



NPA No. 16/2012
CAAP No. 58 GUIDANCE ON AIRCRAFT REGISTRY REQUIREMENTS

Release Date: 30 August 2012.

The General Civil Aviation Authority (GCAA) is to amend CAAP No.58 related to CAR PART V, Chapter I on Registration of Civil Aircraft, specifically the general requirements applicable to all UAE Operators and persons or entities holding legal interests in registering or de-registering civil aircraft in the UAE Civil Aircraft Registry, as well as, individuals or entities that require registering interests on the International Registry of Mobile Assets, under the Cape Town Convention and its Aircraft Protocol, for which the UAE is the State of Registry.

The major changes incorporated in CAAP No.58 are regarding the submission of applications related to the Aircraft Civil Registry through the e-services available on the GCAA website and conditions of the necessary requirements to accept supporting documents to be submitted as part of processes affecting A6 aircraft operations in matters related to the UAE Civil Aircraft Registry. This new draft CAAP No. 58 considers a number of proposals obtained from the aviation industry after publication of first draft amendment on May 2012.

This notice is published to announce amendment to No. CAAP 58 and to entitle all concerned parties, especially all UAE Operators and individuals or entities holding legal interests in matters related the UAE Civil Aircraft Registry, to:

1. Review the attached proposed guidance material;
2. E-mail their comments to the below address:

Miss. Luz Hidalgo Figueroa
Head of the Aircraft Registry Unit
Safety Policy, Regulation and Planning
General Civil Aviation Authority
Email: lhidalgo@gcaa.gov.ae
cc: acregistry@gcaa.gov.ae
cc: regulations@gcaa.gov.ae

The comments on the proposal must be received at the above addresses within 15 calendar days from the publishing date of this notice.

SAIF MOHAMMED AL SUWAIDI
DIRECTOR GENERAL





CIVIL AVIATION ADVISORY PUBLICATION

CAAP 58

Revised August 2012

GUIDANCE ON AIRCRAFT REGISTRY REQUIREMENTS

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2. PURPOSE

- 2.1 This CAAP provides guidance to aircraft operators, owners, entities or persons with legal interests in United Arab Emirates (UAE) registered aircraft or aircraft to be registered on the United Arab Emirates (UAE) Civil Aircraft Registry.
- 2.2 In addition, it provides guidance on requirements for registration of interests on the International Registry in Mobile Assets (IR) which are related to the Cape Town Convention and its Aircraft Protocol on International Interests in Mobile Equipment on Matters Specific to Aircraft Equipment to which the United Arab Emirates is a signatory.

3. STATUS OF THIS CAAP

3.1 This is revision 00 of initial issuance 01 of CAAP No. 58 published in December 2011. It will remain current and applicable until withdrawn or superseded. Compliance with the guidance materials in this document is mandatory, unless other means of compliance are agreed with the GCAA.

4. APPLICABILITY

4.1 This CAAP applies to all UAE Operators and persons or entities holding legal interests in registering, de-registering civil aircraft or changing aircraft title legal status in the UAE Civil Aircraft Registry, as well as, to persons or entities that require registering interests on the International Registry of Mobile Assets (IR) for which the UAE is the State of Registry.

5. REASONS FOR REVISION:

5.1 This revision clarifies requirements and procedures to be completed when processing, recording and enforcing an Irrevocable De-Registration and Export Request Authorization (IDERA); also, it introduces the submission of on-line applications for processes related to the Aircraft Civil Registry as well as new requirements for registering or de-registering an aircraft and amending aircraft Certificate of Registration.

REVISION HIGHLIGHTS

Revision Date	Effective Pages/Paragraph	Brief Description
08/12	Page 1-new para	Revised Table of contents shifted to page 1.
08/12	Page 1, Para 1.	Purpose is updated and now in Para 2.
08/12	Page 1, Para 2.	Status of CAAP is changed and now in page 2 and Para 3.
08/12	Page 1, Para 3.	Applicability is updated and now in page 2, Para 4.
08/12	Page 1, Para 4	Reasons for revision is updated and now in Page 2, Para 5.
08/12	Page 3, Para 5	References is revised and now in Page 3, Para 6.1 to 6.13
08/12	Page 4, Para 6 - 6.1 & 6.2	Introduction - now in page 3, Para 7 - 7.1 updated.
8/12	Page 3, New Para 8 added	General Requirements - on application process is given in Para 8.1 to 8.6.
8/12	Page 4, Para 7	Docs evaluation for registration of aircraft now in Para

