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|  | **CIVIL AVIATION AUTHORITY OF**  **MALAYSIA** |
| **APPLICATION FOR VARIATION OF DESIGN ORGANISATION APPROVAL**  **(CAAM PART 21 SUBPART J)**  *(Civil Aviation Regulations 2016)* | |

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| --- | --- | --- | --- | --- |
| 1. **Applicant Address and Contact Details** | | | | |
| * 1. **[Name](#field1_2) and address**   *[registered business / name and address of the applicant]* | | [**Company Name**](#field1_2) |  | |
|  | | [**Address**](#field1_4) |  | |
| * 1. **[Contact Person](#field1_5_1_8)**   *[responsible for this application]* | | **Name** |  | |
|  | | **Job title** |  | |
|  | | **Phone** |  | |
|  | | [**Fax**](#field1_5_1_8) |  | |
|  | | [**E-mail**](#field1_5_1_8) |  | |
| * 1. **DOA Number** | |  | | |
| 1. **Identification of significant change(s)** | | | | |
| * 1. **Changes to the organisation** | | No | Yes (please specify changes in the box below):  Change of ownership  Change of name and/or address  Other – please specify:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
|  | |  |  | |
| * 1. **Changes to the scope** | | No | Yes (please specify the new activities to be added to the DOA scope below) | |
|  | |  |  | |
| * 1. **Changes to the list of products** | | No | Yes (please specify the new product(s) below) | |
|  | |  |  | |
| * 1. **Changes to the limitations** | | No | Yes (please specify changes below) | |
|  | |  |  | |
| * 1. **Changes to the privilege(s)** | | No | Yes (please specify new privileges below) | |
|  | |  |  | |
| * 1. **Changes to the DOA category** | | No | Yes (please choose your new category below)  **1A  1B  1C**  **2A  2B  2C**  **3A  3B  3C** | |
|  | |  | Please list the new technical fields:  1.  2.  3. | |
| 1. **Other Information** | |  | | |
|  | |  | | |
| 1. **Documents submitted** | | Please specify the documents | | |
|  | | 1.  2.  3.  4. | | |
| 1. **Declaration** | | | | |
| I declare that I have the legal capacity to submit this application to CAAM and that all information provided in this application form is correct and complete.  I have understood that I am submitting an application for which fees or charges will be levied by CAAM in accordance with Civil Aviation (Fees and Charges) Regulations 2016.  I declare to be aware that fees or charges, as well as all relevant travel costs must be paid whether or not the application is successful and that they might not be refundable. Moreover, I declare that I am aware of the consequences of non-payment. | | | | |
|  |  | | |  |
| **Date** | **Name of Chief Executive** | | | **Signature** |

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| **FOR CAAM USE ONLY** | | | |
| Application fee |  | DOA Project no. |  |
| Amount received |  | Receipt No. |  |
| Date of payment |  | Signature & date |  |

**INSTRUCTIONS**

**Information to be entered on the application form:**

|  |  |
| --- | --- |
| **# - Field Name** | **Completion Instructions** |
| **1.1 Company Name and Address** | Please enter the full **name of the company** as it appears on the Business Registration or similar legal document.  Please enter the address of the registered office as it appears on the Business Registration or similar legal document.  The (company) name and address specified in this section is where CAAM will send the original certificate/approval. |
| **1.2 Contact Person** | The name and contact details specified in this section are those of the person responsible for the application. The original certificate/approval will be sent to this person. |
| **1.3 DOA number** | Please enter your DOA Number. |
| **2.1** **Changes to the organisation** | Add description of changes to the organisation. In case of name/address changes or change of ownership, please provide a copy of your company’s business registration together with the application. |
| **2.2** **Changes to the scope** | Describe, for each kind of product, the exact nature of new design activities planned to be added under DOA (e.g. “minor changes to large aeroplanes related to installation of avionics equipment”; “STC and minor changes to large and small rotorcraft related to cabin interiors”…). |
| **2.3** **Changes to the list of products** | Indicate new product(s) to be added. |
| **2.4** **Changes to the limitations** | Indicate changes in limitations. |
| **2.5 Changes to the privilege(s)** | Indicate changes in privilege(s). |
| **2.6 Changes to the DOA category** | Identify the new category and the kind of product by ticking the relevant boxes. Please list down new technical fields. |
| **3.0 Other information** | Add information on schedule for Type Certificate, STC or other design approval. |
| **4.0 Documents Submitted** | Please list down all documents submitted together with this application form. |