

## Application for Airside Driving Endorsement under the Airside Driving Qualification Assessment Scheme for Specialized Ground Services Equipment

To: Airport Operation and Crisis  
Management Training Centre

Email: [aom@hkiaaAcademy.com](mailto:aom@hkiaaAcademy.com)

Enquires: 218 81660 / 218 81686

Particulars of Applicant						Category Code (A) New (B) Retest	Preferred Date of Examination	Type of Specialized GSE for Examination	OFFICIAL USE ONLY
Surname	First Name	Gender	HK Driving License No.	Vehicle Class Code	D Endorsement (Y/N)				Booking ID

### Declaration

I certify that,  
the above named persons must fulfil the latest requirement. Latest requirement shall refer to AA extranet: <https://opsportal.hongkongairport.com> > PROCEDURE MANUAL > Published By Airfield > Guidelines  
for Certification under the Airside Driving Qualification Scheme for Specialized Ground Services Equipment.

I agree to pay the Hong Kong International Aviation Academy Limited ("HKIAAL") for the relevant fees, no matter the applicant passes, fails or is absent from the confirmed examination session.

I agree to pay the Hong Kong International Aviation Academy Limited ("HKIAAL") interest compounded on a monthly basis (from the due date until the date on which payment is received by the HKIAAL) at an annual rate of 3% over the rate from time to time quoted by The Hong Kong and Shanghai Banking Corporation Limited as its best lending rate for Hong Kong dollars in Hong Kong on any sum of money not received by the Hong Kong International Aviation Academy on date due for payment.

**(Note: The due date for payment is within 14 days from the date of the Hong Kong International Aviation Academy's payment demand note issued to the Applicant.)**

<b>Company Name:</b> _____	<b>Authorized Signatory:</b> _____	<b>Billing Address:</b> _____
<b>Contact Person:</b> _____	<b>Name in Block Letter:</b> _____	_____
<b>Phone No.:</b> _____	<b>Code Number:</b> _____	_____
<b>Email Address:</b> _____	<b>Date:</b> _____	_____

#### Notes:

- Booking will be confirmed to the company Contact Person through e-mail
- Any change of Contact Person must be notified to Hong Kong International Aviation Academy in writing within two working days.
- Subject to the Academy discretion, any alternation or cancellation of examination session should be submitted in writing at least two working day in advance.
- Driving Examination Fee would be subject to adjustment annually on each 1 April.

#### Personal Information Collection Statement

##### A. Collection and Use

1. We collect personal data (such as title, name, email address, photo, postal address, telephone number, academic qualification, work experience etc.) from you when you wish to contact us, whether for the purpose of enquiry, for making an application, for subscribing marketing information or for giving any feedback to us. The personal data collected will be used for handling such enquiry, application, subscription or feedback and contacting you when we reply to you.
2. We also collect personal data from you when you wish to apply/enrol for courses, seminars, activities or programmes (collectively the "Programmes"). Such personal data will be used for processing your application/enrolment for the aforesaid Programmes and other purposes directly relating to the Programmes that you have enrolled in.
3. If other occasions arise where we will collect personal data from you, we will inform you of the purposes for which they are collected and such personal data collected will only be used for the purposes for which they were collected.

4. Should you wish to join the activities offered by the Academy, you may be photographed by our staff or other personnel authorised by the Academy. It is therefore a condition that each participant of such activities unconditionally agrees to be photographed during the course of the activities. For the avoidance of doubt, participants engaged in the relevant activities automatically constitute the acceptance of this condition.

5. We will give you the opportunity to opt-out, i.e. to either restrict the uses we will make of such personal data or to require us to cease our use of such personal data. You are not required by law to provide such personal data. However, we may not be able to provide you with the services, enrolment of Programmes and/or activities that you may require unless you provide the personal data sought from you.

*B. Access to Personal Data/ Enquiries*

6. You may make a request to access your personal data which are held by us. Such access request form can be downloaded from the website of the Office of the Privacy Commissioner for Personal Data, Hong Kong (URL: <https://www.pcpd.org.hk/cindex.html> ). You may also request the Academy to correct the personal data that you have accessed if such data are inaccurate. We will handle your request as soon as possible. Please note that under the Ordinance, the Academy has the right to charge a reasonable fee for complying with a data access request.

7. Data access and correction requests can be addressed to us as follows:

HKIAA Personal Data Officer

Hong Kong International Aviation Academy Limited

9/F, HKIA Community Building,

13 Cheong Tat Road,

Hong Kong International Airport,

Lantau, Hong Kong