Application for RPA Operator's Certificate (ReOC) Initial Issue and Variation

ABOUT THIS APPLICATION FORM

Complete this form if you are applying for the initial issue or a variation of a RPA Operator's Certificate (ReOC).

Form 101-02 is the form approved by CASA for the issue of RPA Operator's Certificate.

This form is considered part of an application pack and should be submitted with the completed ReOC Nominated Personnel application form. Refer to Form 101-04.

You are also required to submit your RPAS operations manual and RPAS operations procedures (Library) as part of the ReOC application pack. Refer to this <u>link</u> to download the RPAS Operational Procedures (Library).

This application is made up of four parts:

Part A Details of Applicant(s)

Part B Details of Proposed Operations

Part C Applicant(s) Declaration
Part D Submission Checklist

Accuracy of information provided

All information will be used to assess if the applicant is entitled to a ReOC and if the ReOC should be subject to operating conditions. An incomplete, poorly prepared or inaccurate application may:

- o Result in rejection of the application
- Raise doubts about the applicant's ability to control the operation
- o Result in delays
- Add to the cost of the ReOC
- Result in a refusal to issue the ReOC

Please remember it is an offence to make a false declaration in this form.

If you are filling in the form by hand, print neatly with a black or blue ballpoint pen. Some questions contain check boxes. Please mark **X** where appropriate. This information is used in the calculation of a cost estimate for the assessment of your application. Questions marked with an asterisk (*) are mandatory and must be completed.

Submitting your application

After reviewing your application, CASA will advise you if any additional information is required to be submitted.

Submit the completed application and proof of ID, to the CASA Permissions Issue Team by email at regservices@casa.gov.au.

If at any time you would like assistance with any aspect of this form, please contact the Permissions Issue Team on 136 773.

Applicants are required to complete and submit ALL parts of the application to be acceptable to CASA.

The completion of this application form is the first step in the application process. On receipt of a completed application form, CASA will calculate and send you an estimate of the cost to process your application and any additional information you must submit.

Should you wish to proceed, you will need to pay the estimate and send any requested documents to the Permissions Issue Team.

CASA may refuse to consider an application or to consider it further while there are requirements that the applicant has not complied with.

Privacy & Your Personal Information

The information you provide in this application will be used to assess the suitability of the applicant to hold a ReOC. CASA is bound by the Privacy Act to safeguard personal information within the terms of the Act.

Providing CASA with correct information requested in this application will avoid delays caused by poor or insufficient information.

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GUIDELINES FOR COMPLETING THIS APPLICATION FORM

Part A - Details of Applicant(s)

Please note that in the guidelines and application form the proposed certificate holder is referred to as the 'applicant'. The name of the applicant given in A3 or A4 is the name that will appear on the certificate.

In this section, you are required to provide the details of the applicant. The law requires that the ReOC holder must be a natural person or have legal personality (capable of enjoying and being subject to legal rights and duties) that is:

- a natural person;
- · an incorporated company;
- body corporate or politic created by statute.

If the applicant does not meet the above criteria, the application will not be accepted.

- A3. If the applicant is an individual, provide the complete name, date of birth, address, contact details and ARN (if you have one). Individuals must provide documentation as proof of identity, unless the documentation has previously been supplied to the Permissions Issue Team or the nominee is the holder of a valid license issued by CASA.
 - CASA adopts a standard 100 points verification system similar to that outlined in the Financial Transaction Reports Regulations 1990. CASA will verify your proof of ID.
- A4. If the applicant is a legal entity other than an individual, provide the name of the legal entity as registered in the Australian Securities and Investments Commission (ASIC), the ACN or ARBN and the ARN (if the legal entity has one).

A Trust is not a legal entity and therefore cannot hold a ReOC under CASR Part 101.270. A trustee is the legal entity (being an individual or incorporated body) and can hold a ReOC.

- A5. The trading name must meet the following criteria:
 - · Registration must be current at the time of issue of the ReOC; and
 - It must be registered under the name/s of the proposed ReOC holder/s (as proprietor/s) at the time of issue of the ReOC.

