



MEMORANDUM

TO : ALL AIRCRAFT OWNERS/OPERATORS

**SUBJECT : AUTHORIZED PERSONS TO FILE AND RECEIVE DOCUMENTS
RELATIVE TO CERTIFICATE OF REGISTRATION**

DATE : 24 MARCH 2022


To promote administrative efficiency and safeguard the integrity of aircraft registration documents, the Airworthiness Department of the Flight Standards Inspectorate Service will be strictly accepting applications for aircraft registrations and annotations only from authorized parties/representatives.

As a requirement, all transacting authorized parties/representatives shall submit a Special Power of Attorney and a photocopy of the party/representative's valid ID. For Aircraft Lease annotations, the Special Power of Attorney shall be from the principal parties of the Lease Agreement.

This Memorandum shall take effect immediately. All Orders/Memoranda in conflict herewith are hereby rescinded.

For strict compliance.

By Authority of the Director General:


CAPTAIN DONALDO A. MENDOZA
Deputy Director General for Operations/
OIC, Flight Standards Inspectorate Service