



CIVIL AVIATION ADVISORY PUBLICATION

CAAP 58

November 2012

GUIDANCE ON AIRCRAFT REGISTRY REQUIREMENTS

1. TABLE OF CONTENTS

1. TABLE OF CONTENTS.....	1
2. PURPOSE	2
3. STATUS OF THIS CAAP	2
4. APPLICABILITY	2
5. REASONS FOR REVISION AND REVISION HIGHLIGHTS.....	2
6. REFERENCES	6
7. INTRODUCTION.....	6
8. GENERAL REQUIREMENTS	6
9. DOCUMENTS EVALUATION FOR REGISTRATION OF CIVIL AIRCRAFT.....	9
10. DOCUMENTS EVALUATION FOR AIRCRAFT DE-REGISTRATION	10
11. DOCUMENTS EVALUATION FOR AMENDING CERTIFICATE OF REGISTRATION (TRANSFER OF OWNERSHIP TITLE)	13
12. TRANSMITTING INFORMATION TO THE INTERNATIONAL REGISTRY OF MOBILE ASSETS (IR) UNDER CAPE TOWN CONVENTION AND ITS AIRCRAFT PROTOCOL (THE U.A.E. AUTHORIZING ENTRY POINT)	16
13. IRREVOCABLE DE-REGISTRATION AND EXPORT REQUEST AUTHORIZATION (IDERA)	19
14. DE-REGISTRATION OF AIRCRAFT ENFORCING AN IRREVOCABLE DE-REGISTRATION AND EXPORT REQUEST AUTHORIZATION (IDERA)	20
15. APPENDIX 1. Template form for requesting aircraft de-registration enforcing an Irrevocable De-Registration and Export Request (IDERA)	22
16. APPENDIX 2. Template form for an IDERA Irrevocable De-Registration and Export revocation request	23
17. APPENDIX 3. Template form for submitting Certified Designee confirmation letter in relation to the Irrevocable De-registration & Export Request Authorization (IDERA).....	24

2. PURPOSE

- 2.1 This CAAP provides guidance to aircraft operators, owners, entities or persons with legal interests within the United Arab Emirates (UAE), whether the aircraft is to be registered, already registered, or going to be removed from the 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) under the Convention and its Aircraft Protocol on International Interests in Mobile Equipment on Matters Specific to Aircraft Equipment signed in Cape Town on 16 November 2001 to which the State of the United Arab Emirates (UAE) is a signatory.

3. STATUS OF THIS CAAP

- 3.1 This is the second issue of CAAP 58 - Guidance on Aircraft Registry Requirements. Compliance with this guidance material is mandatory and will remain in effect until withdrawn or superseded.

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 legal title status of aircraft certificates 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 new requirements to be completed on processes related to the UAE Civil Aircraft Registry.

REVISION HIGHLIGHTS

Second Issue	Amended Section/Paragraphs	Brief Description
November 2012	Section 6 to Section 14	Paragraphs renumbered and general typo corrections.
November 2012	Section 9 to Section 14	All "Notes" were numbered in accordance with the new number of each Section.
November 2012	Section 6. References	Includes reference number of Airworthiness forms related to this CAAP.
November 2012	New Section 8. General requirements	This is a new Section that includes requirements applicable to all the procedures

		related to this CAAP. (e. g. submission of on-line applications through the GCAA website, requirements to be met regarding notarization of supporting documents, power of attorney, incomplete applications, acceptance of certified true copies of application's supporting documents, etc.)
November 2012	Para 8.1, 9.1, 10.1, 11.1.1 & 14.1	Request: submission of on-line application and original copy of AW application form signed by aircraft owner or its authorised representative.
November 2012	Para 9.1.3	Request: submission of supporting documents to be provided by the aircraft owner if it is a Company
November 2012	Para 9.1.4., 11.1.1.3	Request: certified true copy of evidence of contracting parties' managerial title who sign the aircraft ownership contract agreement.
November 2012	Para 9.1.5, 11.1.1.4	Request: certified true copy of lease agreement and evidence of the parties' managerial title who sign the agreement
November 2012	Para 9.1.8, 10.1.12, 11.1.1.12 & 14.2.10	Fee previously disclosed or in accordance with the fee schedule
November 2012	Para 9.2	Information regarding type acceptance certificate can be found on CAR PART V CAR 21 Subpart B1
November 2012	Para 9.3	Added: details of electronic address and fax number where certificate of aircraft de-registration shall be sent (when registering an aircraft previously registered in a foreign Aviation Authority.
November 2012	Para 9.4, 10.3, 11.2 & 14.4	Request: submission of a CD rom with supporting documents of an application
November 2012	Para 10.1.5	Request: submission of certified true copy of evidence of aircraft owner(s)'s consent to the aircraft de-registration
November 2012	Para 10.1.5.1	Request: proof of the aircraft owner identity shall be evidenced (e.g. photocopy of passport or ID)