		9, revised 9.1 to 9.4
8/12	Page 5,6,7 - Para 8	Docs evaluation for aircraft de-registration - now in Page in 6/7 and para 10 - 10.1 to 10.2 with changes.
8/12	Page 8 - Para 9	Change of Data on a C of R (Transfer of Ownership Title) revised now in pages 8,9 para 11.1 to 11.3
8/12	Page 10-Para 10	Transmitting information to IR - now in para 12 page 10 with revision to all points.
8/12	Page 12 - Para 11	IDERA Requirements now in Para 13 - revised and added new para 12.6
8/12	Page 13 - Para 12	De-registration of aircraft enforcing IDERA - revised now in Para 14 - 14.1 to 14.4
8/12	Page 15 - Para 13	Appendix 1 - now replaced with a new Appendix 1, 2 & 3.

6. REFERENCES

- 6.1. CAR PART V, Chapter 1
- 6.2. Cape Town Convention And Its Aircraft Protocol On International Interests In Mobile Equipment On Matters Specific To Aircraft Equipment
- 6.3. UAE Cabinet Decree No. 8 of 13th of March 2011
- 6.4. Form AWF-AFC-001 on Aircraft delivery filing check list
- 6.5. Form AWF-COR-002 Application for Registration of Aircraft
- 6.6. Form AWF-COR-003 Aircraft Delivery Check list
- 6.7. Form AWF-AFC-001 Aircraft Delivery Filing Check List
- 6.8. Form AWF-COR-13 for Amending Certificate of Registration
- 6.9. Form AWF-TOT-001 for Transfer of title check list/change of ownership
- 6.10. Form AWF-COR-008 Aircraft De-registration Check list
- 6.11. Form AWF-COR-010 Application for Aircraft De-registration
- 6.12. Form AWF-COR-011 Application for Aircraft De-registration enforcing an IDERA
- 6.13. Form AWF-COR-012 Aircraft De-registration Check list

7. INTRODUCTION

- 7.1 The General Civil Aviation Authority (GCAA) released the first draft amendment to CAAP No. 58 at the end of May 2012 ("May Draft"). Based on comments received from the aviation industry and stakeholders the GCAA revised the May Draft and has issued this second one on August 2012.

8. GENERAL REQUIREMENTS

- 8.1 Applications related to processes referred to in this CAAP shall be submitted on-line through e-services available on the GCAA website (<http://www.gcaa.gov.ae>). However, if the e-services system

is not available to submit the intended application, such application shall then be submitted physically by filling up the applicable Airworthiness form valid for such process and also available on the GCAA website (<http://www.gcaa.gov.ae/en/pages/forms.aspx>).

8.2 Applicants acting on behalf of third parties (e.g. aircraft's owner (s), certified designee of authorized party in whose favor an IDERA was issued, etc.) shall provide the following documents:

8.2.1 Evidence of authorization giving full powers to submit the related application and any other associated documentation to the applicant (e.g. power of attorney or company board resolution authorizing the aircraft operator to act on behalf of the aircraft owner). This document shall be an original document with notarized signatures.

Notwithstanding paragraph 8.2.1, if the original authorizations of powers is already recorded and filed with the GCAA Aircraft Registry, it is not required to present it over again if aircraft owner/company's representative and its/his assigned representative (e.g. operator, attorney) are still without change. In such case, it will be required to submit along with the intended application, a photocopy of the above-mentioned authorization which has been already countersigned and stamped by the Aircraft Registry Unit. (For ease of reference, the Aircraft Registry Unit will also state on the photocopy of the authorization the aircraft file reference number where the original authorization of it has recorded).

8.2.2. If the aircraft owner (s) is a Company:

8.2.2.1. Certified true copy of evidence of aircraft owner's managerial title which shall state that he/she is the legal representative for that company or limited partnership; and, he/she has suffice powers and authority to act on behalf the company or limited partnership;

8.2.2.2. Certified true copy of articles of Incorporation of the company, or when it is not an incorporated entity (e.g. it is a limited partnership) that equivalent establishment documents shall be provided (if applicable);

8.2.2.3. Certified true copy of evidence of company registration and directors/representatives certificates both issued by the Commercial Registry of the jurisdiction where the Company is established (if applicable).

