

 <p>NCAA NAMIBIA CIVIL AVIATION AUTHORITY</p>	<p style="text-align: center;">REPUBLIC OF NAMIBIA</p> <p style="text-align: center;">NAMIBIA CIVIL AVIATION AUTHORITY</p> <p style="text-align: center;">AERONAUTICAL INFORMATION CIRCULAR</p>	<p>Executive Director Namibia Civil Aviation Authority Private Bag 12003 Ausspannplatz WINDHOEK</p>
<p>Tel: +264 61 702082/2203 Fax +264 61 702088</p> <p>e-mail: aip@ncaa.na</p>		<p>AIC Series A 03/24 05 March 2024</p>

AIRWORTHINESS

MAINTENANCE - ADMINISTRATION

REGISTRATION OF AIRCRAFT

1. This AIC deals with requirements for registration of newly imported aircraft, change of ownership and deletion of aircraft, as well as issue of duplicate and amended certificates.
2. The attention of all aircraft owners is drawn to the provisions of Part 47 of the NAMCARS 2020, as amended.
3. When an aircraft is imported to the Republic of Namibia for the first time or returns to Namibia and has to be reinstated on the Namibian Register of Civil Aircraft, the owner or dealer of such an aircraft must submit the following documents and meet the following requirements:
 - 3.1. The owner or dealer of the aircraft must apply to the Namibia Civil Aviation Authority in the country where the aircraft was last registered, for de-registration, or for notification of non-registration, of such an aircraft and request the said Authority to notify the Executive Director directly by email thereof. Alternatively, the original Certificate of Cancellation from the said country's Namibia Civil Aviation Authority Namibia will be accepted as proof of de-registration or non-registration.
 - 3.2. The original valid certificate of airworthiness or export certificate of the aircraft must be submitted to the Airworthiness Department. The Airworthiness Department must be obtained the aforementioned documents of an imported aircraft whether is not airworthy or has no certificate of airworthiness.
 - 3.3. When the first of a type of aircraft is to be placed on the Namibian Register, the name of the manufacturer, the type and number of engines and maximum certified take-off mass of the aircraft must be submitted in writing together with the application for registration.
 - 3.4. When a newly imported aircraft was registered on the Namibian Register previously, the obligation rests with the new owner to ascertain the previous registration letters of such an aircraft and submit these to the Airworthiness Department. Should such information be withheld from the Airworthiness Department. and later come to light, the allocation of reserved callsign will be cancelled.
 - 3.5. An Application for Registration (FSS-AIR-FORM 004) of which Part II has been completed and signed by only the new owner, must be submitted.

- 3.6. A copy of the owner's identity document, certified by a Commissioner of Oaths, must be submitted.
 - 3.7. If the aircraft is to be registered in the name of a company, close corporation (CC), partnership, trust or other organisation, Addendum A to Form FSS-AIR-FORM 004 signed and completed by ALL the directors, members, partners or trustees of such a company, CC, partnership, trust or organisation, must be submitted.
 - 3.8. Submission of a certified copy of the Register of Directors (Form CM29) of the said company, or Founding Statement (Form CK1 or CK2) of the said CC, approved and issued by the Registrar of Companies or Close Corporations, or letters of Authority (Form J246) of the said trust, issued and approved by the Master of the Supreme Court.
 - 3.9. Certified copies of the identity documents of each director, member, partner or trustee of the said company, CC, partnership, trust or organisation, must be submitted.
 - 3.10. Payment of the prescribed registration fee, as set out in NAMCAR Part 187, as amended.
 - 3.11. If an aircraft is registered in the name of a flying club, Form FSS-AIR-FORM 004 must be accompanied by an Addendum A to Form 17-2/0067, completed and signed by the chairman and secretary of the club, certified copies of the identity documents of the said signatories, as well as a Power of Attorney on the letterhead of the club, signed by all committee members of the club. Such a Power of Attorney must also accompany Form FSS-AIR-FORM 004 Part I when an aircraft of the club is sold and is registered in the name of the new owner.
 - 3.12. Paragraphs 4.7 through 4.9 are not applicable to aircraft operated under the provisions for Non-Type Certified Aircraft (NTCA), except when such an aircraft is registered in the name of a partnership.
4. The requirements for registration of change of ownership of an aircraft, are the following:
- 4.1. A Notification of Change of Ownership (FSS-AIR-FORM 004S) of which Part I has been completed and signed by the present registered owner only and Part II by the new owner only, must be submitted.
 - 4.2. When any person other than the owner of an aircraft, or a director of a company or a member of a CC which owns an aircraft, signs any part of aforesaid Form FSS-AIR-FORM 004 or Addendum thereto on behalf of the said aircraft owner, such a Form FSS-AIR-FORM 004 and/or Addendum must be accompanied by an original Power of Attorney or certified copy thereof in which such a person is explicitly authorised by the said aircraft owner to sign the said Form FSS-AIR-FORM 004 and/or Addendum thereto on his behalf.
 - 4.3. When an aircraft settles in an insolvent or deceased estate as an asset, the relative part of Form FSS-AIR-FORM 004 must be signed by the Executor of such an estate and be accompanied by a certified copy of the Executor's Letter of Appointment, approved and issued by the Master of the Supreme Court.
 - 4.4. Further requirements for registration or change of ownership are the same as for new registrations, as set out in paragraphs 4.6 through 4.12 above.
 - 4.5. If a company or CC which is an aircraft owner, is sold with its assets, it is considered as a change of ownership of the aircraft and the same requirements apply as for a change of ownership even if the aircraft remains in the name of the company or CC.
 - 4.6. Aircraft owners are specifically referred to NAMCARs Part 47, in terms of which both the registered owner and the new owner are compelled to notify the Executive Director within 14 (fourteen) days after change of ownership, of such a change. Should one or both parties fail to do so, the registration certificate of such an aircraft will lapse and it may not be flown until said requirements have been met.

