



## NPA No. 10/2012

### CAAP 58 GUIDANCE ON AIRCRAFT REGISTRY REQUIREMENTS

Release Date: 31 May 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, entities that require registering interests on the International Registry of Mobile Assets for which the UAE is the State of Registry.

The major changes incorporated in CAAP 58 are regarding the submission of applications related to the Aircraft Civil Registry through the e-services available on the GCAA website and include proposals obtained during workshop held with the Aviation Industry in April 2012. Also, it updates the original CAAP 58, especially in relation to the terms and conditions to be completed when submitting supporting documents on aircraft registration and de-registration applications.

This notice is published to announce to the public this amendment to CAAP 58 and to entitle all concerned parties, especially all UAE Operators and persons or entities holding legal interests in registering or de-registering civil aircraft in the UAE Civil Aircraft Registry, to:

1. Review the attached proposed regulations;
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](mailto:lhidalgo@gcaa.gov.ae)  
cc: [acregistry@gcaa.gov.ae](mailto:acregistry@gcaa.gov.ae)

The comments on the proposal must be received at the above addresses within 30 working days from the publishing date of this notice.

  
**For DIRECTOR GENERAL  
OMAR BIN GHAIEB**





## **CIVIL AVIATION ADVISORY PUBLICATION**

### **CAAP 58**

(Revised May 2012)

---

## **GUIDANCE ON AIRCRAFT REGISTRY REQUIREMENTS**

---

### **1. PURPOSE**

- 1.1 This CAAP provides guidance to aircraft operators, owners, entities or persons with legal interests in an aircraft on the GCAA requirements for registering, de-registering an aircraft under the UAE Civil Aircraft Registry.
- 1.2 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 UAE is a signatory.

### **2. STATUS OF THIS CAAP**

- 2.1 This is revision 00 of initial issuance 01 of CAAP No. 58 published in May 2012. 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.

### **3. APPLICABILITY**

- 3.1 This CAAP applies 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 entities or Companies that require registering interests on the IR for which the UAE is the State of Registry.

### **4. REASONS FOR REVISION:**

- 4.1 This revision clarifies requirements and procedures to be completed when processing, recording and enforcing an Irrevocable De-Registration and Export Request Authorization (IDERA); also, introduces the compulsory 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 a Certificate of Registration.

### REVISION HIGHLIGHTS

Revision Date	Pages No./new or amended paragraphs
05/12	All paragraphs and index were renumbered.
05/12	Page 1, new item No. 4, reason for revision.
05/12	Page 2, new item 5.4., Form AWF-AFC-001 additional as a reference.
05/12	Page 3, updated table of contents.
05/12	Page 3, amendment of para 7.1. application should be submitted through the GCAA website; para 7.1 (a) new para regarding submission of POA when applicant is acting on behalf of the owner; also, condition required when submitting a POA.
05/12	Page 4/5, new item 7.1 (g) on aircraft insurance certificate; clarification on para 7.3 on documents required when it is not a new aircraft; new paragraph 7.4.
05/12	Page 5, new para 7.5. para 6.4 was deleted. Clarification note on section 7. Amendment of para 8.1.1 adding that "application is submitted through the GCAA website"; amendment of para 8.1.1 (a), POA needs to be submitted when applicant is acting on behalf of the owner; and, amendment of para 8.1.1 (c) & (d).
05/12	Page 6, amendment of para 8.2 (a) and (b); new para 8.2. (c), (e), (i) & (j) .
05/12	Page 7, New para 8.3, 8.4 & 8.5; and, amendment of Note 1 and new Note 2 regarding submission of documentation.
05/12	Page 7, new para 9.1.1 (a) application should be submitted through the GCAA website; also, POA needs to be submitted when applicant is acting on behalf of the owner; also, condition required when submitting POA.
05/12	Page 8, new para 9.1.1 (c), (d), (f), (g), (h), (i), (j), (k), (l) & (m).
05/12	Page 9/10, new para 9.3, 9.4 & note regarding submission of documentation; amendment of para 10.1 adding "International Registry".
05/12	Page 11, amendment of para 10.2.1 (a), (b), (g) & (h); new items (d), (e) & (f).
05/12	Page 12, amendment of para 11.2 & 11.3; new para 11.5
05/12	Page 13, amendmend of para 12.1 application should be submitted through the GCAA website; new para 12.1 (a) regarding submission of POA when applicant is acting on behalf of the owner; also, condition required when submitting a POA.

