**Delegation of position of CEO for the purposes of the Remote Operator Certificate**

I, <insert CEO name>, <insert CEO title> of <insert company / dept name> confirm that <insert delegated person’s name>, <insert delegated person’s title> has been delegated the responsibilities of the CEO solely for the purpose of the Remote Operator Certificate (**ReOC**) that has been applied for by <insert company / dept name>.

The delegation is limited to the role of the CEO for the ReOC only and includes:

* Being accountable for safety and corporate compliance;
* Providing the necessary resources so that all operations and maintenance can be conducted to meet company obligations, goals and objectives including finance and human resources;
* Being accountable to ensure the currency of the ReOC and will ensure that any operation conducted on behalf of the company is conducted under the control and authority of the Chief Remote Pilot and/or Maintenance Controller as identified on the ReOC; and
* Advising CASA of any of the following:
	+ changes to the company’sname or registered address;
	+ nomination of a new Maintenance Controller or Chief Remote Pilot;
	+ changes to the financial status of the operator(bankruptcy, liquidation, etc.);and
	+ responding to safety related surveys or questionnaires.

This delegation takes effect from the date of this letter and continues for 3 years unless otherwise withdrawn by <insert company / department name>.

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**<insert CEO name>, <insert CEO title>**

**<insert company / department name>**

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**Date**