



ADVISORY CIRCULAR

**CAA-AC-AWS001
November 2022**

REGISTRATION AND DE-REGISTRATION OF AIRCRAFT

1.0 PURPOSE

This Advisory Circular (AC) is issued to provide information and guidance on the civil aviation regulatory requirements to Register and De- register an aircraft in Uganda.

2.0 REFERENCES

- a) Regulations, 4(2) (d), 8, 11 and 12(10) of the Civil Aviation (Aircraft Nationality and Registration Marks) Regulations, 2022
- b) Regulations 4 and 5 of the Civil Aviation (Airworthiness of Aircraft) Regulations, 2022.

3.0 GUIDANCE

3.1 Application for Registration

3.1.1 Application Form - A person who wishes to register an aircraft in Uganda shall apply to the Authority for aircraft registration by submitting a duly completed prescribed application **Form: AC-AWS001** to the Authority. (*see Appendix 1*)

3.1.2 Eligibility Requirements – An applicant for aircraft registration shall meet the eligibility requirements stated in Regulation 6 of the Civil Aviation (Aircraft Nationality and Registration Marks) Regulations, 2022.

3.1.3 Application for aircraft registration is accepted only for aircraft of a type that is acceptable to the Authority as required by regulations 4 and 5 of the Civil Aviation (Airworthiness of Aircraft) Regulations, 2022.

3.1.4 It is required on application by the applicant for aircraft registration to submit to the Authority the full specification of the aircraft including:

- a) The full description of the type, model and serial number.
- b) Type certificate or equivalent document
- c) Supplementary type certificate data (if applicable)

- d) Type Certificate Data Sheet (TCDS)
- e) Part numbers and Serial numbers of major components (e.g. engines and propellers as applicable);
- f) Make and part numbers of avionics and equipment installed.
- g) Airworthiness Directives (ADs) and Service Bulletins (SBs) status report.
- h) Copy of Export Certificate of Airworthiness (if applicable)
- i) Copy of the current Certificate of Registration (if applicable)
- j) Copy of the Certificate of de-registration (if applicable)
- k) Copy of the current C of A (if applicable).
- l) Current and historical aircraft maintenance records.
- m) Availability of UCAA Approved Maintenance Organisation with capability on aircraft type

3.1.5 The aircraft that do not satisfy the acceptable Type Certificate requirements are classified Non-Compliant and shall not be accepted for registration in Uganda. For aircraft type or model that is new on the Uganda register it is therefore recommended that the applicant submits the application form and the documents listed in 3.1.3 above before the aircraft purchase is finalised to confirm that the aircraft type and airworthiness code are acceptable in Uganda.

Note: The process of Type Certificate acceptance and recognition of Airworthiness codes is detailed in advisory Circular CAA-AC-AWS021

3.2 Documents Evaluation

3.2.1 The application evaluation exercise is carried out to establish that the documents are authentic, genuine, valid and relate to the subject aircraft and also verify that the aircraft Type Certificate complies with an acceptable airworthiness code.

3.2.2 On Completion of a successful document evaluation the Authority issues the Aircraft Acceptance Note to the owner/Operator.

3.2.3 After the aircraft has been evaluated and found acceptable for registration, the applicant shall submit the following documents to the Authority if not already submitted:

- a) A Certificate or notice of de-registration from the previous State of registry or a letter from the State of manufacture, if the aircraft is new and has never been registered in any other State, confirming non- registration. The de-registration notice must be received by the Authority directly from the state of registry and should never be presented by the applicant.
- b) Document(s) to prove the aircraft ownership, (e.g. Bill of Sale, etc.);

- c) A copy of a government issued Identity Card (ID) or Passport if owned by an individual, or any other identification card acceptable to the Authority;
- d) A certified copy of the Certificate of incorporation if owned by a company;
- e) Names of the directors of the company owning or leasing the aircraft and their specimen signatures giving authority to register the aircraft in Uganda and indicating who among them has the mandate to transact on their behalf on matters relating to the aircraft registration;
- f) A certified copy of the lease agreement if the aircraft is on lease;
- g) A certified copy of the powers of attorney from the owner/lessor and the lessee, (both of them);
- h) A certified copy of a current aircraft Insurance Certificate; and
- i) Proof of payment of the prescribed registration fees.

3.3 Aircraft Inspection.

3.3.1 Upon acceptance of aircraft documents a physical aircraft inspection shall be carried out. Time and place shall be pre agreed between the operator/owner and the Authority.

3.4 Marking and manner of affixation

3.4.1 Registration Combinations - As required by regulation 12(10) of the Civil Aviation (Aircraft Nationality and Registration Marks) Regulations, 2022, where letters that are used for the registration marks, combinations shall not be used that might be confused with;

- a) the five-letter combinations used in the International Code of Signals,
- b) the three-letter combinations beginning with Q used in the Q Code, and
- c) the distress signal SOS, XXX, PAN and TTT or other similar urgent signals.

3.4.2 Location and Measurements of Registration Marks. An aircraft registered in Uganda shall display nationality and registration marks as required by Regulation 15, 16 and 17 of the Civil Aviation (Aircraft Nationality and Registration Marks) Regulations, 2022.

