

Republic of the Philippines  
Department of Transportation and Communications  
**CIVIL AVIATION AUTHORITY OF THE PHILIPPINES**  
*Office of the Director General*

MEMORANDUM CIRCULAR NO. 27-12, Series of 2012

**TO :** ALL PHILIPPINE AVIATION STAKEHOLDERS/OPERATORS  
**FROM :** THE DIRECTOR GENERAL  
CIVIL AVIATION AUTHORITY OF THE PHILIPPINES  
**SUBJECT :** SUPPLEMENTAL RULES AND PROCEDURES FOR  
MAINTENANCE OF AIRCRAFT REGISTRATION

**REFERENCES:**

1. Paragraph (h), Section 3 of RA No. 9497 – Definition of Terms - "Aircraft" refers to any machine that can derive support in the atmosphere from the reactions of the air other than the reactions of the air against the earth's surface. The term "aircraft", when used in this Act or in regulations issued under this Act, shall refer to civil aircraft only, and will not include State or public aircraft.
2. Paragraph (t), Section 3 of RA No. 9497- "Air Operator Certificate (AOC)" refers to a certificate authorizing an operator to carry out specified commercial air transport operations.
3. Paragraph (z), Section 3 of RA No. 9497- "Airworthiness" means that an aircraft, its engines, propellers, and other components and accessories, are of proper design and construction, and are safe for air navigation purposes, such design and construction being consistent with accepted engineering practice and in accordance with aerodynamic laws and aircraft science.
4. Section 43 of RA No. 9497 - Establishment of Registry. - The Authority shall:
  - (a) Establish and maintain a system for the national registration of aircraft in the Philippines;
  - (b) Establish and maintain a system for the registration of liens, mortgages or other interests in aircraft or aircraft engines; and
  - (c) Have sole authority to register aircraft and liens, mortgages or other interests in aircraft or aircraft engines.
5. Section 35 (a) – Powers of the Director General - To carry out the purposes and policies established in this Act; to enforce the provisions of the rules and regulations issued in pursuance to said Act; and he shall primarily be vested with authority to take charge of the technical and operational phase of civil aviation matters.
6. PCAR/Memo Circular on Unhampered Access; CAR Part 9; CAR Part 4

**PURPOSE/OBJECTIVE**

Consistent with Republic Act Number 9497 and existing Philippine civil aviation regulations, to implement and ensure that Philippine aircraft registry system including all necessary and supporting documentary evidences including any interest in aircraft and engines are properly maintained, secured and addressed.

**COVERAGE/APPLICABILITY:**

The following supplemental CAAP Regulations are applicable to all civil aircraft registered and to be registered in the Republic of the Philippines.

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OF THE PHILIPPINES  
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*"Revolving Up, Soaring"*

CONCHA R. FAYLOGA  
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## PROCEDURE FOR MAINTENANCE OF AIRCRAFT REGISTRATION

- A. Effective 01 January 2013, all 'CAAP Certificate of Registration' (CofR), CAAP Form 9497-1 (Revised as of November 2012), as shown in Annex A, of aircraft shall upon renewal or original application be issued in triplicate form, with control number, (automatic superimposition of letters and figures made by an electronic printer or typewriter stroke):
1. The original white form shall be issued and given to stakeholder or operator;
  2. The second original in yellow color shall be retained by the Regulatory Standards Records Division, Regulatory Standards Department, FSIS; and
  3. The third original in green color shall be given to the CAAP Central Records Division of the CAAP Admin and Finance Department.
- B. Effective 01 January 2013, a new standard of 'Aircraft Registry' of all Philippine registered aircraft using CAAP Form No. 9497-2 (Revised as of November 2012), as shown in Annex B, shall be printed of the same format above-given, triplicate form, with control number, (automatic superimposition of letters and figures made by an electronic printer or typewriter stroke), also in the same colors, except that the distribution of copies shall be as follows:
1. The original white form shall be retained by the Engineering and Aircraft Registration Division, AWD-FSIS;
  2. The second original in yellow color shall be retained by the Regulatory Standards Records Division, Regulatory Standards Department, FSIS; and
  3. The third original in green color shall be given to the CAAP Central Records Division of the CAAP Admin and Finance Department.
- C. Pending the resolution on CAAP's coordination with International Telecommunication Union (ITU) on the designation and worldwide-use of aircraft markings for all Philippine registered aircraft, the Philippine aircraft markings shall be:
1. Capital letters 'RP-', to be followed by a capital letter representing the aircraft classification:
    - a. 'C'- complying fully with the airworthiness requirements;
    - b. 'G'- Gliders fully complying with airworthiness requirements;
    - c. 'R'- complying with some limited respect with the airworthiness requirements;
    - d. 'X'- an aircraft as one which has applied for an experimental certificate;
    - e. 'S'- non-type certificated aircraft;Note: 'RP' registered aircraft without aircraft classification means such aircraft is used solely for governmental purposes, and or belonging to the Philippine government, provinces, municipalities, cities, or political subdivisions.
  2. Then followed by two (2) to four (4) -digit number starting from 01- for the a registered aircraft, then progressively numbered to 9999.