05/12	Page 13/14 amendment of para 12.1 (b), (c), (d), (e), (f) & (g); new item (k).
05/12	Page 14, New para 12.3, 12.4, 12.5 and new notes 1 & 2.
05/12	Page 15, new appendix: sample form of an IDERA de-registration and export request.

## 5. REFERENCES

- 5.1 CAR PART V, Chapter 1
- 5.2 Cape Town Convention And Its Aircraft Protocol On International Interests In Mobile Equipment On Matters Specific To Aircraft Equipment
- 5.3 UAE Cabinet Decree No. 8 of 13<sup>th</sup> of March 2011
- 5.4 Form AWF-AFC-001 on Aircraft delivery filing check list

## TABLE OF CONTENTS

	Page
1. PURPOSE _____	1
2. STATUS OF THIS CAAP _____	1
3. APPLICABILITY _____	1
4. REASON FOR REVISION _____	1
REVISION HIGHLIGHT _____	2
5. REFERENCES _____	2
6. INTRODUCTION _____	3
7. DOCUMENTS EVALUATION FOR REGISTRATION OF CIVIL AIRCRAFT _____	4
8. DOCUMENTS EVALUATION FOR AIRCRAFT DE-REGISTRATION _____	5
9. CHANGE OF DATA ON A CERTIFICATE OF REGISTRATION (CHANGE OF OWNERSHIP) _____	8
10. TRANSMITTING INFORMATION TO THE INTERNATIONAL REGISTRY OF MOBILE ASSETS (IR)	10
11. IDERA SUBMISION REQUIREMENTS _____	12
12. ENFORCING AN IDERA _____	13
13. APPENDIX _____	15

## 6. INTRODUCTION

6.1. In accordance with Article 28 of the Civil Aviation Law (CAL), “the Competent Authority of the United Arab Emirates shall maintain a special aircraft register in accordance with the terms and procedures established by it. It shall also issue certificate of registry for each aircraft upon completion of the required procedures”; furthermore, Article 28 of the CAL also states that “the Competent Authority shall establish the conditions and procedure for registering aircraft owned by nationals of other States who have their place of residence in the State”.

6.2. This CAAP provides details of the conditions and requirements pertaining to aircraft registration and de-registration as well as guidance to supplement CAR PART V, Chapter 1, Section 1 requirements.

## 7. DOCUMENTS EVALUATION FOR REGISTRATION OF CIVIL AIRCRAFT

7.1. Application for aircraft registration shall be submitted through the GCAA website. Applicant shall provide the following information and documents:

- (a) Power of attorney or board resolution when applicant submits the on-line application acting on behalf of the aircraft owner(s). The notarized power of attorney or board resolution shall state that he/she has full power and authority on behalf of the owner(s) to submit application of aircraft registration and any other associated documentation. The Power of Attorney shall include at least:
  - (i) Its expiration date stated therein,
  - (ii) If an expiration date is not stated therein, it will not be accepted if it is more than 3 years old; in this case, the party (e.g. the legal representative of entity) giving powers on the POA must, to the satisfaction of the GCAA, certify in writing that the authority to sign shown by the power of attorney is still in effect.

**Note: If the person (submitter) who submits the on-line application is not the applicant himself neither his authorized representative, a power of attorney or letter giving authorization to submit the on-line application shall be provided. Such authorization shall be given and signed by the legal representative of the entity or his delegate supported with documentary evidence such as power or attorney or board resolution.**

- (b) Photocopy of the ID or passport of the owner(s) if it is not an entity
- (c) Photocopy of valid UAE residence of the applicant (when applicable)
- (d) 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 ownership evidence to the satisfaction of the GCAA.
- (e) Any entity's application shall be submitted along with a certified copy of its articles of incorporation.
- (f) Evidence of the Managerial title, if the owner (s) is a corporation (e.g. Board Resolution or POA);
- (g) Aircraft Insurance Certificate Policy
- (h) Any other document that GCAA may require.

- 7.2. 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.
- 7.3. 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 required 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, a no objection letter/certificate issued by the concerned party(s) shall be provided.
- 7.4. Originals of the documentation referred in paragraph 7.1 shall be showed to the Airworthiness Inspector in charge; however, for the aircraft file records, true copies of some of those supporting documents may be acceptable in accordance with article 1.2.10 of CAR PART V Chapter 1.
- 7.5. 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.