8.3. The power of attorney (POA) to be submitted when filing any application referred to in this CAAP shall include at least:

- (i) Its expiry date stated therein,
- (ii) If an expiry date is not stated therein and the power of attorney is older than 3 years, the GCAA may request the party (e.g. the legal representative of entity) giving powers on the POA to certify in writing that the authority to sign shown by the power of attorney is still in effect. The referred writing authorization shall be signed and stamped by the legal representative of the company on company's letterhead.

8.4. Any applications related to processes referred to in this CAAP shall be submitted along with a original request letter issued by the aircraft owner (s) with his (their) notarized signature (suggested

template form is herein attached to as appendix no. 2). This letter and its notarization shall be uploaded when submitting the on-line application or enclosed to the physical Airworthiness application form if such application is submitted in hard copy.

- 8.5. Applicants who do not have complete documentations at the time of submitting application can submit supporting documents afterwards during the approval of the process; nevertheless, the pending documentation shall be submitted before the process is completed and relevant certifications are issued.

Note: The documents related to this CAAP that are required to be notarized shall be notarized by a notary of the jurisdiction where the document was signed and issued.

- 8.6. Pursuant article 1.2.10 of CAR PART 5, Chapter 1, the submission of original supporting documents mentioned in this CAAP are not required; however, such supporting documents shall be stamped and certified as true copies by the aircraft owner or his/her representative supported by a POA (e.g. aircraft operator) or by the issuance entity or corporation (e.g. applicant acting on the aircraft owner or authorized person who works for the company).

Note: Notwithstanding paragraph 8.6., documents referred to in paragraphs 8.2.1 a. and 8.4 shall always be submitted originals with notarized signatures.

9. DOCUMENTS EVALUATION FOR REGISTRATION OF CIVIL AIRCRAFT

- 9.1 Application for aircraft registration shall be submitted on-line through the GCAA website or in hard copy (Form AWF-COR-002) in accordance with paragraph No. 8 of this CAAP. In addition applicant shall provide the following information and documents:

9.1.1. Photocopy of the ID or passport of the owner(s) if it is not an company;

9.1.2. Photocopy of valid UAE residence of the applicant (if applicable);

9.1.3. If the aircraft owner is a company:

9.1.3.1. Certified true copy of evidence of aircraft owner's managerial title which shall state that he/she is the legal representative for that company or limited partnership; and, he/she has suffice powers and authority to act on behalf the company or limited partnership,

9.1.3.2. Certified true copy of articles of Incorporation of the company, or when it is not an incorporated entity (e.g. it is a limited partnership) that equivalent establishment documents shall be provided (if applicable),

9.1.3.3. Certified true copy of evidence of company registration and directors/representatives certificates both issued by the Commercial Registry of the jurisdiction where the Company is established (if applicable);

- 9.1.4. Certified true copy of any instrument or contract agreement such as bill of sale, mortgage, assignment of mortgage, or other document affecting title to, or interest in, aircraft property must be signed in ink by all parties involved and describe in sufficient details aircraft ownership evidence to the satisfaction of the GCAA;
- 9.1.5. Copy of aircraft non-registration certificate issued by the concerned aircraft manufacturer (if applicable);
- 9.1.6. Certified true copy of the Aircraft Insurance Certificate.
- 9.2. The aircraft model shall be type accepted in the UAE or exempted from the UAE type validation through a grandfather clause or has a Maximum Takeoff Mass of less than 5700 kg; therefore, the aircraft owner shall ensure that the aircraft is already type accepted in the UAE before obtaining aircraft certificate of registration. Information regarding aircraft type certificate validation and its related application form can be found on the GCAA website (<http://www.gcaa.gov.ae>)
- 9.3. When it is not a new aircraft, de-registration certificate/letter from the regulatory Authority of the State where the aircraft is already registered shall be submitted to enable the GCAA to process the registration application; also, a letter/certificate issued by the same Aviation Authority where it is evidenced that the aircraft has no-liens or any pending mortgages. In case liens do exist against aircraft, a no objection letter/certificate issued by the concerned financial party(s) shall be provided with its signature duly notarized. Letters or certificates issued by the above-mentioned Aviation Authority shall be sent by email at: acregistry@gcaa.gov.ae; and, by fax at: +971 4 282 0847.
- 9.4. Furthermore, once the aircraft registration process is completed and the Certificate of Registration is obtained, for the aircraft file records, applicant shall also submit all documentation produced under this procedure on a CD in accordance with the Aircraft Delivery filing check list form AWF-AFC-001.