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## FILING SYSTEM AT THE EARD/AWD/FSIS; RSD; AND CENTRAL RECORDS

- D. The filing system or procedure that should be observe at the respective offices at CAAP, applicable for the 'CofR' and 'Aircraft Registry', shall be as follows:

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1. The Aircraft Registry shall include the chronological information involving evidence of ownership, validity of certificates issues, liens, lease, mortgage, lis pendens, adverse claim/s and any interest involving a particular aircraft;
2. The CofR shall be issued;
3. The ring-bind registration list, which shall be denominated as **BOOK 1**, shall be placed in the first ring-binder covering the first five hundred (500) aircrafts;
4. The last ring-binder will be numbered **BOOK 20** to cover the nine thousand five hundred one (9,501) to nine thousand nine hundred ninety-nine (9,999) registered aircraft;
3. The ring-binders shall be sequentially numbered and placed at the respective offices in the order of color coding, with fire protection and theft proof environment;
4. For purposes of legal and quasi-legal and quasi-administrative proceeding, the copies existing at the RSD shall be utilized; and
5. For all other copies, an order from the Office of the Director General is necessary to place said file/ring-binder in the possession of any person so authorized.

**ISSUANCE OF CERTIFICATE AND ANNOTATION ON CERTIFICATE OF REGISTRATION OF AIRCRAFT**

- E. Effective 01 January 2013, a new 'Certificate of Registration (CofR)' form of an aircraft shall be issued once. Thereafter, before the lapse of the validity period of the CofR, the revalidation of 'Certificate of Registration' shall be effected through a notarized application for revalidation and coupled with the payment of annual corresponding fee. The official receipt, once paid, shall have the effect of re-validating the CofR for another year. The validity of the period shall be stated in the OR and must be appended to the CofR which must be carried on-board the aircraft at all times for inspection/verification purposes.
- F. The sworn application for annotation of liens, lease, mortgage, sale, lis pendens, adverse claims, and any other interest on the aircraft shall be made only upon presentation of the original CofR (owner/operator copy) together with all supporting documentary evidences. Any other action involving annotation on the CofR shall be governed by rules involving land registration cases, including replacement of lost or destroyed CofR. The ELS shall be responsible to hear and recommend to the Office of the Director General for approval of the decision involving these cases.
- G. The CofA of an aircraft shall not be issued unless annual aircraft registration corresponding fees of the same have been settled. Aircraft operated without a valid CofA and or CofR shall be suspended in accordance with PCAR Part 1 Table 3 number 6(a), and imposition of administrative and civil penalties as maybe imposed.
- H. In all registration procedures, an aircraft registry number shall not be used twice.
- I. Application for aircraft registration, and application for certificate of registration of aircraft if applicable, shall be supported by evidentiary matters all in triplicate and certified original copies.
- J. Subject to efficiency, regularity and safety of flight, aircraft registration number specifically requested or reserved may be granted for a fee.
- K. The above aircraft registry essential information shall be entered in the CAAP official Database CASORT (Civil Aviation Safety Oversight Reporting and Tracking) System. The said database can be used to manage/determine the reservation of aircraft registration marks.

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*[Signature]*  
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Central Records and  
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**ENFORCEMENT PROCEDURES FOR AIRCRAFT MARKINGS, DISPOSAL AND DECLARATION AS SCRAPPED**

- L. Any aircraft found not to be in the CAAP List as of 01 January 2013 without any affidavit of correction of error or amendment shall be subjected to a summary procedure to be conducted by ELS either for de-registration, disposal, scrapping or marking (by spray paint with contrasting color) with **'Suspended for Any Aircraft Operation', under CAAP Case Number: \_\_\_\_\_**. Disposal and scrapping should be done in accordance with CAAP Advisory Circular No. 05-003 "Disposition of Unsalvageable Parts & Materials". The aforesaid painting/markings should be done through the assistance of the law enforcement agencies.
- M Any appeal or motion for reconsideration of the decision of the Adjudication Body for the purpose/s above-mentioned shall be filed with the Office of the Director General. The decision of the CAAP Board of Directors is immediately executory unless enjoined by the court.

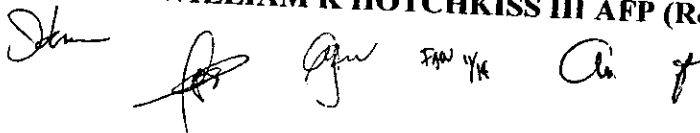
**DE-REGISTRATION PROCEDURES**

- N. Effective 01 January 2013, any aircraft subjected for de-registration shall not be permitted to be flown nor be given approval for flight. All request for de-registration application shall not be granted unless there is a State accepting or facilitating registration except when the aircraft will be scrapped or placed in a museum, educational and learning institution. Approved de-registration cases should be forwarded to ICAO for record and information purposes.

