



MEMORANDUM

TO : ALL AIRCRAFT OWNERS/OPERATORS
**FROM : ASSISTANT DIRECTOR GENERAL II
FLIGHT STANDARDS INSPECTORATE SERVICE**
**SUBJECT : PERSONS TO FILE AND RECEIVE CERTIFICATE OF
REGISTRATION DOCUMENTS**
DATE : 17 AUGUST 2023

In relation to the aforementioned matter, with immediate effect, and in order to prevent any potential ambiguity or controversies that may arise in the future, and to ensure the protection and safety of your documents, an **Authorization Letter** is required allowing someone to act on your behalf to file/receive documents, such as certificates, validated official receipts and other documents related to Certification of Registration (CofR).

Additionally, please ensure that you provide the necessary information and valid identification of the person you are authorizing along with the specific details and specification of the documents they will be filing/receiving.

Lastly, in the event that the Certificate of Registration (CofR) is subject to any liens, encumbrances or conveyances (Lease Agreement, Mortgage Agreement or its equivalent), a **Special Power of Attorney** duly signed by both Parties must be submitted. Nevertheless, only the Operator or their designated representative will be permitted to receive the Certificate of Registration.

Memorandum dated 24 March 2022 issued by the undersigned is hereby rescinded.

For strict compliance.

By Authority of the Director General:


CAPTAIN DONALDO A. MENDOZA