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| **Notes to applicant**1. **General**
	1. This form may take you about 30 minutes to fill in.
	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.
	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.
	4. Completed form and supporting documents are to be submitted to one of the following addresses:

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| **Mailing address** | **Office address (for hand delivery)** |
| Civil Aviation Authority of Singapore,Airworthiness / Flight Operations Division,Singapore Changi Airport P O Box 1,Singapore 918141. | Civil Aviation Authority of Singapore,Airworthiness / Flight Operations Division,4th Storey North Finger Pier, Unit No. 047-029, Singapore Changi Airport Terminal 2. |

* 1. The applicant and other appropriate staff should subscribe to the CAAS Email Notification Service (ENS) for CAAS regulations and circulars updates.
1. **Fees**
	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. Please note that all applicable fees are in **Singapore dollar (SGD)**.
2. **Payment**
	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.
	2. Payment by bank draft or telegraphic/wire transfer should be made to our account as follows:

Bank Name:                 DBS Bank LtdBank code:                   7171Branch code:                003Account no:                  0039186673Account name:             Civil Aviation Authority of SingaporeSwift code:                   DBSSSGSGAddress of Bank:         12 Marina Boulevard, DBS Asia Central, Marina Bay Financial Centre Tower 3,  Singapore 018982* 1. 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.
	2. 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. Please provide the necessary payment details, including your organisation name and purpose of payment (e.g., For Mod App <Title>.)
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**You do not need to submit this page with your application form.**

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| **Part I – Particulars of Applicant** |
| Name of Applicant : Click here to enter text. | Designation : Click here to enter text. |
| Email : Click here to enter text. | Tel : Click here to enter text. |
| **Part II – Particulars of Organisation** |
| Name of Organisation : Click here to enter text. |
| Address: Click here to enter text. |
| Mailing Address (if differ from above) : Click here to enter text. |
| CAAS Design Organisation Approval No. (if applicable) : AWI/DOA/Click here to enter text. |
| EASA Design Organisation Approval (DOA) reference or alternative procedures to DOA (ADOA). (*if applicable*) : Click here to enter text. |
| **Part III – Details of Aircraft Operator** |
| Owner of Aircraft : Click here to enter text. |
| Aircraft Registration Mark : Click here to enter text. |
| **Part IV – Details of Modification** |
| Title : Click here to enter text. |
| Type (Aircraft, engine, article, etc) : Click here to enter text. |
| Manufacturer, Model and Part number : Click here to enter text.  |
| Reason for Modification : Click here to enter text. |
| Brief Description of Modification : Click here to enter text. |
| Applicable Airworthiness Requirements : Click here to enter text. | Classification of Modification :[ ]  Major [ ]  Minor *Note: Please attach minor/major classification checklist.* |
| Organisation’s Modification Reference No. (if applicable) : Click here to enter text. |
| **Documents affected***(Particulars of changes to be attached.)* |[ ]  Certificate of Airworthiness |[ ]  Electrical Load Analysis |
|  |[ ]  Flight Manual |[ ]  Wiring Diagram Manual |
|  |[ ]  Maintenance Schedule |[ ]  Radio Station Licence |
|  |[ ]  Maintenance Manual |[ ]  Parts Manual |
|  |[ ]  Structural Repair Manual |[ ]  Weight and Balance Report |
|  |[ ]  Compass Log |[ ]  Others: Click here to enter text. |
| **Weight &** **Balance** **Change** | [ ]  No  |  [ ]  YesWeight:Moment: | Original | New | % Change |
|  |  |  | Click here to enter text. | Click here to enter text. | Click here to enter text. |
|  |  |  | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| **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: Click here to enter text. |
| 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:1. CAAS DOA, CAAS STC or EASA STC as available;
2. EASA Form FO.CERT.00032;
3. Associated change instructions and compliance documents in which the justifications of compliance have been recorded;
4. 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 |[ ] [ ]
| Cover Letter |[ ] [ ]
| EASA DOA or EASA ADOA certificate |[ ] [ ]
| Organization’s Modification Reference |[ ] [ ]
| Documents affected (as per earlier indicated for example: Flight Manual, Weight & Balance Report, etc)  |[ ] [ ]
| Minor/major classification checklist |[ ] [ ]
| **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 |[ ] [ ]
| **\*For all items indicated with a “No”, please kindly state the reason(s):**Click here to enter text. |
| **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) |

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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: [ ]  Required (Date: Click here to enter a date.) [ ]  Not RequiredConformity Check:  [ ]  Required (Date: Click here to enter a date.) [ ]  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) |