

APPLICATION FORM SAR-21 Modification Approval

Notes to applicant

1. General

- 1.1. This form may take you about 30 minutes to fill in.
- 1.2. The applicant is advised to inform and involve CAAS at an early stage by first submitting a Letter of Intent, the test schedule and any available test plans, followed on with periodic updates and discussions. CAAS may require to witness the tests as part of the process to approve the modification.
- 1.3. Please ensure form is correctly filled and the applicable fee is fully paid. Incomplete/incorrect form or/and inadequate payment will lead to delays in processing your application. In case of insufficient space, the applicant may attach additional loose sheets to this application form.
- 1.4. Submit the completed application form to CAAS Flight Standards Division via email at esoms@caas.gov.sg. The applicant and other appropriate staff should subscribe to the CAAS Email Notification Service (ENS) for CAAS regulations and circulars updates.

2. Fees

- 2.1. The fees payable for this purpose are prescribed in Paragraph 2, AMC 21.305 (c) of the Singapore Airworthiness Requirements Part 21 (SAR-21).
- 2.2. Please note that all applicable fees are in **Singapore dollar (SGD)**.

3. Payment

- 3.1. Cheque or money order shall be made payable to "Civil Aviation Authority of Singapore". All bank charges are to be borne by the payer.
- 3.2. Payment by bank draft or telegraphic/wire transfer should be made to our account as follows:
Bank Name: DBS Bank Ltd
Bank code: 7171
Branch code: 003
Account no: 0039186673
Account name: Civil Aviation Authority of Singapore
Swift code: DBSSSGSG
Address of Bank: 12 Marina Boulevard, DBS Asia Central, Marina Bay Financial Centre Tower 3, Singapore 018982
- 3.3. All bank charges and correspondent bank/agent fees, i.e., the remittance amount, your bank charges, as well as all the other banks' (Intermediary and Beneficiary banks, etc.) shall be borne by the applicant and the Beneficiary receives full payment.
- 3.4. Please arrange with your bank to debit your account for payment of all charges to prevent deduction of any bank charges from the remittance amount.
- 3.5. Please provide the necessary payment details, including your organisation name and purpose of payment (e.g., For Mod App <Title>.)

You do not need to submit this page with your application form.

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Part I – Particulars of Applicant		
Name of Applicant :	Designation :	
Email :	Tel :	
Part II – Particulars of Organisation		
Name of Organisation :		
Address:		
Mailing Address (if differ from above) :		
CAAS Design Organisation Approval No. (if applicable) : AWI/DOA/		
EASA Design Organisation Approval (DOA) reference or alternative procedures to DOA (ADOA). <i>(if applicable)</i> :		
Part III – Details of Aircraft Operator		
Owner of Aircraft :		
Aircraft Registration Mark :		
Part IV – Details of Modification		
Title :		
Type (Aircraft, engine, article, etc) :		
Manufacturer, Model and Part number :		
Reason for Modification :		
Brief Description of Modification :		
Applicable Airworthiness Requirements :	Classification of Modification : <input type="checkbox"/> Major <input type="checkbox"/> Minor <i>Note: Please attach minor/major classification checklist.</i>	
Organisation's Modification Reference No. (if applicable) :		
Documents affected <i>(Particulars of changes to be attached.)</i>	<input type="checkbox"/> Certificate of Airworthiness	<input type="checkbox"/> Electrical Load Analysis
	<input type="checkbox"/> Flight Manual	<input type="checkbox"/> Wiring Diagram Manual
	<input type="checkbox"/> Maintenance Schedule	<input type="checkbox"/> Radio Station Licence
	<input type="checkbox"/> Maintenance Manual	<input type="checkbox"/> Parts Manual
	<input type="checkbox"/> Structural Repair Manual	<input type="checkbox"/> Weight and Balance Report
	<input type="checkbox"/> Compass Log	<input type="checkbox"/> Others:

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Weight & Balance Change	<input type="checkbox"/> No	<input type="checkbox"/> Yes	Original	New	% Change
			Weight:		
			Moment:		

Part V – Others (please fill in where applicable)

For this modification approval application, do you at the same time hold other Authorities' modification approval(s)? Choose an item.

If yes, please check the relevant boxes of the type of approval received and submit a copy of this approval together with this application:

FAA modification approval e.g. 8130-3, ,etc EASA Minor Change Approval

Others: Please describe in more details:

If no, please kindly indicate, along with this modification approval application, will you be also:

Applying for EASA minor change approval: Choose an item.

For the application of EASA minor change approval, it is necessary to provide the following information:

- CAAS DOA, CAAS STC or EASA STC as available;
- EASA Form FO.CERT.00032;
- Associated change instructions and compliance documents in which the justifications of compliance have been recorded;
- Declaration that necessary changes to the operational suitability data meet the applicable operational suitability data certification basis if the change affects

Part VI – Applicant Submission Checklist (Please check the applicable boxes)

Supporting documents to be submitted together with this application form	Yes	*No
Payment advice/instructions for telegraphic/wire transfer attached OR cheque attached	<input type="checkbox"/>	<input type="checkbox"/>
Cover Letter	<input type="checkbox"/>	<input type="checkbox"/>
EASA DOA or EASA ADOA certificate	<input type="checkbox"/>	<input type="checkbox"/>
Organization's Modification Reference	<input type="checkbox"/>	<input type="checkbox"/>
Documents affected (as per earlier indicated for example: Flight Manual, Weight & Balance Report, etc)	<input type="checkbox"/>	<input type="checkbox"/>
Minor/major classification checklist	<input type="checkbox"/>	<input type="checkbox"/>

Part VI – Applicant Submission Checklist (Please check the applicable boxes) [Continued]

The items below are necessary if you are also applying for EASA minor change approval.

Identification of the applicable EASA type-certification basis or environmental protection requirements that the change is designed to comply with	<input type="checkbox"/>	<input type="checkbox"/>
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*For all items indicated with a “No”, please kindly state the reason(s):

Part VII – Applicant Declaration

I hereby declare that the particulars given on this form are true in every respect and based on these particulars, I hereby apply for a Modification Approval.

I have reviewed all the substantiation documents submitted herewith and found them to be complete and in order. I have checked that all tests necessary to ensure the continued airworthiness of the aircraft have been carried out, and I fully concur with the recommendations/results from the tests. I am satisfied that no aspect of the modification will compromise the airworthiness of the aircraft.

Signature of Applicant & Company Stamp

Date (Day / Month / Year)

APPLICATION FORM

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For Official Use		
Fee Payable :	Cheque No. :	Receipt No. :
Received by :		
_____ Authorised Collection Officer (Name Stamp & Signature)		_____ Date (Day / Month / Year)
Performance Flight Test: <input type="checkbox"/> Required (Date: _____) <input type="checkbox"/> Not Required Conformity Check: <input type="checkbox"/> Required (Date: _____) <input type="checkbox"/> Not Required		Remarks:
CAAS Approval Reference:		Classification of Modification: *Major / Minor (Delete accordingly) *Major modification is approved under STC.
Period of validity:		
The approval of this application is *recommended / not recommended.		
_____ Airworthiness Engineering Officer (Name Stamp & Signature)		_____ Date (Day / Month / Year)
Approved by :		
_____ for and on behalf of the Director-General of Civil Aviation		_____ Date (Day / Month / Year)