3.4.3 Special Registration Marks – An applicant seeking for special registration marks of his or her choice will be charged an extra fee as detailed the Civil Aviation Aeronautical Information Circular (AIC) on Aeronautical fees.

3.4.4 Change of Aircraft Registration Marks –

3.4.4.1 To change aircraft registration marks on a Uganda registered aircraft, an applicant shall submit a request on a form: AC-AWS001-2 as prescribed by the Authority;

3.4.4.2 Upon approval by the Authority the applicant shall return the original certificate of registration (C of R) duly endorsed at the back of the certificate

3.4.4.3 The application of the aircraft registration marks shall be accompanied by proof of payment of the prescribed fee.

3.4.4.4 A new certificate of registration bearing new marks will be issued.

4.0 DE-REGISTRATION

4.0.1 The Authority may pursuant to regulation 11 of the Civil Aviation (Aircraft Nationality and Registration Marks) Regulations, 2022.de-register or cancel the registration of an Aircraft under the following circumstances;

4.0.2 Upon application by the registered owner for purposes of registering the aircraft in another state or for any other purpose; or

4.0.3 Upon the destruction of the aircraft or its permanent withdrawal from its use; or

4.0.4 Upon failure to trace the aircraft and/or registered owner.

4.1 Where the registered owner seeks to de-register the aircraft, he or she will submit the following documents to the Authority:

a) An application letter for intent to de-register the aircraft

b) The original Certificate of Registration with the relevant section duly completed and signed by the registered owner or authorised legal representative

c) A letter of 'NO OBJECTION' from the registered owner. Where the registered owner is not the one seeking the de-registration.

d) Confirmation of no liens or encumbrances attached to the aircraft;

e) A letter specifying the intended State of export if the aircraft is to be exported

f) Proof of payment of prescribed fee.

g) Landing and parking fee clearance and

h) Air Navigation charges clearance.

4.2 Upon receipt of documents above, the Authority will verify the signature of the owner or the legal representative. It may be necessary to submit legal documents of consent and authorization.

4.3 If an Export Certificate of Airworthiness is to be issued the requirements of Regulation 15 of the Civil Aviation (Airworthiness of Aircraft) Regulations, 2022 shall apply.

5.0 AIRCRAFT SAFETY OVERSIGHT REQUIREMENTS

5.1 Training requirements to Ensure Safety Oversight:

5.1.1 For a new aircraft type on the Uganda Aircraft Civil Register, the operator will be required to provide training to Authority's inspectors on the aircraft type.

5.1.2 The number of inspectors to be trained will depend on the size and complexity of the aircraft. This will include Airworthiness and Flight Operations inspectors;

5.1.3 For a series type of an aircraft, a refresher or difference course may be required to keep abreast to the technological advancement or differences.



Uganda Civil Aviation Authority

Appendix 1



FORM: AC-AWS001
November 2022

For Authority Official Use:			
Application No.	Fee received	Registration No.	Certificate No.

APPLICATION FOR AIRCRAFT CERTIFICATE OF REGISTRATION

This form when completed, should be forwarded to the Director Safety, Security and Economic Regulation, together with proof of payment of the appropriate Registration fee.

	ITEM	DETAILS
1	Aircraft Type	
2	Aircraft Model;	
3	Aircraft Serial number;	
4	Aircraft manufacturer.	
5	Year of manufacturer	
6	Maximum certificated take-off Mass (kg);	
4	Overall Dimensions	Height.....Span (open) LengthSpan (Folded) Weight kgs. lbs
5	Number of Engines:	
6	Engine Type	
7	Engine Model	
8	Engine Serial number(s)	
9	Category of engine: Turbo Jet/Turbo Prop/Piston or others (specify);	
10	Proposed purpose: Commercial/General or others (specify);	
11	Category of aircraft: Aeroplane/Helicopter or others (specify);	
12	Acquisition status of aircraft? (Ownership or lease (Specify type of lease))	
13	Has the aircraft been previously registered in Uganda? If so, state registration marks	

14	Is the aircraft registered in another State? If so, give full particular	
15	Name of Owner (in full)	
16	Address of owner	
17	Contact information of aircraft owner (telephone number and e-mail address,	
18	Name of Operator (in full)	
19	Address of Operator	
20	Contact information of aircraft operator (telephone number and e-mail address,	
21	Name of lessee (in full)	
22	Address of lessee	
23	Proof of Financial status	
24	Is the aircraft owned/operated wholly either by: (a) The Government (b) Citizen of Uganda (c) Entities incorporated in Uganda	
25	Usual Station of Aircraft	
26	Are the aircraft instruments and equipment installations in compliance with Requirements of The Civil Aviation (Aircraft Instruments and Equipment) Regulations currently in force? Attach: Form: AC-AWS002-1 (Aircraft Systems and Equipment Installations).	

I HEREBY DECLARE that the above particulars are true in every respect.

Date:
Name and Signature of Owner/Agent

FOR OFFICIAL USE. TO BE COMPLETED BY THE OFFICER ACCEPTING THE APPLICATION.

I hereby declare that I have checked the application form and the documents attached and I confirm that they are satisfactory and the application is accepted for the issue of the Certificate of Registration for aircraft(type and registration marks).

I have therefore allocated the aircraft Registration Marks, 5X.....

Name and designation of the Inspector.....

Signature of the Inspector.....

Date application received.....