November 2012	Para 10.1.6	Reworded and added: certified true copy of consent letter or no objection letter to the deregistration
November 2012	Para 10.1.8	Clarification on information to be stated on the COR back side when deregistering an aircraft
November 2012	Para 10.1.9	Added: if applicable
November 2012	Para 10.1.13,11.1.1.10 & 14.2.7	Requirements to be met when aircraft fireproof plate needs to be removed
November 2012	Para 10.1.14	Clarification on requirements to be met when submitting the consent to aircraft deregistration from the Authorised Party mentioned on an IDERA
November 2012	Para 11.1.1.2	Added: or new party to be listed in the COR as having security or liens over the aircraft; plus new items i, ii, iii on submission of supporting documents to be provided by the new aircraft owner.
November 2012	Para 11.1.1.6	Added: "or new commercial name of the operator".
November 2012	Para 11.1.1.7	Regarding letter of undertaking, it was added: if applicable and original letter of declaration of loss signed by an authorised person.
November 2012	Para 11.1.1.8	Regarding an IDERA, requirements to be met when submitting consent letter to the aircraft de-registration from the Authorised Party.
November 2012	Para 11.1.1.9	Request: submission of consent letter to the aircraft de-registration from aircraft's lien holders; also, added: if applicable.
November 2012	Para 11.1.1.11	Added: "to be countersigned by the GCAA"
November 2012	Para 11.1.1.14	Requirements to be met when changing commercial name of the operator
November 2012	Paras 11.1.1.13, 9.1.7 and	Request: Certified true copy of aircraft Insurance policy/certificate.
November 2012	Para 12.1	Background on The Convention and its Aircraft Protocol on International Interests In Mobile Equipment on matters specific to

		Aircraft Equipment signed in Cape Town on 16 November 2001 (“The Convention”).
November 2012	Para 12.1.3	New paragraph on information regarding the UAE Authorizing Entry Point.
November 2012	Para 12.2.1	Added: Interested party shall first have to obtain its own GCAA user account plus clarification on submission of AEP on-line application.
November 2012	Para 12.2.1.1	Request: name of the IR registry user entity and name of the interested party in whose name the applicant is acting on behalf of
November 2012	Para 12.2.1.2	Added: and its title given by the contract agreement attached or related to the on-line application
November 2012	Para 12.2.1.3	Request: submission of details of all affected parts of the aircraft object
November 2012	Para 12.2.1.5, 12.2.1.6 & 12.2.1.7	New paragraph regarding requirements to be submitted to obtain and AEP Code
November 2012	Para 12.4	Added: 74.00 AED
November 2012	Section 13	General typo correction and clarifications
November 2012	Para 13.5	‘at the time of recording the IDERA’
November 2012	Para 13.6	New paragraph regarding revocation of an IDERA
November 2012	Para 14.2.1	Request: submission of supporting documents to be provided by the Authorised Party or its Certified Designee if it is a Company
November 2012	Para 14.2.1.3	New paragraph on letter confirmation from the Authorised Party or its Certified Designee
November 2012	Para 14.2.2	‘original declaration of loss of the IDERA’
November 2012	Para 14.2.5 & 14.2.6	Negated replaced by cancelled
November 2012	Para 14.2.8	Added: issued by the International Registry of Mobile Assets (refer to https://www.internationalregistry.aero)

November 2012	Para 14.3, 14.4, Note 14.1; and appendices 1, 2 & 3	New paragraphs and appendices on GCAA template letters
---------------	---	--

6. REFERENCES

- 6.1. CAR PART V, Chapter 1. Section 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-COR-002 Application for Registration of Aircraft
- 6.5. Form AWF-COR-003 Aircraft Delivery Check list
- 6.6. Form AWF-AFC-001 Aircraft Delivery Filing Check List
- 6.7. Form AWF-COR-13 Application to amend Certificate of Registration
- 6.8. Form AWF-TOT-001 Amendment of Certificate of Registration
- 6.9. Form AWF-COR-008 Aircraft De-registration Check list
- 6.10. Form AWF-COR-010 Application for Aircraft De-registration

7. INTRODUCTION

- 7.1. The General Civil Aviation Authority (GCAA) released the first draft amendment to CAAP 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 issued a second one on August 2012. In consideration of the foregoing, the GCAA is pleased to release this second issue of CAAP 58.

