
REGISTRATION, RE-REGISTRATION AND DE-REGISTRATION OF AIRCRAFT

1.0. PURPOSE

- 1.1. This Advisory Circular (AC) is issued to provide information and guidance on the Civil Aviation (Aircraft Nationality and Registration Marks) regulations currently in force which contains requirements for the display of the marks and to indicate appropriate nationality and registration.
- 1.2. This AC is applicable to a person or entity that submits a request for registration, re-registration of the Certificate of Registration (C of R), transfer of registration or deregistration (cancellation) of an aircraft who can be; an owner, operator, authorized party in the case of an Irrevocable De-Registration and Export Request Authorization (IDERA) or a certified designee in the case of a Certified Designee Confirmation Letter (CDCL).
- 1.3. This Advisory Circular supersedes CAA-AC-AWS001D dated May 2018.

2.0. REFERENCES

- 2.1. Civil Aviation (Aircraft Nationality and Registration Marks) Regulations
- 2.2. Civil Aviation (Airworthiness) Regulations
- 2.3. Form: AC-AWS001-1 -- Application form for Certificate of Registration /Re-Registration of Aircraft (as amended).
- 2.4. Form: AC-AWS001-2 - Application for Deregistration (as amended).
- 2.5. Form: AC-AWS001-3 - Application form for Confirmation & Removal of a Certified Designee (as amended).
- 2.6. Form: AC-AWS001-4 -- Application form for Revocation of an Irrevocable De-registration and Export Request Authorisation (as amended).
- 2.7. Advisory Circular CAA-AC-AWS025 -- Verification of Operations Derived Instrument and Equipment which are part or not Part of Aircraft Type Certification (As Amended)
- 2.8. Advisory Circular CAA-AC-AWS004 -- Restricted certificate of airworthiness, export certificate of airworthiness and special flight permit (as amended).
- 2.9. Advisory Circular CAA-AC-AWS013 -- Recognition of Airworthiness Code and Acceptance of Type Certificate, Advisory Circular (As Amended)
- 2.10. Convention on International Civil Aviation (Chicago Convention)

- 2.11. The Convention on International Interests in Mobile Equipment (Cape Town Convention) and the Protocol to the Convention on International Interests in Mobile Equipment on Matters specific to Aircraft Equipment (Aircraft Protocol).
- 2.12. The Convention on the International Recognition of Rights in Aircraft (Geneva Convention)

3.0. GUIDANCE

- 3.1. The aircraft registration is the basis on which continuing airworthiness, licensing, certification and other requirements for that aircraft are established. It enables the State to exercise the continued safety
- 3.2. Every aircraft must bear its appropriate nationality and registration marks consisting of a group of characters. They must be painted on the aircraft or be affixed by any other means ensuring a similar degree of permanence. The marks must be kept clean and visible at all times.
- 3.3. The application shall be for an aircraft, its engines, propellers, rotors, equipment and systems whose type Certificate complies with the Authority acceptable airworthiness requirements (Airworthiness codes) as specified in Civil Aviation (Airworthiness) Regulations. If the aircraft type does not have a CAA type certificate or the applicant cannot achieve conformance to appropriate maintenance arrangement, then the registration cannot be continued.
- 3.4. Aircraft nationality and registration marks previously assigned to a specific aircraft serial number shall not be reallocated to any other aircraft serial number, except to the same aircraft serial number.

4.0. REGISTRATION OF AIRCRAFT

4.1. General Information on Aircraft Registration Process

- 4.1.1. The application of the Civil Aviation (Aircraft Nationality and Registration Marks) Regulations in respect of registration of aircraft will be consistent with the classification of aircraft in Table 1 of the first schedule of the regulations, except meteorological balloons used exclusively for meteorological purposes or to unmanned free balloons without a payload.
- 4.1.2. Applicants are reminded that the registration process is separate from that of obtaining a Certificate of Airworthiness. It should be noted that, the aircraft shall not be flown until the registration process is complete and a certificate of airworthiness is issued. However, depending on the location of the aircraft, the applicant may apply for a Special Flight Permit to facilitate movement of the aircraft for any purpose stipulated in the Civil Aviation (Airworthiness) Regulations.
- 4.1.3. In order to avoid any delays, the applicant shall ensure that the aircraft conforms to the airworthiness requirements for issuance of the Certificate of Airworthiness stipulated in the Civil Aviation (Airworthiness) Regulations.

