



**MEMORANDUM CIRCULAR NO. 035-2024**

**TO : ALL CONCERNED**  
**FROM : DIRECTOR GENERAL**  
**SUBJECT : COMPLIANCE WITH REGISTRATION REQUIREMENTS**

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**REFERENCES**

- 1) Section 43 to 54 of the Republic Act No. 9497
- 2) Philippine Civil Aviation Regulations – Part 4 (Aircraft Registration and Marking)
- 3) Advisory Circular AC 04-001
- 4) Memorandum Circular 21-12

**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**

- 1) Upon publication of this 'Regulation', all concerned civil aviation stakeholders/operators/owners must submit within thirty (30) calendar days to the Flight Standard Inspectorate Service all documents it undertakes to submit to the Authority relating to the issuance of Certificate of Registration, and/or approval of Annotation on the Certificate of Registration of its owned and/or controlled/leased aircrafts.
- 2) After the lapse of the above-mentioned period, all stakeholders/operators/owners who failed to comply will be subjected to CAAP Legal Enforcement.

**Separability Clause.** - If for any reason, any provision of this Memorandum Circular is declared invalid or unconstitutional, the other part or parts thereof which are not affected thereby shall continue to be in full force and effect.

**Repealing Clause.** – All orders, rules, and regulations, and issuances, or parts thereof which are inconsistent with this Memorandum Circular are hereby repealed, superseded, or modified accordingly.

Effectivity Clause. – This Memorandum Circular shall take effect fifteen (15) days following completion of its publication in a newspaper of general circulation or the Official Gazette and a copy filed with the U.P Law Center – Office of the National Administrative Register.

Signed this 11<sup>th</sup> day of DECEMBER 2024, at the Civil Aviation Authority of the Philippines, MIA Road Pasay City.



**CAPTAIN MANUEL ANTONIO L. TAMAYO**  
Director General