

Australian Civil Aircraft Register

Guidelines for Application for Mark Reservation (Form 028)

WHY USE THIS FORM?

To apply to reserve a registration mark.

Note: CASR 47.145 states that the owner of an aircraft may ask CASA, in writing, to reserve a particular registration mark for an aircraft, whether or not the aircraft is registered. The request must be submitted in an approved form and identify the aircraft.

Form 028 is the approved form.

A reserved mark is expected to be placed on a registered aircraft within 12 months after the date of reservation. Extensions to reservations are not permitted. If the initial 12-month reservation period expires without the mark being placed on a registered aircraft, the mark will be returned to the 'available' pool of marks.

No reminder about a reservation expiry date, or notification that a reservation has expired will be sent by CASA.

You may apply to reserve the same mark again, but the new application must not be lodged until after the original reservation has expired. Requests for reservation received on or prior to the expiry date will be rejected.

Mark reservation applications are processed in order of receipt. If the same mark is requested by two different parties on the same day, the mark will be reserved for the first reservation received, provided the application is completed correctly.

WHO SHOULD USE THIS FORM?

The owner of an aircraft, or the owner's representative.

HOW TO COMPLETE THIS FORM?

You must complete one form for each mark that you wish to reserve.

Before selecting a mark, you should check that the 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: <http://www.casa.gov.au/casadata/register/data/Availablemarks.pdf>.

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

—Section 1—

Requested Registration Mark. Insert the mark you wish to reserve.

—Section 2—

Aircraft Details. Insert the details of the manufacturer, model and serial number of the aircraft to which this mark will eventually be allocated. If you cannot supply a serial number, you must provide a written explanation to support your application. The final decision on whether or not to

accept an application that does not include full aircraft details rests solely with the Registrar.

If there is insufficient space for your explanation then provide the details in a letter and submit it together with your application form.

—Section 3—

Indicate if the owner is an individual or an organisation.

—Section 3.1—

Owner Details. Complete the details of the aircraft owner who will become the registration holder at the time of registration.

The owner must be a legal entity

Definition of a legal entity. A legal entity is one of the following:

- An individual
- A corporation incorporated under the Corporations Act 2001
- A body incorporated under a law (other than the Corporations Act 2001) in force in Australia
- The Commonwealth, a State or a Territory
- An agency of the Commonwealth, a State or a Territory
- A foreign corporation capable of providing some evidence of incorporation to establish that it exists as a legal entity.

ACN. Insert the Australian Company Number (ACN) assigned by ASIC if an organisation is applying to be the Registration Holder.

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.

ARN. '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. If you don't know your ARN leave the space on the form blank.

To issue an ARN CASA requires the submission of certified documentation to prove identity. Do **NOT** forward documents as proof of identity with your application, if you have an ARN.

Documentation the owner must supply to prove identity, if the owner does not have an ARN.

For an individual

A certified true copy of any one of the following is acceptable:

- An Australian full birth certificate showing parental details, or a current photo birth card issued by the Registry of Births, Deaths and Marriages.

- A current Australian passport or one that expired within the last two years.
- A current foreign passport.
- A current Document of Identity issued by the Australian Passport Office.
- An Australian naturalisation or citizenship document or immigration papers issued by the Commonwealth Department of Immigration and Multicultural and Indigenous Affairs.
- A current Australian driver's licence or one that expired within the last two years.
- A current Australian issued firearms or security industry licence or one that expired within the last two years.
- A current identity card for an Australian police force or defence force member, excluding civilian staff or family.
- A current consular photo identity card issued by the Department of Foreign Affairs and Trade.
- A current student identity card.
- A current proof of age card.

For an organisation

- For companies registered with the Australian Securities and Investments Commission (ASIC), (when completing the form, insert your organisation's ACN in the appropriate space in Section 3.1). CASA will check the ASIC register to validate the number provided.
- For companies not registered with ASIC, a certified true copy of a certificate of incorporation.
- For government bodies, a copy of, or an electronic link to, the establishing statutory provision which proves it capable of exercising statutory rights in its own right.
- For foreign corporations, a certified true copy of a certificate of incorporation, or equivalent document.

Definition of a 'Certified True Copy'. A certified true copy of a document is a photocopy of the original document that has been certified by an appropriate person as being 'A True Copy Of The Original'. Copies of certified copies are not acceptable.

