NAMIBIA CIVIL AVIATION AUTHORITY

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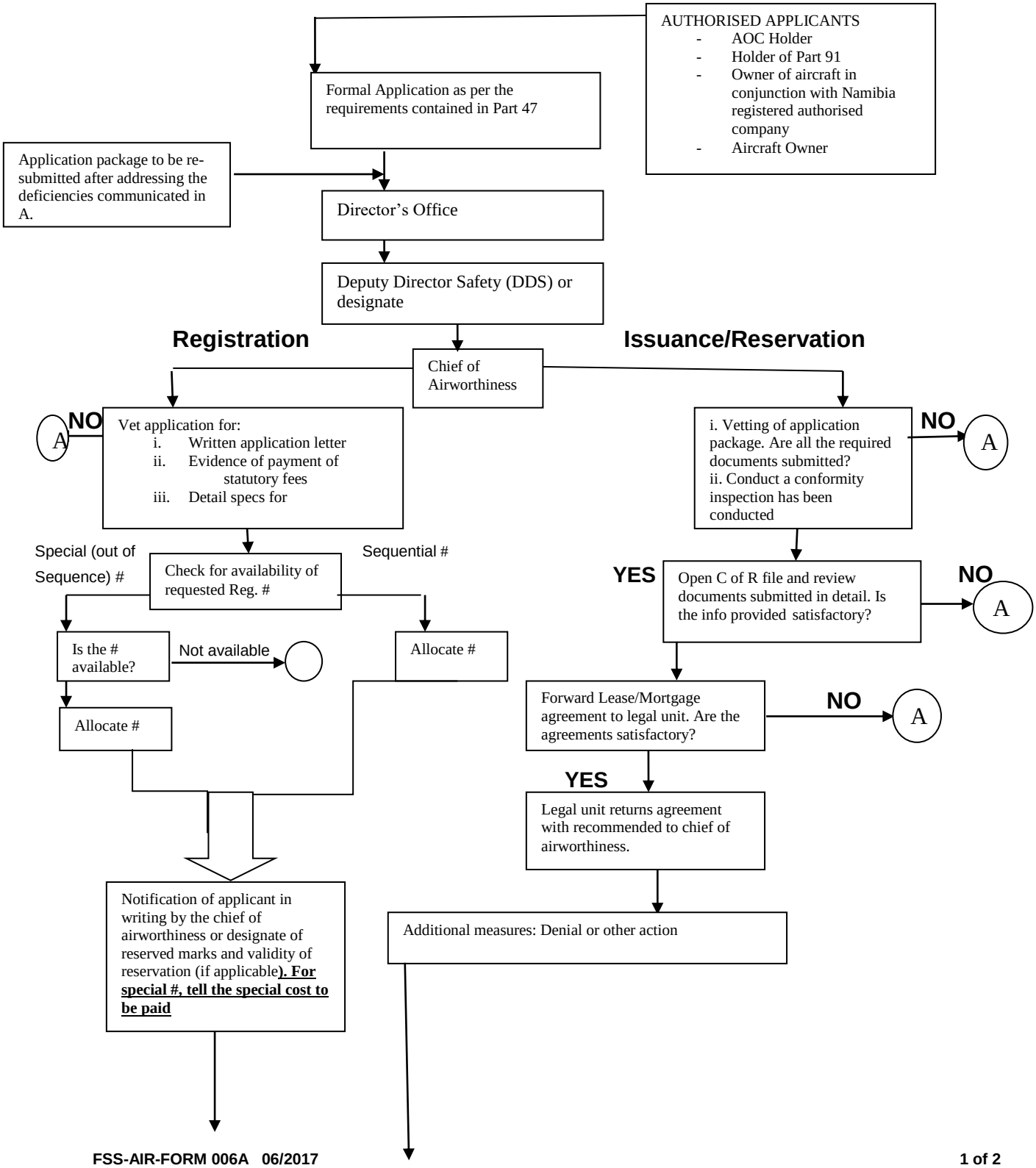
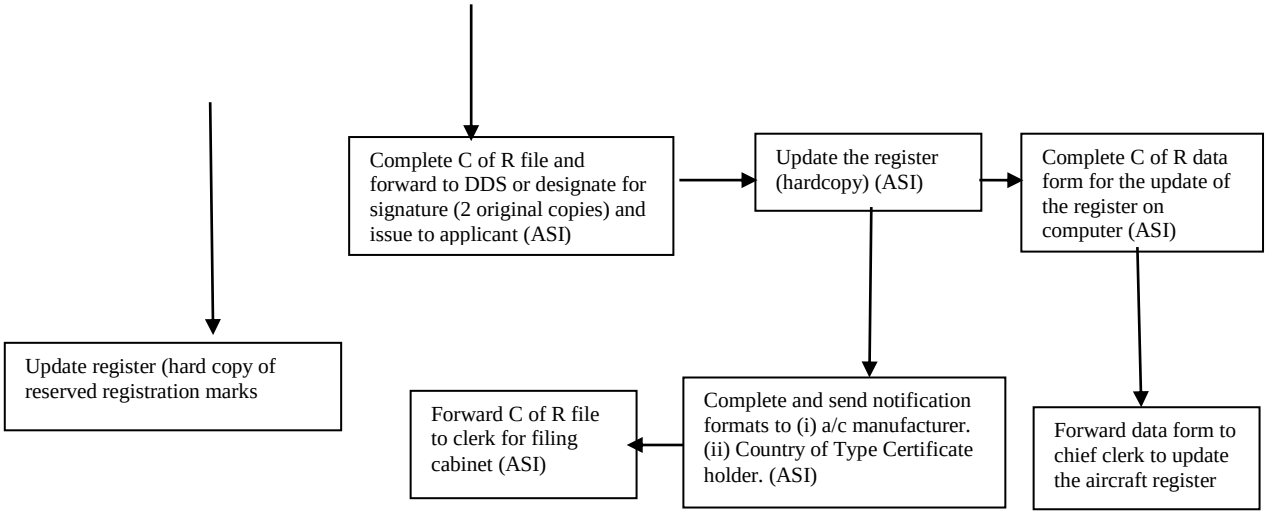
PROCEDURE FOR AIRCRAFT REGISTRATION (C OF R ISSUANCE AND RESERVATION) FLOW CHART




Complete C of R file and forward to DDS or designate for signature (2 original copies) and issue to applicant (ASI)
Update the register (hardcopy) (ASI)
Complete C of R data form for the update of the register on computer (ASI)
Update register (hard copy of reserved registration marks
Forward C of R file to clerk for filing cabinet (ASI)
Complete and send notification formats to (i) a/c manufacturer. (ii) Country of Type Certificate holder. (ASI)
Forward data form to chief clerk to update the aircraft register