10. DOCUMENTS EVALUATION FOR AIRCRAFT DE-REGISTRATION

- 10.1 Application for aircraft de-registration shall be submitted on-line through the GCAA website or in hard copy (Form AWF-COR-010) in accordance with paragraph No. 8 of this CAAP. In addition applicant shall provide the following information and documents:
- 10.1.1. Details of aircraft type model, manufacture name, serial number and registration mark of the aircraft to be de-registered;
- 10.1.2. Reason for de-registration request, such as sale of aircraft to foreign owner, export to foreign State, return to lessor, change of operator, court order, etc., and date for the intended de-registration;

- 10.1.3. The name of the person/title, mailing address, phone/fax numbers and e-mail address of the responsible Authority of the state of registry to which the aircraft is to be exported/registered, if applicable.
- 10.1.4. Satisfactory evidence that each registered owner, as shown on the aircraft certificate of registration, has consented to the de-registration request:
- 10.1.4.1. If the registered owner is an individual and is conducting the de-registration personally, a power of attorney is not required;
 - 10.1.4.2. If the registered owner is an individual and is represented, then the representative shall submit a certified true copy of notarized power of attorney;
 - 10.1.4.3. If the registered owner is more than one individual, all individuals or their representatives holding notarized power of attorney, shall sign a combined consent letter;
 - 10.1.4.4. If the registered owner is a company or limited partnership, the request shall be signed by the director/person legally authorized by the entity along with Board Resolution, notarized power of attorney or any evidence of such managerial title.
- 10.1.5. If applicable, certified true copy of an individual consent letter or no objection certificate with notarized signature from the lien holders (e.g. mortgagee, security trustee or any other party as listed in the COR as having security or liens over the aircraft). The signatory of the consent letter or no objection certificate shall be the director/person, legally authorized by the company. It shall be submitted along with his/her signature notarized and the board resolution or notarized power of attorney or any other evidence of his/her authorization to act on behalf of such company.
- 10.1.6. Evidence of acknowledgement from the aircraft operator (e.g. cancellation of the lease agreement), if the application is not submitted by the operator acting on behalf of the owner.
- 10.1.7. The original C of R with the back side of it signed by the aircraft owner or his representative, mentioning reason for de-registration and the new owner's name, name of the operator or lien holder (s) & address of domicile (if applicable).;
- 10.1.8. Return the original Letter of Undertaking previously issued to registered owner (Lessor), the Operator/Lessee and/or Mortgagee/Trustee, if any; otherwise, original of its declaration of loss issued, signed and stamped by the aircraft owner (s) on company's letterhead;
- 10.1.9. Proof that the aircraft UAE Mode S code has been cancelled (if applicable);
- 10.1.10. Proof that the aircraft UAE ELT code has been cancelled (if applicable);
- 10.1.11. All fees previously disclosed or in accordance with the fee schedule that are outstanding (if any) shall be paid to the GCAA in full for the aircraft, before aircraft de-registration is obtained;

- 10.1.12. Submit proof that the UAE registration marks on the aircraft and the registration marks fireproof plates and, if applicable, owner plates have been removed from the aircraft.
- 10.1.13. If applicable, consent letter of the authorized party mentioned on the Irrevocable De-Registration And Export Request Authorization (IDERA) (suggested template form is herein attached to as appendix no. 3); The signatory of the IDERA revocation letter shall be the director/person, legally authorized by the company. It shall be submitted along with his/her signature notarized and the board resolution or notarized power of attorney or any other evidence of his/her authorization to act on behalf of such company.
- 10.2. All original aircraft certificates and documents issued by the GCAA & The Telecommunications Regulatory Authority (TRA) of the United Arab Emirates for the subject aircraft shall be submitted back to the GCAA (e.g. COA, Noise Certificate, Radio License, Radio installation certificate, etc.).
- 10.2.1 Furthermore, once the aircraft de-registration process is completed and the Certificate of De-registration is obtained, for the aircraft file records, applicant shall also submit all documentation produced under this procedure on a CD.

Note 1: The GCAA will send a notification to the local Department (s) of Civil Aviation where the aircraft is based or operates from.

Note 2: Paragraph No. 10 shall not apply when application for aircraft de-registration is submitted by the authorized party in whose favour an IDERA has been issued; therefore, paragraph No.14 of this CAAP shall apply for aircraft de-registration enforcing an IDERA.

