



MEMORANDUM CIRCULAR NO. 21-12, Series of 2012

TO : ALL CONCERNED

**FROM : THE DIRECTOR GENERAL
CIVIL AVIATION AUTHORITY OF THE PHILIPPINES**

**SUBJECT : CAAP SUPPLEMENTAL REGULATIONS ON THE
PROCEDURES FOR REGISTRATION OF
AIRCRAFT, OUTLINING FORMS AND RELATED
GUIDELINES**

REFERENCES:

1. Sections 43 to 54, Republic Act Number 9497;
2. CAAP Board Resolution Number 025-2011, dated 11 April 2011;
3. CAAP Board Resolution Number 038-2011, dated 23 September 2011; and
4. CAAP Board Resolution Number 054-2012, dated 28 September 2012.

APPLICABILITY:

The following CAAP Regulations are applicable to all aircraft to be registered under the provisions of the Philippine Civil Aviation Regulations. Notwithstanding the foregoing regulations, the CAAP still adheres and implements the provision of Article 83 bis of the ICAO Constitution and By-Laws.

**PROCEDURES FOR REGISTRATION OF AIRCRAFT OPERATED WITHIN
THE PHILIPPINES, OUTLINING FORMS AND RELATED GUIDELINES**

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1.0 INTRODUCTION

This Chapter contains policies and procedures for the issuance of Certificate of Registration, and for the maintenance of aircraft registry.

2.0 OBJECTIVES

The registration of aircraft is part of the function of the Airworthiness Department and is a prerequisite for the issuance of an Airworthiness Certificate. The specific objectives of the herein guidelines for aircraft registration and issuance of aircraft registration marks are:

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- To provide for compliance of the requirements of Republic Act No. 9497, Philippine Civil Aviation Regulations (PCAR) Part 4 and Annex 7 to the Convention on International Civil Aviation;
- To establish and maintain a system for the national registration of aircraft in the Republic of the Philippines;
- To establish and maintain a system for the registration of liens, mortgages or other interests in aircraft or aircraft engines; and
- To provide for the policies and procedures of registering aircraft in the Republic of the Philippines; and
- To act as the sole authority to register aircraft and liens, mortgages or other interests in aircraft or aircraft engines.

The CAAP Airworthiness Inspector / Registration Officer must ensure that an aircraft being applied for the issuance of original Certificate of Registration is properly documented prior to inspection/evaluation of aircraft.

3.0 GENERAL

3.1 Definitions

1. Aerial work – An aircraft operation in which an aircraft is used for specialized services such as agriculture, construction, photography, surveying, observation and patrol, search and rescue, aerial advertisement, etc.
2. Commercial air transport operation – An aircraft operation involving the transport of passengers, cargo or mail for remuneration or hire.
3. Conveyance – is the transfer of legal title of property from one person to another, or the granting of an encumbrance, such as mortgage or lien.
4. Encumbrance – is a legal term for anything that affects or limits the title of a property, such as mortgages, leases, easements, liens or restrictions.
5. General aviation operation – An aircraft operation other than a commercial air transport operation or an aerial work operation.
6. Lien – is a form of security interest granted over property to secure the payment of a debt or performance of some other obligation.
7. Mortgage – is a security interest in property held by the lender as a security for a debt.
8. Security Interest – is a property interest created by agreement or by operation of law over assets to secure the performance of an obligation, usually the payment of debt.

3.2 Eligibility for Registration

Except as otherwise provided in the Constitution and existing treaty or treaties, no aircraft shall be eligible for registration unless:

- (a) It is owned by or, it is leased to
 - o a citizen, or;
 - o citizens of the Republic of the Philippines or corporations or associations organized under the laws of the Philippines at least

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sixty per centum (60%) of whose capital is owned by Filipino citizens.

- (b) Or, 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.
- (c) And, not registered under the laws of any country.

In connection thereto, the applicant who has met the requirements for the registration of aircraft, must submit proof of aircraft ownership to the Aircraft Registration Section, Flight Standards Inspectorate Service.

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. A Deed of Absolute Sale, Bill of Sale or its equivalent may be used as proof of aircraft ownership.

In a situation where a Deed of Absolute Sale or Contract of Lease is 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.

An aircraft that has been declared through/by a competent authority as scrapped or totally destroyed is not eligible for registration.

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

3.3 Certificate of Registration (C of R)


The Certificate of Registration shall be conclusive evidence of nationality for international purposes, but not in any proceeding under the laws of the Republic of the Philippines.

