

Part 109 application for issue, renewal, or amendment of a regulated air cargo agent certificate



Application requirements and instructions for completing the form

- a) Please ensure all documents and applicable fees are enclosed. No application will be processed until all required documentation and applicable fees are received. Follow the link for information on [fees and charges](#).
- b) The application must include
 - a completed rule compliance matrix ([24109-02](#)) for **initial issue and renewal**;
 - a complete exposition for **initial issue and renewal**, or the relevant amended pages for **amendment**, as required by rule 109.71.
- 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

CAA Participant number (if known)	<input style="width: 100%;" type="text"/>		
Legal name of organisation	<input style="width: 100%;" type="text"/>		
<p><i>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 Companies Office Certificate of Incorporation for initial issue or for an amendment involving a change to the legal name of the organisation.</i></p>			
Trading name (if any)	<input style="width: 100%;" type="text"/>		
Address for service	Postal address		
<i>The Civil Aviation Act 2023, section 73, requires applicants to provide an address for service in New Zealand (i.e. a physical address, not a P.O. Box) and to promptly notify the Director of any changes.</i>	<i>(if different from address for service)</i>		
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>		
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>		
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>		
Post Code	<input style="width: 50%;" type="text"/>	Post Code	<input style="width: 50%;" type="text"/>
Phone	<input style="width: 50%;" type="text"/>	Phone	<input style="width: 50%;" type="text"/>
Email	<input style="width: 50%;" type="text"/>	Email	<input style="width: 50%;" type="text"/>
Your reference / purchase order	<input style="width: 100%;" type="text"/>		
Details of the person who may be contacted for further information			
Name	<input style="width: 100%;" type="text"/>	Position	<input style="width: 100%;" type="text"/>
Phone	<input style="width: 100%;" type="text"/>	Email	<input style="width: 100%;" type="text"/>

2. Reason for Application

<p>Indicate the type of application being made. Please then complete the relevant sections of the form.</p>	Initial issue of certificate	<input type="checkbox"/>	Complete all sections
	Renewal of certificate	<input type="checkbox"/>	Complete sections 1 - 7
	Amendment requiring prior CAA acceptance as per rule 109.105(b)	<input type="checkbox"/>	Complete sections 1, 2, 7, and only those sections appropriate to the amendment request

3. Questionnaire

<p>These two questions must be answered for the initial issue and for the renewal of a certificate.</p>	Has the organisation been convicted for any transport safety offence in the last five years or is the organisation presently facing charges for a transport safety offence?	Yes / No
	Has the organisation previously had an application for an aviation document rejected or has an aviation document held by the organisation been suspended or revoked?	Yes / No
<p>Note - If "Yes", please provide details with this application on separate sheets.</p>		

4. Locations

Please list the facilities required under CAR 109.53

5. List of Senior Persons

For initial issue, renewal, or amendment, separate forms must accompany this application for each of the nominated senior persons as shown below.

Initial issue:
The appropriate fit and proper person form ([CAA 24FPP](#) or [CAA 24FPPDEC](#)), and CV

Amendment:
The appropriate fit and proper person form ([CAA 24FPP](#) or [CAA 24FPPDEC](#)), and CV

Renewal:
- Changed persons:
The appropriate fit and proper person form ([CAA 24FPP](#) or [CAA 24FPPDEC](#)) and CV
- Unchanged persons:
Their names and titles must be confirmed in this section and the appropriate fit and proper person form ([CAA 24FPP](#) or [CAA 24FPPDEC](#)) must be included.
They need not submit a CV where they are continuing in their CAA accepted senior person role.

Nominated persons area(s) of responsibility as per rule 109.51(a)	Name & company title	CAA Participant No. (if known)
Chief Executive		


Please also indicate any senior persons that are being removed from the organisation's certificate.

Removed persons

6. Exposition

<i>Please list the manuals that constitute the exposition required by CAR 109.71 For renewal list the publications already held by CAA and their latest amendment status.</i>	Manual Titles	Amendment No. and date

7. Declaration by Chief Executive

<p><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 sections 107 and 362, respectively, of the Civil Aviation Act 2023 and is subject, in the case of a person other than an individual, to a maximum fine of \$100,000.</i></p>	<p>I have obtained a current copy of NZCAR Part 109, 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.</p> <p>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 2023, section 13.</p>		
	<p>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.</p>		
Full Name of Chief Executive		CAA Participant Number (if known)	
Signature		Date of application	

8. Fees and Charges

Initial issue:	<p>A minimum charge of four hours at the prevailing standard hourly rate is <u>payable in advance</u>, but this may be increased, depending on the credit worthiness of the applicant, to a maximum of the estimated cost of certification.</p> <p>The charge is credited towards the total and a final adjustment will be made on completion of certification. The CAA standard hourly charge applies thereafter for the time taken to assess and process the application. Follow the link for information on fees and charges.</p>
Renewal and amendment:	<p>If this application is for a renewal or amendment, then no payment is required with this application. Renewals and amendments will be invoiced on completion, depending on the time taken to process.</p>
Pay by bank transfer:	<p>Civil Aviation Authority Westpac, Lower Hutt 03-0531-0406878-00</p> <p>Particulars: Invoice or receipt number (if known), or rule part number applied for (e.g., 109Cert) Code: CAA Participant Number (if known) Reference: Aircraft Registration Mark, Organisation or Name (as applicable)</p>
Pay by credit card:	<p>To pay by credit card, please contact the CAA on (04) 560 9400 and ask for Finance. Do not send cash or cheques. Do not send credit card details via email.</p>

9. Applicant's Checklist

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. Completed rule compliance matrix enclosed | <input type="checkbox"/> |
| 3. Completed or amended company exposition enclosed | <input type="checkbox"/> |
| 4. Fit and proper person form and CV for the nominated senior persons enclosed | <input type="checkbox"/> |
| 5. Payment made (as applicable) | <input type="checkbox"/> |
| 6. Purchase order number (optional) | <input type="checkbox"/> |

Submit the completed application together with supporting documentation to:

Email: security.regulation@caa.govt.nz

Post: Security Regulation, Civil Aviation Authority, PO Box 3555, Wellington 6140

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