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>) along with an original copy of the applicable Airworthiness application form duly signed by the aircraft owner or its authorized representative. The Airworthiness forms are available also on the GCAA website at <http://www.gcaa.gov.ae/en/pages/forms.aspx>. To this effect, applicants shall be provided with GCAA website user name and password. Process on how to obtain GCAA website user name and password can be found on the same GCAA website. In case the applicant is not able to obtain a GCAA account, the submission of on-line application will not be requested subject to the GCAA’s consent.
- 8.2 Applicants acting on behalf of third parties (e.g. the aircraft’s owner(s)) shall provide along with the application the following documents:
 - 8.2.1 Evidence of authorization, from the party he/she represents, giving full powers to submit the related application and all required documentation associated to such party (e.g. power of attorney, no objection letter from the owner or security trustee holder or company board resolution where the applicant is assigned to act on behalf of the party/company granting authorities). This documentary evidence shall be an original document with the concerned party’s signature notarised.

Note: In processes related to the Irrevocable De-registration & Export Request Authorization (IDERA), the submission of the letter (appendix 3) by the Certified Designee will suffice as evidence of authorization given by the Authorised Party (refer to Section 14).

Notwithstanding paragraph 8.2.1, if the original authorization of powers is already recorded and filed with the GCAA Civil 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 first page of the photocopy of the authorization of powers, the aircraft file reference number where the original authorization was recorded). To this effect, the Aircraft Registry Unit will countersign as many photocopies of authorization of powers as requested.

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

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 sufficient powers and authorities to act on behalf of the company or limited partnership (e.g. an extract of directors/representatives registration certificate issued by the Commercial Registry of the State where such entity was incorporated or copy of board resolution);

8.2.2.2 If applicable, certified true copy of articles of incorporation of the company with stamp of registration by the Commercial Registry of the State where such entity/company was incorporated, or when it is not an incorporated entity (e.g. it is a limited partnership) that equivalent establishment documents shall be provided; or, a certified true copy of an extract of company/entity registration certificate issued by the Commercial Registry of the State where such entity was incorporated;

8.3. The original copy of power of attorney (POA) referred in paragraph 8.2.1. 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. aircraft owner) 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 written authorization shall be signed and

stamped by the legal representative of the company on the company's letterhead.

- 8.4. Applicants who do not have complete documentation, including but not limited to power of attorney and original or signed copies, at the time of submitting an application can submit such documents afterwards during the approval of the process. The pending documentation shall be completed and submitted before the process is completed and relevant certifications are issued.
- 8.5. In accordance with paragraph 1.2.10 of CAR PART V, Chapter 1, the submission of original supporting documents mentioned in this CAAP is 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 an authorised person from the issuing entity or corporation.

Note 8.1: Notwithstanding paragraph 8.5, as a manner of clarification, original copies of the following documents shall always be submitted by the applicant and recorded by the GCAA Civil Aircraft Registry:

- (i) Original copy of notarised evidence of authorization of powers to act on behalf of the aircraft owner(s) (refer to para 8.2.1 & 8.3);
- (ii) Original applicable Airworthiness application form signed by the aircraft owner or its authorised representative.
- (iii) The original letter of undertaking previously issued in favor to registered owner (lessor), operator/lessee and/or mortgagee/trustee; otherwise, original letter of its declaration of loss issued, signed and stamped by the aircraft owner(s) on the company's letterhead (refer to para 10.1.9 & 11.1.1.7);
- (iv) An IDERA Irrevocable De-Registration and Export revocation request (para 13.6 & appendix 2);
- (v) Certified Designee Confirmation Letter in relation to the Irrevocable De-registration & Export Request Authorization (IDERA) (para 8.2.1, 14.1 & appendix 3);
- (vi) An original and notarised written confirmation by the authorised party, certifying that all registered interests ranking in priority to that of the authorised party have been discharged or that the holders of such interest have consented to the de-registration and export. To this effect holders are the parties who have priority to the interest as evidenced by the Search Certificate issued by the International Registry but which are different to the aircraft owner and operator listed on the certificate of registration of the related interest (aircraft) (refer to para 14.2.1.3 and appendix 1);
- (vii) Original IDERA's declaration of loss issued by the authorised party. The signatory of the IDERA's declaration of loss letter shall be the director/person, legally authorised by the company. It shall be submitted along with his/her signature notarised (refer to para 14.2.2).

Note 8.2: The supporting documents of an application to be submitted with respect to this CAAP that are required to be notarised shall be notarised by a notary of the jurisdiction where the document was signed and issued.

