



## Apply and get your organisation ARN online within minutes

For organisations listed on the Australian Business Register and who hold an active Australian Business Number (ABN), you can apply online and in most cases an ARN can be issued within minutes.

Go to **myCASA** >



### Printing or emailing this form?

Please download this form and complete with Adobe Acrobat to ensure your information is saved correctly. If you're using a browser to complete this form you may not be able to save the information you have entered.

### Purpose of this form

Use this form to apply for an organisation ARN.

An organisation ARN is an identifier used in connection with the legal name of a business entity conducting activities as part of a commercial, business or private undertaking. This can include a sole trader, government body, educational institution, religious organisation or a registered charity.

Only one ARN will be issued for each legal entity. An ARN will not be issued to business names, consortiums or partnerships.

### Who is this form for?

This form is to be completed by an individual on behalf of an organisation. The individual completing the application must hold the appropriate authority within the organisation and must also hold an individual ARN.

If you do not have an individual ARN you must apply for an individual ARN before submitting this form. In most cases you can get your ARN online and within minutes ([go to myCASA](#)).

### Information needed to complete this form

You will need to provide the organisation's ACN, ABN or ARBN

The authorised representative completing this application must have an individual ARN.

If the organisation is a foreign entity a copy of the certificate of incorporation or equivalent must be provided.

All documents must be **provided in English**. Documents not in English must be accompanied by a certified translation.

The translation must be compiled by a translator registered with the [National Accreditation Authority for Translators & Interpreters Ltd \(NAATI\)](#) and must include the NAATI translator stamp.

The NAATI national hotline is **1300 557 470**.

Organisation ARN applications made by foreign government, authorities, commercial and business entity applications will be assessed based on documentation provided.

### Filling in this form

This form can be completed as a **fillable form**:

- Adobe Reader is available free of charge from the [Adobe website](#)
- use 'tab' or 'mouse click' to navigate through the form
- 'mouse click' on the '➡ **Go to**' button to skip to the question

If **printing** this form:

- use black or blue pen and print in BLOCK LETTERS
- mark check boxes with a ✓ or a ✕
- if you see '➡ **Go to**' go to the question number shown, you do not need to answer the questions in between

### 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 Privacy Policy](#).

### For more information

Go to the [CASA website](#) or call us on 131 757.

## Applicant

### 1 What are the **organisation** details?

Legal entity name

ABN, ACN, ARBN or foreign ID number

Contact number

Email address

### 2 Is the organisation a **foreign entity**?

No

Yes

### 3 What is the **foreign entity type**?

**For example:** Foreign company, Government, regulator

 **Attach evidence**

## Address

### 4 What is the **organisation's principal physical** address?

Unit/number

Street name

Suburb

State/territory

Postcode

Country (if not Australia)

### 5 Is the **organisation's postal** address the same as the **organisation's principal physical** address?

No

Yes

### 6 What is the **organisation's postal** address?

Unit/number

Street name/PO box

Suburb

State/territory

Postcode

Country (if not Australia)

## Nominated authorised representative

### 7 What are the details of the authorised representative?

By applying for an organisation ARN you will be recorded as the **authorised representative** for this organisation, and you must have the appropriate authorisation to make this application. For more information on who can apply for an organisation ARN, please refer to the [CASA website](#).

The nominated individual must hold an ARN.

Full name

ARN

Contact number

Email address

## Applicant checklist

- 8** Select all that apply:
- ☐ A copy of the foreign entity's certificate of incorporation or equivalent is attached
  - ☐ If other please specify

## Authorised Representative Declaration

- 9** I declare that:
- ☐ I am the authorised representative, named in question 7 and am authorised to make this application on behalf of the organisation.
  - ☐ All statements in 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 application.
  - ☐ I consent to CASA using and disclosing my personal information in accordance with [CASA Privacy Policy](#) including exchanging the information with Commonwealth, State and Territory government agencies.
  - ☐ I acknowledge that to knowingly make a false or misleading statement is an offence against the [Criminal Code Act 1995 \(Cth\)](#).

Full name

Date (DD/MM/YYYY)

/ /

## Returning your form



By email – attach this form and all supporting documents. Send them to [applications@casa.gov.au](mailto:applications@casa.gov.au)



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

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