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|  | <p style="text-align: center;"><b>TANZANIA CIVIL AVIATION AUTHORITY</b><br/>DIRECTORATE OF SAFETY REGULATIONS<br/>AIRWORTHINESS</p> | <p>Revision: 1</p> <p style="text-align: center;"><b>Advisory<br/>Circular</b></p> |
| <p>Document No.:<br/><b>TCAA-AC-AWS001B</b></p>                                   | <p>Title: Aircraft Registration and De-Registration</p>                                                                             | <p style="text-align: center;"><b>Page 1 of 6</b></p>                              |

## 1.0 PURPOSE

This Advisory Circular (AC) is issued to provide information and guidance on the civil aviation regulatory requirements to Register and De - register an aircraft in United Republic of Tanzania as required by the Civil Aviation (Aircraft Registration and Markings) Regulations, in force.

## 2.0 REFERENCES

- 2.1 The Civil Aviation (Aircraft Registration and Markings) Regulations
- 2.2 The Civil Aviation (Airworthiness) Regulations.
- 2.3 The Civil Aviation (Instruments and Equipment) Regulations

## 3.0 GUIDANCE

### 3.1 Application for Registration

- 3.1.1 **Application Form** - A person who wishes to register an aircraft in United Republic of Tanzania shall apply to the Authority for aircraft registration by submitting a duly completed prescribed application **Form: TCAA-AC-AWS001B** to the Authority.
- 3.1.2 **Eligibility Requirements** – An applicant for aircraft registration shall meet the eligibility requirements stated in The Civil Aviation (Aircraft Registration and Markings) Regulations, as amended.
- 3.1.3 Application for aircraft registration is accepted only for aircraft of a type that is acceptable to the United Republic of Tanzania as required by the Civil Aviation (Airworthiness) Regulations.
- 3.1.4 The application form in 3.1.1, should be supported with attachments facilitate the evaluation exercise;
  - a) Proof of aircraft ownership or Bill of Sale or certified copy of lease agreement;
  - b) Certified copy of the certificate of incorporation if aircraft is owned by a body corporate;
  - c) Names of directors of the company owning or leasing the aircraft and their specimen signatures giving authority to register the aircraft and indicating whom among them has the mandate to transact on their behalf on matters of registration;
  - d) In case of encumbrances such as liens or mortgages documentation to that effect;

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- e) Owner's letter for application of no objection for importation of the aircraft;
- f) In case of an agent acting on behalf of the owner, certified copy of the power of attorney;
- g) A copy of government issued identity card or passport if an aircraft is owned by an individual;
- h) Evidence of removal of the 24-bit aircraft address assigned by the previous State of Registry;
- i) Evidence of aircraft station licence or radio licence;
- j) Evidence of how the continuous airworthiness of the aircraft will be managed
- k) The full description of the aircraft including the type, model, serial number;
- l) Serial numbers of major components (e.g. engines, and propellers as applicable);
- m) Type certificate or equivalent document;
- n) Supplementary type certificates (if applicable);
- o) Type certificate data sheet;
- p) Statement of compliance with the Civil Aviation (Instruments and Equipment) Regulations as amended;
- q) Export Certificate of Airworthiness;
- r) Copy of the current Certificate of Registration (if applicable);
- s) De-registration Note or Certificate of De-registration from previous State of Registry;
- t) Make and Part numbers of avionics systems and equipment installation on **Form: TCAA-AC-AWS002D** Aircraft Systems and Equipment installation;
- u) Airworthiness Directives (AD's) compliance status report;
- v) Manufacturers Service Bulletins compliance status Report;
- w) A copy of the current Certificate of Airworthiness (if any);
- x) Current and historical maintenance records; and
- y) Availability of United Republic of Tanzania's Approved Maintenance Organization with capability on aircraft type.

### 3.1.5 Aircraft documents evaluation;

It is required on application for aircraft registration, to submit to the Authority full specification of the aircraft as per the above-mentioned documents;

### 3.1.6 The aircraft that do not satisfy the acceptable Type Certificate requirements are classified non-compliant and shall not be accepted for registration in United republic of Tanzania. For aircraft type or model that is new on the United Republic of Tanzania's register it is therefore recommended that the applicant submits the application form and the documents listed in 3.1.4 above before the aircraft purchase is finalised to confirm that the aircraft type and airworthiness code are acceptable in United Republic of Tanzania.

**Note:** The process of Type Certificate acceptance and recognition of Airworthiness codes is detailed in advisory Circular **TCAA-AC-AWS021C**.

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### 3.2 Documents Evaluation

- 3.2.1 The application evaluation exercise is carried out to establish that the documents are authentic, genuine, valid and relate to the subject aircraft and also verify that the aircraft Type Certificate complies with an acceptable airworthiness code.
- 3.2.2 The in-depth evaluation of applicant's application package for Aircraft registration will commence when all the required documents are submitted.
- 3.2.3 The objective of the in-depth evaluation is to determine whether the documents are acceptable or not. If acceptable, the Inspector will contact the applicant and plan for the physical inspection of the aircraft to demonstrate compliance with the registration requirements
- 3.2.4 Where discrepancies such as non-compliance with the applicable Civil Aviation Regulations are noted, the documents will be returned to the applicant with a letter detailing the list of deficiencies
- 3.2.5 Upon successful evaluation of the documents for aircraft registration the process will progress to aircraft inspection.