9. DOCUMENTS EVALUATION FOR REGISTRATION OF CIVIL AIRCRAFT

9.1 Application for aircraft registration shall be submitted on-line through the GCAA website and in accordance with Section 8 of this CAAP.

In addition, Form AWF-COR-002 shall be signed by the aircraft owner, or its authorised representative which shall also be submitted together with the following information and documents:

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

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

9.1.3. If the aircraft owner(s) is a Company/entity:

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 sufficient powers and authorities to act on behalf of the company or limited partnership (e.g. an extract of directors/representatives registration certificate issued by the Commercial Registry of the State where such entity was incorporated or copy of board resolution);

9.1.3.2. If applicable, certified true copy of articles of incorporation of the company with stamp of registration by the Commercial Registry of the State where such entity/company was incorporated, or when it is not an incorporated entity (e.g. it is a limited partnership) that equivalent establishment documents shall be provided; or, a certified true copy of an extract of company/entity registration certificate issued by the Commercial Registry of the State where such entity was incorporated;

9.1.4. Certified true copy of any instrument(s) or contract agreement(s) 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 in the agreement and describe aircraft ownership in sufficient detail to the satisfaction of the GCAA. Certified true copy of evidence of the contracting parties' managerial title who sign the above referred instrument(s) shall also be provided;

9.1.5. Certified true copy of the aircraft lease agreement signed in ink by all parties to the satisfaction of the GCAA and evidence of parties' managerial title who sign the agreement (if applicable);

9.1.6. Copy of aircraft non-registration certificate issued by the concerned aircraft manufacturer (if applicable);

- 9.1.7. Certified true copy of the Aircraft Insurance Policy/Certificate;
- 9.1.8. GCAA fee previously disclosed or in accordance with the fee schedule.
- 9.2. The aircraft model to be registered shall be type accepted in the UAE. Information regarding type acceptance certificate can be found on CAR PART V CAR 21 Subpart B1, available 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 Aviation Authority of the State where the aircraft is already registered shall be submitted along with 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, original or certified copy of no objection or consent letter/certificate to the registration from the concerned holder or financial party(s) shall be provided with its signature duly notarised. Letters/ certificates issued by the referred Aviation Authority shall be sent by email at: acregistry@gcaa.gov.ae; and, by fax at: +971 4 282 0847.
- 9.4. 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 rom 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 in accordance with Section 8 of this CAAP.

In addition, Form AWF-COR-010 shall be signed by the aircraft owner, or its authorized representative, and submitted together with the following information and documents:

- 10.1.1. Details of aircraft type, model, manufacturer 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.;
- 10.1.3. Date for the intended aircraft de-registration;

- 10.1.4. The name of the person/title, mailing address, phone/fax numbers and e-mail address of the responsible Aviation Authority of the State of Registry to which the aircraft is to be exported/registered, if applicable.
- 10.1.5. Certified true copy of satisfactory evidence that each registered owner, as listed on the aircraft Certificate of Registration, has consented to the de-registration request:
- 10.1.5.1. If the registered owner is an individual and he/she is conducting the de-registration personally, the above-referred consent letter is not required; however, proof of his/her identity shall be evidenced (e.g. photocopy of passport or ID);
 - 10.1.5.2. If the registered owner is an individual and is represented, then the representative shall submit power of attorney along with the consent letter (refer to para 8.2.1. & 8.3);
 - 10.1.5.3. If the registered owner is more than one individual, all individuals or their representatives holding notarised power of attorney, shall sign individual or a combined consent letter;
 - 10.1.5.4. If the registered owner is a company or limited partnership, the consent letter shall be signed by the director/person legally authorised by the company holding notarised power of attorney or board resolution, or any evidence of his managerial title.
- 10.1.6. If applicable, certified true copy of consent letter or no objection certificate 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 authorised by the company. It shall be submitted along with certified true copy of his/her signature notarised and a copy of board resolution or notarised power of attorney; or, any other evidence of his/her authorization to act on behalf of the company;
- 10.1.7. 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;
- 10.1.8. The original COR with the back side of it signed by the current aircraft owner or its authorised representative, mentioning reason for de-registration and the new owner's name & its address of domicile;

