



## SOUTH AFRICAN CIVIL AVIATION AUTHORITY CIVIL AVIATION REGULATIONS, 1997

### APPLICATION FOR NEW REGISTRATION OF AIRCRAFT APPLICATION FOR REGISTRATION OF CHANGE OF OWNERSHIP APPLICATION FOR AMENDMENT OF CERTIFICATE OF REGISTRATION APPLICATION FOR DUPLICATE OF CERTIFICATE OF REGISTRATION APPLICATION FOR CANCELLATION OF REGISTRATION NOTIFICATION OF TRANSFER OF RIGHT OF POSSESSION OF AIRCRAFT RESOLUTION

#### Notes:

1. An application for registration must comply with the provisions of regulation 47.00.5.
2. An application for the amendment of a certificate of registration must comply with the provisions of regulation 47.00.8.
3. An application for a duplicate of a certificate of registration must comply with the provisions of regulation 47.00.9.
4. An application for the cancellation of a certificate of registration must comply with the provisions of regulation 47.00.11.
5. A notification of transfer of right of possession of an aircraft must comply with the provisions of regulation 47.00.10.
6. **Supporting documents:** In each of the aforesaid applications contained herein, the supporting documents to accompany each application, are set out in detail. Please pay meticulous attention to compliance therewith.
7. **Certification of supporting documents:** Kindly note that certification of all annexures must be made by a Commissioner of Oaths or Notary Public of a **non-interested party** on the front of every page, and must include a full signature and ink stamp with full details, address and certification statement of such Commissioner of Oaths or Notary Public.
8. **SECTION 1 OF THIS FORM MUST BE COMPLETED IN ALL CASES.**
9. **All other sections applicable to the specific application or notification, must be completed.**
10. The original application or notification must be submitted to the Commissioner for Civil Aviation, Private Bag X08, Waterkloof 0145.
11. Where the required information cannot be furnished in the space provided, the information must be submitted as a **separate memorandum** and attached hereto.
12. **Please delete whichever is not applicable.**

*Mark the appropriate transaction relevant in this application*

- Application for registration
- Application for the amendment of certificate of registration
- Application for the duplicate of certificate of registration
- Application for the cancellation of certificate of registration
- Notification of transfer of right of possession of aircraft

## 1. PARTICULARS REGARDING THE APPLICANT / REGISTERED OWNER

*(Please note that this section must be completed in ALL cases.)*

1.1 Full name of new owner or applicant : .....				
1.2 Trade name (if applicable) : .....				
1.3 Full business/residential address: ..... ..... ..... .....		1.4 Postal address: ..... ..... ..... Postal code: .....		
1.5 Telephone: home: .....		1.6 Telephone: business: .....		
1.7 Cellular phone number : .....		1.8 E-mail address : .....		
1.9 Telex number: .....		1.10 Telefax number: .....		
1.11 Legal status of applicant/registered owner (individual / company / close corporation / trust / other - specify): .....				
1.12 Registration number in the case of a company / close corporation / trust: .....				
1.13 Date of registration of company / close corporation / trust: .....				
1.14 Full particulars in respect of the individual / each director / member / trustee / person:				
<b>Name</b>	<b>Position</b>	<b>Identity number</b>	<b>Nationality</b>	<b>Country of permanent residence</b>

**2. APPLICATION FOR REGISTRATION OF AIRCRAFT AND/OR CHANGE OF OWNERSHIP**

2.1 Present nationality and registration mark of aircraft : .....
2.2 South African registration letters, if registered before in the Republic : .....
2.3 Country where aircraft was previously registered (if applicable): .....
2.4 Manufacturer of the aircraft : .....
2.5 Manufacturer's type designation of aircraft: .....
2.6 Aircraft serial number : .....
2.7 Date of manufacture : .....
<p>2.8 I, the undersigned .....</p> <p>(full name of director / member / trustee / person authorised in the resolution on page 9 hereof to act on behalf of the applicant)</p> <p>hereby declare that the above particulars are true in every respect and apply herewith for:</p> <p>→ registration of this aircraft in the Republic of South Africa, onto the South African Civil Aircraft Register (SACAR);</p> <p>and/or</p> <p>→ registration in the name of the applicant.</p> <p>Signature : ..... Capacity of signatory : .....</p> <p>Name of company, close corporation, trust or other organisation: .....</p> <p>.....</p> <p>Date : .....</p>

**2.9 SUPPORTING DOCUMENTS ATTACHED:**

*Mark the relevant documents and/or requirements:*

**In the case of an aircraft which is imported into the Republic for the first time or returns to the Republic and has to be re-registered on the South African Civil Aircraft Register (SACAR):**

- 2.9.1 Certificate or notification of cancellation from the appropriate authority of State or territory in which the aircraft was last registered.
- 2.9.2 Original of the last certificate of airworthiness issued by the appropriate authority of the last State or territory from which the aircraft is imported.
- 2.9.3 Original of the export certificate of airworthiness.
- 2.9.4 If the first of a type of aircraft is imported into the Republic and is to be registered on the SACAR, the type acceptance certificate issued by the Commissioner.