### 3.3 Aircraft Inspection.

- 3.3.1 Upon acceptance of aircraft documents a physical aircraft inspection shall be carried out. Time and place shall be pre agreed between the operator/owner and the Authority.

### 3.4 Marking and manner of affixation

- 3.4.1 **Registration Combinations** - As required by the Civil Aviation (Aircraft Registration and Markings) Regulations, as amended, where letters that are used for the registration marks, combinations shall not be used that might be confused with;
- a) the five-letter combinations used in the International Code of Signals,
  - b) the three-letter combinations beginning with Q used in the Q Code, and
  - c) the distress signal SOS, XXX, PAN and TTT or other similar urgent signals.
- 3.4.2 **Location and Measurements of Registration Marks.** An aircraft registered in United Republic of Tanzania shall display nationality and registration marks as required by regulation 13 of the Civil Aviation (Aircraft Registration and Markings) Regulations, 2017 as amended.

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**3.4.3 Special Registration Marks-** An applicant who wishes to apply for Special Registration Marks shall apply in writing to the Authority for out of sequence registration marks.

The application for out of sequence registration marks shall include:

- a) The marks an applicant wants to reserve
- b) aircraft details, including manufacturer, model and serial number
- c) Proof of payment for out-of-sequence registration marks prescribed fee.
- d) Any supporting documents the Authority may require.

The Authority shall carry out an evaluation of the application in order to determine whether the requested registration marks are appropriate or not, and if they are already assigned to other Aircraft on the United Republic of Tanzania Civil Aircraft Register or not.

The Authority will notify the applicant of the availability for the desired registration marks upon being satisfied that the application for such reservation meets all the Authority requirements.

**Note:** *The reserved registration mark cannot be used unless the aircraft has been registered on the United Republic of Tanzania Civil Aircraft Register and granted with a Certificate of Registration by the Authority.*

*Registration marks for the aircraft that have been deregistered and exported shall be requested after not less than six months from the date the aircraft was deregistered / exported.*

*Registration marks for aircraft that has been involved in an accident and declared written off shall be requested two years after the final report from AIB, all debts and liens have been cleared and operator given notice by the Authority in regards to deregistration of the aircraft.*

#### **3.4.4 Change of Aircraft Registration Marks**

**3.4.4.1** To change aircraft registration marks on a United republic of Tanzania registered aircraft, an applicant shall submit a request on a form prescribed by the Authority;

**3.4.4.2** Upon approval by the Authority the applicant shall return the original certificate of registration (C of R) duly endorsed at the back of the certificate.

**3.4.4.3** The application of the aircraft registration marks shall be accompanied by proof of payment of the prescribed fee.

**3.4.4.4** A new certificate of registration bearing new marks will be issued.

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#### 4.0 DE-REGISTRATION

**4.1** The Authority may pursuant to the Civil Aviation (Aircraft Registration and Markings) Regulations, as amended, de-register or cancel the registration of an Aircraft under the following circumstances;

**4.1.1** Upon application by the registered owner for purposes of registering the aircraft in another state or for any other purpose; or

**4.1.2** Upon the destruction of the aircraft or its permanent withdrawal from its use; or

**4.1.3** Upon failure to trace the aircraft and/or registered owner.

**4.2** Where the registered owner seeks to de-register the aircraft, he or she will submit the following documents to the Authority:

- (a) Dully filled application form **TCAA-AC-AWS001C**
- (b) Proof of applicant authorization if the aircraft is recorded in IDERA.
- (c) The original C of R duly signed at the back;
- (d) Proof of payment of prescribed fees;
- (e) Proof of landing and parking fees clearance;
- (f) Proof of Air Navigation charges clearance; and
- (g) Release of previous lease agreement or financier or lien (If Applicable).
- (h) Evidence for removal of the 24-bit aircraft address.
- (i) Removal of nationality, common and registration mark
- (j) Evidence of removal of identification plate

**4.2.1** Upon receipt of documents above, the Authority will verify the signature of the owner or the legal representative. It may be necessary to submit legal documents of consent and authorization.

**4.2.2** If an Export Certificate of Airworthiness is to be issued the requirements of the Civil Aviation (Airworthiness) Regulations, as amended, shall apply.

#### 5.0 AIRCRAFT SAFETY OVERSIGHT REQUIREMENTS

##### 5.1 Training requirements to Ensure Safety Oversight:

**5.1.1** For a new aircraft type on the United Republic of Tanzania Aircraft Civil Register, the operator will be requested to provide training to Authority inspectors on the aircraft type (on a case-by-case basis).

**5.1.2** The number of inspectors to be trained will depend on the size and complexity of the aircraft. This will include Airworthiness and Flight Operations inspectors;

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**5.1.3** For a series type of an aircraft, a refresher or difference course may be required to keep abreast to the technological advancement or differences.



**Director Safety Regulations**