



IMPORTANT INFORMATION FOR APPLICANTS

- 1: Comprehensive information about completing this form can be found on CASA's website www.casa.gov.au/idera.**
- 2:** This form must be completed and signed by the current authorised party.
- 3:** All blank spaces must be completed and, where applicable, the details must be as recorded on the aircraft's certificate of registration.
- 4:** The beneficiary of a Certified Designee Confirmation Letter (CDCL) (the certified designee) must have an Aviation Reference Number (ARN) in order for the CDCL to meet CASA's requirements and be recorded on the Australian Civil Aircraft Register.
- 5:** This form must be signed and submitted in **original hard copy** to the Civil Aircraft Register, Civil Aviation Safety Authority, Australia by mail or courier. The application **cannot be accepted via email or fax** as per the legislative requirements.
- 6:** CASA does not accept electronic signatures.
- 7:** This form has specific power of attorney requirements in relation to signatures – see the guidance material
- 8:** By lodging this request the authorised party accepts that, provided the CDCL meets all requirements and no other certified designee is recorded, CASA will record the CDCL on the Australian Civil Aircraft Register.
- 9:** Payment for this application can be made online. Go to the CASA webpage and click the Payment button. You must attach a copy of the receipt with this application.

Privacy Statement: 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 the *Civil Aviation Act 1988*, the *Airspace Act 2007*, the *Aviation Transport Security Act 2004* or the regulations made under those Acts. For full details on how CASA collects, protects and uses personal information, please refer to [CASA's Privacy Policy](#)

Section A: CDCL Request Details

1. Authorised party details

Authorised Party Name		ARN	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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2. Certified designee details (Current ARN holders)

If the certified designee does not have an Aviation Reference Number (ARN), details must be provided in Section 3.

Legal Name		ARN	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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3. Certified designee details (Applying for ARN)

Note: Section 3 only required if an ARN for the certified designee could not be provided in Section 2.

Legal Name																			
ACN/ARBN (only applicable for organisations registered with the Australian Securities & Investments Commission)						Date of Birth (if an individual)													
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20px; height: 20px;"><input type="text"/></td> <td style="width: 20px; height: 20px;"><input type="text"/></td> <td style="width: 20px; height: 20px;"><input type="text"/></td> <td style="width: 20px; height: 20px;"><input type="text"/></td> <td style="width: 20px; height: 20px;"><input type="text"/></td> <td style="width: 20px; height: 20px;"><input type="text"/></td> <td style="width: 20px; height: 20px;"><input type="text"/></td> <td style="width: 20px; height: 20px;"><input type="text"/></td> <td style="width: 20px; height: 20px;"><input type="text"/></td> <td style="width: 20px; height: 20px;"><input type="text"/></td> </tr> </table>						<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	____ / ____ / _____			
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>										
Address 1 - Mandatory Residential address for an individual, physical address for an organisation.																			
								Suburb											
	State				Postcode			Country											
Address 2 Postal Address, if different to Address 1																			
								Suburb											
	State				Postcode			Country											
Email address																			
Phone number (including country and area codes)																			

Section B: To be returned to the authorised party
CERTIFIED DESIGNEE CONFIRMATION LETTER
IRREVOCABLE DE-REGISTRATION & EXPORT REQUEST AUTHORISATION
Refer to the International Interests in Mobile Equipment (Cape Town Convention) Act 2013

Date: ____ / ____ / ____

To: Civil Aviation Safety Authority, Australia

Re: Appointment of Certified Designee in relation to the Irrevocable De-Registration and Export Request Authorisation (IDERA) for:

Airframe/helicopter manufacturer name _____

Model number _____

Bearing manufacturer's serial number _____

and registration mark VH-

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 (the aircraft).

We _____
(full legal name of the authorised party)

as "the authorised party" under the IDERA, hereby confirm that

(full legal name of the certified designee)

in its capacity as _____
(Capacity acting under the authorised party)

is the certified designee (under the authority of Article XIII(3) of the Protocol to the Convention on International Interests in Mobile Equipment on matters specific to Aircraft Equipment) in accordance with the confirmations and authorisations in our favour set out in the IDERA authorisation dated ____ / ____ / ____ issued by the registration holder of the aircraft. Please acknowledge your agreement to this request and its terms by countersigning below.

Authorised party name

Signed by [Print Name]

Title: [e.g. Director] *

Signature

____ / ____ / ____
Date

* if person signing is not a Director, CEO or authorised employee, a power of attorney must be provided

<u>CASA USE ONLY</u>	
_____ Agreed to and recorded by [Print Name]	_____ Title
_____ Signature	_____ Date

Section C: To be retained by CASA

**CERTIFIED DESIGNEE CONFIRMATION LETTER
IRREVOCABLE DE-REGISTRATION & EXPORT REQUEST AUTHORISATION
Refer to the International Interests in Mobile Equipment (Cape Town Convention) Act 2013**

Date: ____ / ____ / _____

To: Civil Aviation Safety Authority, Australia

Re: Appointment of Certified Designee in relation to the Irrevocable De-Registration and Export Request Authorisation (IDERA) for:

Airframe/helicopter manufacturer name _____

Model number _____

Bearing manufacturer's serial number _____

and registration mark VH-

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 (the aircraft).

We _____
(authorised party)

as "the authorised party" under the IDERA, hereby confirm that

(certified designee)

in its capacity as _____
(Capacity acting under the authorised party)

is the certified designee (under the authority of Article XIII(3) of the Protocol to the Convention on International Interests in Mobile Equipment on matters specific to Aircraft Equipment) in accordance with the confirmations and authorisations in our favour set out in the IDERA authorisation dated ____ / ____ / _____ issued by the registration holder of the aircraft. Please acknowledge your agreement to this request and its terms by countersigning below.

Authorised party name

Signed by [Print Name]

Title: [e.g. Director] *

Signature

____ / ____ / ____
Date

* if person signing is not a Director, CEO or authorised employee, a power of attorney must be provided

<u>CASA USE ONLY</u>	
_____ Agreed to and recorded by [Print Name]	_____ Title
_____ Signature	_____ Date

Request to CASA to record a Certified Designee Confirmation Letter (CDCL)

VH -

Payment Authorisation

Payment made online *Attach printed receipt and do not complete remainder of this page.*

Processing Fees

Fee Code	Description	Total
<input type="checkbox"/> CAPE5(1)	Registration of a Certified Designee Confirmation Letter (CDCL) – processing and consideration of application	\$ 112
Total Cost:		\$ 112

Details of Payer

Individual's or Organisation's Full Name:		
Email:		
Postal Address:		
State:	Postcode:	Country:
Contact Phone:	ARN: (if applicable)	
	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	

Payment Options

- I have enclosed a Cheque or Australian Money Order **(please make cheques payable to CASA)**
- I am paying by credit card – please ensure you complete ALL details below including the card holder name and the total amount

I hereby authorise the Civil Aviation Safety Authority to debit the following amount from my: MasterCard <input type="checkbox"/> Visa <input type="checkbox"/>	
Card Number: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Expiry Date: ____ / ____
Card Holder Name (please print):	Total: \$ <u>112</u>
Signature:	Date: ____ / ____ / ____

Submit the Payment Authorisation Form (and Cheque / Money Order / Purchase Order) with the Form.

- **Mail to:** Aircraft Registration
CASA
GPO Box 2005
CANBERRA ACT 2601

Paid Stamp

Receipt No:	<input type="text"/>	Initial:	<input type="text"/>