



MEMORANDUM

TO : ALL AIRCRAFT OWNERS/OPERATORS

FROM : ASSISTANT DIRECTOR GENERAL II
FLIGHT STANDARDS INSPECTORATE SERVICE

SUBJECT : RESERVATION OF AIRCRAFT/RPA REGISTRY MARK/S
FORM

DATE : 14 AUGUST 2023

This Authority, in its effect to improve and streamline the process of Original Certificate of Registration application of all operators, has revised the procedures for **Reservation of Registry Mark/s**.


In this regard, attached herewith is the form for Reservation of Registry Mark/s. Consequently, the following are the new reservation procedures:

1. Operator/Stakeholders shall download the form at caap.gov.ph;
2. Operator/Stakeholders shall accomplish the items required in the form;
3. Operator/Stakeholders submits the form at armd@caap.gov.ph or at the office of Aviation Records Management Division – Regulatory Standards Department (ARMD-RSD) for their verification and signature that the requested registry mark/s is either available or unavailable based on their database;
4. ARMD-RSD shall endorse the form to Aircraft Registration Section, Airworthiness Department for further verification and signature, and;
5. Engineering and Aircraft Registration Division (EARD) then endorses the said form to the Airworthiness Department for approval or disapproval.

Note: If the marking is unavailable or already assigned to an aircraft, the requested reservation shall be disapproved, and the operator may resubmit a new accomplished form with new requested registry mark.

All Orders/Memoranda in conflict herewith are hereby rescinded.

For your information.


CAPTAIN DONALDO A. MENDOZA
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Flight Standards Inspectorate Service