**If the aircraft is to be registered in the name of an individual:**

- 2.9.5 certified true copy of proof of identity

**If the aircraft is to be registered in the name of a company:**

- 2.9.6 a certified true copy of its most recent register of directors lodged with the Registrar of Companies (Form CM29)
- 2.9.7 a certified true copy of proof of identity of the director authorised to act on behalf of the applicant
- 2.9.8 the authorising resolution on page 9 hereof

**If the aircraft is to be registered in the name of a close corporation:**

- 2.9.9 a certified true copy of its founding statement/amended founding statement (Form CK1/CK2)
- 2.9.10 a certified true copy of proof of identity of the member authorised to act on behalf of the applicant
- 2.9.11 the authorising resolution on page 9 hereof

**If the aircraft is to be registered in the name of a trust:**

- 2.9.12 a certified true copy of the appropriate letter of appointment as trustee (Form J246)
- 2.9.13 a certified true copy of proof of identity of the trustee authorised to act on behalf of the applicant
- 2.9.14 the authorising resolution on page 9 hereof

**If the aircraft is to be registered in the name of any other applicant:**

- 2.9.15 a certified true copy of any other founding documents
- 2.9.16 a certified true copy of proof of identity of the person authorised to act on behalf of the applicant
- 2.9.17 the authorising resolution on page 9 hereof

**In the case of any amateur-built aircraft or production-built aircraft as defined in Part 1 of the Regulations:**

- 2.9.18 If the first of a type of aircraft is to be registered on the SACAR, the type certificate issued by the Commissioner
- 2.9.19 If the aircraft is to be registered in the name of an individual or a partnership, a certified true copy of proof of identity
- 2.9.20 If the aircraft is to be registered in the name of an approved aviation recreation organisation, a certified true copy of the approval, issued by the Commissioner

**NOTE: No amateur- or production-built aircraft, as defined in Part 1 of the Regulations, may be registered in the name of a company, close corporation or trust.**

### 3. APPLICATION FOR AMENDMENT OF CERTIFICATE OF REGISTRATION

3.1 I, the undersigned .....  
(full name of director / member / trustee / person authorised in the resolution on page 9 hereof to act on behalf of the applicant / registered owner)

hereby apply for the amendment of certificate number .....

3.2 Amendment of the name in which the certificate of registration was issued:

Name on certificate: .....

New name: .....

3.3 Amendment of address on the certificate of registration:

Address on certificate: .....

New address: .....

3.4 Amendment of aircraft manufacturer's designation on the certificate of registration:

Designation on certificate: .....

New designation: .....

3.5 Amendment for endorsement indicating registration of SACAA Mortgage number .....

registered by the SACAA over this aircraft on .....

3.6 Amendment for cancellation of endorsement regarding SACAA Mortgage number .....

discharged by the SACAA on .....

3.7 I hereby declare that the above particulars are true in every respect and apply herewith for amendment of the Certificate of Registration of aircraft registration number Z.....- ....., as set out above.

Signature : ..... Capacity of signatory : .....

Name of company, close corporation, trust or other organisation: .....

Date : .....

#### 3.8 SUPPORTING DOCUMENTS ATTACHED:

*Mark the appropriate documents relevant to this application*

3.8.1 Certified true copy of the certificate of change of name of a company, approved by the Registrar of Companies (Form CM9)

3.8.2 Certified true copy of the amended founding statement of the close corporation, approved by the Registrar of Close Corporations (Form CK2)

3.8.3 Original Certificate of Registration to be amended, alternatively reasons in writing why original cannot be submitted

**4. APPLICATION FOR DUPLICATE OF CERTIFICATE OF REGISTRATION**

<p>4.1 I, the undersigned ..... (full name of director/member/trustee/person authorised in the resolution on page 9 hereof to act on behalf of the applicant/registered owner)</p> <p>hereby apply for the issue of a duplicate of certificate number .....</p>
<p>4.2 Reason(s) for application: .....</p> <p>.....</p>
<p>4.3 If applicable, name and licence number of <b>aircraft maintenance organisation</b> applying for duplicate:</p> <p>.....</p>
<p>4.4 I hereby declare that the above particulars are true in every respect and apply herewith for a duplicate of the Certificate of Registration of aircraft registration number Z.....- ....., as set out above.</p> <p>Signature: ..... Capacity of signatory: .....</p> <p>Name of company, close corporation, trust or other organisation: .....</p> <p>.....</p> <p>Date : .....</p>

## 5. APPLICATION FOR CANCELLATION OF REGISTRATION

5.1 I, the undersigned .....  
(full name of director/member/trustee/person authorised in the resolution on page 9 hereof to act on behalf of the applicant/registered owner)

hereby apply for the deletion from the South African Civil Aircraft Register (SACAR), and the cancellation of the registration of aircraft registration number Z.....-.....and certificate number ..... with effect from ..... (date)

5.2 Reasons for cancellation: .....

5.3 Country to where aircraft is exported : .....

5.4 I hereby declare that the above particulars are true in every respect and apply herewith for deletion from the South African Civil Aircraft Register (SACAR) the cancellation of the registration of aircraft registration number Z.....-..... as set out above.