**Note: Applicants who do not have complete documentations at the time of submitting the on-line application can submit supporting documents afterwards during the approval of the aircraft registration process. Furthermore, those Organizations that are unable to submit on-line applications should continue submitting aircraft registry applications directly at the Airworthiness Department offices until further notice.**

## **8. DOCUMENTS EVALUATION FOR AIRCRAFT DE-REGISTRATION**

- 8.1. An UAE aircraft shall be de-registered by the GCAA if it has satisfied the following;
  - 8.1.1. Application is submitted through the GCAA website. Applicant shall provide the following information and documents:
    - (a) Power of attorney or board resolution when applicant submits the on-line application acting on behalf of the aircraft owner(s).The notarized power of attorney or board resolution shall state that he/she has full power and authority on behalf of the owner(s) to submit application of aircraft de-registration and any other associated documentation. The Power of Attorney shall include at least:
      - (i) Its expiration date stated therein,
      - (ii) If an expiration date is not stated therein, it will not be accepted if it is more than 3 years old; in this case, the party (e.g. the legal representative of entity) giving powers on the POA must, to the satisfaction of the GCAA,

certify in writing that the authority to sign shown by the power of attorney is still in effect.

**Note: If the person (submitter) who submits the on-line application is not the applicant himself neither his authorized representative, a power of attorney or letter giving authorization to submit the on-line application shall be provided. Such authorization shall be given and signed by the legal representative of the entity or his delegate supported with documentary evidence such as power or attorney or board resolution.**

- (b) Aircraft type model, manufacture name, serial number and registration mark of the aircraft to be de-registered;
- (c) Reason for de-registration request, such as sale of aircraft to foreign owner, export to foreign State, return to lessor, change of ownership or operator, court order, etc., and date for the intended de-registration;
- (d) 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

8.2 In addition to the above information, the following documents shall be provided:

- (a) Satisfactory evidence that each registered owner, as shown on the aircraft certificate of registration, has consented to the de-registration request:
  - (i) If the registered owner is an individual and is conducting the de-registration personally, a power of attorney is not required;
  - (ii) If the registered owner is an individual and is represented, then the representative shall submit a notarized power of attorney.
  - (iii) 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 and present to the Authority.
  - (iv) If the registered owner is an entity, the request shall be signed by the director/person legally authorized by the entity along with Board Resolution or notarized power of attorney.
- (b) If applicable, the applicant shall provide documentary evidence of an individual consent letter or No Objection Certificate from the lien holders (e.g. mortgagee, security trustee or any other party as listed in the COR) to the GCAA on the de-registration request. The signatory of the consent letter or No Objection Certificate shall be the director/person, legally authorised by the entity, along with the board

resolution or notarized power of attorney as an evidence of his/her authorization to act on behalf of such entity.

- (c) Consent letter or evidence of acknowledgement from the aircraft operator (e.g. cancellation of the lease agreement), if the application is not submitted by the operator.
- (d) The original certificate of registration of the aircraft shall be returned duly signed on the back by the registered owner or his/her representative;
- (e) Return to the GCAA the original Letter of Undertaking previously issued to registered owner (Lessor), the Operator/Lessee and/or Mortgagee/Trustee, if any; or its declaration of loss signed by the owner or its representative;
- (f) Proof that the aircraft UAE Mode S code has been cancelled (if applicable);
- (g) Proof that the aircraft UAE ELT code has been cancelled (if applicable);
- (h) All fees outstanding shall be paid to the GCAA in full for the aircraft, before de-registration;
- (i) 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.
- (j) Consent letter of the authorized party mentioned on the IDERA; the signatory of the consent letter or No Objection Certificate shall be the director/person, legally authorized by the entity, along with the board resolution or notarized power of attorney as an evidence of his/her authorization to act on behalf of such entity.

8.3. All original aircraft certificates and documents issued by the GCAA & TRA for the subject aircraft shall be submitted back to the GCAA (e.g. COA, Noise Certificate, Radio License, Radio installation certificate, etc.).

8.4. Originals of the documentation referred in paragraph 8.1.1 and 8.2 shall be showed to the Airworthiness Inspector in charge; however, for the aircraft file records, true copies of some of those supporting documents may be acceptable in accordance with article 1.2.10 of CAR PART V Chapter 1.

