

# Application for a Brazilian RBAC 145 Maintenance Organisation Approval by CAA Approved Part 145 Organisations



Submission instructions can be found at the end of the form.

Unique Corporate No. (to be completed b CAA)

This application is to cover the approval and oversight activities undertaken by the CAA on behalf of the Agencia Nacional De Aviacao Civil (ANAC) in accordance with the Maintenance Annex Guidance (MAG) of the UK-Brazil Bilateral aviation safety agreement.

The applicant must have applied for or gained UK Part 145 approval overseen by the UK CAA.

Please complete either section 1 a) or section 1 b). For all registered Companies, please complete section 1 b) only.

## 1. APPLICANT DETAILS (The Applicant is the person responsible for payment of CAA charges)

### a) Individual (including sole traders and partnerships)

Title: ..... Forename: ..... Surname: .....

Address: .....

..... Postcode: .....

Telephone: .....

E-mail: .....

Trading Name: (if applicable) .....

Website address: .....

In the case of a partnership, please complete details of all partners. Continued on a separate sheet

### or b) A Company

Registered Company Name (in full): .....

Registered Company Number: .....

Country of Company Registration: .....

Registered Office Address: .....

..... Postcode: .....

Telephone: .....

E-mail: .....

Trading Name: (if applicable) .....

Trading Address (primary site): .....

..... Postcode: .....

Website address: .....

**This application will be considered in respect of and, if appropriate, granted to, the Company Name as registered under the Company Number provided on this form.**

## 2. APPLICABILITY

This form is applicable to applicants applying for oversight of RBAC 145 Approval and transfer of a UK based RBAC 145 Approval from the ANAC to the UK CAA or for variations to a RBAC 145 approved organisation approval held by a UK based organisation or person. Please complete each section of this form relevant to your application. Sections that do not require completion should be left blank.

### 3. NATURE OF APPLICATION AND CHARGES

Please quote Part 145 approval reference (or pending approval reference): UK.145 .....

Please quote RBAC 145 approval reference (or pending approval reference): .....

<b>Service</b>	<b>Tick to select</b>
Application for the transfer of oversight of a current UK based organisation or person holding a RBAC 145 from the ANAC to UK CAA. See note 1 below.	
Application for an initial RBAC 145 approval, to be overseen by the UK CAA. See notes 2 - 3 below.	
Application for a variation of a RBAC 145 approval overseen by the UK CAA when applied for coincident with a variation to an existing UK CAA issued Part 145 approval held by the applicant. See note 4 below.	

### 4. NOTES

NB: This application will not be processed until the applicable fees have been received.

- 1) The term “transfer” used above relates to the CAA’s preparatory work prior to accepting oversight of an RBAC Part 145 approved organisation from ANAC and for subsequent oversight of the approval.
- 2) For an application for the issue of an initial RBAC 145 approval or the variation of such an approval, but not for the transfer of oversight of a current UK based RBAC 145 approval, the applicant must pay an excess hourly charge if the number of hours taken by the CAA to carry out its investigations in relation to the application exceeds the application charge payable. Where the application charge is exceeded, the CAA shall determine the excess hourly charge by taking the total number of excess hours taken by the CAA to complete the required investigations in relation to the application and multiplying that number of hours by an hourly charge. The balance for the excess hourly charge (total hourly charge less initial charge already paid) is payable by the applicant to the CAA and will be invoiced to the applicant.
- 3) An initial RBAC 145 approval will only be granted by the ANAC when the applicant holds a UK CAA issued Part 145 approval.
- 4) Variation to an existing RBAC 145 . Details of the variation are to be indicated on ANAC F-900-73.

**5. DECLARATION AND UNDERTAKING**

The applicant hereby declares that to the best of the applicant's knowledge the particulars entered by them on this application are accurate.

The applicant encloses the initial charges payable on application as set out in the Charges section 4, the notes to which form part of the agreement referred to below.

The applicant understands that by submitting this application to the CAA, it is entering into an agreement with the CAA under section 11(6) of the Civil Aviation Act 1982 to apply charges and expenses related to the investigation of application for the transfer, issue and variation (as applicable) of RBAC 145 approvals and for ongoing oversight activity of RBAC 145 approvals, undertaken on behalf of ANAC, as set out in this form.

Upon making this application to the CAA, the applicant undertakes to pay the applicable initial charges indicated in section 4 above to the CAA plus any additional charges or expenses.

In the event that the cost of any investigation work carried out by the CAA for the issue or variation of a RBAC 145 approval, as determined by the CAA under Note 2 to section 4 above, exceed the initial application charge paid by the applicant, the applicant undertakes to apply the CAA for the actual amount of work carried out by the CAA in relation to the application, called the excess hourly charge, to be calculated and payable in accordance with Note 2 of section 4.

If a Member or employee of the CAA is required to travel overseas in respect of this application you are advised to read the CAA Airworthiness Scheme of Charges and the section entitled 'Additional charge where functions are performed abroad'. All expenses incurred in pursuance of this application by virtue of travelling overseas will be payable by the application on demand.

All charges, expenses and other sums due in connection with this application (apart from the initial application charge which must be paid with this application) are payable by the applicant 30 days after invoice by the CAA. The CAA will normally invoice the applicant once the CAA has finished investigating and processing the application but reserves the right to submit interim bills before completion of its investigation.

In the event that an application is withdrawn by the applicant, a cancellation charge may be levied. The cancellation charge reflects the work carried out by the CAA for the applicant up to the point of cancellation, and an administration fee. Please see the CAA Refunds Policy at [www.caa.co.uk/refunds](http://www.caa.co.uk/refunds) for more information including the cancellation charge. Where sufficient funds remain from the original application fee, this charge will be deducted from any refund made in respect of the application following cancellation.

Signature of Applicant or Company Representative:.....

Name of Signatory (Block Capitals): .....

Job Title of Signatory: .....

Date: ..... Tel: ..... Email: .....

**FALSE REPRESENTATION STATEMENT**

It is an offence under the UK Air Navigation Order to make, with intent to deceive, any false representation for the purpose of procuring the grant, issue, renewal or variation of any certificate, license, approval, permission or other document. This offence is punishable on summary conviction by a fine, and on conviction on indictment with an unlimited fine or imprisonment or both.

## 6. APPLICATION FORM SUBMISSION SERVICE (SUBMIT)

**Once you have completed your application form, please save a copy to your device. Click on the button below to submit your application and supporting documentation (if applicable). You will be required to upload a copy of the completed application form as part of the submission.**

The button will direct you to the CAA Customer Portal. The first time you access the CAA Customer Portal you will need to create a user account, there are instructions provided and it only takes a few minutes to register. If you have used the CAA Customer Portal before, please log in to your existing user account.

After receipt of your application, we will contact you using the contact details provided on this form to request payment of the relevant application fee. Please indicate your preferred payment method:

**Email** (you will receive a secure payment link from 'noreply@payments.caa.co.uk')

**SMS** (you will receive a secure payment link from 'CAA PAYMENTS')

Please note: Your application will not be processed until you have submitted it via the CAA Customer Portal and provided the supporting documentation (if applicable).

The charge(s) required will be calculated in accordance with the current CAA Scheme of charges [List of Official Record Series 5 - Scheme of Charges \(caa.co.uk\)](#)

**Important: Please save your completed form before proceeding.**

**Application Form Submission Service**

If you prefer, you can access the service by logging onto the CAA Customer Portal via <https://portal.caa.co.uk> and selecting the Application Form Submission Service.