

# NEW/AMEND ORGANISATION DETAILS FORM

CREATE NEW ORGANISATION FILE  AMEND EXISTING ORGANISATION FILE

<b>AERODROME NAME*</b>		<b>LOCATION INDICATOR</b>	
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\*Please ensure you complete the aerodrome name above before submitting this form.

<b>OPERATOR DETAILS</b>		NO CHANGE REQUIRED <input type="checkbox"/>	
Organisation Name		Contact Person	
Address		Phone	( )
		Fax	( )
		Mobile	( )
		Email	

<b>AERODROME OWNER DETAILS</b>		NO CHANGE REQUIRED/SAME AS ABOVE <input type="checkbox"/>	
Organisation Name		Contact Person	
Address		Phone	( )
		Fax	( )
		Mobile	( )
		Email	

Please nominate below one fax number or e-mail address which will be used for all correspondence by the NOTAM Office

Fax	( )	Email		NO CHANGE REQUIRED <input type="checkbox"/>
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Have there been changes to the details of your Registered Originators?	NO CHANGE TO DETAILS <input type="checkbox"/>	*YES, DETAILS HAVE CHANGED <input type="checkbox"/>
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\*If YES, you must complete the "REGISTERED ORIGINATOR DETAILS" section of this form (see Page 2).

<b>AUTHORISATION</b>			
Operator Name			
Signature		Date	

Complete Page 1 and Page 2 (if required), then return this form to:

**AERONAUTICAL INFORMATION MANAGEMENT  
AIRWAYS NEW ZEALAND  
PO BOX 294  
WELLINGTON**

# NEW / AMEND ORGANISATION DETAILS FORM (Page 2)



**AERODROME NAME:** \_\_\_\_\_ **LOCATION INDICATOR:** \_\_\_\_\_

REGISTERED ORIGINATOR DETAILS							ACTION:		AUTHORISED FOR:	
	NAME	PHONE	FAX	MOBILE	EMAIL		ADD TO FILE	DELETE FROM FILE	AIPNZ	NOTAM
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										
11										
12										
13										
14										
15										

**MAKE SURE THE OPERATOR HAS SIGNED THE AUTHORISATION!**

**MAIL REQUEST TO:** AERONAUTICAL INFORMATION MANAGEMENT  
 AIRWAYS NEW ZEALAND  
 PO BOX 294  
 WELLINGTON

For information on how to complete this form, please refer to the booklet "Publishing and NOTAM Guidelines for Aerodrome Operators", available on the Airways New Zealand IFIS website ([www.ifis.airways.co.nz](http://www.ifis.airways.co.nz)) under the "Publications" section.