

**Application for Amendment of an Unmanned Aircraft
Operator Certificate under Civil Aviation Rules, Part 102**



Application requirements and instructions for completing the form

- a) Please ensure all documents are enclosed. Note: Fees for amendments are not required in advance as billing follows processing of the application
- b) The CAA Standard Rate hourly charge applies. Follow the link for information on [fees and charges](#).
- c) The application must include
 - the amended exposition as required by rule 102.11.
- d) Further notes and instructions are included in the grey margins of the different sections.
- e) 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

CAA Participant Number (if known)		Companies Office No.	
Legal Name of Organisation			
Trading name (if any)			

Only fill this part of the section if changes are being made.

Address for Service

Applicants have to provide an address for service in Mongolia (i.e. a physical address, not a P.O. Box) and to promptly notify the Director of any changes.

Postal Address

(if different from Address for Service)

Post Code	Post Code
Tel	Tel
Fax	Fax
Email	Email

Your reference – or –

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Details of the person who may be contacted for further information

Name		Position	
Tel		Mobile	
Fax		Email	

2. What are you changing?

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.

Sections 1, 2, 3, 8 and 9 are required for all applications.

The line numbers align with the section numbers on the Operations Specifications

NOTE: Prime Persons signature is required for Sections 5 and 8

1.	Locations	<input type="checkbox"/>	Complete section 4
2.	Address for Service	<input type="checkbox"/>	Complete section 1
3.	Trading name	<input type="checkbox"/>	
4.	Privileges of the certificate	<input type="checkbox"/>	Complete section 4
5.	Persons with Responsibilities	<input type="checkbox"/>	Complete section 5
6.	Aircraft	<input type="checkbox"/>	Complete section 6
7.	Service providers (contractors)	<input type="checkbox"/>	Complete section 7
8.	Training programme	<input type="checkbox"/>	Complete sections 4
9.	Competency assessments	<input type="checkbox"/>	
10.	Maintenance programme	<input type="checkbox"/>	
	Other	<input type="checkbox"/>	

3. Exposition

List the **exposition** manual(s) required by MCAR 102.11 that are being amended for this proposed change

Manual Titles

Amendment
No. and date

Manual Titles	Amendment No.	Date

4. Details of Change

Provide details of the changes you are proposing to make to your organisation

5. Senior Persons

Separate forms must accompany this application for the prime person as shown below.

Form [CAA 24FPP](#) or [24FPPDEC](#), and CV

Only complete details for the position(s) being changed

Nominated persons		Name & company title		Participant No. (if known)
Prime Person (102.11(b)(1))	Name			
	Title			
*Person having control of aviation operation 102.11(2) Including flight operations and supporting ground operations	Name			
	Title			
*Crew training	Name			
	Title			
*Crew assessment If different from training	Name			
	Title			
Control and scheduling of Maintenance	Name			
	Title			
Organisational management System	Name			
	Title			
Conducting occurrence Investigations	Name			
	Title			
* Provide the following information for the three marked positions:				
Licence / Certificate No.			Certificate Type	
Ratings	Aeroplanes			
	Helicopters			
Hours	P-in-C RPAS fixed wing		P-in-C glider	
	P-in-C RPAS rotary wing		P-in-C microlight	
	P-in-C Multi-rotor		P-in-C helicopters	
	P-in-C fixed wing		Total flying time	
I hereby nominate the above person(s) for the responsibilities indicated.				
Signature of Prime Person		Date		
Removed persons				
Indicate any senior persons that are being removed from the organisation's certificate.				

6. Aircraft to be Changed

List the aircraft you wish to add to or remove from the organisation's operations specifications.

Enclose the relevant associated exposition amendments (e.g. operations, maintenance manuals) with your application.

Add or Remove	Registration or ID mark	Manufacturer	Model	Are you the registered operator?

7. Contractors

Crew training and competency assessment

List any changes to the organisations you intend to **contract** training to.

Confirm with the contractor that their MCAR Part 141 certificate authorises them to conduct the courses or assessments.

Add or Remove	Name and address	Participant No. (if known)

Maintenance

List any changes to maintenance organisations or persons (LAME, licensed engineer, other) you intend to **contract** the maintenance of your aircraft to

Add or Remove	Name and address	Participant No. (if known)

8. Declaration by Prime Person

The provision of false information or failure to disclose information relevant to the grant or holding of an aviation document constitutes an offence under the Civil Aviation Act.

I have obtained a current copy of MCAR Part 102 and AC102-1, and have read and understood the contents as they apply to this application. I also have a current copy of MCAR 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 in accordance with the requirements of the Civil Aviation Act.

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.

Full Name of Prime Person

Participant Number (if known)

Signature

Date of application

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

Please ensure all documents are enclosed. Applications which are incomplete or lacking any required documents will not be processed.

- | | | |
|----|--|--------------------------|
| 1. | All necessary sections completed | <input type="checkbox"/> |
| 2. | Amended company exposition enclosed | <input type="checkbox"/> |
| 3. | CAA 24FPP/24FPPDEC and CV for the nominated prime person enclosed if changed | <input type="checkbox"/> |
| 4. | Additional attachments enclosed as per this list: | <input type="checkbox"/> |

Submit the completed application together with supporting documentation to:

**Flight Operation Division, Civil Aviation Authority
PO-34, Box-6, Ulaanbaatar, Mongolia**

Use this sheet if you need to provide further information or explanations that do not fit in the original sections of the form.

Section Additional details or explanations