11. CHANGE OF DATA ON A CERTIFICATE OF REGISTRATION (TRANSFER OF OWNERSHIP TITLE)

- 11.1. If an aircraft is sold to another person or entity, or ceases to be owned by the registered owner or there is a change/addition on the name of the operator's company or aircraft' lien holder (s) (e.g. mortgagee, security trustee or any other party as listed in the COR as having security or liens over the aircraft); the Certificate of Registration shall be deemed to be cancelled and the registered owner(s) or his representative shall forthwith notify this fact to the GCAA. The GCAA will process such request if the following procedure is completed:
- 11.1.1. Application for amending certificate of registration shall be submitted on-line through the GCAA website or in hard copy (Form AWF-COR-13) in accordance with paragraph No. 8 of this CAAP. In addition applicant shall provide the following information and documents:
- 11.1.1.1. The full name and address of the new owner, name of the operator or lien holder (s) and date of change ownership;
- 11.1.1.2. Documentation of the new aircraft owner:
- (i) Passport copy if it is not a company;

- (ii) Certified true copy of evidence of aircraft owner's managerial title which shall state that he/she is the legal representative for that company or limited partnership; and, he/she has suffice powers and authority to act on behalf the company or limited partnership;
- (iii) Certified true copy of articles of Incorporation of the company, or when it is not an incorporated entity (e.g. it is a limited partnership) that equivalent establishment documents shall be provided (if applicable);
- (iv) Certified true copy of evidence of company registration and directors/representatives certificates both issued by the Commercial Registry of the jurisdiction where the Company is established (if applicable).

- 11.1.1.3. Certified true copy of any instrument or contract agreement such as bill of sale, mortgage, assignment of mortgage, or other document affecting title to, or interest in, aircraft property must be signed in ink by all parties involved and describe in sufficient details aircraft ownership evidence to the satisfaction of the GCAA. ;
- 11.1.1.4. In case of leased/mortgaged aircraft, certified true copy of the lease/mortgage agreement shall be submitted;
- 11.1.1.5. Evidence of acknowledgment of the operator, if application is not submitted by the current aircraft operator;
- 11.1.1.6. The original C of R with the back side of it signed by the aircraft owner or his representative, mentioning reason for de-registration and the new owner's name, name of the operator or lien holder (s) & address of domicile (if applicable).;
- 11.1.1.7. Return the original Letter of Undertaking previously issued to registered owner (Lessor), the Operator/Lessee and/or Mortgagee/Trustee, if any; otherwise, original of its declaration of loss issued, signed and stamped by the aircraft owner (s) on company's letterhead;
- 11.1.1.8. If applicable, consent letter of the authorized party mentioned on the Irrevocable De-Registration And Export Request Authorization (IDERA) (suggested template form is herein attached to as appendix no. 3); The signatory of the IDERA revocation letter shall be the director/person, legally authorized by the company. It shall be submitted along with his/her signature notarized and the board resolution or notarized power of attorney or any other evidence of his/her authorization to act on behalf of such company;
- 11.1.1.9. Consent letter or no objection certificate from the lien holders (e.g. mortgagee, security trustee or any other party as listed in the COR) addressed to the GCAA on the amendment of the Certificate of Registration. The signatory of such consent letter or no objection certificate shall be the director/person, legally authorized by the company. It shall be submitted along with his/her signature notarized and the board resolution or notarized power of attorney or any other evidence of his/her authorization to act on behalf of such company.

- 11.1.1.10. Submit proof that the UAE registration marks on the aircraft and the registration marks fireproof plates and, if applicable, owner plates have been removed from the aircraft;
 - 11.1.1.11. New Irrevocable De-Registration And Export Request Authorization (IDERA) letters (if applicable);
 - 11.1.1.12. GCAA fee previously disclosed or in accordance with the fee schedule;
 - 11.1.1.13. Certified true copy of the Aircraft Insurance Certificate (if applicable).
- 11.2. The ownership of an aircraft may be changed without changing the UAE aircraft registration mark or the aircraft operator, in this case, the aircraft Certificate of Registration (C of R) will be changed to reflect the change of ownership and the Certificate of Airworthiness (C of A) and Airworthiness Renewal Certificate (ARC) will continue to be valid until its regular renewal date or its cancellation for aviation safety reason.
- 11.3. Furthermore, once the amendment of certificate of registration process is completed and the new Certificate of Registration is obtained, for the aircraft file records, applicant shall also submit all documentation produced under this procedure on a CD.
- 12. TRANSMITTING INFORMATION TO THE INTERNATIONAL REGISTRY OF MOBILE ASSETS ("The IR") UNDER THE CONVENTION AND ITS AIRCRAFT PROTOCOL ON INTERNATIONAL INTERESTS IN MOBILE EQUIPMENT ON MATTERS SPECIFIC TO AIRCRAFT EQUIPMENT ("THE CONVENTION"). OBTAINING AN UAE AUTHORIZACION CODE.**
- 12.1. BACKGROUND.
- 12.1.1. The United Arab Emirates (UAE) is a Contracting State to the Cape Town Convention and its Aircraft Protocol. The UAE has made a declaration pursuant to Article XXX (I) of the Aircraft Protocol that it will apply Article XIII (Article 25 of the Consolidated Text) on de-registration and export request authorization for aircraft registered in United Arab Emirates.
- 12.1.2. In accordance with The Convention, an aircraft object eligible for the International Registry recording must fit at least one of the following categories:
- 12.1.2.1. Airframes (other than those used in military, customs and police services) that, when appropriate aircraft engines are installed thereon, are type accepted by the GCAA to transport:
- (i) at least eight (8) persons including crew; or,
 - (ii) goods in excess of 2750 kilograms, together with all installed, incorporated or attached accessories, parts and equipment (other than aircraft engines), and all data, manuals and records relating thereto;

