# CHAPTER 1

## PROCEDURES FOR ISSUANCE OF AIRCRAFT CERTIFICATE OF REGISTRATION, RESERVATION OF REGISTRATION MARKS AND DE-REGISTRATION OF AIRCRAFT

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## 1.0 OBJECTIVE

This chapter provides guidance for registration, reservation of registration marks and deregistration of aircraft.

**Reference:** ICAO, Annex 7, ICAO Document 9760 Vol. I Chapter 5, Nig. CARs Part 4.

**CHECKLIST:** ***CL: O-AWS001, CL: O-AWS001A***

**FORMS:** ***AC-AWS001, AC-AWS001A, AC-AWS001B, AC-AWS001C, AC-AWS001D, AC- AWS001E, AC-AWS001F, AC-AWS001G, AC-AWS001H, AC-AWS001I, AC- AWS001J, AC- AWS001K, AC-AWS001M***

## 2.0 GENERAL

The proper registration of aircraft is fundamental to the safety of international air operations and is therefore accorded considerable attention in Chapter III of the Convention on International Civil Aviation. Further, details on the registration and marking of aircraft are contained in Annex 7 to the Convention.5.1.2. In accordance with international provisions, eachaircraft must be registered in a State and each State must maintain a registry of aircraft. An aircraft cannot be validly registered in more than one State, but its registration may be changed from one State to another. The Convention does not provide for an aircraft to be registered by an international organization such as an agency of the United Nations; however, Article 77 of the Convention does provide for two or more Contracting States to establish joint air transport operating agencies subject to ICAO Council determination as to how the provisions of the Convention will apply concerning the registration and nationality of the aircraftoperated by such agencies. To date no such agencies have been formed. Subject to anyfuture action the Council might take in respect of joint operating agencies, each aircraft must have only one State of Registry and that State has, among a number of responsibilities in respect of each aircraft on its register, a fundamental responsibility to ensure that the aircraft is operated in an airworthy condition.

Under Article 19 of the Convention, the registration or transfer of registration of aircraft in any Contracting State shall be made in accordance with its laws and regulations. Accordingly, the Director, CAA will need to ensure that the State adopts detailed regulations covering all aspects of registration including such matters as the basic requirement for aircraft to be registered with the State's application procedures, data required, display of the registration certificate and fees (if any). The Director-General has put administrative instructions in placeon the maintenance of the register within the NCAA.

Annex 7 requires that the register of each State shall show, for each aircraft registered, the information recorded in the certificate of registration. The NCAA, certificate of registration shall be carried in the aircraft at all times and shall in wording and arrangement conform with ICAO standards.

## 3.0 PREREQUISITES

A. Knowledge of the NCAA regulatory requirements (Nig. CARs Part 4).

## 4.0 RESPONSIBILITIES AND DELEGATION

All processing, assessment and recording of Aircraft registration/deregistration data is the responsibility of the DAWS Office, and may be done by any inspector in the DAWS office as assigned by the Responsible Manager.

## 4.1 PROCESSES

### 4.1.1 AIRCRAFT REGISTRATION PROCEDURE

1. A qualified applicant is as in the Nigeria Civil Aviation Regulations Part 4.2.1.2
2. Applicant submits application package for Certificate of Registration (C of R) in accordance with AC-AWS001 to the Registry Unit of the DGCA's office or the FSG Chairman's office.
3. DGCA / Chairman FSG minutes C of R application to Director, Airworthiness Standards to handle.
4. Director, Airworthiness Standards minutes C of R application to DAWS Technical Office to process.
5. The Responsible Manager vets the C of R application for completeness as per list of requirements for C of R using checklist CL-AWS001A

   **(NOTE: THERE MUST BE AN EVIDENCE OF DE-REGISTRATION FROM PREVIOUS STATE OF REGISTRY)**

6. Where the application package is incomplete, the Responsible Manager shall draft a letter for Director, Airworthiness Standards Signature, and attach the Acknowledgment of Application for C of R form **AC-AWS001F** which conveys, acknowledging receipt of C of R application and the requirements deficient in the application.
7. The Responsible Manager shall indicate on the form AC-AWS001F, if type certificate acceptance is required in accordance with the Nigeria Civil Aviation Regulations Part 5.
8. If the documents submitted are complete, the responsible Manager will carry out a detailed review of the application using checklist CL: O-AWS001A as follows:

   a) Verify the aircraft specifications (use the submitted aircraft technical

specifications)

b) Evaluate the deregistration notice to confirm the aircraft type, make and model, serial number, name and address to whom the notice is sent to and date of the deregistration.

c) Evaluate the completed C of R application form AC-AW001A , form AC-AWS002C and AC-AWS002F.

d) Check the Air Transport licenses/permits (either ATL, AOP, PNCF, or PAAS) for validity and appropriateness with the intended operation.

e) Check for validity of the permit to import. Note( approval is valid for six(6) months.

f) Check the aircraft to be registered is not more than 25years old for commercial air transport (CAT)cargo category and 22years old for commercial air transport (CAT) passenger category.

g) Check the aircraft meets ICAO Annex 16 volume 1 chapter 4 noise requirements or ICAO Annex 16 volume 1 chapter 8 noise requirements by referring to IS 5.10.1.2(B) of the Nig.CARs.

h) Check for validity of the reserved registration mark( if applicable)

i) Check for certified copy of the Certificate of incorporation if owned by a company or a copy of a government issued Identity Card (ID) or Passport if owned by an individual or anyother identification card approved by the Authority.

j) Check for payment of applicable statutory fees.

4.1.2 The Responsible Manager will draft an internal memo for Director's signature and forward the C of R application package to NCAA Board Secretary/Legal Adviser (BS/LA) to evaluate documents such as:

a. Document(s) to prove the aircraft ownership (e.g. Purchase Agreement etc.) with stamp duties paid;

b. 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 Nigeria and indicating who among them has the mandate to transact on their behalf on matters relating to the aircraft registration and/or operation;

c. A certified copy of the lease agreement if the aircraft is on lease with stamp duties paid;

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

e. An indemnity in accordance with Nig. CARs Part 4.2.1.7 (a) & (b)

f. Irrevocable Deregistration and Export Request Authorization (IDERA). If applicable.

4.1.3 The BS/LA reviews the application package and returns it. If the application is unsatisfactory, the Responsible Manager prepares a letter for Director's signature conveying the observations raised by the BS/LA to the applicant, giving reasons the application cannot be processed further.

4.1.4 If the review of the C of R application package by the BS/LA is satisfactory, the Director minutes to DAWS Office.

4.1.5 The responsible Manager initiates the final process of issuance of the C of R as process as follows:

1. Opens a C of R file (paper file) and tag all submitted documents properly.
2. Assign a C of R file (e.g.CA05/XXXX )from the aircraft register sequentially ,
3. Write on the paper file, the reserved registration marks or choose registration mark sequentially from the aircraft register (if not reserved) or specialregistration marks reserved by the applicant.
4. Enter the details of the aircraft registration data into the C of R template stored in the computer system, appropriately as follows:

a. **Item 1: Nationality and registration marks:** enter the registration marks i.e. 5N-AAA
b. **Item 2: Manufacturer and Manufacturer Designation:** enter the aircraft manufacturer name and the aircraft type i.e. The Boeing Aircraft company B737-36N
c. **Item 3: Aircraft Serial Number:** Enter the manufacturers serial number of the aircraft
d. **Item 4: Date of Manufacture**: Enter the date /year the aircraft is manufactured
e. **Item 5: Name of Registered Operator:** Enter the name of the operator as written on the C of R application form AC-AWS001A
f. **Item 6: Address of the Operator:** Enter the address of the operator as indicated on the C of R application form AC-AWS001A
g. **Item 7: Name and Address of the Owner:** Enter the name and address of the owner as indicated in the C of R application form AC-AWS001A

h) Item8:Ensure the narration there in carries the correct date of the convention on International Civil Aviation dated 7th December, 1944.

i) **Item 9: Date of Issue:** Enter the date the C of R application is approved.

**Note:** Enter the certificate number taken sequentially from the Aircraft Register on the top right corner of the Certificate.

j) Print three copies of the C of R for the Director's signature.

4.1.6 The Responsible Manager shall make entries into the aircraft register (both soft and hard copy) as detailed in section 7.1 of this chapter.

4.1.7 The Responsible Manager shall dispatch the signed and stamped C of R copies to

4.1.7.1 Applicant (must acknowledge receipt)

4.1.7.2 Aircraft file (C of A file)

4.1.7.3 C of R file (acknowledged copy must be tagged in file)

4.1.8 The Responsible Manager will prepare a letter of notification for Director's signature to be sent to the CAA of state of design and aircraft manufacturer for aircraft that is first of its type on the Civil Aircraft Register of Nigeria.

*Note: The timeline for completion of processing the certificate of registration is 10 working days if all requirements are met by the applicant.*

## 4.2 RESERVATION OF AIRCRAFT REGISTRATION MARKS

1) Applicant for the reservation of registration marks submits request to the DGCA or Chairman FSG office.
2) The DGCA or Chairman FSG minutes to Director, Airworthiness Standards to handle.
3) Director, Airworthiness Standards minutes to the responsible Manager to process.
4) The Responsible Manager assigns an inspector in DAWS office to evaluate application by confirming that there is :
   (a) Application letter,
   (b) Aircraft technical specification,
   (c) Receipt of payment attached.
5) If evaluation is satisfactory, assign the next available registration marks on the reservation register. If the applicant requested for special registration marks, verify availability, and assign, if special marks are not available inform applicant.

   Note: In the allocation of registration marks, marks shall not be used which might be confusedwith the International Five Letter Code of Signals, Part II, the three-letter combinations beginning with Q used in the Q Code and with the distress signal SOS, or other similar urgent signals, for example XXX, PAN and TTT other similar, urgent codes.

6) The assigned Inspector will note reserved mark on register.

**7)** The assigned Inspector prepares the notification for the applicant of reserved registration marks by completing the Form AC-AWS001D

*Note: The timeline for completion of processing the reservation of registration mark is 2 working days if all requirements are met by the applicant.*

### 4.3 PROCEDURES FOR DEREGISTRATION OF AIRCRAFT

1) The applicant submits request to the DGCA or Chairman FSG office
2) The DGCA or Chairman FSG minutes request to Director to handle
3) Director, Airworthiness Standards minutes the request to DAWS office to process.
4) The Responsible Manager processes as follows:

4.3.1 Check the completeness of the submitted application using the requirements outlined in the form AC-AWS001C

4.3.2 If the application is not complete, a letter is drafted for the Director's signature detailing the deficiencies with the application

4.3.3 If the application is complete, check the register of mortgages/liens for any lien holder liability.

4.3.4 If there is/are lien holder(s), obtain lien holders consent

**4.3.5** If there is/are no lien holder(s), prepare a Certificate of Deregistration (in triplicate) using form **AC-AWS001M** and notice of deregistration (in triplicate) **AC-AWS001B.**

4.3.6 Obtain Director's endorsement on the Certificate of Deregistration and notice of deregistration, stamp them with NCAA official stamp after the Director's signature

4.3.7 Update aircraft register (Hard & Soft copies)

4.3.8 Distribute the notice of deregistration as follows:

- 1 copy to C of R file
- 1 copy to applicant
- 1 copy to proposed next state of registry (if applicable)

*Note: The timeline for completion of processing deregistration of aircraft is 5 working days if all requirements are met by the applicant.*

## 5.0 ALLOCATION OF MODE 'S' CODE

The Director, Airworthiness Standards is responsible for approving allocation of Mode S Code to registered aircraft upon confirmation by the responsible Manager that ATC Transponder is installed on the aircraft and a notice of deregistration or letter of non-registration has been received from the previous State of Registry.

## 6.0 TASK OUTCOMES

A. Completion of the tasks in 5.1,5.2 and 5.3 can result in the following:
- Aircraft Registration or non-registration
- Reservation of registration marks or non –reservation
- Deregistration or non – deregistration.

B. *Document Task.* File all supporting paper work in the applicant's office file.

## 7.0 AIRCRAFT REGISTER

7.1 AIRCRAFT REGISTER RECORD: The responsible Manager shall ensure that the aircraft register remains current by inputting on the register, the following items when an aircraft is registered:

(1) Aircraft Registration Mark
(2) Name of aircraft Manufacturer and manufacturers designation of the aircraft
(3) Aircraft serial Number
(4) Aircraft Year of Manufacture
(5) Name of registered operator
(6) Address of registered operator
(7) Name and Address of owner
(8) Date of Issue of C of R
(9) Date of receipt of application
(10) File Number
(11) C of R Number
(12) Engine Type and Quantity
(13) Maximum Takeoff Mass
(14) Type of operation

7.2 AIRCRAFT REGISTER CONTENT UPDATE :The responsible Manager shall ensure that the aircraft register remains current by updating changes from, either registered operator or owner of the aircraft, lost/stolen/damaged C of R and deregistration by inputting on the register, the following applicable items :

7.2.1.1 Name of registered operator
7.2.1.2 Address of registered operator
7.2.1.3 Name and Address of owner
7.2.1.4 Date of Issue of C of R
7.2.1.5 Date of receipt of application
7.2.1.6 Date and Reason for cancellation
7.2.1.7 Remarks e.g. (record of lien, deregistration)

7.3 SECURITY OF AIRCRAFT REGISTER: The responsible Manager (Head DAWS Office) shall ensure that the aircraft register (hard copy) is kept in the secured fireproof cabinet provided for storage of individual aircraft registration folders in the DAWS Office. This fireproof cabinet must be securely locked and the keys kept in a secured location.

The soft copy of the aircraft register shall be protected by password in a dedicated external hard drive and also uploaded and stored on the Google drive (dawsoffice001@gmail.com).

7.4 UPDATE TIMELINE: The responsible Manager shall ensure that the aircraft register are updated as follows:

i) The hard copy, immediately new registration/any other changes in aircraft registration occurs
ii) The soft copy on the external hard drive, immediately new registration/any other changes in aircraft registration occurs
iii) The soft copy on the Google drive shall be updated every Friday.

## 8.0 LEGAL INTEREST IN AIRCRAFT REGISTER (LIEN REGISTER)

8.1 Application for registering a mortgage is submitted to the DGCA or Chairman FSG office
8.2 The DGCA or Chairman FSG minutes to Director, Airworthiness Standards to handle
8.3 Director, Airworthiness Standards minutes to the DAWS Office to process
8.4 The responsible Manager assigns an inspector in DAWS office to evaluate application for completeness and drafting a memo to BS/LA for the Director, Airworthiness Standards to sign
8.5 The signed memo is forwarded to BS/LA for review and recommendations by the assigned inspector
8.6 The assigned inspector shall ensure that entries are made into the lien aircraft register by inputting the following items when the legal interest for the aircraft returns satisfactory from BS/LA :

(1) Aircraft Serial number
(2) Aircraft Type
(3) Registered Owner
(4) Registered Operator
(5) Legal Interest
(6) Legal Interest Holder
(7) Date Legal Interest Received
(8) Date Legal Interest Discharged
(9) IDERA(input if IDERA was submitted or not submitted on the register)

8.7 The assigned inspector shall prepare a letter for the Director's signature, which will notify the applicant that the Authority has noted the legal interest.

*Note: The timeline for completion of processing a legal interest on an aircraft is 3 working days if all requirements are met by the applicants*

## 9.0 IDERA RECORDATION:

NCAA will accept and record an IDERA if it

a) Is submitted in writing as set forth in the CapeTown Protocol. See Attachment 1
b) Identifies the aircraft to be registered in Nigeria
c) Signed by the applicant

The recordation will be done within 5days of receiving an application in coordination with the legal directorate provided that there is no valid IDERA on the aircraft
Not that once IDERA has been recorded it cannot be revoked except by following the procedure listed hereunder.

## 10.0 REVOCATION OF AN IDERA.

NCAA will revoke an IDERA if

a) Application is submitted in writing
b) Identifies the IDERA by attaching the IDERA
c) Signed by an Authorized Party

Revocation of an IDERA will be done within 5 working day in coordination with the Directorate of Legal and will cease to have an legal effect.

## 11.0 FUTURE ACTIVITIES

Ensure conditions under which the aircraft was registered remain valid while the aircraft is still on the register.