



---

Private Bag 12003 Windhoek Namibia | (Tel) +264 61 702 212 | Web: <http://www.dca.com.na>

---

Applicant Name/Address)

.....  
.....  
.....  
.....

**ACKNOWLEDGEMENT OF APPLICATION FOR CERTIFICATE OF REGISTRATION  
FOR ..... AIRCRAFT TYPE WITH SERIAL NUMBER .....**

**1. REVIEW OF DOCUMENTS SUBMITTED:**

SATISFACTORY

NOT SATISFACTORY

(NOTE: Reverse side or FSS-AIR-FORM004A “Requirements for Registration of Aircraft” for the deficient documents)

**2. TYPE CERTIFICATION REQUIRED / NOT REQUIRED**

**3. REMARKS**

NAME: ..... SIGNATURE/DATE.....

## REQUIREMENTS FOR REGISTRATION OF AIRCRAFT

The following items are required to be submitted in respect of every application for registration of an aircraft. These are:

1. An application letter and the official application form (FSS-AWS-FORM004) for Certificate of Registration (C of R).
2. Evidence of payment of statutory charges in accordance with part 187
3. Copies of:
  - (i) Air Service License (ASL) (if Applicable)
4. Evidence of ownership viz bill of sale, lease/purchase agreement etc.
5. Copy of document(s) detailing the aircraft specifications. (This must be from a recognized source such as manufacturer's manual, etc.)
6. Document attesting to the aircraft noise certification
7. Evidence of deregistration addressed to NCAA (if currently registered in another Country).
8. The age of the aircraft.
9. The full name and postal address of the previous owner of aircraft.
10. Proof of any mortgage which has been recorded in respect of the aircraft, if applicable;
11. if the aircraft is to be registered in the name of an individual, proof of his or her identity;
12. if the aircraft is to be registered in the name of a company
  - (I) a copy of its most recent register of directors lodged with the Registrar of Companies in terms of the Companies Act, 1973;
  - (II) proof of identity of the director authorized to act on behalf of the applicant; and
  - (III) the authorizing resolution concerned in the appropriate form as prescribed in Document NAM-CATS-ARM;
13. Insurance

Proof of compliance with the provisions of the Sales Tax Act, 1992 (Act 5 of 1992), or the Customs and Excise Act, 1964 (Act 91 of 1964), as the case may be.

## Maintenance

14. Brief History of former system of maintenance under which the aircraft was been maintained prior to proposal to coming into Namibia Registry

15. Proposal on how the aircraft will be maintained further after entrance into the Namibia register.

NB: (i) Copies required as per items 3(i) are applicable to new operators processing their initial aircraft registration and intending to include that registration on an Air operator certificate.

Note: 3(i) are not required for aircraft to be operated in the private category.  
(ii) Where ASL is required for commercial operations it must still be valid.

(iii) Every agreement to be submitted as required in (4) must be that which has been duly signed by all parties to the said agreement.

(iv) A type certification validation exercise must have been concluded by the NCAA if the aircraft type is the first of its type on the Namibian Register of Civil Aircraft.