- 12.1.2.2. Helicopters heavier-than-air machines (other than those used in military, customs or police services) supported in flight chiefly by the reactions of the air on one or more power-driven rotors on substantially vertical axes and which are type accepted by the GCAA to transport:
 - (i) at least five (5) persons including crew; or,
 - (ii) goods in excess of 450 kilograms, together with all installed, incorporated or attached accessories, parts and equipment (including rotors), and all data, manuals and records relating thereto;
- 12.1.2.3. Aircraft Engines (other than those used in military, customs or police service) powered by jet propulsion or turbine or piston technology and:
 - (i) in the case of jet propulsion aircraft engines, have at least 1750 lb of thrust or its equivalent; and,
 - (ii) in the case of turbine-powered or piston-powered aircraft engines, have at least 550 rated take-off shaft horsepower or its equivalent, together with all modules and other installed, incorporated or attached accessories, parts and equipment and all data, manuals and records relating thereto.

Note: For new aircraft types that haven't been yet type accepted by the GCAA, in respect of which there is a valid interest in prospective registration under A6 registration, the GCAA may authorize registrations or de-registrations of such interests prior to the type certificate being accepted by the GCAA, provided that the type certificate of the state of representative does not contravene the eligibility criteria stated in (a) and (b).

12.2 Under the Convention, the lessor may register its rights and interests in an aircraft in the International Registry. The UAE has designated the GCAA Civil Aircraft Registry as the authorising entry point through which information required for registration will be transmitted to the International Registry. Where a lease or a mortgage is required to be registered with the International Registry pursuant to the Convention, the interested party must first apply to the GCAA for an UAE authorization code. After the GCAA grants the UAE authorization code, such interested party will be able to register the interest and/or consent to registration on the international interest. Upon registration, the International Registry will automatically notify the relevant parties of the registration.

12.3. The requirements for obtaining an UAE authorization code are as follows:

- 12.3.1. Entities or persons (interested party) that wish to obtain an UAE authorization code shall submit an online application through the e-services platform available on GCAA website. The interested party shall have its own e-service user account that can also be obtained on-line through the website. When submitting the Authorizing Entry Point (AEP) on-line application following information shall be provided:
 - 12.3.1.1. Provide contact details of the GCAA website user: Complete name, address, electronic address and telephone number;

- 12.3.1.2. Provide name, address, electronic address and telephone number of the aircraft object's interested parties;
- 12.3.1.3. Provide the desired type of interest to be registered with the IR (e.g. International Interest, Assignment, Contract of Sale, Notice of Prospective International Interest, Prospective assignment, Prospective sale, discharge or release, other (specify);
- 12.3.1.4. For registering international interests: provide a pdf copy of the document that creates the relevant international interest duly signed by the concerned parties (e.g. contract of sale, lease agreement or any other title of aircraft object property);
- 12.3.1.5. For registration of prospective interests such as prospective international interest, prospective assignment, prospective sale, etc.: Provide the last draft copy of the contract agreement and the International Registry (IR) entity ID number of the concerned parties that will consent the interest registration on the International Registry;
- 12.3.1.6. For discharging an interest: Provide the IR file number of the IR registration to be discharged and the IR entity ID number of the concerned parties that will consent the interest registration on the International Registry.
- 12.3.2. When applicable, the aircraft object must be UAE's type accepted, except in cases of registration of prospective interests in an aircraft a type that is yet to be accepted by the GCAA;
- 12.3.3. A complete description of all affected parts of the aircraft object shall also be provided including the manufacturer name, model, serial number and the UAE aircraft identification number, if available;
- 12.3.4. A non-refundable 4,000 AED plus processing AEP code fees.

Note 1: Acceptance of the GCCA Entry Point form does not indicate agreement with or acceptance by the GCAA of any representations on the form.

Note 2: In accordance with Cabinet Decree No. 8 of 13th of March 2011, an AEP Code shall be obtained by each entity that requires registering its own interests on the IR.

13. IRREVOCABLE DE-REGISTRATION AND EXPORT REQUEST AUTHORIZATION (IDERA) SUBMISSION REQUIREMENTS

- 13.1 The Cape Town Convention allows lenders and lessors to register an Irrevocable De-registration and Export Request Authorization ("IDERA"). An IDERA is a creditor's remedy in case of default by the lessee. Under the UAE's ratification to the Convention, an IDERA must be recorded with the General Civil Aviation Authority for all United Arab Emirates registered aircraft.
- 13.2. The IDERA shall meet the requirements and submitted in accordance with the form annexed to the Aircraft Protocol on International Interests in Mobile Equipment on Matters Specific to

Aircraft Equipment. The GCAA cannot accept an IDERA that is not substantially in the form annexed to the above mentioned Aircraft Protocol.

- 13.3 The GCAA will process the application, and may countersign as many IDERAs as registered owners and/or registered operators may request. One IDERA copy will be held by the GCAA for the aircraft file records. The GCAA will not accept an IDERA signed by the owner/authorized operator in favor of different parties e.g. one IDERA in favor of the creditor and another one in favor of the security trustee. It has to be filed as part of the corresponding aircraft file.
- 13.4 Applications for aircraft de-registration and export using irrevocable de-registration and export request (IDERA) which are incomplete or incorrect will be returned to the applicant with consequential delays.
- 13.5 The GCAA may consider requesting power of attorney when the submitted IDERA is signed by a representative of a registered owner/operator whose representation has not been yet recorded or evidenced in the aircraft file.
- 13.6 An IDERA may be removed only with the written consent of the authorized party or its certified designee using the revocation form (suggested template form is herein attached to as appendix no 3). The GCAA will act on the removal request and send a confirmation letter to the applicant. At this point the aircraft can be de-registered or the possession of the aircraft can change.

14. DE-REGISTRATION OF AIRCRAFT ENFORCING AN IDERA

- 14.1 In order to enforce an IDERA, the authorized party or its certified designee (to this effect authorized party means the person/company in whose favor the IDERA has been issued; and, certified designee means the person/company authorized by the authorized party. If application of de-registration is submitted by the authorized party's certified party, such application shall comply with paragraphs 8.2, 8.3 and 8.4 of this CAAP).
- 14.2. Application for aircraft de-registration enforcing an IDERA shall be submitted on-line through the GCAA website or in hard copy (Form AWF-COR-011) in accordance with paragraph No. 8 of this CAAP. In addition applicant shall provide the following information and documents:
 - 14.2.1 Documentation related to the authorized party:
 - (i) Certified true copy of evidence of authorized party's managerial title which shall state that he/she is the legal representative for that company or limited partnership; and, he/she has suffice powers and authority to act on behalf the company or limited partnership;
 - (ii) Certified true copy of articles of Incorporation of the company, or when it is not an incorporated entity (e.g. it is a limited partnership) that equivalent establishment documents shall be provided (if applicable);
 - (iii) Certified true copy of evidence of company registration and directors/representatives certificates both issued by the Commercial Registry of the jurisdiction where the Company is established (if applicable).
 - 14.2.2. An original and notarized written confirmation by the authorized party, certifying that all registered interests ranking in priority to that of the authorized party has been

discharged or that the holders of such interest have consented the de-registration and export (suggested template form is herein attached to as appendix no 1).To this effect holders are the parties who have priority to the interest as evidenced by the search certificate of the International Registry but are different than the owner and operator of the related interest;

- 14.2.3 Copy of the IDERA or original declaration of loss issued by the interested party. The signatory of the declaration of loss letter shall be the director/person, legally authorized by the company. It shall be submitted along with his/her signature notarized and the board resolution or notarized power of attorney or any other evidence of his/her authorization to act on behalf of such company;
- 14.2.3.1 Reason for de-registration such as export to foreign State;
- 14.2.3.2 The name and address of the State to which the aircraft is being exported (if applicable);
- 14.2.3.3 Proof that the aircraft UAE Mode S code has been negated (if applicable);
- 14.2.3.4 Proof that the aircraft UAE ELT code has been negated (if applicable);
- 14.2.3.5 Submit proof that the UAE registration marks on the aircraft and the registration marks fireproof plates and, if applicable, owner plates have been removed from the aircraft.
- 14.2.3.6 An Aircraft International Registry search certificate;
- 14.2.3.7 The original C of R with the back side of it signed by the authorized party of its certified designee, mentioning reason for de-registration and the new owner's name, name of the operator or lien holder (s) & address of domicile (if applicable).
- 14.2.3.8 All fees previously disclosed or in accordance with the fee schedule that are outstanding (if any) shall be paid to the GCAA in full for the aircraft;
- 14.3. All original aircraft certificates and documents issued by the GCAA & the Telecommunications Regulatory Authority (TRA) of the United Arab Emirates for the subject aircraft shall be submitted back to the GCAA (e.g. COA, Noise Certificate, Radio License, Radio installation certificate, etc.).
- 14.4. Furthermore, once the aircraft de-registration process is completed and the Certificate of De-registration is obtained, for the aircraft file records, applicant shall also submit all documentation produced under this procedure on a CD.

Note 1: The GCAA will send a notification to the local Department (s) of Civil Aviation where the aircraft is based or operates from.

15. APPENDIX 1. Sample Letter For Requesting an Aircraft Registration/De-Registration/Transfer of aircraft ownership title, etc. (recommended)

Date:

To: General Civil Aviation Authority (GCAA)
P.O Box: 30500
Dubai, UAE

Sir/Madam:

This is a request for Registering/De-registering/transferring aircraft ownership title, etc. (delete or add information request as appropriate) of my aircraft.

Aircraft description:

Make:_____ **Model:**_____

A6 Registration No. (if applicable):_____ **Serial Number:**_____

Yours faithfully

Signed: _____
The Aircraft owner (s) (signature shall be notarized)

Name(s): _____

Phone(s): _____

Email: _____

16. APPENDIX 2. Sample form for requesting aircraft de-registration enforcing an Irrevocable De-Registration and Export Request (IDERA) (recommended)

Date:

To: General Civil Aviation Authority (GCAA)
P.O Box: 30500
Dubai, UAE

The undersigned is the AUTHORIZED PARTY under Article X111 of the Protocol to the Cape Town Convention of International Interests in Mobile Equipment on Matters Specific to Aircraft and in relation to aircraft:

Make: _____ **Model:** _____

A6 Registration No.: _____ **Serial Number:** _____

together with all installed, incorporated or attached accessories, parts and equipment, ('the aircraft') wishes as the Authorized Party in accordance with the provision of I.D.E.R.A. dated _____ to procure the de-registration of the aircraft from the aircraft register maintained by the UAE Civil Aircraft Registry for the purposes of Chapter III of the Convention on International Civil Aviation, signed at Chicago, on 7 December 1944, and also procure the export and physical transfer of the Aircraft from the United Arab Emirates to: _____.

The signatory hereby certifies, that all registered interests ranking in priority to that of the Authorized Party in whose favor the authorization [I.D.E.R.A.] has been issued have been discharged **or** that the holders of such interests have consented to the de-registration and export of the aircraft from the United Arab Emirates.

Your faithfully,

Signed: _____
The Authorized Party (signature shall be notarized)

Name(s): _____
Phone(s): _____
Email: _____

17. APPENDIX 3. Sample form of an IDERA Irrevocable De-Registration and Export revocation request (recommended)

Date: _____

To: General Civil Aviation Authority (GCAA)
P.O Box: 30500
Dubai, UAE

The undersigned is the AUTHORIZED PARTY under Article X111 of the Protocol to the Cape Town Convention of International Interests in Mobile Equipment on Matters Specific to Aircraft and in relation to aircraft:

Make: _____ **Model:** _____

A6 Registration No.: _____ **Serial Number:** _____

(together with all installed, incorporated or attached accessories, parts and Equipment, THE "AIRCRAFT"), wishes to remove the IDERA dated _____ as recorded on the Aircraft Register maintained by the UAE General Civil Aviation Authority.

Your faithfully,

Signed: _____
The Authorized Party (signature shall be notarized)

Name(s): _____
Phone(s): _____
Email: _____