CASA will verify the currency of registration of the trading name and the ownership of the trading name as registered with the Australian Securities and Investments Commission (ASIC). If the trading name does not meet the criteria at the time of verification, your ReOC will be issued without the trading name

- A7. You may by law appoint an agent to complete and sign the application on your behalf and to negotiate with CASA in relation to all matters necessary to complete the AOC application.
 - If you wish to authorise an agent to act on your behalf, CASA requires that the agent be appointed under a Power of Attorney. The Power of Attorney must be executed and signed by all applicants or in the case of a company by a Director of that company. CASA will consider the authority of the agent to have ceased once the ReOC has been issued.
- A9. Criminal action means any action where legal proceeding commenced by the Commonwealth, a State or Territory against a person arising from the commission or alleged commission of an offence.
- A10. Regulatory action means an action taken against a person by CASA (in relation to Australia) or by a person representing a foreign regulatory authority (in relation to a foreign country) that, on conviction, may lead to the imposition of a fine or a variation, suspension or cancellation of a ReOC or civil aviation authorisation.

Part B - Details of Proposed Operations

B1: Provide details indicating which remotely piloted aircraft (RPA) operations you wish to undertake and the details of the RPA you wish to operate. Your operations manual will need to provide guidance material for all operations sought.

If either RePL Training option is selected then your completed training syllabus **must** also be submitted. RePL Training could be obtained either:

- · From an organisation with CASA approved RePL training; or
- As part of in-house training conducted by an organisation who holds a Remote Operator's Certificate (ReOC).

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Part C - Applicant(s) Declaration

By signing the Declaration, you indicate to CASA that you have read the guidelines, completed the application in full, supplied proof of identification, accept the terms and conditions for processing your application and agree to the publication of your ReOC details on the CASA website. This application must be signed by all of the applicants or an agent appointed by a Power of Attorney (refer A7 - Use of an Agent). Giving false or misleading information is a serious offence.

Part D - Submission Checklist

The submission checklist identifies the types of documents you need to complete/send to the Permissions Issue Team. In addition to submitting Part A and other parts relevant to your operations, you are also required to submit your proof of ID.

Required documents

For all applications, you will be required to submit all of the documents listed below:

Document name	For more information refer to:
Operations Manual	RPAS Sample Operations Manual
Form 101-04 – Application for ReOC Nominated Personnel	Form 101-04
RPAS operations procedures (Library) – if operating < 150kg	Sample RPAS Operations Procedures (Library)
Maintenance Manual and Flight Manual - if operating > 150kg	AC 101-1(0) – Remotely Piloted Aircraft Systems

If you have any questions regarding this application or require further information on RPA Operator's Certificates, please contact the Permissions Issue Team on

136 773 or by email at regservices@casa.gov.au

You do not need to print and submit these guidelines with your application form.