- 10.1.9. If applicable, return the original letter of undertaking previously issued in favor to registered owner (lessor), operator/lessee and/or mortgagee/trustee; otherwise, original letter of its declaration of loss issued, signed and stamped by the aircraft owner(s) on the company's letterhead;
- 10.1.10. Proof that the aircraft UAE Mode S code has been cancelled (if applicable);
- 10.1.11. Proof that the aircraft UAE ELT code has been cancelled (if applicable);
- 10.1.12. 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;
- 10.1.13. Submit proof that the UAE nationality and registration marks painted on the aircraft and the registration marks fireproof plates are removed, if the aircraft will be exported; otherwise, if the aircraft will stay registered on the UAE Aircraft Registry, proof that the name of the previous owner(s) has been removed from the identification plate, if its name is so engraved;
- 10.1.14. If applicable, consent letter or no objection certificate from the authorised party mentioned on the Irrevocable De-Registration and Export Request Authorization (IDERA) if it is so recorded against the aircraft; the signatory of the consent letter or no objection certificate shall be the director/person legally authorised by the company. It shall be submitted along with certified true copy of his/her signature notarised and a copy of board resolution or notarised power of attorney; or, any other evidence of his/her authorization to act on behalf of the 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, ARC, Noise Certificate, Radio License, etc.).
- 10.3. 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 process including a photocopy of de-registration certificate issued by the GCAA on a CD rom.

Note 10.1: The GCAA will send a notification to the U.A.E. local Department(s) of Civil Aviation where the aircraft is based or operates from.

Note 10.2: This Section 10 shall not apply when application for aircraft de-registration is submitted by the authorised party, or its certified designee, in whose favour an Irrevocable De-Registration And Export Request Authorization (IDERA) has been issued. Refer to Section 14 for requirements on aircraft de-registration enforcing an IDERA.

11. DOCUMENTS EVALUATION FOR AMENDING 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 commercial name of the owner(s) or aircraft operator, or change of the aircraft' lien holder(s) or its commercial name (e.g. mortgagee, security trustee or any other party as listed in the Certificate of Registration (COR) as having security or liens over the aircraft); the COR 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. The applicant shall submit application for amending Certificate of Registration (COR) in accordance with Section 8 of this CAAP. It shall be submitted on-line through the GCAA website and Form AWF-COR-13 shall be signed by the aircraft owner(s), or its authorised representative, which shall also be submitted together with 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 or new party to be listed in the COR as having security or liens over the aircraft:

- i. Passport copy if it is not a company;
- ii. If it is a company/entity, 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 sufficient powers and authorities to act on behalf of the company or limited partnership (e.g. an extract of directors/representatives registration certificate issued by the Commercial Registry of the State where such entity was incorporated or copy of board resolution);
- iii. If applicable, certified true copy of articles of incorporation of the company with stamp of registration by the Commercial Registry of the State where such entity/company was incorporated, or when it is not an incorporated entity (e.g. it is a limited partnership) that equivalent establishment documents shall be provided; or, a certified true copy of an extract of company/entity registration certificate issued by the Commercial Registry of the State where such entity was incorporated;

11.1.1.3. Certified true copy of any instrument(s) or contract agreement(s) 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 in the

agreement and describe aircraft ownership in sufficient detail to the satisfaction of the GCAA. Certified true copy of evidence of the contracting parties' managerial title who sign the above referred instrument(s) shall also be provided;

- 11.1.1.4. Certified true copy of the aircraft lease agreement signed in ink by all parties to the satisfaction of the GCAA and evidence of parties' managerial title who sign the agreement (if applicable);
- 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 COR with the back side of it signed by the aircraft owner or its authorised representative, mentioning reason for de-registration and stating the new owner's name or new commercial name of the operator or new lien holder(s) & its address of domicile (as applicable);
- 11.1.1.7. If applicable, return the original letter of undertaking previously issued in favor to registered owner (lessor), operator/lessee and/or mortgagee/trustee; otherwise, original letter of its declaration of loss issued, signed and stamped by an authorised person on the company's letterhead;
- 11.1.1.8. If applicable, consent letter or no objection certificate from the authorised party mentioned on the Irrevocable De-Registration and Export Request Authorization (IDERA) if it is so recorded against the aircraft; the signatory of the consent letter or no objection certificate shall be the director/person legally authorised by the company. It shall be submitted along with certified true copy of his/her signature notarised and a copy of board resolution or notarised power of attorney; or, any other evidence of his/her authorization to act on behalf of the company;
- 11.1.1.9. If applicable, certified true copy of consent letter or no objection certificate 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 authorised by the company. It shall be submitted along with certified true copy of his/her signature notarised and a copy of board resolution or notarised power of attorney; or, any other evidence of his/her authorization to act on behalf of the company;
- 11.1.1.10. If the aircraft identification plate is engraved with the name of the aircraft owner or the name of any other lien holder(s), as listed in the COR as having security or liens over the aircraft, and the name(s) of any of those parties have changed, submit proof that name(s) of those parties has been removed from the identification plate;