- 4.7. When a newly registered owner takes possession of an aircraft, he must ensure that all the necessary documentation for the aircraft as listed in NAMCARs Part 47, Regulation 47.02.1 is handed over to the Airworthiness Department, and that the said documents are all valid.
 - 4.8. If a Court Order is issued in connection with an aircraft, a copy of such a Court Order, certified by a Commissioner of Oaths, must be submitted to the NCAA within 14 (fourteen) days, whether the order deals with attachment, non-payment, change of ownership, liquidation or sequestration or whatever the case may be. It must also be noted that such an aircraft may not be flown without permission of the NCAA, until a new certificate of registration has been issued in the new owner's name.
5. The requirements for registration of the change of address of an aircraft owner, are as follows:
- 5.1. Should the postal address and/or telephone number of an aircraft owner change, the Executive Director must be notified by the said owner in writing within 14 (fourteen) days after such changes.
 - 5.2. Payment of the prescribed fee, as set out in NAMCARs Part 187, 2001, as amended, must be made.
6. The requirements for registration of a change of name of an aircraft owner, are as follows:
- 6.1. If an aircraft is registered in the name of a company or CC and the name of the company or CC is changed, such an aircraft owner must apply in writing to the Executive Director of the NCAA within 14(fourteen) days after such a name change, to change the owner's name on the Registration Certificate (FSS-AIR-FORM 004S) of the aircraft. A certified copy of the Certificate of Change of Name of a company (Form CM9) or Amended Founding Statement (Form CK2), approved and stamped by the Registrar of Companies or CCs, must accompany the aforesaid application.
 - 6.2. Payment of the prescribed fee, as set out in NAMCARs Part 187, 2001, as amended.
7. The requirements for deletion of an aircraft from the Register of Civil Aircraft, are as follows:
- 7.1. Should an aircraft be damaged beyond economical repair and is sold as spare parts, the registered owner must complete and sign Application for Cancellation of Registration of an Aircraft (FSS-AIR-FORM 004H) and submit it to NCAA together with the last original Certificate of Registration, Certificate of Airworthiness and the airframe data plate of the aircraft.
 - 7.2. Should an aircraft owner sell his aircraft to a person or organisation outside the Republic of Namibia, the following documents must be submitted to the Airworthiness Department:
 - 7.2.1. Application for Cancellation of Registration of an aircraft (FSS-AIR-FORM 004H) completed and signed by the registered owner.
 - 7.2.2. Copy of Banker's Form F178 or Form NEP obtainable from registered owner's bank.
 - 7.2.3. Two copies of Customs Clearance - Form DA550, obtainable from the Customs and Excise District Office, Pretoria. Please note that both copies must bear the original stamp of Customs & Excise.
 - 7.2.4. Payment of the prescribed export fee, as set out in NAMCARs Part 87, 2001, as amended.

7.2.5. If an aircraft is exported to Botswana, Lesotho, Swaziland or South Africa, the only requirements are submission of Form FSS-AIR-FORM 004 and payment of the prescribed export fee.

8. The requirements for the issue of a duplicate Certificate of Registration or Airworthiness, are as follows:

- 8.1. Only the registered owner or aircraft maintenance organisation who is servicing the aircraft for the said owner, may apply in writing to the Executive Director of the NCAA for a duplicate certificate.
- 8.2. Such an application must be accompanied by payment of the prescribed fees, as set out in NAMCARs Part 87, 2001, as amended.

9. The following general requirements must kindly be noted:

- 9.1. When any person other than the owner of an aircraft, or a director of a company or a member of a CC or a partner or member of any organisation which owns an aircraft, signs any part of the said Form FSS-AIR-FORM 004 or Addendum thereto, or any other document relevant to the registration of the aircraft, on behalf of the said owner, such a Form FSS-AIR-FORM 004 and/or Addendum must be accompanied by an original Power of Attorney or certified copy thereof in which such a person is explicitly authorised by the said aircraft owner to sign the said Form FSS-AIR-FORM 004 and/or Addendum thereto, or any other document, on his behalf.
- 9.2. When an aircraft settles in an insolvent or deceased estate as an asset, the relative part of Form 17-2/0067, or any other document relevant to the registration of the aircraft, must be signed by the Executor of such an estate and, be accompanied by a copy of the Executor's Letter of Appointment, approved and issued by the Master of the Supreme Court and, certified as a true copy by a Commissioner of Oaths.
- 9.3. Kindly note that in all aforementioned cases (except where specifically indicated otherwise), only original documents or certified copies thereof will be accepted. Photostat copies, without an original signature and stamp of a Commissioner of Oaths, or facsimile of any documents, are unacceptable.

9.4. Please note:

As all the aforesaid requirements are clearly defined and published in this AIC and NAMCARs, it is not the duty of the NCAA to notify any aircraft owner or applicant of outstanding requirements in this regard. Applications which do not fully comply with the requirements set out above, will be grounded immediately in terms of Regulations 1.8 and 1.10 of the ANR's and, it will be the responsibility of the latest owner of the aircraft to comply with these requirements and to have the aircraft registered before such a grounding will be lifted.