
ACCEPTANCE AND REGISTRATION OF AIRCRAFT

1.0 PURPOSE

This Advisory Circular (AC) is issued to provide information and guidance on the civil aviation regulatory requirements to register an aircraft in Kenya.

2.0 REFERENCES

- 2.1 Civil Aviation (Aircraft Nationality and Registration Marks) Regulations, 2018
- 2.2 Civil Aviation (Airworthiness) Regulations, 2018
- 2.3 Form: AC-AWS001C
- 2.4 AIC 22/16 (As Amended)
- 2.5 Advisory Circular CAA-AC-AWS025 (As Amended)

3.0 GUIDANCE

3.1 Application and Evaluation of Documents

3.1.1 A person who wishes to register an aircraft in Kenya shall apply for aircraft acceptance by submitting a duly completed prescribed application form, No **Form: AC-AWS001C** to the Authority.

3.1.2 In addition to the application form the following documents and or information should be submitted by the applicant to facilitate the aircraft acceptance evaluation exercise.

- a) The full specification of the aircraft including the type, model, serial number.
- b) Type certificate or equivalent document.
- c) Supplementary type certificates (if applicable).
- d) Type certificate data sheet.
- e) Statement of compliance on the civil aviation (Instruments and Equipment) Regulations 2018.
- f) Export Certificate of Airworthiness.
- g) Compliance with the current KCAA Aircraft 'B2, 'B3', and 'A9' Notices.
- h) Copy of the current Certificate of Registration (if applicable).
- i) Serial numbers of major components (e.g. engines, and propellers as applicable).
- j) Make and Part numbers of avionics and equipment installation.
- k) Airworthiness Directives (AD's) status report.
- l) A copy of the current Certificate of Airworthiness (if any).
- m) Current and historical maintenance records.
- n) Availability of a KCAA Approved Maintenance Organization with capability on aircraft type.

3.1.3 The application will not be accepted unless all the required information and documents have been submitted.

- 3.1.4 The application shall be for an aircraft, its engines, propellers, equipment and systems whose type Certificate complies with the Authority acceptable airworthiness code as specified by Regulation 4 of the Civil Aviation (Airworthiness) Regulations, 2018.

NOTE: The application evaluation exercise is meant to establish that the attached documents are authentic, valid and relate to the subject aircraft. Documents and information that is not satisfactory must be rejected.

3.2 Acceptance of Type Certificates

3.2.1 The Authority shall accept an aircraft type certificate or equivalent document issued by a State of Design as published in AIC 22/16 (amended).

3.2.2 To facilitate effective aircraft safety oversight, the State of design or State of manufacture acceptable Aircraft Type Certificate must have provisions:

- a) To publish aircraft technical documents and literature (e.g. flight manual, maintenance manuals etc.) in English.
- b) To mail to the authority and the operator the current amendments of all relevant aircraft technical and operation literature.
- c) To manufacture aircraft equipment, instruments with indication markings and placards in English and Arabic numerals.
- d) To deliver aircraft type design incorporating the minimum recommended emergency features, and emergency equipment with clear operating instructions in English.

3.3 Ineligibility

The aircraft that does not satisfy the acceptable Type Certificate requirements is classified **Non-Compliant** and cannot be accepted for registration.

3.4 Aircraft Inspection

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

3.5 Registration Acceptance

3.5.1 On completion of a successful Aircraft documents evaluation and Aircraft Inspection the recommendation is forwarded to personnel licencing for issue of a Certificate of registration.

3.5.2 Upon acceptance of the aircraft the following Administrative documents shall be submitted to the Authority by the applicant;

- a) A document to prove aircraft ownership (e.g. Bill of Sale);
- b) Copy of a Government issued Identity Card or Passport as appropriate
- c) A certified copy of the Certificate of Incorporation if owned by a company;
- d) Names of directors of the company owning or leasing the aircraft and their specimen signatures giving authority to register the aircraft and indicating who among them has the mandate to transact on their behalf on matters of registration.
- e) A certified copy of the Lease Agreement if the aircraft is on lease

- f) Letter of authority (if the application is made on behalf of the owner (s))
 - g) A certified copy of a current aircraft insurance certificate
 - h) Proof of payment of prescribed fees
- 3.5.3 A certificate of registration will not be issued until a de-registration certificate from the previous State of registry or a statement from the State of manufacture in the case of a new Aircraft is received.
- 3.5.4 The following combinations shall not be used while issuing registration marks;
- a. The three-letter combinations beginning with Q used in the Q Code
 - b. five-letter combinations used in the International Code of Signals
 - c. The distress signal SOS, or other similar urgent signals, e.g. XXX, PAN and TTT; or
 - d. The marks used shall not be as similar to international marks as to be confused with the International Five Letter Code of Signals or Distress Codes or codes referenced in the current and effective International Telecommunications Regulations.