- 11.1.1.11. New Irrevocable De-Registration And Export Request Authorization (IDERA) letters to be countersigned by the GCAA (if requested);
- 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 Policy/Certificate (if applicable).
- 11.1.1.14. Notwithstanding paragraph 11.1.1, when changing commercial name of one of the parties as stated in the COR (e.g. aircraft owner, operator, mortgagee, security trustee or any other party as listed in the COR), the following documents shall also be submitted:
 - 11.1.1.14.1. Certified true copy of the certificate of new commercial name of the entity issued by the Commercial Registry of the State where such entity was incorporated or extract of the company articles of incorporation or any other evidence where the change of the entity's name is showed;
 - 11.1.1.14.2. Certified true copy of board resolution identifying the entity's directors or legal representatives title; or, it will also be acceptable to provide an extract of directors/representatives registration certificate issued by the Commercial Registry of the State where such entity was incorporated;
 - 11.1.1.14.3. Notarized confirmation letter signed by the entity's legal representative of the operator where it is stated that all contract agreements and documentation associated to the aircraft signed and issued by the later entity are in place and still in force (e.g. lease or mortgage agreements, aircraft insurance certificates and aircraft manuals);
 - 11.1.1.14.4. The new commercial name of the entity shall be reflected in all documentation associated to the aircraft, before the GCAA issues the new Certificate of Registration;
 - 11.1.1.14.5. Proof that the previous fireproof aircraft identification plate has been removed and replaced, if it was engraved with name of the aircraft operator.
- 11.2. 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 including copy of the new COR on a CD rom.

Note 11.1: The GCAA will record in the Aircraft Registry the new aircraft ownership title without changing the UAE aircraft registration marks or the current aircraft operator. A new aircraft Certificate of Registration (COR) will be issued to reflect the change of new aircraft ownership title. The aircraft Certificate of Airworthiness (COA) and Airworthiness Review Certificate (ARC) will continue to be valid; however, the ARC shall also be amended when there is a change of the commercial name of the operator.

12. TRANSMITTING INFORMATION TO THE INTERNATIONAL REGISTRY OF MOBILE ASSETS (“IR”) UNDER THE CONVENTION AND ITS AIRCRAFT PROTOCOL ON INTERNATIONAL INTERESTS IN MOBILE EQUIPMENT ON MATTERS SPECIFIC TO AIRCRAFT EQUIPMENT SIGNED IN CAPE TOWN ON 16 NOVEMBER 2001 (“THE CONVENTION”).

12.1. BACKGROUND.

12.1.1. The United Arab Emirates (UAE) is a Contracting State to “the Convention”. It 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 of such interests on the IR 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 paragraphs 12.1.2.1 and 12.1.2.2.

- 12.1.3. Under The Convention, the lessor may register its rights and interests in an aircraft in the International Registry of Mobile Assets (IR). The UAE has designated the GCAA Civil Aircraft Registry as the Authorising Entry Point ("AEP") which shall authorised the transmission of information required for registration under "the Convention" to the IR. Where a lease or a mortgage is required to be registered with the IR pursuant to the Convention, the interested party must first apply to the GCAA for an UAE AEP code.

After the GCAA Civil Aircraft Registry provides the interested party with the UAE AEP code, the interested party will be able, by entering the AEP code, to register the aircraft interests and/or consent to registration of interests on the IR. Upon registration, the International Registry will automatically notify the relevant parties of the registration of interests.

- 12.2.** The following are the requirements to be completed for obtaining an UAE AEP code:

12.2.1. Entities or persons (interested party) shall submit on-line application through the e-services platform available on GCAA website. To this effect, the interested party shall first have to obtain its own e-service GCAA user account. Once the e-services user name and password are obtained, applicant will be able to submit the AEP on-line application for which following information shall be completed:

- 12.2.1.1. Provide contact details of the GCAA website user: Complete name, address, electronic address, telephone number, name of the Interested party in whose name the applicant is acting on behalf of (if applicable) and name of the IR registry user entity;