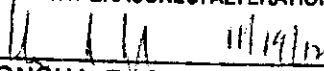
All orders and/or memoranda in conflict herewith are hereby rescinded. This Memorandum Circular shall take effect immediately after compliance with the single publication in a newspaper of general circulation and a copy filed with the UP Law Center - Office of the National Administrative Register (ONAR),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

Signed and approved this 15th day of November 2012, CAAP, Pasay City.

  
LT GEN WILLIAM K HOTCHKISS III AFP (Ret)



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Republic of the Philippines  
 Department of Transportation and Communications  
**CIVIL AVIATION AUTHORITY OF THE PHILIPPINES**  
 Office of the Director General

MEMORANDUM CIRCULAR NO. 25-12, Series of 2012  
**TO :** ALL PHILIPPINE AVIATION STAKEHOLDERS/  
 OPERATORS  
**FROM :** THE DIRECTOR GENERAL  
 CIVIL AVIATION AUTHORITY OF THE PHILIPPINES  
**SUBJECT :** REGULATION ON VERIFICATION OF REGISTRATION OF  
 ALL PHILIPPINE REGISTERED AIRCRAFT

**REFERENCES:**

- Paragraph (h), Section 3 of RA No. 9497 - Definition of Terms - "Aircraft" refers to any machine that can derive support in the atmosphere from the reactions of the air other than the reactions of the air against the earth's surface. The term "aircraft", when used in this Act or in regulations issued under this Act, shall refer to civil aircraft only that will not include State or public aircraft;
- Paragraph (i), Section 3 of RA No. 9497 - "Air Operator Certificate (AOC)" refers to a certificate authorizing an operator to carry out specified commercial air transport operations;
- Paragraph (z), Section 3 of RA No. 9497 - "Airworthiness" means that an aircraft, its engines, propellers, and other components and accessories, are of proper design and construction, and are safe for air navigation purposes, such design and construction being consistent with accepted engineering practice and in accordance with aerodynamic laws and aircraft science;
- Section 43 or RA No. 9497 - Establishment of Registry. - The Authority shall:
  - Establish and maintain a system for the national registration of aircraft in the Philippines;
  - Establish and maintain a system for the registration of items, mortgages or other interests in aircraft or aircraft engines;
  - Have sole authority to register aircraft and items, mortgages or other interest in aircraft or aircraft engines;
- Section 35 (a) - Power of the Director General - To carry out the purposes and policies established in this Act; to enforce the provisions of the rules and regulations issued in pursuance to said Act, and be shall primarily be vested with authority to take charge of the technical and operational phase of civil aviation matters; and
- PCAR/Memo Circular on Unhindered Access; PCAR Part 9; and PCAR Part 4.

**PURPOSE/OBJECTIVE**

To ensure that all Philippine registered aircraft are current, valid and existing in the aircraft registry of the Republic of the Philippines.

**COVERAGE/APPLICABILITY:**

The following CAAP Regulations are applicable to all aircraft authorizations and certificates issued by the Civil Aviation Authority of the Philippines (CAAP).

**GUIDELINES/PROCEDURES**

- Upon publication of this 'Regulation', all concerned civil aviation Stakeholders/operators/owners must submit within fifteen calendar (15) days to the Office of the Director General (attention: Engineering and Aircraft Registration Division, AWD-FSIS) the list under oath of all their aircraft under Philippine registry. (please see example in Paragraph 2)
- After the lapse of the period given above, the Engineering and Aircraft Registration Division of the Airworthiness Department, Flight Standards Inspectorate Service (FSIS), will publish in a newspaper of general circulation, a list of ALL aircraft under Philippine registry with the following data:
  - aircraft: registry number;
  - owner/operator/address (as stated in the C of R);
  - aircraft type/model/serial number (as stated in the current state of design type certificate); and
  - status as either current or expired.

For example: RP-C XXXX, Owned by ABC Company/Owned by Mr. Juan De. La Cruz; Boeing-747-400; SN-XXXXXXX; current or expired
- Within fifteen calendar (15) days thereof, all Philippine aviation operators and stakeholders (owner/operator/authorized representative) shall manifest through an affidavit of modification/correction of the CAAP-published Philippine aircraft registry.
- All affidavit of correction/manifestation shall be subjected to physical verification By CAAP.
- Except those aircraft that may be registered during the implementation of this Regulation, effective 01 January 2013, any aircraft not listed in the PUBLISHED CAAP Aircraft Registry AND which is not subjected for an Affidavit of Correction/Modification within the required period shall be subjected to "NOTICE TO ALL PHILIPPINE FLIGHT OPERATION BRIEFING STATIONS, CONTROL TOWER, AERODROME OWNER/ OPERATOR AND PHILIPPINE ENFORCEMENT AGENCIES" as not authorized for flight operation.
- Effective 01 January 2013, any aircraft with a Philippine registry mark not included in the "LIST" shall be subjected to CAAP Legal Enforcement.

All orders and/or memoranda in conflict herewith are hereby rescinded, amended, or modified accordingly. 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 National Administrative Register (ONAR), UP Diliman, Quezon City.

Signed and approved this 12<sup>th</sup> November 2012, CAAP, Pasay City

LT. GEN WILLIAM K HOTCHKISS III AFP (Ret)

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