Please indicate which applies to you:	Part A – Details of the Applicant *						
I am applying for a variation to an existing UOC / ReOC The proposed name to be reflected on the ReOC when issued is: An Individual	A1 Please indicate which applies to you:						
The proposed name to be reflected on the ReOC when issued is: An Individual	I am applying for an initial issue of a ReOC						
An Individual Go to Part A3 A legal entity other than individual Go to Part A4 Go to Part A4	I am applying for a variation to an exis	sting UOC / ReOC					
A legal entity other than individual Surname Given name Date of Birth Do you have a CASA Aviation Reference Number (ARN)? Yes ARN You must provide proof of identity if you are not an Australian registered business. Complete Form 1162 to apply for a CASA ARN for an individual. Go to A6 A1 Details of Legal Entity Name of legal entity ACN or ARBN Do you have a CASA Aviation Reference Number (ARN)? Yes ARN No ARN	The proposed name to be reflected on the	e ReOC when issued is:					
Individual Surname Date of Birth Do you have a CASA Aviation Reference Number (ARN)? Yes ARN No You must provide proof of identity if you are not an Australian registered business. Complete Form 1162 to apply for a CASA ARN for an individual. Go to A6 A Details of Legal Entity Name of legal entity ACN or ARBN Do you have a CASA Aviation Reference Number (ARN)? Yes ARN No ARN No ARN	An Individual	An Individual Go to Part A3					
Surname Given name Date of Birth Do you have a CASA Aviation Reference Number (ARN)? Yes ARN No You must provide proof of identity if you are not an Australian registered business. Complete Form 1162 to apply for a CASA ARN for an individual. Go to A6 A3 Details of Legal Entity Name of legal entity ACN or ARBN Do you have a CASA Aviation Reference Number (ARN)? Yes ARN No ARN	-	Go to Part A4					
Date of Birth Do you have a CASA Aviation Reference Number (ARN)? Yes	A3 Details of Individual						
Do you have a CASA Aviation Reference Number (ARN)? Yes ARN No You must provide proof of identity if you are not an Australian registered business. Complete Form 1162 to apply for a CASA ARN for an individual. Go to A6 Ad Details of Legal Entity Name of legal entity ACN or ARBN Do you have a CASA Aviation Reference Number (ARN)? Yes ARN No ARN	Surname	Given name					
Yes ARN No You must provide proof of identity if you are not an Australian registered business. Complete Form 1162 to apply for a CASA ARN for an individual. Go to A6 A4 Details of Legal Entity Name of legal entity ACN or ARBN Do you have a CASA Aviation Reference Number (ARN)? Yes ARN No	Date of Birth						
No	Do you have a CASA Aviation Reference Num	nber (ARN)?					
a CASA ARN for an individual. Go to A6 A1 Details of Legal Entity Name of legal entity ACN or ARBN Do you have a CASA Aviation Reference Number (ARN)? Yes ARN No	Yes ARN						
Go to A6 A4 Details of Legal Entity Name of legal entity ACN or ARBN Do you have a CASA Aviation Reference Number (ARN)? Yes ARN No							
Name of legal entity ACN or ARBN Do you have a CASA Aviation Reference Number (ARN)? Yes ARN No							
ACN or ARBN Do you have a CASA Aviation Reference Number (ARN)? Yes ARN No	A4 Details of Legal Entity						
Do you have a CASA Aviation Reference Number (ARN)? Yes ARN No	Name of legal entity						
Do you have a CASA Aviation Reference Number (ARN)? Yes ARN No	ACN or ARRN						
Yes ARN No							
No [
The Enter details of Trading Name							
A5 Enter details of Trading Name							
Name (1) Registration number	Name (1)	Registration number					
Name (2)	Namo (2)	Pogietration number					
DAGIOTATION NUMBER							
Name (2) Registration number	If there are more than two names, please attach a separate sheet containing the same details as above.						

A6 Provide the following contact details							
Email Address							
Phone	Mobile Facsimile						
Registered Business							
Address (as registered with Australian Securities and	Suburb						
Investments Commission)	State Postcode Country						
Physical Address (address of your							
main base of operations)	Suburb						
	State Postcode Country						
Postal Address							
	Suburb						
	State Postcode Country						

A7 Are you using an agent to act on your behalf for this application?									
Yes Enter details below No (Go to A9)									
Name (in full)									
Phone			Mobile				Facsimile		
Email									
Address									
					Suburb				
		State	Postcode		Country				
Attorney.		er of Attorney n						nppointed under case of a comp	
	ase provi lication	de details of	the person t	hat you	ı wish CA	SA to	contact in r	elation to this	;
Name (ir	n full)								
Phone			Mobile				Facsimile		
Email									
A9 Have you or any of your nominated personnel been charged with or convicted of any criminal offence in Australia, its territories, or a foreign country in the last 10 years?									
Yes Enter details below No Go to (A10)									
a) The charges laid and present status:									