8.5. 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: Applicants who do not have complete documentations at the time of submitting the on-line application can submit supporting documents afterwards during the approval of the aircraft de-registration process. Furthermore, those Organizations that are unable to submit on-line applications should continue submitting aircraft registry applications directly at the Airworthiness Department offices until further notice.**

## **9. CHANGE OF DATA ON A CERTIFICATE OF REGISTRATION (CHANGE OF OWNERSHIP)**

9.1. 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 mortgagee status, 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;

9.1.1. Application shall be submitted through the GCAA website. Applicant shall provide the following information and documents:

(a) Power of attorney or board resolution when applicant submits the on-line application acting on behalf of the aircraft owner(s).The notarized power of attorney or board resolution shall state that he/she has full power and authority on behalf of the owner(s) to submit application of aircraft change of ownership title and any other associated documentation. The Power of Attorney shall include at least:

- (iii) Its expiration date stated therein,
- (iv) If an expiration date is not stated therein, it will not be accepted if it is more than 3 years old; in this case, the party (e.g. the legal representative of entity) giving powers on the POA must, to the satisfaction of the GCAA, certify in writing that the authority to sign shown by the power of attorney is still in effect;

**Note: If the person (submitter) who submits the on-line application is not the applicant himself neither his authorized representative, a power of attorney or letter giving authorization to submit the on-line application shall be provided. Such authorization shall be given and signed by the legal representative of the entity or his delegate supported with documentary evidence such as power or attorney or board resolution.**

- (b) The full name and address of the new owner and date of change ownership;
- (c) Documents of the new Company/Limited Partnership:
  - (i) Evidence of the Managerial title, if the new owner is a corporation (e.g. Board Resolution or POA);
  - (ii) Articles of Incorporation of the Entity or when the entity is not an incorporated entity (e.g. is a limited partnership) that equivalent establishment documents shall be provided;

- (d) Evidence of new ownership to the satisfaction of the GCAA. For this purpose, a bill of sale, lease/mortgage agreement; or other document affecting title to, or interest in, aircraft property will be accepted;
- (e) In case of leased/mortgaged aircraft, the lease/mortgage agreement shall be submitted;
- (f) Evidence of acknowledgment of the operator, if application is not submitted by the current aircraft operator duly authorized on a POA;
- (g) The original C of R with the back side of it signed by the owner or his authorized representative, mentioning the new owner's name & address;
- (h) Copy of IDERA or letter of undertaking if it has been previously recorded ; otherwise, declaration of loss issued by the owner or the authorized party mentioned on the IDERA whichever is applicable;
- (i) Consent letter of the authorized party mentioned on the IDERA; the signatory of the consent letter or No Objection Certificate shall be the director/person, legally authorized by the entity, along with the board resolution or notarized power of attorney as an evidence of his/her authorization to act on behalf of such entity;
- (j) Consent letter or No Objection Certificate from the lien holders (e.g. mortgagee, security trustee or any other party as listed in the COR) to the GCAA on the amendment of the COR. The signatory of the consent letter or No Objection Certificate shall be the director/person, legally authorized by the entity, along with the board resolution or notarized power of attorney as an evidence of his/her authorization to act on behalf of such entity;
- (k) Replacement of fireproof ownership plates, if installed;
- (l) New IDERA letters (if applicable); and,
- (m) GCAA fee

9.2. The ownership of an aircraft may be changed without changing the 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) will continue to be valid until its regular renewal date.

9.3. Originals of the documentation referred in paragraph 9.1.1 shall be showed to the Airworthiness Inspector in charge; however, for the aircraft file records, true copies of some of the supporting documents may be acceptable in accordance with article 1.2.10 of CAR PART V Chapter 1.

9.4 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.

**Note: Applicants who do not have complete documentations at the time of submitting the on-line application can submit supporting documents afterwards during the approval of the change of ownership title of aircraft process. Furthermore, those Organizations that are unable to submit on-line applications should continue submitting aircraft registry applications directly at the Airworthiness Department offices until further notice.**

**10. 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. OBTAINING AN UAE AUTHORIZACION CODE.**

10.1. In accordance with the Cape Town Convention and its Aircraft Protocol On International Interests In Mobile Equipment On Matters Specific To Aircraft Equipment, an aircraft object eligible for the International Registry recording must fit at least one of the following categories:

(a) 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;

(b) 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;

(c) 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).**

10.2. The requirements for obtaining an UAE Authorization Code are as follows:

10.2.1. Entities or persons that wish to obtain an UAE authorization code shall submit an online application through the E-Services platform available on GCAA website. When submitting the AEP on-line application following information shall be provided:

- (a) Provide contact details of the GCAA website user: Complete name, address, electronic address and telephone number;
- (b) Provide name, address, electronic address and telephone number of the aircraft object's interested parties;
- (c) 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);
- (d) For registering international interests: provide documentary evidence of aircraft object ownership duly signed by the concerned parties, lease agreement or any other title of aircraft object property;
- (e) 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;
- (f) 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.

