



Advisory Circular

CAA-AC-AWS001
Issue 2
November 2013

REGISTRATION OF AIRCRAFT

1.0 PURPOSE

This Advisory Circular (AC) is issued to provide information and guidance on the civil aviation regulatory requirements to register an aircraft in Uganda.

2.0 REFERENCES

- 2.1 The Civil Aviation (Aircraft Registration and Markings) Regulations.
- 2.2 Regulations on Acceptance of type certificate and Export certificate of airworthiness of the Civil Aviation (Airworthiness) Regulations.

3.0 AIRCRAFT ACCEPTANCE: INFORMATION AND GUIDANCE

3.1 General Information

3.1.1 A person who wishes to register an aircraft in Uganda shall apply to the Authority for aircraft registration by submitting a duly completed prescribed application Form: AC-AWS 001A to the Authority.

3.1.2 Application for aircraft registration is accepted only for aircraft of a type that is acceptable to the Authority.

3.1.3 It is required on application for aircraft registration to submit to the Authority the full specification of the aircraft including:

- a) The full description of the type, model and serial number.
- b) Type certificate data sheet
- c) Supplementary type certificate data if any.
- d) Make and part numbers of avionics and equipment installed.
- e) Airworthiness Directives (ADs) status report.
- f) Copy of the current Certificate of Registration if applicable
- g) Copy of the current C of A if applicable.

Note: Aircraft life history and maintenance technical records are evaluated during the Certificate of Airworthiness issue Inspection.

3.1.4 For aircraft type or model that is new on the Uganda register it is recommended that the applicant submits the application form and the documents listed in 3.1.3 above before the aircraft purchase is finalised since aircraft that are not compliant to acceptable airworthiness codes can not be registered in Uganda.

3.2 Documents Evaluation

The application evaluation exercise is carried out to establish that the documents are authentic, genuine, valid and relate to the subject aircraft. It is in addition to verify that the aircraft Type Certificate complies with an acceptable airworthiness code.

3.3 Acceptance of Type Certificates

3.3.1 The authority may accept an aircraft type certificate or equivalent document issued by a State of Design in respect of an aircraft or aircraft component provided that:

- a) The type certificate or equivalent document was issued on, or is based on contracting state airworthiness code recognized by the Authority.
- b) The design, materials, construction, equipment, evaluation against a recognized airworthiness code has been carried out by the authority and has been found to meet the required standards.

3.3.2 Acceptance of an aircraft type certificate or equivalent document issued by a State of Design in this respect means that; the type certificate or equivalent document in relation to design, materials, construction, equipment, was issued on, or is based on contracting state airworthiness code recognized by the Authority.

3.3.3 A ‘recognized airworthiness code’ – means Civil Aviation Regulations and Standards of the contracting State of design relating to the design, materials, construction, equipment, performance and maintenance of aircraft or aircraft components acceptable to the Authority.

3.3.4 To facilitate effective aircraft safety oversight, the State of design or State of manufacture acceptable Aircraft Type Certificate must have provisions:

- a) To publish aircraft technical documents and literature (e.g. flight manual, maintenance manuals etc) in English.
- b) To mail to the authority and the operator the current amendments of all relevant aircraft technical and operation literature.
- c) To manufacture aircraft equipment, instruments with indication markings and placards in English and Arabic numerals.
- d) To deliver aircraft type design incorporating the minimum recommended emergency features (e.g. emergency windows), and emergency equipment with clear operating instructions in English and Kiswahili.

3.4 Ineligibility

The aircraft that do not satisfy the acceptable Type Certificate requirements are classified **Non Compliant** and cannot be accepted for registration in Uganda.

3.5 Registration Acceptance

On completion of a successful documents evaluation, the Aircraft is subjected to a inspection to ensure that the physical status and component records are consistent with the document information.

4.0 CERTIFICATE OF REGISTRATION ISSUE: INFORMATION AND GUIDANCE

4.1 Eligibility Requirements – An applicant for aircraft registration shall meet in full the eligibility requirements stated in Regulation 4 of the Civil Aviation (Aircraft Registration and Markings) Regulations.

