



IMPORTANT INFORMATION FOR APPLICANTS

1. Use this form to apply for an Aviation Reference Number (ARN) for an **organisation**. Fields marked with an (*) are mandatory for this application.
2. If you are applying for an ARN for an individual please use **Form 1162. DO NOT SUBMIT THIS FORM**
3. If the organisation has previously held a CASA issued aircraft registration or permission, please contact CLARC on 1300 737 032 to discuss.
4. If you have been issued with an ARN for your organisation previously and do not know the number please contact CLARC on 1300 737 032 to discuss.

PLEASE READ THE GUIDELINES PRIOR TO COMPLETING THIS FORM AND ENSURE THAT YOU INCLUDE ANY REQUIRED IDENTIFICATION.

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 1: Organisation's Details

| | |
|-------------|-------|
| Legal Name* | _____ |
|-------------|-------|

| | | | | |
|---|--|------|------|------|
| <input type="checkbox"/> ACN; OR <input type="checkbox"/> ARBN; OR <input type="checkbox"/> Foreign ID Number | <table border="1"> <tr> <td>□□□□</td> <td>□□□□</td> <td>□□□□</td> </tr> </table> | □□□□ | □□□□ | □□□□ |
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| | OR | | | |
| _____ | | | | |

| | | |
|--------------------|---|---|
| Organisation Type* | <input type="checkbox"/> Public/Proprietary Company | <input type="checkbox"/> Government ABN: _____ |
| | <input type="checkbox"/> Incorporated Association | <input type="checkbox"/> Foreign Company/Body |
| | <input type="checkbox"/> University/Tertiary Body | <input type="checkbox"/> Foreign Government/Regulator |

Section 2: Address Details

| | | | | | |
|---|-------|-------|----------|--------|---------|
| Physical Address* | _____ | | | | |
| | _____ | | | Suburb | _____ |
| | State | _____ | Postcode | _____ | Country |
| Postal Address <small>(Individual or Organisation's Postal Address, if different to Physical Address)</small> | _____ | | | | |
| | _____ | | | Suburb | _____ |
| | State | _____ | Postcode | _____ | Country |
| Registered Office Address <small>This is only required for Organisations with an ACN/ARBN (As listed with ASIC, cannot be a PO Box address)</small> | _____ | | | | |
| | _____ | | | Suburb | _____ |
| | State | _____ | Postcode | _____ | Country |

Section 3: Contact Details

| | | | |
|-------|-------|--------|-------|
| Phone | _____ | Fax | _____ |
| Email | _____ | Mobile | _____ |

Note: CASA's preferred means of contact will be via email, as such notification of your ARN will be sent through via email if provided.

Section 4: Applicant's Declaration

I hereby declare that the particulars set out in this application are true in every respect and the copy of the attached identification document is a true representation of the original and has not been altered in any way. Note - there are penalties for providing false and misleading information and may result in prosecution, fines and cancellation of civil aviation authorisations.

I am aware and accept the risk that information sent via email may be intercepted and read during transmission, not delivered or modified.

I have read CASA's policy on the collection and release of information and I authorise CASA to release information contained on this form in accordance with that policy.

Print Name: * _____ Signature: * _____ Date: * ____ / ____ / ____

Tick the applicable box below for the position held within the organisation *

- Director Company Secretary CEO President Vice President Other (attach letter of authority)

Section 5: Liaison details for this Application

Please provide contact details below for the individual CASA can contact if there is an issue with this application. The organisation ARN will also be returned to this individual.

Name: _____

Phone: _____

Email: _____

Submit to CASA by:

- Email: aircraftregistration@casa.gov.au
- Mail: ACR-CLARC CASA
CASA
GPO Box 2005
CANBERRA ACT 2601
- Fax: 02 6217 1991

Guidelines for Aviation Reference Number (ARN) Application for an Organisation

Who should use this form?

Any organisation that needs to apply for an Aviation Reference Number (ARN).

Identification

Lists of documentation for organisations can be found on the [Australian Identification Requirements](#) section of the Australian Civil Aircraft Register page of CASA's website.

Identification must include:

- your organisation's ACN or ARBN. CASA will check the Australian Securities and Investments Commission register to validate the number provided and the registered office address, if applicable
- a certificate of incorporation
- for government bodies, a copy of the establishing statutory provision which proves it capable of exercising statutory rights in its own right
- for foreign corporations, a copy of a certificate of incorporation, or equivalent document

The identification supplied must be in English, be clear and legible. It is not necessary to supply certified copies of identification. Identification is required to avoid the creation of duplicate ARNs and to ensure that the correct, full legal name, ACN or ARBN (if applicable) and the organisation type are recorded.

Section 1 - Organisation Details

Insert the organisation's details including the legal name and the ACN or ARBN (if applicable). Tick one box to identify the Organisation Type.

Section 2 - Address Details

Enter the address details for the organisation including the physical address, postal address and registered office address (as recorded by ASIC – this is mandatory if the organisation has an ACN).

Section 3 - Contact Details

Insert the contact details for the person in the organisation who should be contacted for aviation-related matters.

Section 4 - Applicant's Declaration

Signature: Section 4 must be signed by a Director, Company Secretary, CEO, President or Vice President and tick the appropriate position held box. Alternatively, the Director, Company Secretary, CEO, President or Vice President can give another person written authorisation (on company letterhead) to sign this section on behalf of the organisation. A copy of the letter must be forwarded with the form.

Section 5 - Liaison details for this Application

Enter the name, phone number and email address for the organisation contact, in case of an error or issue with this application. This is the organisation person to whom the details of the organisation ARN will be sent.

Previous names or future name changes

If the organisation's name changes at any stage in the future, you must inform CASA and supply a copy of the legal name change documentation. You may also be required to pay any fees associated with the reissue of documents or certificates.

Future changes to contact details

Should the organisation change address, phone numbers, email address etc in the future, the authorised person will need to notify CASA as soon as possible so that the details recorded against the organisation's ARN can be updated. The easiest way to do this is through the address change form on CASA's web site. Simply go to CASA's home page www.casa.gov.au and use the search facility to locate information by entering 'address change'.

Where do I send my application?

Please forward the form plus any other required documents to the CASA Licensing and Registration Centre (CLARC). **Email is CASA's preferred means of contact:**

Email: aircraftregistration@casa.gov.au

Fax: Within Australia: 02 6217 1991
International: +61 2 6217 1991

Note: Only clear, legible faxes will be accepted. If your fax is deemed unacceptable, you will be contacted and asked to mail the form and supporting documents

Mail: ACR-CLARC CASA
GPO Box 2005
CANBERRA ACT 2601 AUSTRALIA

Note: If you elect to send the form by mail, it is recommended that you send it by Platinum Express.

What happens if the application is completed incorrectly or I forget to include identification?

At the very minimum, there will be a delay while CASA requests additional information. In most cases, your form will be refused and returned by mail for alteration.

What happens once my ARN is created?

CASA will send a confirmation to the email address provided in Section 5 of the form or via postal mail to the address provided in Section 2.

Who should I contact if I have a problem?

Contact CLARC, for assistance:

Phone 1300 737 032 (within Australia)

Email aircraftregistration@casa.gov.au