- (g) 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;
- (h) 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;
- (i) 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 13<sup>th</sup> of March 2011, an AEP Code shall be obtained by each entity that requires registering its own interests on the IR.**

## **11. IRREVOCABLE DE-REGISTRATION AND EXPORT REQUEST AUTHORIZATION (IDERA) SUBMISSION REQUIREMENTS**

- 11.1. The IDERA has to be filed as part of the corresponding aircraft file.
- 11.2. 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 Aircraft Protocol.
- 11.3. 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 trusty.
- 11.4. 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.
- 11.5. 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.

## 12. DE-REGISTRATION OF AIRCRAFT ENFORCING AN IDERA

12.1. In order to enforce an IDERA, the authorized party shall submit an application through the GCAA website and following documents and information shall be provided:

- (a) Power of attorney or board resolution when applicant submits the on-line application acting on behalf of the authorized party. The notarized power of attorney or board resolution shall state that he/she has full power and authority on behalf of the authorized party to submit application of aircraft de-registration and any other associated documentation. The Power of Attorney shall include at least:
  - (iii) Its expiration date stated therein,
  - (iv) If an expiration date is not stated therein, it will not be accepted if it is more than 3 years old; in this case, the party (e.g. the legal representative of the authorized party) giving powers on the POA must, to the satisfaction of the GCAA, certify in writing that the authority to sign shown by the power of attorney is still in effect.

**Note: If the person (submitter) who submits the on-line application is not the applicant himself neither his authorized representative, a power of attorney or letter giving authorization to submit the on-line application shall be provided. Such authorization shall be given and signed by the legal representative of the entity or his delegate supported with documentary evidence such as power or attorney or board resolution.**

- (b) Evidence of managerial title of the authorized party's legal representative (e.g. Certified copy of Board Resolution);
- (c) Articles of Incorporation of the Entity, or when the authorized party is not an incorporated entity (e.g. is a limited partnership) that equivalent establishment documents shall be provided. Certified copies of these documents may be accepted;
- (d) An original written confirmation by the authorized party, certifying that all registered interests ranking in priority to that of the requestor has been discharged or that the holders of such interest have consented the de-registration and export (Appendix 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;
- (e) Copy of the IDERA;
- (f) Reason for de-registration such as export to foreign State;
- (g) The name and address of the State to which the aircraft is being exported (if applicable);
- (h) Proof that the aircraft UAE Mode S code has been negated (if applicable);

- (i) Proof that the aircraft UAE ELT code has been negated (if applicable);
  - (j) International Registry search certificate;
  - (k) The original certificate of registration of the aircraft shall be returned duly signed on the back by the registered owner or his/her representative
  - (l) All fees outstanding must be paid to the GCAA in full for the aircraft;
- 12.2. Applicable documents for de-registration of aircraft included in CAR Part V Section 2 and Section 8 of this CAAP may be provided. When applicable, the GCAA will notify about the de-registration the State to which the aircraft is to be exported.
- 12.3. All original aircraft certificates and documents issued by the GCAA & TRA for the subject aircraft shall be submitted back to the GCAA (e.g. COA, Noise Certificate, Radio License, Radio installation certificate, etc.).
- 12.4. Originals of the documentation referred in paragraph 12.1 shall be showed to the Airworthiness Inspector in charge; however, for the aircraft file records, true copies of some of those supporting documents may be acceptable in accordance with article 1.2.10 of CAR PART V Chapter 1.
- 12.5. 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: Applicants who do not have complete documentations at the time of submitting the on-line application can submit supporting documents afterwards during the approval of the aircraft de-registration process.**

**13. APPENDIX 1. Sample form of an IDERA Irrevocable De-Registration and Export Request**

Date:

To: General Civil Aviation Authority (GCAA)  
Airworthiness Department

The undersigned is the AUTHORISED 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 General Civil Aviation Authority 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.

Signed \_\_\_\_\_

The Authorized Party

Name(s) \_\_\_\_\_

Phone(s). \_\_\_\_\_

Email \_\_\_\_\_