



Registration Mark RP- \_\_\_\_\_  
 Aircraft Model: \_\_\_\_\_  
 Aircraft Serial No.: \_\_\_\_\_  
 Owner / Operator: \_\_\_\_\_

**DOCUMENTARY CHECKLIST FOR RE-ISSUANCE OF CERTIFICATE OF REGISTRATION**

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

GENERAL REQUIREMENTS	
PARTICULARS	REMARKS
1. Notarized Registration Form (CAAP Form 1028-1). <i>(Pls. print legibly)</i>	
2. CAAP Prescribed fees and /or penalty	
3. Letter of Intent.	
4. Previous Certificate of Registration (inclusive of Official Receipt)	
5. Accounting Clearance (applicable only for transfer of ownership)	
PLEASE ATTACH THE FOLLOWING APPLICABLE DOCUMENTS LISTED HEREUNDER	
6. If application is for <b>replacement of lost C of R</b> , please submit a sworn Affidavit of Loss.	
7. If application is for <b>change of company name and/or address</b> , please attach the following: <ul style="list-style-type: none"> <li>• Corporation Document/s issued by the Securities and Exchange Commission (SEC); or Business Permit/Certificate issued by the Department of Trade and Industry.</li> </ul>	
8. If application is for <b>change of intended use</b> , from General Aviation to Commercial Air Transport, please attach the following: <ul style="list-style-type: none"> <li>• Air Operator Certificate with Operation Specifications;</li> <li>• Civil Aeronautics Board issued Certification and/or Permit.</li> </ul>	
9. If application is for <b>Transfer of Ownership</b> , please attach documentary evidence of ownership (e.g. Bill of Sale, Deed of Absolute Sale and/or Lease Agreement). <ul style="list-style-type: none"> <li>• 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 purchased and consummated.</li> <li>• Unless assumed by the new owner, all liens and encumbrances annotated at the back of the C of R have been satisfied or complied with or declared by competent authorities as null and void or ineffective.</li> <li>• A notarized <b>Secretary's Certificate</b> issued by the Corporate Secretary, stating therein the authorization of the company to purchase, lease or sell an aircraft, engine, and /or propeller; and the authorization of the company official/personnel to sign in whatever legal instruments on behalf of the company.</li> </ul>	
10. If the application is for <b>annotation</b> (additional and/or cancellation) of liens and encumbrances (i.e. lease agreement, mortgage, pending accounts with CAAP and/or among others), The following documents must be submitted: <ul style="list-style-type: none"> <li>• Letter of Intent. <i>Proposed annotation language may be submitted.</i></li> <li>• Notarized conveyances; and</li> <li>• Draft annotation</li> </ul>	

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.*

<b>Comment:</b>
<b>Checked by:</b>
<b>Date:</b>

Revision date: 05 March 2018