Section 1.2 Name of Current Registration Holder and Registered Operator**

**MANDATORY** - Insert the legal name of the registration holder. The ARN can be entered, if known.

**MANDATORY** - Insert the legal name of the current registered operator. The ARN can be entered, if known.

## **Section 2 Cancellation of Registered Operator's Appointment**

**MANDATORY** - This section is used by **either** the registration holder **or** current registered operator to cancel the appointment of the current 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.

### **Section 2.1 Who is cancelling the appointment of the registered operator**

#### **Section 2.1(a) Cancellation by Registered Operator**

This section is **MANDATORY** if the registered operator is cancelling their own appointment. It 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 is cancelling 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](#).

#### **Section 2.1(b) Cancellation by the Registration Holder**

This section is **MANDATORY** if the registration holder is cancelling the registered operator's appointment. It must be completed by the registration holder.

It is mandatory to complete the date in this section. If the registration holder is appointing another entity as the registered operator, there is no need to complete the rest of 2.1(b). Proceed to 2.1(c) and sign the section.

If the registration holder will be the registered operator, they **MUST** provide proof of how they qualify as an eligible person. See [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  
[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* for the definition of eligibility.

### **Individuals**

CASA has a policy of requiring **proof of identity and/or eligibility** from individual registration holders and registered operators every 2 years coinciding with the submission of an application. This ensures that the requirements of Part 47 continue to be met. There is no requirement to lodge evidence unless a registration process is being undertaken, unless CASA specifically requests such evidence. See [OTHER 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 application. 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 registered operators who are organisations with **every** application. 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. The GFA 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.
- For foreign corporations, a copy of a certificate of incorporation, or equivalent document.

**Note:** An ABN is not evidence of identity or eligibility.

## **Section 2.1(c) Signature of the Registration Holder**

This section is **MANDATORY** if the registration holder is cancelling the registered operator's appointment and/or assuming the position of registered operator. See important information above regarding signatures.

If the registration holder is notifying of the cancellation and will be the new registered operator, there is no need to complete Part 3. Go to 'How do I submit my form'.

## **Section 3 Appointment of a New Registered Operator**

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

The whole of Section 3 is **MANDATORY** if the registration holder has appointed a new registered operator (other than themselves).

### **Section 3.1 Registered Operator Appointment and Details**

**MANDATORY** – The registration holder must appoint the registered operator and insert all details. The name and Address 1 are mandatory for all applications. Address 2 is mandatory if different from Address 1. The ACN/ARBN and Address 3 is mandatory for organisations with an ACN or ARBN. The address provided must match the address recorded with ASIC, otherwise your notification will be refused on the basis of regulatory non-compliance and no refund of the application fee will be provided. All other details are to be included if known or applicable.

The ARN is **MANDATORY** for all applications or the application must be accompanied by the applicable ARN application form. See Important Information above.

### **Section 3.2 Appointed Registered Operator Proof of Eligibility**

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

#### **Individuals**

CASA has a policy of requiring **proof of identity and/or eligibility** from individual registered operators every 2 years coinciding with the submission of an application. This ensures that the requirements of Part 47 continue 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 application. 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 registered operators who are organisations with **every** application. 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.
- For foreign corporations, a copy of a certificate of incorporation, or equivalent document.

**Note:** An ABN is not evidence of identity or eligibility.

### **Section 3.3 Mandatory Declaration by the Appointed Registered Operator**

**MANDATORY**- It 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 Section 3.3 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

### **Section 3.4 Registration Holder Declaration**

**MANDATORY**- It is to be completed by the registration holder, appointing the new registered operator. **You must ensure you read and understand the clauses before signing.** Refer to Important 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 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)

**Fax:** Within Australia: 02 6217 1991  
International: +61 2 6217 1991

**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: 1300 737 032 International: +61 2 6217 1449

**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**

### **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 subregulation (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 or 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 1300 737 032 and ask to be put through to the Aircraft Registrar to arrange a suitable time.

### **Privacy policy**

For information on CASA's Privacy Policy, please visit the [CASA website](#).