



Registration Mark: RP- _____
 Aircraft Model: _____
 Aircraft Serial No.: _____
 Owner / Company: _____

(If the information required is not applicable, please write "NA")

DOCUMENTARY CHECKLIST FOR ORIGINAL CERTIFICATE OF REGISTRATION

	PARTICULARS	REMARKS
1.	Notarized Registration Form (CAAP Form 1028-1). (Pls. print legibly)	
2.	Letter of Intent.	
3.	Proof of payment of CAAP Prescribed fees.	
4.	Previous Certificate of Registration and Certificate of Airworthiness	
5.	History of Ownership. If the aircraft for registration was not purchased from the last registered owner, the applicant must submit comprehensive history of ownership, starting from the first registered owner to the last registered owner.	
6.	Copy of Letter-request for the reservation of Registration Marking.	
7.	Copy of Letter-approval issued by CAAP for the reservation of Registration Marking.	
8.	Colored photograph of the aircraft with Philippine Registration Marking, Registration Identification Plate (made of fireproof material), Aircraft Data Plate, Engine Data Plate, Propeller Data Plate.	
9.	Cancellation of Registration from other country (De-registration)	
10.	Documentary Evidence of Ownership. (consularized if consummated outside RP) <input type="checkbox"/> Deed of Sale, <input type="checkbox"/> Deed of Absolute Sale, <input type="checkbox"/> Bill of Sale (Preferably with Purchase Agreement) <input type="checkbox"/> Other related Documents: _____	
11.	Aircraft Lease Agreement (consularized if consummated outside of the Philippines)	
12.	Mortgage Agreement (if available)	
13.	Notarized Secretary's Certificate (stating among others the authorization of a person on behalf of the company to sign in transaction document).	
14.	Notarized Special Power of Attorney. (If applicable)	
15.	Letter-endorsement issued by CAAP stating no objection on the importation of aircraft.	
16.	Bureau of Customs importation documents showing proof of payment of duties and taxes.	
17.	Certificate of Import Tax Exemption (if applicable)	
18.	DTI Certificate or Corporation Documents issued by the Securities and Exchange Commission . (If applicable)	
19.	Certificate issued by CAAP <input type="checkbox"/> AOC and OPspecs, <input type="checkbox"/> ATOC, <input type="checkbox"/> ACOC <input type="checkbox"/> Others _____	
20.	Certificate issued by the Civil Aeronautics Board. (If applicable)	
21.	Type Certificate Data Sheet (TCDS)	
22.	Job Aid COR-002 (Certificate of Registration Issuance) prepared by CAAP Inspector with corresponding CASORT Entry printout.	
23.	CASORT Entry printout prepared by Aircraft Registration Section	
24.	Additional supporting documents:	

NOTE: ALL SUBMITTED DOCUMENTS MUST BE ORIGINAL or CERTIFIED TRUE COPY (CTC) from issuing entity
 CAAP reserves the right to deny, withhold or revoke any application with a false or incomplete data/information for the purpose of issuance of aircraft registration certificate. Note: False or incomplete data/information, which appears on the application with all other documents submitted patently false and material for approval of registration. The handling inspector is authorized to determine this aspect.

Remarks:
Checked by:
Date:

Revision Date: 05 March 2018

ELIGIBILITY FOR REGISTRATION

GENERAL RULE Except as otherwise provided in the Constitution and existing treaty or treaties, no aircraft shall be eligible for registration unless it is owned by or leased to a citizen or citizens of the Philippines or corporations or associations organized under the laws of the Philippines at least sixty *per centum* (60%) of whose capital is owned by Filipino citizens. That, under such rules and regulations to be promulgated by the Board, foreign-owned or registered aircraft may be registered if utilized by members of aero clubs organized for recreation, sport or the development of flying skills as a prerequisite to any aeronautical activities of such clubs within the Philippine airspace. (Section 44, R.A. 9497).

APPLICATION FOR AN "ORIGINAL" AIRCRAFT REGISTRATION An applicant for an Original Aircraft Registration, who has met the requirements for the registration of aircraft, must submit an application form duly accomplished with proof of any interest in the aircraft as owner or lessee to the Engineering and Aircraft Registration Division, Airworthiness Department, Flight Standards Inspectorate Service.

SUBMISSION OF COMPREHENSIVE DOCUMENTS If the aircraft for registration was not purchased from the last registered owner, the applicant must submit comprehensive history of ownership, starting from the first registered owner to the last registered owner.