The Certificate of Registration is a conclusive evidence of ownership, except in a proceeding where such ownership is, or may be, at issue.

3.4 Application for Aircraft Registration

Applications for Certificate of Registration shall be made in writing, signed and sworn to by the owner or lessee of any aircraft or aircraft engine eligible for registration. The application shall also state:

- (a) the date and place of filing;
- (b) the name of owner or lessee;

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- (c) the address of the owner or lessee;
- (d) the intended use of the aircraft or aircraft engine;
- (e) pictures in colored print, at least 4"x4", consisting of front, back, left and right side view of the aircraft or engine;
- (f) the specification, construction and technical description of the aircraft or aircraft engine;
- (g) Originals or certified copy of all liens, encumbrances and other interest on the aircraft;
- (h) The originals or certified original copy of mode of acquisition of said aircraft;
- (i) If de-registered pursuant to Philippine aviation regulations or of any member-state of ICAO, the attaching documentation thereof in original or certified original copies; and
- (j) Such other relevant information and safety issues concerning said aircraft.

3.5 Issuance of Certificate of Registration (C of R)

Upon consideration of the application for registration, the Director General or his representative and after evaluation/inspection/verification that the aircraft or aircraft engine is eligible for registration, such aircraft shall be registered under the provisions of RA No. 9497 and PCAR Part 4 and the Certificate of Registration shall be issued to the owner/operator thereof.

The date of the issuance of the C of R must not be earlier than the received date of the application for the C of R.

No registration mark shall be assigned to more than one (1) aircraft.

Note: For the purpose of establishing the issuance date of the Registration Certificate for a resubmitted application form, the aforesaid form must be accompanied by the application form that was initially submitted.


3.6 Nationality

An aircraft registered pursuant to the requirements of RA No. 9497 and PCAR Part 4 shall automatically acquire Philippine nationality for international purposes.

3.7 Markings

All aircraft shall comply with the required markings specified in PCAR Part 4, Subpart 4.3, *Nationality and Registration Marks*. Registration marking must be painted on the aircraft prior to the issuance of Certificate of Registration. Actual verification of such markings may be required.

3.8 Certified True Copy

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A certified true copy document must be a complete copy (front and back) of the original including all terms, signatures, and dates, to which is attached a signed statement that the copy has been compared with the original and that it is a true copy. The copy must be eligible, reproducible, and permanently printed on a paper.

The requesting party may request that some details in the transfer document, i.e. contract of sale, be sanitized by over-imposing black ink so as not to divulge important economic detail.

A document issued by a court of law should be certified as true by an officer of the court.

A certificate of incorporation must be certified as true either by an officer of the Philippine government agency who issued the certificate of incorporation or by a corporate officer of the certificate holder.

Note: Each page must be certified as a true copy.

3.9 Replacement of Certificate

If a certificate of registration is lost, damaged, mutilated, or destroyed, the holder of such a certificate must file an application for replacement or duplicate original at the FSIS-Airworthiness Department, Aircraft Registration Section.

An affidavit of lost shall be submitted together with the application to validate the replacement of certificate.

The CAAP prescribe fee must accompany the request. A Certificate of Registration may be issued provided an application and full payment of fee together with the affidavit of loss of the second copy of C of R is duly filed.

Pending issuance of the duplicate original, a temporary 'certificate of registration' will be immediately issued valid only for fifteen (15) days.

The duplicate original of certificate of registration shall be processed within five (5) working days after a complete submission or upon receipt of Airworthiness Department-Aircraft Registration Section of the completed documentary requirements.

3.10 Penalties

Fine shall be imposed for failure to file an application for renewal of certificate of registration of aircraft with completed documentary requirements within thirty (30) days before expiration thereof.

Note: See Section 3.5 for issuance date.

4.0 PROCEDURES

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4.1 System for the National Registration of Aircraft

4.1.1 Original Issuance of Certificate of Registration

The procedures prescribed herein are consistent with any other specific procedures prescribed in dealing with the aircraft registration of either an initial/original, new & or used aircraft.