3.6 Results

- 3.6.1 Completion of this task results in acceptance and issuance of an aircraft certificate of Registration.
- 3.6.2 Issue Notice of denial

4.0 VARIATION OF AIRCRAFT REGISTRATION – OWNERSHIP PARTICULARS (RE- REGISTRATION)

- 4.1 Change of registration or ownership particulars will be effected in conformity with the Civil Aviation Regulations and the following shall apply: -
- 4.1.1 Re-registration of an aircraft will result in issuance of a new Certificate of Registration, and a new entry will be made in the aircraft Register.
 - 4.1.2 The original Certificate of Registration must be returned to the Authority with the relevant information completed on the reverse side.
 - 4.1.3 An application for Transfer of Aircraft Ownership shall forwarded to the Authority and the following documents shall be attached :
 - a) Copy of a Government issued Identity Card or Passport as appropriate
 - b) A certified copy of the Certificate of Incorporation if owned by a company;
 - c) Names of directors of the company owning or leasing the aircraft and their specimen signatures giving authority to register the aircraft and indicating who among them has the mandate to transact on their behalf on matters of registration.
 - d) A certified copy of the Lease Agreement if the aircraft is on lease
 - e) Release of previous lease agreement or financier (If Applicable)
 - f) Letter of authority (if the application is made on behalf of the owner (s))
 - g) Proof of payment of prescribed fees
 - h) Landing and parking fees clearance
 - i) Air Navigation charges clearance

5.0 VARIATION OF AIRCRAFT REGISTRATION - CHANGE OF REGISTRATION MARKS

- 5.1 To change aircraft registration marks for a Kenya registered aircraft the following requirements shall apply: -
- 5.1.1 An applicant shall make the request for change of marks to the Authority in writing, giving reasons for the change;
 - 5.1.2 The request shall be approved by the Authority before being effected, after which the applicant is required to return to the Authority the original C of R and the Certificate of Airworthiness (C of A), for replacement;
 - 5.1.3 All prescribed fees shall be paid; and
 - 5.1.4 A new C of R bearing the new registration marks will be issued.

6.0 DE-REGISTRATION

- 6.1 The Authority may pursuant to Regulation 9 of the Civil Aviation (Nationality and Registration Marks) Regulations 2018 .De-register or cancel the registration of an aircraft under the following circumstances: -
- 6.1.1 Upon application by the registered owner for purposes of registering an aircraft in another state or for any other purpose; or
 - 6.1.2 Upon the destruction of the aircraft or its permanent withdrawal from its use.
 - 6.1.3 The registered owner shall apply for de-registration to the Authority and the following documents shall be attached;
 - a) The original C of R duly signed at the back.
 - b) Proof of payment of prescribed fees
 - c) Landing and parking fees clearance
 - d) Air Navigation charges clearance
 - e) Release of previous lease agreement or financier (If Applicable)
 - 6.1.4 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.
 - 6.1.5 Update the Aircraft Register.

6.2 Training requirements

For a new aircraft type on the Kenya Aircraft Civil Register, the operator shall provide manufacturers training to Authority's inspectors on the type.

- a) 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;
- b) For a series type of an aircraft, a refresher or difference course may be required to keep abreast to the technological advancement or differences.



Appendix 1

FORM: AC-AWS001C

May 2018

APPLICATION FOR REGISTRATION OR RE-REGISTRATION OF AIRCRAFT

This Application Form when completed, should be forwarded to the Director General, NAIROBI and must be accompanied by the documents listed on the attached ANNEX I as appropriate.

1.	Type and description of Aircraft (Including seating capacity)	
2.	Overall Dimensions. Height..... Span (Open)..... Length..... Span (folded).....	
3.	Number of Engines..... Type of Engines..... H.P.....	
4.	Name and address of Constructor	
5.	Constructors Serial Number	
6.	Is the Aircraft on lease?	
7.	Is the aircraft already registered? If so give full particulars	
8.	Name and address of the Owner	
9.	Name and Address of lessee	
10.	Name and address of the Financier	
11.	Is the aircraft owned/operated wholly either by: (a) The Government of Kenya (b) Citizens of Kenya or persons bona fide resident in Kenya or such other persons as the Kenya Minister of Transport may approve (c) And bodies corporate (i) Established under and subject to the laws of Kenya, or (ii) Established under and subject to the laws (iii) Of such country as the Kenya Minister of Transport may approve.	
12.	Usual station of Aircraft	

I HEREBY DECLARE that the above particulars are true in every respect

Name and Signature of the Owner (Item 8 above)

Date

Name and Signature of the applicant.....

Date of Application.....

FOR OFFICIAL USE. TO BE COMPLETED BY THE OFFICER ACCEPTING THE APPLICATION.

I hereby declare that I have checked the application form and the documents attached and I confirm that they are satisfactory and the application is accepted for the issue of the Certificate of Registration for aircraft(type and registration marks).

I have therefore allocated the aircraft Registration Marks, 5Y.....

Name and designation of the officer.....

Signature of the officer.....

Date application received.....