Persons who may certify documents include:

- Justices of the Peace (with a registration number)
- Commissioner for Declarations
- A pharmacist
- A Doctor (Medical Practitioner)
- An accountant
- An engineer
- A Post Master
- A Registered Migration Agent
- CASA employee
- CASA authorised person or delegate
- A barrister or solicitor
- A police officer
- A member of the Parliament of the Commonwealth or a State
- A member of a Territory legislature

- Gliding Federation of Australia employee
- Member of the Gliding Federation of Australia Executive
- Gliding Federation of Australia Regional Technical Officer.

The certifying officer must:

- Write on the copy: "This is a true copy of the original document sighted by me"; and
- Sign the document; and
- Print the following details: name; address; contact telephone number; profession or occupation; date verified; and
- Affix the official stamp or seal of the verifier's organisation on the copy, if the organisation has such a stamp.

In addition to the above, a Justice of the Peace must also print his/her registration number and affirm in which State he/she is registered. A CASA authorised person/delegate must also print his/her ARN, if one exists. A Gliding Federation of Australia Regional Technical Officer must also print his/her GFA number.

Note: Documents not in English must be accompanied by a certified translation. The translation must be compiled by a translator registered with the Australian National Accreditation Authority for Translators and Interpreters (NAATI) and must include the NAATI translator's stamp.

Addresses

- **Address 1** – Individual's home address, or Organisation's physical address.
- **Address 2** – An individual's or Organisation's postal address—this refers to the address to be used for the mailing of documents. If it is the same as Address 1, write 'as above' for Address 2.
- **Address 3** – An Organisation's Registered Office address, as listed with the Australian Securities and Investments Commission (ASIC). Address 3 should be supplied for an Organisation with an ACN.

Address 3 is not applicable for an individual.

CASA will use the supplied postal address for mailing of documents unless otherwise requested.

You should note that it is not possible to have different addresses for different purposes recorded against the one legal entity. You cannot have one residential address for registration matters, and another residential address for Air Operator Certificate matters, etc.

However, it is possible to have a limited number of different types of addresses recorded, eg, residential, communications, registered place of business. The types of addresses recorded will be determined by CASA's business rules and may vary from time to time.

—Section 4—

The owner or the owner's representative must sign this section of the form.

—Section 5—

Payment of Registration Fees

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 at: <http://www.casa.gov.au/corporat/fees/fees>.

Enter your details in Section 5 to enable CASA to process your payment.

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

IF MY APPLICATION FORM IS COMPLETED INCORRECTLY, WHAT HAPPENS?

Your application may be rejected. This could result in the mark being reserved for another party.

WHERE DO I SEND MY FORM?

You can submit your form and other necessary documentation by fax to:

Within Australia: 02 6217 1991
International: +61 2 6217 1991.

Only clear, legible faxes will be accepted. If your fax is deemed unacceptable, you will be contacted and asked to mail the form and supporting documents. You may also submit your form by email to aircraft.register@casa.gov.au

Original documents should be mailed to:

CASA Civil Aircraft Register
CASA
GPO Box 2005
CANBERRA ACT 2601
AUSTRALIA

WHO DO I CONTACT IF I HAVE A PROBLEM?

Contact the CASA Licensing and Aircraft Registration Centre for assistance:

Phone: 1300 737 032
Email: clarc@casa.gov.au

Or, refer to the Australian Civil Aircraft Register page on CASA's website, which provides additional information:

<http://casa.gov.au/casadata/register/index.asp>

DELIVERY OF RESERVATION CERTIFICATE

You can expect to receive your reservation certificate by mail within four weeks of submitting your application. If the certificate does not arrive in that period you should advise CASA.

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 other suitable electronic means.

You are advised that the Australian Civil Aircraft Register page on CASA's website (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 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 131 757 and ask to be put through to the Register section to arrange a suitable time.

PRIVACY STATEMENT

CASA will only use the information about individuals or organisations for the purpose for which it is provided.

CASA will not use this information for any other purpose and will not disclose it without the applicant's permission.

However, CASA may give this information to other government agencies authorised by law to receive it.

For further information please view Chapters 13 & 14 of Advisory Circular AC 47-01(2) at <http://www.casa.gov.au/rules/1998casr/047/047c01.pdf>