Signature : ..... Capacity of signatory : .....

Name of company, close corporation, trust or other organisation: .....

Date : .....

### 5.5 SUPPORTING DOCUMENTS ATTACHED:

*Mark the appropriate documents relevant to this application*

5.5.1 The original of the last certificate of registration

5.5.2 In the case of any amateur-built aircraft or production-built aircraft as defined in Part 1 of the Regulations, the special flight permit issued by the Commissioner

5.5.3 In the case of an aircraft other than an amateur-built aircraft or production-built aircraft as defined in Part 1 of the Regulations, the certificate of airworthiness issued by the Commissioner

5.5.4 The airframe data plate of the aircraft

5.5.5 Certified true copy of letter of executorship (executor) (Form J238)

5.5.6 Certified true copy of certificate of appointment (trustee) (Form J246)

5.5.7 Certified true copy of certificate of appointment (liquidator) (Form J465)

#### **In case of export of an aircraft:**

5.5.8 Copy of Banker's Clearance (Form F178 or N.E.P), obtainable from the **registered owners bank**

5.5.9 Copy of Customs Clearance (Form DA550), obtainable by the **registered owner** from the Department of Customs and Excise

**Note:** If an aircraft is exported to Botswana, Lesotho, Swaziland or Namibia, the only requirements are submission of the application for cancellation of registration and payment of the prescribed export fee.

## 6. NOTIFICATION OF TRANSFER OF RIGHT OF POSSESSION OF AIRCRAFT

6.1 Notice is hereby given that the right of possession of aircraft registration number Z.....- ..... was transferred to:

.....  
 .....  
 (full name and address of transferee)

with effect from ..... (date)

6.2 Certificate number: .....

6.3 I, the undersigned .....  
 (full name of director / member / trustee / person authorised\* to act on behalf of the registered owner)  
 hereby declare that the above particulars are true in every respect and certify that I have provided the transferee with the following documents:

*Mark the appropriate documents provided to the transferee*

- 6.3.1 Certificate of registration
- 6.3.2 Certificate of airworthiness
- 6.3.3 Flight folio
- 6.3.4 Airframe logbook
- 6.3.5 Engine logbook (s)
- 6.3.6 Propeller logbook (s)
- 6.3.7 Approved flight manual or equivalent
- 6.3.8 Approved mass and balance data and certified equipment list
- 6.3.9 Approved minimum equipment list if maximum certified mass of aircraft is more than 5 700 kg

Signature: ..... Capacity of signatory: .....

Name of company, close corporation, trust or other organisation: .....

.....

Date : .....

### 6.4 SUPPORTING DOCUMENTS ATTACHED:

*Mark the appropriate documents relevant to this application*

- 6.4.1 Certified true copy of letter of appointment as executor
- 6.4.2 Certified true copy of certificate of appointment as trustee
- 6.4.3 Certified true copy of certificate of appointment as liquidator
- 6.4.4 Certified true copy of court order pertaining to transfer of right of possession of aircraft
- 6.4.5 Certified true copy of power of attorney authorising signatory\*
- 6.4.6 Certified true copy of resolution authorising signatory\*

<p><b>RESOLUTION OF THE</b> .....</p> <p style="text-align: center;">(DIRECTORS / MEMBERS / TRUSTEES / OTHER - specify)</p> <p><b>OF</b> .....</p> <p style="text-align: center;">(NAME OF COMPANY / CLOSE CORPORATION / TRUST / OTHER ORGANISATION)</p> <p><b>PASSED AT</b> ..... <b>ON</b> .....</p> <p style="text-align: center;">(PLACE) <span style="margin-left: 200px;">(DATE)</span></p>
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**RESOLUTION:**

1. That .....  
(name of company / close corporation / trust / other organisation)  
applies for:
  - 1.1 the new registration/re-instatement on the South African Civil Aircraft Register (SACAR) of aircraft  
Z.....- ..... Model ..... Serial number .....  
in accordance with Part 47 of the Civil Aviation Regulations, 1997; **OR**
  - 1.2 the registration of the change of ownership of aircraft Z.....- ..... Model .....  
..... Serial number .....; **OR**
  - 1.3 the amendment of Certificate of Registration Number .....; **OR**
  - 1.4 issue of a duplicate of Certificate of Registration Number .....; **OR**
  - 1.5 the cancellation of registration of aircraft Z.....- ..... Model .....  
..... Serial number .....  
in accordance with Part 47 of the Civil Aviation Regulations, 1997
  
2. That .....  
(full name of director / member / trustee / person - *state capacity*)  
is authorised to take all the necessary steps on behalf of  
.....  
(name of company / close corporation / trust / other organisation)  
to sign the application form and to finalise the application as specified above, in execution of this resolution.

**Signatures of AT LEAST THREE directors / members / trustees / other**

1. .... Capacity-specify: ..... Name in block letters.....
2. .... Capacity-specify: ..... Name in block letters.....
3. .... Capacity-specify: ..... Name in block letters.....