PROOF OF INTEREST IN THE AIRCRAFT The original "Deed of Absolute Sale", "Bill of Sale" or its equivalent or "Contract of Lease" may be used as proof of interest on an aircraft.

AUTHENTICATION OF DOCUMENTS In a situation where a Deed of Absolute Sale or Contract of Lease was executed outside the Philippine territory, aforesaid documents must be authenticated either at the Philippine Consular Office or the Philippine Embassy where the said "Deed of Sale" or "Contract of Lease" was perfected and consummated.

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AIRCRAFT NOT ELIGIBLE FOR REGISTRATION

AIRCRAFT TOTALLY DECLARED AS SCRAPPED/DESTROYED Aircraft that has been declared through/by a competent authority as scrapped or totally destroyed is not eligible for registration.

MILITARY AIRCRAFT Subject to international treaty or agreement, a military aircraft is not eligible for registration or use in the Philippines for civil aviation unless duly certified by the state of design or manufacture for commercial or private use, provided the state of design or state of manufacture certified that the aircraft has been converted to a civilian configuration; provided further that the state of design or state of manufacture is a member-state of ICAO.

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ISSUANCE OF TEMPORARY C of R Pending issuance of the reconstituted CofR, a temporary "certificate of registration" may be issued valid only for fifteen (15) days upon payment of corresponding fee. Such may be extended for another fifteen (15) days only upon payment of an extension fee.

PENALTIES After 01 January 2013 and after issuance of a new and revised CofR, appropriate fine shall be imposed for failure to file an application for revalidation of certificate of registration of aircraft with completed documentary requirements within thirty (30) days before expiration thereof.

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No registration mark shall be assigned to more than one (1) aircraft. An aircraft eligible for registration which was previously de-registered under Philippine Civil aviation regulations shall use its original registration mark.

Aircraft that has been declared through/by the foreign CAA as scrapped or totally destroyed are not eligible for registration.

TEMPORARY C of R FOR FERRY PURPOSES In case the aircraft is located outside the Philippines and for delivery or transporting purposes, upon the recommendation of the assigned inspector, the ADG II is authorized to issue in behalf of the Director General a temporary "Certificate of Registration-for Delivery or Ferrying" may be issued with maximum validity period of thirty (30) days.

For aircraft to be registered as RP-C, RP-R and RP-G (as applicable), an evidence that the aircraft is under a Type Design Approval (Type Certificate) e.g. serial number / production batch is reflected in the type approval data summary (Type Certificate Data Sheets) or equivalent design approval summary. Entries in CAAP Form 1028-1 or 1028-2 must be consistent with the current Type Certificate issued by the State of Design. The applicant shall also be required to submit a certification or proof of the airworthiness status of the aircraft to determine its classification applicability.

REQUEST FOR AIRCRAFT INSPECTION For aircraft to be registered as RP-C, RP-G, and RP-R (as applicable), the applicant must submit another written request to the ADG II, Flight Standards Inspectorate Service, through the Chief, CATCID/GACID, who will assign a CAAP airworthiness inspector to conduct aircraft inspection. The applicant shall make the necessary arrangements for the inspection of the aircraft either locally or abroad, the expenses of which shall be assessed and billed by the CAAP Travel Office. Any aircraft found not within the aircraft classification provided in paragraphs (e)(2), (e)(3), (e)(4), Subsection 4.3.1.3 of PCAR Part 4 (*airworthiness requirements compliance*) will be issued a registration mark RP-X or RP-S [*For non-type certificated aircraft see paragraphs (b) and (c), Subsection 11.10.1.1 of PCAR Part 11*]. After the inspection/evaluation, the Chief, Aircraft Registration Section shall process for the Assistant Director General II (ADG II, FSIS) recommendation to the Director General's consideration/approval the original Certificate of Registration with maximum validity period of twelve (12) months.

AIRCRAFT REGISTRATION DATA PLATE The aircraft registration holder is required to have a "fire-proof" aircraft registration data plate specifying the nationality and registration mark of the aircraft (suitably marked by etching, stamping, engraving or other approved method), and secured to the aircraft in a prominent position, near the main entrance, or, in the case of a free balloon, affixed conspicuously to the exterior of the payload. This is in addition to the manufacturer's aircraft identification data plate.