4.2 Registration Requirements – After the aircraft has been evaluated and found acceptable for issue of a certificate of registration it is required to submit the following documents to the Authority if not already submitted:

4.2.1 A Certificate or notice of de-registration from the previous state of registry or a letter from the state of manufacture, if the aircraft is new and has never been registered in any other state, confirming non- registration. The de-registration certificate must be received by the Authority directly from the state of registry and should never be presented by the applicant - should be State to State.

4.2.2 Document(s) to prove the aircraft ownership, (e.g. Bill of Sale, e.t.c.);

4.2.3 A copy of a government issued Identity Card (ID) or Passport if owned by an individual, or any other identification card approved by the Authority;

4.2.4 A certified copy of the Certificate of incorporation if owned by a company;

4.2.5 Names of the directors of the company owning or leasing the aircraft and their specimen signatures giving authority to register and/or operate the aircraft in Uganda and indicating who among them has the mandate to transact on their behalf on matters relating to the aircraft registration and/or operation;

4.2.6 A certified copy of the lease agreement if the aircraft is on lease;

4.2.7 A certified copy of the power of attorney from the owner/lessor and the lessee, (both of them);

4.2.8 A certified copy of an aircraft current Insurance Certificate; and

4.2.9 Proof of payment of the prescribed fees.

4.3 Location and Measurements of Registration Marks – An aircraft registered in Uganda shall display nationality and registration marks as required by the Civil Aviation Regulations.

4.4 Allocation of Special Registration Marks – These are registration marks of the applicant's choice. They are allocated on request in writing, when available and they will attract an extra fee in addition to the normal Aircraft registration fee.

4.5 Change of Aircraft Registration Marks – To change aircraft registration marks for a Uganda registered aircraft the following requirements shall apply:-

4.5.1 An applicant shall make the request in writing, for the change of marks to the Authority giving the reasons for the change;

4.5.2 The request should be approved by the Authority before being effected, after which, the applicant is required to return to the Authority, the original Certificate of Registration (C of R) and the Certificate of Airworthiness (C of A), for replacement;

4.5.3 Payment of the prescribed fees; and

4.5.4 The new Certificates with the new registration marks will be prepared.

5.0 CHANGE OF AIRCRAFT REGISTRATION - OWNERSHIP PARTICULARS (RE-REGISTRATION)

5.1 Change of registration or ownership particulars will be effected in conformity with the Civil Aviation Regulations and the following shall apply:-

5.1.1 Re-Registration of an aircraft with same Nationality and Registration Marks will be issued with a new Certificate of Registration and a new entry shall be made on the aircraft Register.

5.1.2 Before the Re-registration process starts, the original C of R must be returned to the Authority with the relevant information completed on the reverse side.

5.1.3 The process for Re-registration is the same as for Registration.

5.1.4 The prescribed re-registration fees should be paid to the Authority.

6.0 DE-REGISTRATION

6.1 Aircraft de-registration is carried out in accordance with the Civil Aviation Regulations. It is required that:

6.1.1 The registered owner returns the original Certificate of Registration with the relevant section duly completed and signed.

6.1.2 The Authority will verify the signature of the owner or the legal representative. It may be necessary to submit legal documents of consent and authorization.

6.1.3 If an Export Certificate of Airworthiness is to be issued the requirements of Regulation 18 of the Civil Aviation (Airworthiness) Regulations shall be complied with.

6.1.4 The prescribed De-registration fees must be paid to the Authority.

7.0 AIRCRAFT SAFETY OVERSIGHT REQUIREMENTS

7.1 Training requirements to Ensure Effective Safety Oversight:

7.1.1 For a new aircraft type on the Uganda Aircraft Civil Register, the operator will be required to provide training to Authority's inspectors on the type.

- a) The number of inspectors to be trained will depend on the size and complexity of the aircraft. This will include Airworthiness and Flight Operations inspectors;
- b) For a series type of an aircraft, a refresher or difference course may be required to keep abreast to the technological advancement or differences.

A handwritten signature in dark ink, appearing to be 'James', written in a cursive style.

Civil Aviation Authority