c) The penalty imposed:
c) The penalty imposed.
d) The offence in which a conviction was recorded:
(Use additional sheets if necessary)
(000 200 200 200 200 200 200 200 200 200
A10 Have you or any of your nominated personnel been subjected to regulatory action by CASA
or a foreign regulatory authority in the last 10 years?
Yes Enter details below No
Yes Enter details below No a) Was a suspension or cancellation of a ReOC (or equivalent) of any other civil aviation authorisation made? Enter details below No Enter details below No equivalent)
a) Was a suspension or cancellation of a ReOC (or Yes Enter details below No
a) Was a suspension or cancellation of a ReOC (or Yes Enter details below No
a) Was a suspension or cancellation of a ReOC (or Yes Enter details below No equivalent) of any other civil aviation authorisation made?
a) Was a suspension or cancellation of a ReOC (or Yes Enter details below No
a) Was a suspension or cancellation of a ReOC (or Yes Enter details below No equivalent) of any other civil aviation authorisation made?
a) Was a suspension or cancellation of a ReOC (or equivalent) of any other civil aviation authorisation made? b) Type of action:
a) Was a suspension or cancellation of a ReOC (or Yes Enter details below No equivalent) of any other civil aviation authorisation made?
a) Was a suspension or cancellation of a ReOC (or equivalent) of any other civil aviation authorisation made? b) Type of action:
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a) Was a suspension or cancellation of a ReOC (or equivalent) of any other civil aviation authorisation made? b) Type of action: c) Type of authorisation action taken against:
a) Was a suspension or cancellation of a ReOC (or equivalent) of any other civil aviation authorisation made? b) Type of action: c) Type of authorisation action taken against:

Part B – Details of Proposed Operations *								
Please indicate the type of operations you wish to conduct and each aircraft, listing the manufacturer, category (aeroplane, helicopter, multi-rotor, airship) and gross weight / capacity of RPA to be operated								
RPA	Operations			RPA Details				
RPAS Aerial Work	RePL To	raining Operation	Category	Manufacturer Type	Gross Weight / Capacity			
П	Operation	Only						
Note: If either of Guidelines on F		ining options a	re selected, additional	documents are to be submitted to	CASA. Refer to the			
B2 For vari	For variation to ReOC (only) please list the RPA details to be added or deleted (if applicable).							

Par	τ C – <i>F</i>	Applicant(s) Dec	laration *						
I an	n / we	are signing this fo	orm as:						
] The i	ndividual named in	A3 [Director	(s) of Legal En	tity named in A4	The	e agent name	ed in A7
1.	1 / W	e declare that the	information	on provided	I in this applic	ation form is tru	e and co	rrect.	
	Givin	g false or mislea	ading info	ormation is	an offence	under the regul	ations.		
2.		understand that ate for service for		•	•	plication will allo	ow CASA	to calculate	e an
3.		understand and layed if:	agree tha	t the cost e	stimate may	change, and pro	cessing t	he applicati	on may
	•	The application The details in the Adequate supp	nis applica	ation are su	bsequently ch	nanged; or	ur require	ements; or	
4.		understand and	_		to proceed w	ith this application	on, I / We	e must:	
	Accept the cost estimate; andForward the prescribed payment; and								
	Forward all supporting documentation to the Permissions Issue Team.								
5.	5. If I am signing this application as an agent, I declare that I have obtained the necessary Power of Attorney authorising me to sign on behalf of the applicants.								
6.	6. I / We give permission for CASA to send material relating to this application								
	by email.								
	Note: I am aware of, and accept, the risk that information sent via email may be intercepted and read during transmission, not delivered or modified. (If you do not accept, material will be sent by post).								
Nar	me			Signature			Date		
· ·				ong nataro			Julio		
]		
Nar	me			Signature			Date		

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Part D – Submission Checklist

D1 Indicate what supporting documentation you have submitted in support of this application						
Proof of Trading Name ownership		Attached				
Form 101-04		Attached				
Copy of controller certificate / remote Pilot	pilot licence for your nominated Chief Remote	Attached				
	If not attached, provide reasons:					
Operations Manual		Attached				
Have you used the RPAS Sample Op Procedures (Library) to develop your	erations Manual and RPAS Operational manuals?	Yes No				
If operating < 150kg:						
RPAS Operations Procedures	(Library)	Attached				
If operating > 150kg:						
Maintenance Manual		Attached				
Flight Manual		Attached				
Your completed training syllabus (if Ro	ePL Training option is selected in B1)	Attached				
List any additional documentation you	ı have provided:					

This completes your application