



APPLICATION FOR AMENDMENT OF AN IFP SERVICE CERTIFICATE  
AND OPERATION

ISSUED FOR USE  
CA 173-03

**Reference:**

CAR 173

**Instructions:**

a) No application will be processed until all required documentation and applicable fees are received, please ensure all documents and applicable fees are enclosed and should be submitted to:

**The Director**  
**Civil Aviation Safety Authority of Papua New Guinea**  
**PO Box 1941,**  
**BOROKO 111**  
**Papua New Guinea**  
[ANS@casapng.gov.pg](mailto:ANS@casapng.gov.pg)

The CASA Standard Rate hourly charge applies.

b) The application must include the amended exposition as required by rule 173.73.

c) Further notes and instructions are included in the grey margins of the different sections.

d) Use additional sheets such as those included at the end of the form to provide further details and explanations that do not fit in the original sections of the form.

**1. Organisation Details**

<b>CA Participant Number (if known)</b>		<b>Companies Office No.</b>	
<b>Legal Name of Organisation</b>			
A certificate will be issued only to a registered company, a partnership, a sole trader or an incorporated society. For a registered company, submit a copy of the <b>Companies Office Certificate of Incorporation</b> for initial issue or for an amendment involving a change to the legal name of the organisation.			
<b>Trading or Division name (if any)</b>			
<b>Address for Service</b> (Address for Service of Notices Ref Civil Aviation Act Section 48) requires applicants to provide an address for service in PNG (ie, a physical address) and to promptly notify the Director of any changes.		<b>Postal Address</b> (if different from Address for Service)	
<b>Post Code</b>		<b>Post Code</b>	
<b>Tel</b>		<b>Tel</b>	
<b>Fax</b>		<b>Fax</b>	
<b>Email</b>		<b>Email</b>	
<b>Your reference – or –</b>			
<b>Details of the person who may be contacted for further information</b>			
<b>Name</b>		<b>Position</b>	
<b>Tel</b>		<b>Mobile</b>	
<b>Fax</b>		<b>Email</b>	



**2. What are you changing?**

<p>Indicate the change you are proposing in your organisation. More than one box may be ticked. Complete the relevant sections of the form as indicated at far right. <b>Sections 1, 2, 3, 6 and 7 are required for all applications.</b> The line numbers align with the section numbers on the Approvals Specification</p>	1.	Address for service	<input type="checkbox"/>	
	2.	Trading name	<input type="checkbox"/>	
	3.	Nominated senior persons	<input type="checkbox"/>	Complete section 5
	4.	Approved services / types of instrument flight procedure	<input type="checkbox"/>	Complete section 4
	5.	System for safety management	<input type="checkbox"/>	
		Other	<input type="checkbox"/>	

**3. Exposition**

<p>List the <b>exposition</b> manual(s) required by CAR 173.73 that are being amended for this proposed change.</p>	<b>Manual Titles</b>	<b>Amendment No. and date</b>

**4. Details of Change**

<p>Provide a summary of the changes you are proposing to make to your organisation</p>

**5. Senior Persons**

<p>Separate forms must accompany this application for <u>each</u> of the nominated senior persons as shown below.</p>		
<p><b>For both Initial issue and Renewal (for changed and unchanged persons):</b> Form CA-FPP.V03 and supporting documents or <u>and CV</u></p>		
<b>Nominated persons area(s) of responsibility as per 173.51(a)(1)&amp;(2)</b>	<b>Name &amp; company title</b>	<b>Participant No. (if known)</b>
Chief Executive		
<p>Indicate any senior persons that are being removed from the organisation's certificate.</p>	<b>Removed persons</b>	



	I hereby nominate the above person(s) for the responsibilities indicated.		
<b>Signature of Chief Executive or Board Chairperson</b>		<b>Date</b>	

**6. Declaration by Chief Executive**

<i>The provision of false information or failure to disclose information relevant to the grant or holding of an aviation document constitutes an offence under Section 304 of the Civil Aviation Act 2000 and is subject, in the case of a person other than an individual, to a maximum fine of K100,000.00</i>	I have obtained a current copy of CAR Part 173 and AC173-1, and have read and understood the contents as they apply to this application. I also have a current copy of CAR Parts 1 and 12 as applicable.  This application is made for and on behalf of the organisation identified above. I certify that I am empowered by the organisation to ensure that all activities undertaken by the organisation can be financed and carried out to the standard required by the Authority.		
	I declare that to the best of my knowledge and belief the statements made and the information supplied in this application and the attachments are complete and correct.		
<b>Full Name of Chief Executive</b>		<b>Participant Number (if known)</b>	
<b>Signature</b>		<b>Date of application</b>	

**7. Applicant's Checklist – please take the time to check and complete this section**

<i>Please ensure all documents are enclosed. Applications which are incomplete or lacking any required documents will not be processed.</i>	1. All necessary sections completed	<input type="checkbox"/>
	2. Amended company exposition enclosed	<input type="checkbox"/>
	3. CA-FPP.V03 and CV for the nominated senior persons enclosed	<input type="checkbox"/>
	4. Additional attachments enclosed as per this list:	<input type="checkbox"/>

<i>Use this sheet if you need to provide further information or explanations that do not fit in the original sections of the form.</i>	
Section	Additional details or explanations

<b>OFFICE USE ONLY</b>					
1. Received by:		3. Receipt No:		5. Completed by:	
2. Date Received:		4. Job No:		6. Certificate issue date:	