NATIONALITY AND REGISTRATION MARKS

MARKINGS

- A. An acceptable means to secure the degree of permanence required for aircraft registration marking is to use quality paint that will require paint thinners or paint strippers to remove the registration markings on the aircraft skin, **or**, to affix the nationality and registration marks in the form of placards (i.e. weather-proof aircraft stickers). The use of water-soluble paint (i.e. posterpaint, etc..) or tape, which can be peeled-off easily, is not an acceptable level of performance, therefore, should not be used for registration marking.
- B. Ornamentation and color contrast may affect the legibility of the nationality and registration marks on the aircraft. Thus, the registration mark background should not be highly decorated. One way to determine whether a nationality or registration mark is legible, if a fifty (50) centimeters nationality and registration marks can be clearly distinguished without the aid of binoculars or telescope from a distance of one-hundred fifty (150) meters, in a horizontal line, perpendicular to the side of the aircraft during daylight hours.
- C. With changing technology, marks may be computer generated and as such are designed to be optically true and at the same time aesthetically pleasing to the eye. The Authority accepts the use of computer graphics for the generation of registration marks, and the use of laser cut adhesive backed tape. The only concern is that the final product must satisfy the criteria for permanency.
- D. Further, subject to the application of professional sign-writing practice and the geometry of the aircraft, the nationality and registration marks may be skewed to an acceptable degree. It is not the intention to specify what constitutes "an acceptable degree", but should not be more than thirty-five degrees (35°) from the perpendicular in order that the marks are still legible.

DISPLAY OF MARKS

- A. Unless authorized by the Authority, a design, mark, or symbol that modifies or confuses the nationality, registration mark or any of the marks depicting the "restricted", "limited", "experimental", "amateur-built" or "provisional" markings, must not be placed on the aircraft.
- B. The standards for nationality and registration marks with respect to colour, legibility, permanence, location, and size are specified in PCAR Part 4. Chapter 5 of this Manual gives some guidance with regard to the location of marks.

DISPLAY OF MARKS: GENERAL

- Each owner shall display on that aircraft marks consisting of the Roman capital letter denoting nationality of the Republic of the Philippines followed by the registration number of the aircraft in Arabic numerals. Each suffix letter used in the marks displayed must also be a Roman capital letter.
- If, because of the aircraft configuration, it is not possible to mark the aircraft in accordance with this Part, the owner may apply to the Authority for a different procedure.

SIZE OF MARKS

- Each operator of an aircraft shall display marks on the aircraft meeting the size requirements of this section.
- Height. The character marks shall be of equal height and on-
 - (1) Heavier-than-air aircraft, shall be at least:
 - (i) 50 centimeters high if on the wings; and
 - (ii) 30 centimeters high if on the fuselage (or equivalent structure) and vertical tail surfaces.
 - (2) Lighter-than-air aircraft other than unmanned free balloons, shall be at least 50 centimeters high.
 - (3) Unmanned free balloons, shall be determined by the Authority taking into consideration the size of the surface to which the identification plate is affixed.
- Width. Characters must be two-thirds as wide as they are high, except the number "1", which must be one-sixth as wide as it is high, and the letters "M" and "W" which may be as wide as they are high.
- Thickness. Characters shall be formed by solid lines one-sixth as thick as the character is high.
- Spacing. The space between each character may not be less than one-fourth of the character width.
- Uniformity. The marks required by this Part for fixed-wing aircraft must have the same height, width, thickness, and spacing on both sides of the aircraft.
- Each operator of an aircraft penetrating an ADIZ or DEWIZ shall display on that aircraft temporary or permanent nationality and registration marks at least 30 centimeters high.

DEVIATIONS FOR SIZE AND LOCATION OF MARKS

- If either one of the surfaces authorized for displaying required marks is large enough for display of marks meeting the size requirements of this section and the other is not, the operator shall place full-size marks on the larger surface.
- If neither surface is large enough for full-size marks, the Authority may approve marks as large as practicable for display on the larger of the two surfaces.

LOCATION OF MARKS ON FIXED-WING AIRCRAFT

- Fuselage/Tail: The aircraft shall display the required marks on either the vertical tail surfaces or the sides of the fuselage.
- The marks required by paragraph (a) of this section shall be displayed as follows:
 1. If displayed on the vertical tail surfaces, horizontally on both surfaces, horizontally on both surfaces of a single vertical tail or on the outer surfaces of a multi-vertical tail.
 2. If displayed on the fuselage surfaces, horizontally on both sides of the fuselage between the trailing edge of the wing and the leading edge of the horizontal stabilizer.
 3. If engine pods or other appurtenances are located in the area described in paragraph (b)(2) and are an integral part of the aircraft, the operator may place the marks on those pods or appurtenances.

