

Certificate of Turnover Declaration and Notification of Purchase Order Number or Reference Number.

Please complete and submit this form online using the button at the bottom of the page. This form is for Airworthiness Approval use only.

This form has been optimised for use with Internet Explorer and Adobe Acrobat

The CAA made a commitment to keep our administrative costs to a minimum. In order to achieve this, this form has been designed using the toolsets available to us and it is important that you understand the limitations this has on the way it performs on certain computer operating systems and web browsers.

Before you start, please follow the decision tree below and determine the appropriate option for you. This may mean that you have to re-open the form in a different web browser, or that you need to save the form locally on your computer, open it in Adobe Acrobat Reader, and then email it to us.

This form is best used on Microsoft Internet Explorer on a Microsoft Windows computer.

Decision Tree

Question 1 – Are you using a Microsoft Windows operating system on your computer?

Yes, I am using Windows. Go to Question 2.

No. Go to Question 3.

Question 2 – Did you open this form in Microsoft Internet Explorer web browser?

Yes, I am using Internet Explorer. You are already in the appropriate browser, so now continue with your application on page 2.

No, I am using a different browser (e.g. Edge, Chrome or Firefox). You must close this form and open it again within Internet Explorer web browser. You will then be able to complete it online.

Note – to open Windows Internet Explorer, go to your “Start” menu and search for Internet Explorer

Question 3 – Are you using an iPad?

Yes, I am using an iPad. This form can be filled in using an iPad, but must be opened in a full version of Adobe Acrobat Reader, completed, and then emailed (“shared by email”) to the CAA. Instructions for this can be found at the end of this form on page 3. (The PDF viewer supplied with iPad is a cut down version and the functionality is limited to reading only.)

No. You will need to complete this form with a full version of Adobe Acrobat Reader and it is then emailed back to the CAA. To do this:

- Save a blank copy of this form locally on your computer.
- Use “File -> Save as” from the browser menu. The file will save as “modalapplication.pdf”. Take note of where this file is saved, do not rename it.
- Open the file with a full version of Adobe Acrobat Reader. Note: on a Mac you right click the file, and ‘Open with’ Adobe Reader.
- Complete the application form then click the “Send by Email” button. This will create an email and attach your completed form to it. You can then click ‘Send’ to submit it to approval.charges@caa.co.uk.
- After sending the form, we recommend that you save a copy of the completed form for reference.

To complete the form, you will need [Adobe Acrobat Reader](#). We recommend using the latest version.

Warning – failing to follow the above advice means that the form will not behave as desired. Certain browsers and operating systems give the impression that they are working but fail to provide the final information to the CAA meaning that your form will be incomplete and may not be able to be processed. Therefore, in the event that the form submission does not work please click the email button in the tool bar and send direct to approval.charges@caa.co.uk

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CAA Use Only:

In certain circumstances a reduction in charge may be applicable due to low turnover. In order to be considered for a reduction due to low turnover, you must ensure that the **CAA receives a completed Certificate Of Turnover on or before 31 March 2018.**

The information completed below will be used in calculating the annual charge payable in respect of each approval held by your organisation for the period 1 April 2017 to 31 March 2018.

FALSE REPRESENTATION STATEMENT

It is an offence under Article 256 of the Air Navigation Order 2016 to make, with intent to deceive, any false representation for the purpose of procuring the grant, issue, renewal or variation of any certificate, licence, approval, permission or other document. This offence is punishable on summary conviction by a fine up to £5000, and on conviction on indictment with an unlimited fine or up to two years imprisonment or both.

1. APPROVAL HOLDER

FULL NAME (as shown on the approval document):	
ADDRESS FOR INVOICING PURPOSES (note: any change of address for regulated activity must be notified/applied for directly to Applications & Approvals)	
POST CODE	
PRIMARY EMAIL ADDRESS FOR FINANCIAL MATTERS	
ALTERNATIVE or GENERAL EMAIL (eg accounts@.....)	

2. CERTIFICATE OF TURNOVER

Approval Reference	Approval Group	I certify that the value of activities undertaken pursuant to the specified approval in respect of the year ended 31 March 2018.
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3. NOTIFICATION OF PURCHASE ORDER NUMBER OR REFERENCE NUMBER

On or about 1st April each year an invoice will be issued in respect of each approval you hold. If you wish to have the **same** purchase order number or reference number quoted annually please ensure that you select the box "ongoing", if not select "single use". If you select this option you will need to notify the CAA by 31st March each year of the number you would like quoted on each annual approval invoice.

Purchase Order Number or reference: Single use Ongoing

4. FORM SUBMITTED BY:

Full Name:	
Position:	
Email (if different from above):	
I have read the false declaration statement above and confirm that the turnover level selected is correct to the best of my knowledge and belief.	