- 12.2.1.2. Provide name, address, electronic address and telephone number of the aircraft object's interested parties and its title given by the contract agreement attached or related to the on-line application;
- 12.2.1.3. Provide details of all affected parts of the aircraft object: aircraft model, the manufacturer name, aircraft serial number, the UAE aircraft identification marks (if available); and, engines' details (name of manufacturer, model and serial numbers);
- 12.2.1.4. 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));
- 12.2.1.5. 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 and the International Registry (IR) identity ID number of the concerned parties that will consent to the interest registration on the International Registry);
- 12.2.1.6. For registration of prospective interests: provide a pdf copy of the last draft execution copy of the contract agreement and the details of the International Registry (IR) identity ID number of the concerned parties that will consent to the registration of the interest on the IR;
- 12.2.1.7. For discharging an interest: Provide details of the IR file number of the IR registration to be discharged and the IR identity ID number of the concerned parties that will consent to the interest registration on the IR; also, the reference number of the UAE AEP code used to register the interest intended to be discharged (if applicable);
- 12.3. When applicable, the aircraft object to be registered on the IR must be UAE type accepted, except in cases of registration of prospective interests related to aircraft which type certificate is to be accepted by the GCAA;
- 12.4. A non-refundable 4,000.00 AED plus 74.00 AED processing AEP code fees.

Note 12.1: Acceptance of the GCCA Entry Point form does not indicate agreement with or acceptance by the GCAA of any representations on the form.

Note 12.2: 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) UNDER THE CONVENTION AND ITS AIRCRAFT PROTOCOL ON INTERNATIONAL INTERESTS IN MOBILE EQUIPMENT ON MATTERS SPECIFIC TO AIRCRAFT EQUIPMENT SIGNED IN CAPE TOWN ON 16 NOVEMBER 2001 (“THE CONVENTION”).

- 13.1 Under the UAE’s instrument of accession to “the Convention”, lenders and lessors are entitled to register an Irrevocable De-registration and Export Request Authorization (“IDERA”) with the GCAA Civil Aircraft Registry for all United Arab Emirates registered aircraft. An IDERA is a creditor’s remedy in case of default by the lessee.
- 13.2. The IDERA shall meet the requirements and be 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 and record an IDERA that is not substantially in the form annexed to the herein mentioned Aircraft Protocol.
- 13.3 The GCAA will process the IDERA letter request and acknowledge it by countersigning and recording it in the Aircraft Registry. It 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 submitted and signed by the owner/authorised operator in favor of different parties (e.g. one IDERA in favor of a creditor and another one in favor of a security trustee).
- 13.4 The submission of IDERA letters which are incomplete or incorrect will be returned to the applicant with consequential delays.
- 13.5 The GCAA may consider, at the time of recording an IDERA, requesting for 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 authorised party or its certified designee (appendix 2). 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 IRREVOCABLE DE-REGISTRATION AND EXPORT REQUEST AUTHORIZATION (IDERA) UNDER THE CONVENTION AND ITS AIRCRAFT PROTOCOL ON INTERNATIONAL INTERESTS IN MOBILE EQUIPMENT ON MATTERS SPECIFIC TO AIRCRAFT EQUIPMENT (“THE CONVENTION”).

- 14.1 In order to enforce an Irrevocable De-Registration And Export Request Authorization (IDERA) under the authority of Article XIII of the Protocol to “the Convention”, an application shall be submitted on-line through the GCAA website and the related Form AWF-COR-10 shall also be signed and submitted by the Authorised Party or its Certified Designee (to this effect Authorised Party means the person/company in whose favor the IDERA has been issued; and, Certified Designee means the person/company authorised by the authorised party (appendix 3)).
- 14.2. The application for aircraft de-registration under an IDERA shall additionally be submitted along with the following information and documents:
- 14.2.1. Documentation related to the authorised party or its certified designee:
- 14.2.1.1. Certified true copy of evidence of the authorised party (or its certified designee)’s managerial title which shall state that he/she is the legal representative for the authorised party (or its certified designee); and, he/she has sufficient powers and authorities to act on behalf of it (e.g. in the case of a company, an extract of directors/representatives registration certificate issued by the Commercial Registry of the State where such company was incorporated or copy of board resolution);
 - 14.2.1.2. If applicable, certified true copy of articles of incorporation of the company with stamp of registration by the Commercial Registry of the State where such entity/company was incorporated, or when it is not an incorporated entity (e.g. it is a limited partnership) that equivalent establishment documents shall be provided; or, a certified true copy of an extract of company/entity registration certificate issued by the Commercial Registry of the State where such entity was incorporated;
 - 14.2.1.3. An original and notarised written confirmation by the authorised party (or its certified designee), certifying that all registered interests ranking in priority to that of the authorised party have been discharged or that the holders of such interest have consented to the de-registration and export. To this effect, holders are the parties who have priority to the interest as evidenced by the Search Certificate issued by the International Registry but which are different to the aircraft owner and operator listed on the aircraft certificate of registration (appendix 1).