- Wings: the marks shall appear once on the lower surface of the wing structure as follows:
 1. Shall be located on the left half of the lower surface of the wing structure unless they extend across the whole of the lower surface of the wing structure. So far as is possible, the marks shall be located equidistant from the leading and trailing edges of the wings.
 2. The tops of the letters and numbers shall be toward the leading edge of the wing.

LOCATION OF MARKS ON ROTORCRAFT - Each operator of a rotorcraft shall display marks horizontally on both surfaces of the cabin, fuselage, boom, or tail; such that the rotorcraft can be readily identified.

LOCATION OF MARKS ON LIGHTER-THAN-AIR AIRCRAFT

- Airships. The operator shall place marks on an airship to appear on
 1. The hull, located lengthwise on each side of the hull and on its upper surface on the line of symmetry; or
 2. The horizontal and vertical stabilizers surfaces-
 - (i) For the horizontal stabilizer, located on the right half of the upper surface and on the left half of the lower surface, with the tops of the letters and numbers toward the leading edge; and
 - (ii) For the vertical stabilizer, located on each side of the bottom half stabilizer, with the letters and numbers placed horizontally.
 - Spherical balloons (other than unmanned free balloons). The operator shall apply marks to appear in two places diametrically opposite each other and located near the maximum horizontal circumference of the balloon.
 - Non-spherical balloons (other than unmanned free balloons). The operator shall apply marks to appear on each side, located near the maximum cross-section of the balloon immediately above either the rigging band or the points of attachment of the basket suspension cables.
 - Lighter-than-air aircraft (other than unmanned free balloons). The operator shall apply side marks to be visible both from the sides and from the ground.
 - Unmanned free balloons. The operator shall apply marks to appear on the identification plate.
- C. When the aircraft has been deregistered from the Philippines, these marks shall be removed immediately and may be subject to verification inspection.

SPECIAL MARKING RULES

- A. With respect to antique, restored or replica aircraft or when the aircraft is being operated for the purpose of exhibition (including motion pictures, television or air shows), the display of aircraft nationality and registration markings may be relaxed.
- B. The relaxation is only permitted, provided that the aircraft is:
 - operated at the location of the exhibition;
 - flying to and from the exhibition; and
 - the Authority has been provided with a photograph (or drawing) of the aircraft.
- C. Similar relaxation provisions with respect to the size and location of nationality and registration markings exist for FAR Part 23 (or similar), certificated aircraft built at least forty-five (45) years ago or Philippine registered aircraft for which an experimental certificate has been issued, provided that the aircraft is not operated in a foreign country or operated for commercial purposes.

AIRCRAFT REGISTRATION DATA PLATE

- A. The aircraft registration holder is required to have a “fire-proof” aircraft registration data plate specifying the nationality and registration mark of the aircraft (suitably marked by etching, stamping, engraving or other approved method), and secured to the aircraft in a prominent position, near the main entrance, or, in the case of a free balloon, affixed conspicuously to the exterior of the payload. This is in addition to the manufacturer’s aircraft identification data plate.
- B. A “prominent position, near the main entrance” for an aircraft registration data plate may be either external or internal, and would be considered acceptable when it is visible to a person at, or within, the entrance to the aircraft. “Prominent position” does not mean that the aircraft registration data plate must be visible from the outside or without opening the door, or that it must be visible without removing things such as baggage or carry-on items from the aircraft. For an aircraft with more than one door, the entrance most used by the flight crew would be considered the most appropriate location for the identification plate. If, under certain conditions, the plate is covered or enclosed in any manner, its accessibility would be considered acceptable if it can be revealed without the use of tools or removing aircraft components. The plate must not be installed on the area where the structural integrity of the aircraft may be affected when such installation involves drilling of aircraft structures including the aircraft skin.
- C. The term “fireproof”, as it relates to the nationality and registration data plate to be affixed to the aircraft, is defined to mean the capacity to withstand the heat associated with fire at least as well as steel in dimensions appropriate for the purpose for which they are used.
- D. Requirement of an aircraft identification plate
 - a. Material: Fireproof material, stainless steel is preferred but other fireproof material of suitable physical properties may be allowed;
 - b. Size: Size shall be minimum of 1-inch x 2-inches or a maximum of 6 -inches by 3-inches, depending on the size of the aircraft. Size may differ for each aircraft type;
 - c. Location: Aircraft identification plate must be located inside the aircraft and near the main entrance door or alongside with the manufacturer’s data plate;
 - d. Contents: At least the nationality and registration marks;
 - e. Markings: Machine etched not painted