1. Obtain from the applicant a letter of intent expressing its aim to register an aircraft in the Republic of the Philippines. Also, include in the request the reservation of aircraft registration mark. The Chief, Aircraft Registration Section, shall review and determine the validity and authenticity of the said request. For those aircraft which are being registered as RP-C, RP-G, and RP-R, the applicant must provide evidence that the aircraft is under a type design approval and the entries in the application form are consistent with the said design approval. If previously registered, a certified copy of Certificate of Registration and Airworthiness should be attached with the letter of intent.
2. The CAAP prescribed fees and charges shall apply for each registry number being reserved.
3. For aircraft to be registered as RP-C, RP-G, and RP-R (as applicable), the applicant must submit another written request to the Assistant Director, Flight Standards Inspectorate Service, through the Chief, CATCID/GACID, who will assigned 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*].
4. Applicant shall accomplished CAAP Form 1028-1 and substantiate the application with the following documents for review/evaluation:
 - a) Letter approval on the assigned registration (RP-C, RP-S, RP-X, RP-G);
 - b) Notarized Application for Aircraft Registration (CAAP Form 1028-1 or 1028-2);
 - c) Documentary Evidence of Ownership (Deed of Sale for delivery purposes, the initial C of R shall be valid up to thirty (30) days only, Bill of Sale and/or Leased Agreement);
 - d) Cancellation of registration from the country of origin (De-registration);
 - e) 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;


- f) Customs Clearance / Customs release / Custom Payment;
 - g) Original or a certified true copy of Registration Certificate;
 - h) Registration Fee;
 - i) Recording Fee (if applicable);
 - j) Energy Tax (if applicable);
 - k) CAAP Accounting Clearance ;
 - l) Corporation Document (SEC/DTI) (if applicable);
 - m) AAC & Operations Specification (if applicable);
 - n) AOC & Operations Specification (if applicable);
 - o) CAB List of Aircraft approval (if applicable);
 - p) Certification from the Corporate Secretary (if applicable); and
 - q) Such other documentary supporting documents that may be required.
5. 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. In case the aircraft is located outside the Philippines and for delivery or transporting purposes, upon the recommendation of the assigned inspector, the duly assigned inspector is authorized to issue in behalf of the Director General a temporary 'Certificate of Registration and or Certificate of Airworthiness for Delivery or Ferrying' may be issued with maximum validity period of thirty (30) days.
6. Certificates shall be issued in duplicate originals, one for the operator and one for the CAAP record file.
7. 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.
8. Aircraft that has been declared through/by the foreign CAA as scrapped or totally destroyed are not eligible for registration.
9. Complete records of a Philippine registered aircraft which figured in an accident which resulted to total wreck or total loss shall be kept secured for the purpose at the RSD. Upon approval by the Director General of the formal request and turn-over to competent authorities or AAIB, each and every record/document shall be audited, reproduced and certified original by the RSD.

4.1.2 Renewal of Certificate of Registration

An applicant is allowed to renew its certificate of registration at least thirty (30) days prior to its expiration date. The processing of its renewal application takes five (5) working days after a complete submission of documentary evidence and upon receipt of Airworthiness Department - Aircraft Registration Section. The following are list of requirements for renewal of the certificate of registration.

- a.) The applicant must accomplish the Application for Aircraft Registration (CAAP Form 1028-1).

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- b.) Submit the previous issued copy of Certificate of Registration.
- c.) CAAP Accounting Clearance
- d.) CAAP prescribed fees (i.e. Registration Fee/Energy Tax, Recordation fee, etc.)
- e.) AAC & Operations Specification (if applicable)
- f.) AOC & Operations Specification (if applicable)
- g.) CAB List of Aircraft approval (if applicable)
- h.) 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.
- i.) Certificates shall be issued in duplicate originals. One (1) original copy for the operator, one of which will be displayed in the aircraft. The second copy of the certificate will be a CAAP record file.

This Agency reserves the right to deny any application with a false or an incomplete data/information for the purpose of issuance of aircraft registration certificate.

Provided the application and approval falls within the period of a valid registration period, the date of effectivity of renewal shall start on the day immediately following the last day of a valid registration period, subject to the sound discretion of the Director General.

Aircraft that has been declared by a competent authority as scrapped or totally destroyed are not eligible for the renewal of its registration certificate. (Note: See Section 4.1.5 of this Chapter)

4.1.3 Transfer of Ownership of Aircraft

The applicant for transfer of ownership is required to submit the following documents listed hereunder prior to issuance of revised Certificate of Registration by the Aircraft Registration Section, Airworthiness Division. The requirements for the transfer of ownership are as follows:

- a) Application Form 1028-1 (to be filled-up by the new owner of aircraft);
- b) Previous copy of Certificate of Registration;
- c) Documentary evidence of ownership (e.g. Bill of Sale and/or Lease Agreement);
- d) Copy of Accounting Clearance issued by the CAAP to the former and new owner of aircraft;
- e) Corporation document issued by Security and Exchange Commission / Department of Trade and Industry (if applicable);
- f) Secretary's Certificate (if applicable);
- g) CAAP prescribed fees (i.e. Registration fee, Energy Tax, Recordation fee, Etc.);

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- h) Air Operator Certificate & Operations Specification (if applicable);
- i) Civil Aeronautics Board's list of aircraft approval (if applicable);
- j) Unless assumed by the new owner, all liens and encumbrances annotated at the back of the C or R have been satisfied or complied with or declared by competent authorities as null and void or ineffective.

Upon receipt by the Aircraft Registration Section, submitted application for the transfer of ownership takes five (5) working days to process.

This Agency reserves the right to deny any application with incomplete data/information required for the transfer of aircraft ownership.

4.1.4 De-registration of Aircraft

The procedures described herein are consistent with any other specific procedures prescribed in dealing with aircraft de-registration application.

1. Obtain from the applicant a letter of intent describing the intention to de-register an aircraft in the Republic of the Philippines. The Chief, Aircraft Registration Section shall review the request to determine the validity and authenticity of the request.
2. The Chief, Aircraft Registration Section or his representative shall ensure that no derogatory or liens/encumbrances are incurred with the aircraft.
3. If a registered aircraft has an annotation (i.e. lease agreement, mortgage, pending accounts with CAAP and or among others), the applicant shall be required to settle/clear all derogatory or liens/encumbrances, prior to de-registration of aircraft.

No aircraft registered pursuant to Philippine civil aviation regulations shall be de-registered until and unless all liens and encumbrances annotated on the C of R have been complied with or declared by competent authorities as null and void or ineffective.

4. If the Chief, Aircraft Registration Section, or his representative, has fully reviewed and determined that application has complied the requirements for deregistration, the payment order for the prescribed fees shall be issued to the applicant.
5. After the applicant submitted complete requirements or upon receipt by the Aircraft Registration Section, submitted application for the aircraft de-registration takes three (3) days to process.
6. Upon request and filing of a corresponding fee, the originals or certified originals of de-registration certificate shall be transmitted to the CAA of the state where the aircraft is intended to be registered. A copy of De-registration Certificate (in letter format) shall be transmitted via facsimile, e-mail, or registered mail, directly to the civil aviation authority of the country/state where the aircraft is intended to be registered.

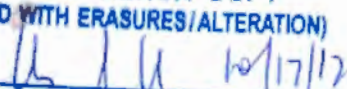
7. Upon issuance of the C of R, the entire records (application, supporting documents and the C or R original duplicate) shall be forwarded to the Regulatory Standards Department (RSD) including de-registration documents/file of aircraft immediately, and a corresponding update shall be made by RSD in the Civil Aviation Safety Oversight Reporting and Tracking System (CASORT).

4.1.5 Automatic Removal of Aircraft from the Philippine Aircraft Registry.

Any aircraft that has been declared as totally destroyed by a competent authority (e.g. Foreign CAA, CAAP-AAIIB, CAAP-FSIS, CAAP-ORCC etc.) shall be removed from the Philippine aircraft registry within thirty (30) days from the date the notification is received. Moreover, the originals and certified original files of that particular aircraft shall be maintained at the RSD, together with the order, subject to archiving rules and regulations.

4.1.6 Registration of Aircraft Engine/Propeller/Appliance

1. Obtain from the Applicant a filled-up application form for the registration of aircraft engine, propeller and appliance with the following attachments, to wit:
 - Original or certified originals of documentary evidence of ownership or lease agreement;
 - Corporation papers (if applicable);
 - Civil Aeronautics Board's (CAB) approval of CPCN
 - Approval by CAB of lease of aircraft to be operated under said CPCN, with CAAP endorsement
 - Application and copy of the CAAP-approval of the lease agreement for aircraft to be operated under an AOC to be issued by the Director General
 - Bureau of Customs (BOC) Clearance;
 - Accounting Clearance issued by CAAP;
 - CAAP Registration Fees;
 - Front, back, left side and right side view photo (if possible) of aircraft engine, propeller or appliance, and data plate.
2. Verify and evaluate the completeness of submitted documents;
3. The Aircraft Registration Section (ARS) staff will accomplish the required fields in the Registration Form;
4. After the Chief, Airworthiness Department (AWD) has checked/verified the documents; the Chief, AWD will forward the completed package to the Officer-in-Charge, Flight Standards Inspectorate Service, who will endorse aforesaid documents to the Director General for consideration/approval.
5. After the Director General has signed the Certificate of Registration, the ARS will release the Certificate of Registration to the Applicant.

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4.2 System for Recording Conveyances

No conveyance made or executed, which affects the title to, or interest in, any aircraft of Philippine registry, or any portion thereof, shall be valid in respect to such aircraft or portion thereof against any person, other than the person by whom the conveyance is made or executed, his heirs, assignees, executors, administrators, devisees, or successors in interest, and any person having actual notice thereof, until such conveyance is recorded in the Authority and annotated at the CAAP original copy of C or R. Every such conveyance so recorded shall be valid as against all persons. Any instrument, recording of which is required by the provisions of RA9497, shall take effect from the date of its record in the books of the Authority, and not from the date of its execution.

No adverse claims may be recorded or annotated at the back of the C of R unless originals of the documents are presented evidencing said claims and payment of the corresponding fee. Annotation of the adverse claim/s may be made within five (5) working days upon submission of complete supporting documents and payment of adverse claim fee.

Petition for the invalidation of the said adverse claim may be filed by the registered owner/operator appearing on the C of R provided the adverse claimant is duly notified in proceedings for the purpose.

4.2.1 Form of Conveyance

All conveyance recorded under the provisions of RA No. 9497 shall comply with the requirements for the registration of documents similar to the land registration process. The conveyance to be recorded shall also state:

- (a) the interest in the aircraft of the person by whom such conveyance is made or executed or, in the case of a contract of conditional sale, the interest of the vendor; and
- (b) the conveyance of such interest .

4.2.2 Method of Recording

The conveyances shall be recorded in chronological order showing the following items:

- (a) Aircraft description;
- (b) The names of the parties to the conveyance;
- (c) The date of the instrument and the date and time it is recorded;
- (d) The interest in the aircraft transferred by the conveyance;
- (e) If such conveyance is made as security for indebtedness, the amount and date of maturity of such indebtedness shall be recorded; and
- (f) All particular estates, mortgages, liens, leases, orders and other encumbrances and all decrees, instruments, attachments or entries

affecting aircraft and other matters properly determined under RA 9497.

4.2.3 Procedures for Recording Conveyances


- (a) After submission of a written letter from the owner requesting for the recordation of conveyances that affects the Certificate of Registration, the conveyance may be recorded only after the completeness of the submitted documents are verified;
- (b) The following documents must be submitted:
 - Notarized conveyances; and
 - Draft annotation to be signed by the parties involved
- (c) Recordation at the back of the Certificate of Registration will be done by the Aircraft Registration Section;
- (d) Checking of the recorded conveyance will be the responsibility of the Chief, Airworthiness Department;
- (e) Recommendation for the signature/approval of DG is the responsibility of the Assistant Director General II, FSIS;
- (f) Approval of the recorded conveyance is the responsibility of the Director General or his authorized representative.

5.0 RECORD KEEPING

Upon approval, the duplicate copy of the Certificate of Registration including all attached documents shall be forwarded to the Regulatory Standards Department for record keeping and updating of CAAP's CASORT official database.

The original copy of the C of R for the operator/owner/applicant shall be officially received by the Flight Operations Manager, owner or authorized representative whose name, signature and date of receipt shall be legibly written at the back of the CAAP original copy of C or R.

6.0 CERTIFICATE OF REGISTRATION TEMPLATE (FORM 9497-1) - EFFECTIVE January 2, 2012.

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| CERTIFICATE OF REGISTRATION | | |
| 1. Registration Number: RP | 2. Manufacturer and Manufacturers designation of aircraft: | 3. Aircraft serial number: |
| 4. NAME OF OWNER/OPERATOR: Address: | | |
| 5. It is hereby certified that the above described aircraft has been duly entered in the Register of the Civil Aviation Authority of the Philippines in accordance with the Convention on International Civil Aviation dated 7 December 1944 and in accordance with the Philippine Civil Aviation Regulations Part 3. | | |
| DATE OF ISSUE | (Signature) | |
| REMARKS | | |
| DATE OF EXPIRATION | | |
| ENGAGED IN: | <input type="checkbox"/> Commercial Air Transport | <input type="checkbox"/> General Aviation |
| | | <input checked="" type="checkbox"/> Aerial Works |
| Conveyances to be recorded at the back of this form. | | |
| THE ORIGINAL CERTIFICATE SHALL BE CARRIED IN THE AIRCRAFT AT ALL TIMES | | |
| CAAP Form No. 9497-2 Revised September 1, 2011 | | |

6.1 Block by Block procedure for use of Form 9497-1

1. Control Number (CN) will be a encoded number.
2. Item #1. Enter nationality/registration marks assigned for the aircraft;
3. Item #2. Enter Manufacturer and Manufacturers designation of aircraft using data from the Type Certificate. The Manufacturers designation of the aircraft can be found on the aircraft data plate or Type Certificate. *Do not use sales promotion identification as this does not always conform to certification data;*
4. Item #3. Enter aircraft serial number as found on the aircraft data plate affixed to the aircraft;
5. Item #4. Enter name of person having clear title to ownership of the aircraft. If the aircraft is under a lease agreement the owner is the leasing company (Lessor) or if under bank finance the owner may be the bank. The Philippine operator shall be recorded;
6. Item #5. Enter address of owner/operator identified in Item #4;
7. Item #6. Nil action
8. Item #7 & #8. Affix the signature of the DG and enter date of actual issue;
9. Remarks Section must contain the Date of Expiration, the intended use and record of payments;
10. Conveyances connected to the aircraft must be entered at the back portion of the Certificate.

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[Signature]
CONCHA R. FAYLOGA
Records Officer II
Central Records and
Archives Division

7.0 NATIONALITY AND REGISTRATION MARKS

7.1 MARKINGS

7.1.1 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. poster paint, etc) or tape, which can be peeled-off easily, is not an acceptable level of performance, therefore, should not be used for registration marking.

7.1.2 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 distinguish 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.

7.1.3 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.

7.1.4 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.

7.2 DISPLAY OF MARKS

7.2.1 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.

7.2.2 The standards for nationality and registration marks with respect to colour, legibility, permanence, location, and size are specified in PCAR Part 4. Attachment A to this document gives some guidance with regard to the location of marks.

7.3 SPECIAL MARKING RULES

7.3.1 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.

7.3.2 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.

7.3.3 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.

7.4 AIRCRAFT REGISTRATION DATA PLATE

7.4.1 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.

7.4.2 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.

7.4.3 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.

7.5 SALE OF AIRCRAFT — REMOVAL OF MARKS

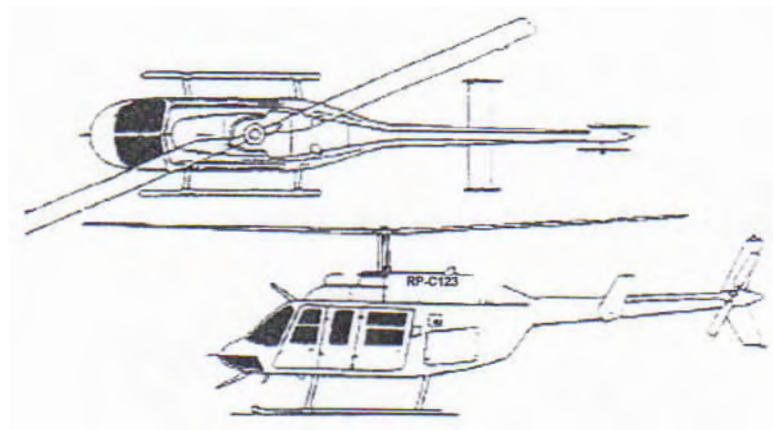
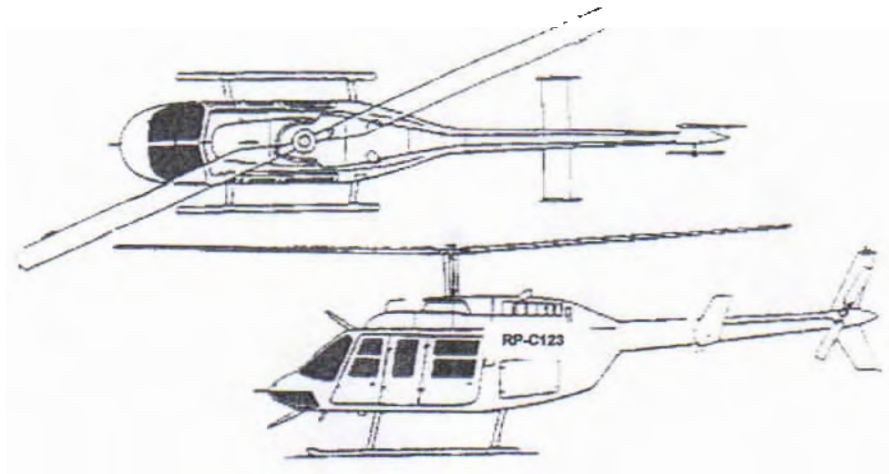
If an aircraft is sold to a person other than a Philippine citizen or to be operated outside the territorial jurisdiction of the Philippines, the Philippine registration marks must be removed from the aircraft upon de-registration.

8.0 EXAMPLES OF UNUSUAL MARKINGS



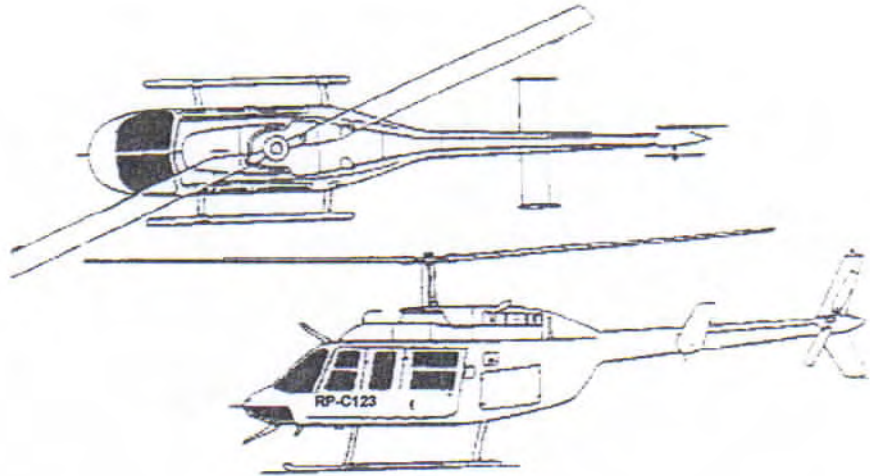
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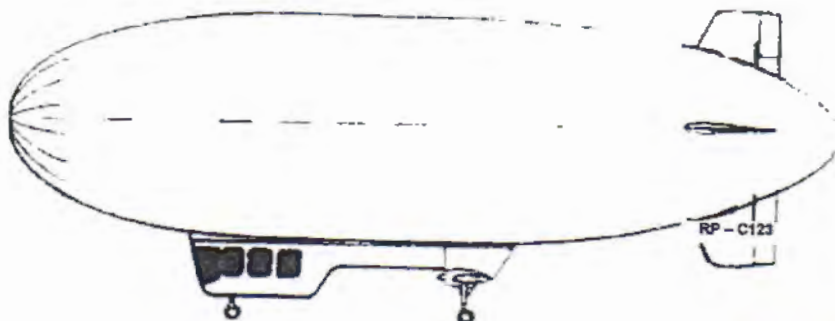
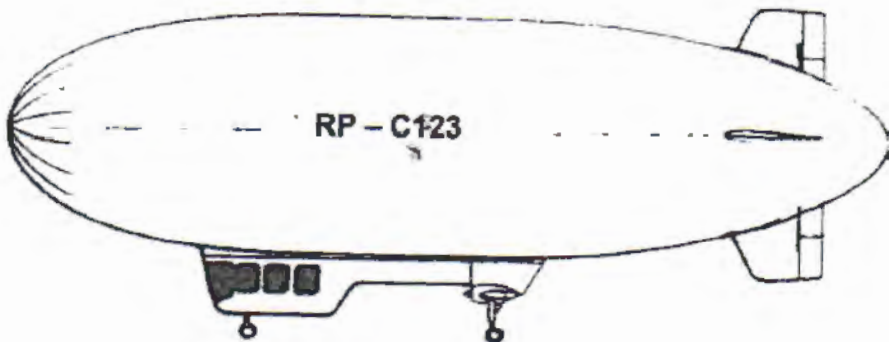
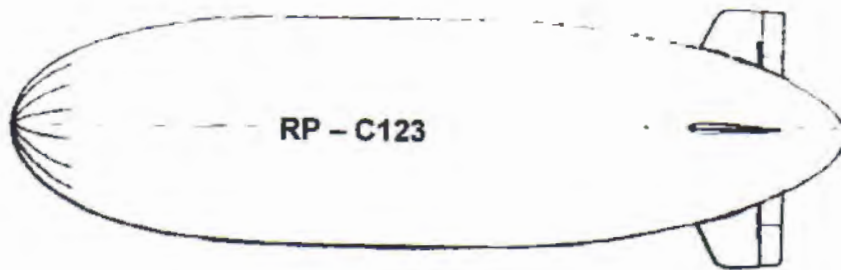
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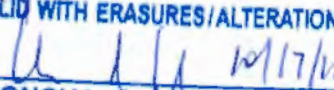


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9.0 Certificate of Registration Issuance Checklist

| Checklist | | Compliance | | |
|---------------|---|------------|----|---------|
| | | Yes | No | Remarks |
| Verify | | | | |
| 1. | Has the C of R application form been completed correctly with all required details as per Subsection 4.2.1.3 of PCAR Part 4 and duly notarized? | | | |
| 2. | For aircraft under a type design approval, are the entries consistent with the current type design data? (e.g. TC, TCDS, STC)? | | | |
| 3. | Has the aircraft been declared by the CAA of the exporting country that the aircraft has been deregistered? Or the aircraft has been issued a certificate of non-registration from the exporting country? | | | |
| 4. | Does the aircraft have not been declared as scrapped or totally destroyed? | | | |
| 5. | Is the aircraft owned by an eligible person as defined in Section 4.2.1.2 of PCAR Part 4? | | | |
| 6. | Has a completed C of R application form been received from the applicant which satisfies the requirement of Subsection 4.2.1.3 of CAR Part 4? | | | |
| 7. | Is the registration fee paid? | | | |
| 8. | For aircraft not under an AOC or CAB Permit (CPCN), has the applicant settled the prescribed energy tax? | | | |
| 9. | For expired C of R, has the applicant settled its applicable penalty fees? | | | |
| 10. | For recording of annotations, has the applicant settled the prescribed recording fee? | | | |
| 11. | Is the current CAAP Accounting Clearance attached? | | | |
| 12. | For transfer of name of the C of R from a local corporation, is the notarized Corporate Secretary certificate issued and attached? | | | |
| 13. | For lease agreements executed outside the Philippines, is the agreement duly notarized, and certified original by the consular office of a foreign country? | | | |
| 14. | For requesting a transfer of name in the C of R other than a corporation under a notarized lease contract/agreement, does the said contract/agreement specifically states the transfer of the aforesaid name? When such statement is not in the contract, does/do the person/persons who owns/own the aircraft submitted a notarized affidavit of transfer? | | | |
| 15. | Do the nationality and registration marks complies with the general requirements of Subsection 4.3.1.2 of PCAR Part 4? | | | |
| 16. | Has the aircraft been appropriately assigned a registration mark in compliance with Subsection 4.3.1.3 of PCAR Part 4? (e.g. RP-C for aircraft under a type approval on a non-restricted category) | | | |
| 17. | Are the nationality and registration marks displayed correctly IAW Subsections 4.3.1.4 and 4.3.1.5 of PCAR Part 4? | | | |

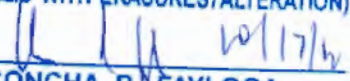
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| Checklist | | Compliance | | |
|---------------------------|--|------------------------|--|--|
| 18. | Is the size of the nationality and registration marks correct as required by Subsection 4.3.1.5 PCAR Part 4? | | | |
| 19. | Is the location of the marks in compliance with Subsections 4.3.1.7, 4.3.1.8 or 4.3.1.9 of PCAR Part 4 as applicable? | | | |
| 20. | Is the aircraft fitted with a fire-proof aircraft registration data plate specifying the nationality and registration mark of the aircraft as required by Subsection 4.3.1.11 of PCAR Part 4? | | | |
| 21. | Has the C of R been completed correctly with all required details as per the sample Certificate in this Handbook? | | | |
| 22. | Is the date of the issuance in the prepared certificate not earlier than the date the application was received? (for resubmitted application forms, the application form that was initially submitted must be attached to avoid imposing penalty charges for late renewals) | | | |
| 23. | Are the certificates for DG's signature prepared in triplicate? (two original certificates for the operator and one CAAP file copy) | | | |
| *Comments/Summary: | | | | |
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| | | | | |
| Items completed by: | | Name, Signature & date | | |
| C of R issued by: | | Name, Signature & date | | |

All orders and/or memoranda in conflict herewith are hereby rescinded. This Memorandum Circular shall take effect immediately after compliance with the single publication in a newspaper of general circulation and a copy filed with the UP Law Center - Office of the Administrative Register (ONAR), UP Diliman, Quezon City.

Signed and approved this 15 October 2012, CAAP, Pasay City.


LT GEN WILLIAM K HOTCHKISS III AFP (Ret)

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