- 14.2.2. Copy of the IDERA or original IDERA's declaration of loss issued by the authorised party. The signatory of the IDERA's declaration of loss letter shall be the director/person, legally authorised by the company. It shall be submitted along with his/her signature notarised;
- 14.2.3. Reason for de-registration such as export to foreign State;
- 14.2.4. The name and address of the State to which the aircraft is being exported (if applicable);
- 14.2.5. Proof that the aircraft UAE Mode S code has been cancelled (if applicable);
- 14.2.6. Proof that the aircraft UAE ELT code has been cancelled (if applicable);
- 14.2.7. Submit proof that the UAE nationality and registration marks painted on the aircraft and the registration marks fireproof plates are removed, if the aircraft will be exported; otherwise, if the aircraft will stay registered on the UAE Aircraft Registry, proof that the name of the previous owner(s) has been removed from the identification plate, if its name is so engraved;
- 14.2.8. An International Registry Search Certificate issued by the International Registry of Mobile Assets (refer to <https://www.internationalregistry.aero>);
- 14.2.9. The original COR with the back side of it signed by the authorised party or 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);
- 14.2.10. 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, ARC Noise Certificate, Radio License, etc.).
- 14.4. 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 process including a photocopy of de-registration certificate issued by the GCAA on a CD rom.

Note 14.1: Paragraphs 8.2.1, 8.3, 8.4 & 8.5 of this CAAP are applicable to this Section 14.

Note 14.2: 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. Template form for requesting aircraft de-registration enforcing an Irrevocable De-Registration and Export Request (IDERA) (Original copy of this letter shall be submitted)

Date:

To: General Civil Aviation Authority (GCAA)

P.O Box: 6558

Abu Dhabi, UAE

Or,

To: General Civil Aviation Authority (GCAA)

P.O Box: 30500

Dubai, UAE

Sir/Madam:

The undersigned is the AUTHORISED PARTY under Article XIII (3) 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 Authorised Party in accordance with the provision of I.D.E.R.A. dated [insert date] 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 [insert name of the Aviation Authority, if applicable].

The signatory hereby certifies, that all registered interests ranking in priority to that of the Authorised 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.

Yours faithfully,

Signed by the Authorised Party (Signature shall be notarised)

Name(s):

Title:

Phone(s):

Email:



16. APPENDIX 2. Template form for an IDERA Irrevocable De-Registration and Export revocation request (*Original copy of this letter shall be submitted*)

Date:

To: General Civil Aviation Authority (GCAA)

P.O Box: 6558

Abu Dhabi, UAE

Or,

To: General Civil Aviation Authority (GCAA)

P.O Box: 30500

Dubai, UAE

Sir/Madam:

The undersigned is the [*insert as appropriate, AUTHORISED PARTY or CERTIFIED DESIGNEE*] under Article XIII (3) 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 [*insert date*] as recorded on the Aircraft Register maintained by the UAE General Civil Aviation Authority.

Yours faithfully,

Signed by the Authorised Party or its Certified Designee:

Name(s):

Title:

Phone(s):

Email:

(Signature shall be notarised)

Note: *If this form is signed by the certified designee and its capacity is not yet recorded in the aircraft file, it shall be submitted along with recommend form of appendix 3.*



17. APPENDIX 3. Template form for submitting Certified Designee confirmation letter in relation to an Irrevocable De-registration & Export Request Authorization (IDERA) (Original copy of this letter shall be submitted)

Date:

To: General Civil Aviation Authority (GCAA)
P.O Box: 6558
Abu Dhabi, UAE

Or,

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

Sir/Madam:

The undersigned, [*insert name of Authorised Party*] as the AUTHORISED PARTY under Article XIII of the Protocol to the Cape Town Convention of International Interests in Mobile Equipment on Matters Specific to Aircraft (the AIRCRAFT PROTOCOL) 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"), hereby confirms that [*insert name, designation of company to be designated*] is the certified designee who shall be the sole person entitled to exercise the remedies specified in Article IX of the AIRCRAFT PROTOCOL in accordance with the authorization and applicable UAE aviation safety laws and regulations as well as the confirmations and authorizations in my favor set out in the IDERA authorization dated [*insert date*] issued by [*insert name of Aircraft operator*].

Please, acknowledge your agreement to this request and its terms by appropriate notation in the space provided below.

Yours faithfully,

Signed by the Authorised Party:

Name(s):

Title:

Phone(s):

Email:

(Signature shall be notarised)

Acknowledged and lodged by the GCAA:

Date:

Signature:

Name:

Title: