



CHAPTER 1

PROCEDURES FOR ISSUANCE OF AIRCRAFT CERTIFICATE OF REGISTRATION, RESERVATION OF REGISTRATION MARKS AND DEREGISTRATION 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, each aircraft 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 aircraft operated by such agencies. To date no such agencies have been formed. Subject to any future 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 place on 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 PROCESSES

4.1 AIRCRAFT REGISTRATION PROCEDURE

Follow the flow – chart in the CL:O-AWS001 and do the following at each of the stages specified:

1. A qualified applicant is as in the Nigeria Civil Aviation Regulations Part 4
2. Applicant submits application package for C of R
3. DG minutes application to DAWS
4. DAWS minutes application to officers in – charge of registration
5. Vet application for completeness as per list of requirements for C of R using form AC-AWS001A (**NOTE: THERE MUST BE AN EVIDENCE OF DE-REGISTRATION FROM PREVIOUS STATE OF REGISTRY**)
6. If items are not complete, acknowledge receipt of application using Form AC-AWS001F. Check —Unsatisfactoryll and attach list of requirements with a mark -Xll against unacceptable or documents not submitted.
7. Indicate on this form if type certificate acceptance is required in accordance with Nigeria Civil Aviation Regulations Part 5.
8. Inform applicant of outstanding requirements.
9. If application is satisfactory, carry out a detail review of the package as follows:
10. Verify the aircraft specification (use the aircraft type data sheet)
11. Send the application package to NCAA legal department to evaluate.
12. The legal department reviews the application package and returns it. If there are observations, applicant is notified with reasons why the application cannot be processed further.
13. If it is satisfactory the final process of issuance of the C of R is initiated, by verifying if all regulatory requirements as on list of requirements have been complied with.
14. Open a C of R file
15. Assign a C of R file # CA05/XXXX from the aircraft register sequentially
16. Assign the next registration marks sequentially from the aircraft register
17. Assign a registration number next on the list of available marks or special registration marks reserved by the applicant.
18. Print out 3 copies of the C of R (ref. to C of R sample form)



19. Submit C of R for to the Director, Airworthiness Standards for signature
20. Update aircraft register with the information specified there-in, which contains all information on the C of R.
21. Complete the C of R data form
22. Send data form to computer operator for update of aircraft registration data base
23. Dispatch C of R copies to
 1. Applicant (must acknowledge receipt)
 2. Aircraft file
 3. C of R file
24. Notify CAA of state of design and manufacturer of aircraft registration for aircraft that is first of its type on the Civil Aircraft Register of Nigeria.

4.2 RESERVATION OF AIRCRAFT REGISTRATION MARKS

Follow the flow – chart figure A

1. Evaluate application using requirements for reservation (Form. AC-AWS001D). If evaluation is satisfactory, assign the next available registration marks on the register. If the application requested for special registration marks, verify availability, and assign if special marks are not available inform applicant.

Note: In the allocation of registration marks, no combinations of distress signal SOS, or other similar urgent signals, for example XXX, PAN and TTT shall be used.

2. Note reserved mark on register.
3. Notify applicant of reserved registration marks (Form AC-AWS001D)

In forming aircraft registration marks, 5N-registration marks consist of a series of alphanumeric characters. Nigeria registration marks may not exceed 3 characters **in addition** to the standard Nigeria nationality marks **(5N) and hyphen (-) (6 characters for both nationality and registration marks and hyphen)**. The registration marks characters may be from:

- Letters A to Z (always after the hyphen (-)). For example, 5N-AAA
- Numbers 1 to 9. For example, 5N-A19
- Number 1 may not be used with letter I to avoid confusion. For example, 5N-II1 not acceptable.
- Registration marks 5N-FG (A to Z and 1 to 9) is reserved for the Federal Government of Nigeria.

4.3 PROCEDURES FOR DEREGISTRATION OF AIRCRAFT

1. Review formal application form in accordance with requirements for deregistration (form **AC-AWS001G**)



2. Check the register of mortgages/liens for any lien holder liability.
3. If there is/are lien holder(s), obtain lien holders consent
4. If no lien holders prepare a Certificate of Deregistration (in triplicate) form **AC-AWS001M** and notice of deregistration **AC-AWS001B**.
5. Obtain DAWS endorsement on the Certificate of Deregistration and notice of deregistration stamp them with NCAA official stamp
6. Update aircraft register (Hard & Soft copies)
7. 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)

NB: In case of dispute obtain input from NCAA Company Secretary/Legal Adviser.

5.0 CERTIFICATE OF REGISTRATION ISSUE: INFORMATION AND GUIDANCE

5.1 ELIGIBILITY REQUIREMENTS – An applicant for aircraft registration shall meet in full the eligibility requirements stated in Regulation 2.1.2 of Part 4 of the Nigerian Civil Aviation Regulations(see below).

An aircraft is eligible for registration if it is—

- (1) Owned by:
 - (i) A citizen of Nigeria,
 - (ii) An individual citizen of another State who is lawfully admitted for permanent residence in Nigeria,
 - (iii) A corporation lawfully organised and doing business under the laws of Nigeria and the aircraft is based and primarily used in Nigeria,
 - (iv) A government entity of Nigeria or political subdivision thereof; or
 - (v) A foreign person who has leased the aircraft to one of the persons described in paragraphs (i) – (iv) above, provided that:
 - (a) The aircraft may remain on the Nigerian registry only for as long as the lease remains in effect; and
 - (b) The certificate of registration includes the names and addresses of the lessee and, if different, the operator of the aircraft; and
- (2) Not registered under the laws of any other State; and
- (3) The aircraft is not more than 22 years old, unless the aircraft is used exclusively for general aviation purposes.



Registration Requirements – After the aircraft has been evaluated and found acceptable for issue of a certificate of registration it is required that the applicant complies with the following technical and legal requirements:

5.2 TECHNICAL 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:

1. Aircraft Technical Specification;
2. 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;
3. A certified copy of an aircraft current Insurance Certificate;
4. a copy of Air Transport Licence (ATL), Air Operating Permit (AOP) or Permit For Non-Commercial Flight (PNCF);
5. Proof of payment of the prescribed fees (see Fees Schedule in the Nig. CARs);
6. A certified copy of the Certificate of incorporation if owned by a company; or
7. 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; and
8. Honourable Minister of Aviation Permit to import and operate the aircraft.

5.3 LEGAL 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:

1. Document(s) to prove the aircraft ownership, Nig. CARs Part 4.2.1.4(a)(2) (e.g. Purchase Agreement e.t.c.) with stamp duties paid;
2. 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;
3. A certified copy of the lease agreement if the aircraft is on lease with stamp duties paid;
4. A certified copy of the power of attorney from the owner/lessor and the lessee, (both of them);
5. An indemnity in accordance with Nig. CARs Part 4.2.1.7 (a) & (b) (sample attached).
6. Irrevocable Deregistration and Export Request Authorisation (IDERA). IF APPLICABLE

5.4 Allocation of Registration Marks

The applicant will be allocated registration marks which are in sequence with prefix (5N-) and three (3) numbers, letters, or a combination thereof. Registration marks can be



reserved after payment of reservation fee but the reservation is valid for six (6) months.

Note: In the allocation of registration marks, no combinations of distress signal SOS, or other similar urgent signals, for example XXX, PAN and TTT shall be used.

5.5 Allocation of Special Registration Marks

These are registration marks with prefix (5N-) and three (3) numbers, letters, or a combination thereof of the applicant's choice. They are allocated on request in writing, when available and they will attract special fee different from the normal Aircraft registration fee.

Note: In the allocation of registration marks, no combinations of distress signal SOS, or other similar urgent signals, for example XXX, PAN and TTT shall be used.

5.6 Allocation of Mode 'S' Codes

The aircraft will be allocated Mode 'S' Code upon confirmation 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.

5.7 Emergency Locator Transmitter (ELT)

The aircraft Emergency Locator Transmitter (ELT) hexadecimal code must be submitted to the Authority with the ELT form completed. The COSPAS-SARSAT is the international satellite system for search and rescue in aviation. Emergency Locator Transmitter (ELT) can be registered with them directly by visiting their website www.406registration.com. The ELT beacon's identification, which is a hexadecimal character string (composed of the characters 0-9 and A-F) is found on a label attached to every ELT beacon.

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.
- C. The information entered into the database by the computer operator shall be verified by the desk officer (inspector) before it is finally saved into the database server.

7.0 FUTURE ACTIVITIES:

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