- 4.1.4. Issuance of a Certificate of Registration is dependent upon the applicant demonstrating compliance with the stipulated requirements.
- 4.1.5. The process of Issuance of a Certificate of Registration involves a five-phase process listed and described in detail below:
 - 4.1.5.1. Pre-application phase.
 - 4.1.5.2. Submission of the application.
 - 4.1.5.3. Document evaluation
 - 4.1.5.4. Assessment and Inspection of aircraft
 - 4.1.5.5. Registration of aircraft.

4.2. Aircraft Registration Process

4.2.1. Pre-application phase

The pre-application phase starts with the applicant making an initial inquiry by letter, telephone call or personal visit to the Authority. The Authority upon receiving the inquiry will schedule an orientation meeting in writing. During the meeting the Authority will advise the applicant on the Aircraft Registration process including requirements to register an aircraft and provide standard information package comprising of the following;

- 4.2.1.1. Applicable CAA regulations
- 4.2.1.2. Advisory materials e.g. Circulars
- 4.2.1.3. Procedures and approximate processing times.
- 4.2.1.4. Application form and related instructions.
- 4.2.1.5. Location of aircraft for physical inspection
- 4.2.1.6. List of documents, which need to be submitted to support the application including:
 - 1) Proof of eligibility to register,
 - 2) Copy of a Government of Kenya issued Identity Card or Passport as appropriate
 - 3) A certified copy of the Certificate of Incorporation if owned by a company;
 - 4) 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.
 - 5) a copy of the lease or evidence of ownership (for example, bill of sale or its equivalent)
 - 6) Evidence of 24-bit aircraft address or Mode S address assigned by the current State of Registry as applicable.
 - 7) evidence of aircraft station license or radio license issued by the current State of Registry (as applicable).
 - 8) Export Certificate of Airworthiness before aircraft registration (as applicable)
 - 9) Initial Statement of compliance on the Civil Aviation (Instruments and

- Equipment) Regulation currently in force.
- 10) Logbooks of the aircraft, engine, propeller and associated parts that can be tracked to its production record (back to birth maintenance records).
 - 11) Confirmation of availability of a KCAA Approved Maintenance Organization with capability on aircraft type (as applicable).
 - 12) Current Emergency locator transmitter certificate (as applicable).
 - 13) Current noise certification (as applicable)
 - 14) Current Certificate of Airworthiness
 - 15) Certificate of Registration.
 - 16) Current aircraft maintenance status.
 - 17) Aircraft Type Certificate and Type Certificate Data Sheet.
 - 18) List of Supplemental Type certificates incorporated (if applicable).
 - 19) A certified copy of the Lease Agreement if the aircraft is on lease
 - 20) If applicable, ensure there is a confirmation letter to transfer the rights to export the aircraft by a certified designee or authorized party identified in the Irrevocable De-registration and Export Request Authorization (IDERA)
 - 21) Commitment letter towards training Authority inspectors for new aircraft type.
 - 22) Current technical assessment report of the aircraft from the applicant.
 - 23) The full specification of the aircraft including the type, model, serial number.
 - 24) Make and Part numbers of avionics and equipment installation.
 - 25) Airworthiness Directives (AD's) status report.
 - 26) Payment of KCAA regulatory fees

4.2.1.7. For a new aircraft type being added to the Kenya Civil Aircraft Register, the Inspector shall advise the operator on the flight operations and airworthiness inspectors' training requirements specific to that aircraft type. The number of inspectors to be trained will depend on the aircraft's size and complexity.

4.2.1.8. This training shall include at least inspectors from both the Airworthiness (mechanical and avionics) and Flight Operations departments. The aircraft type training course will be completed prior to aircraft acceptance inspection.

4.2.1.9. For aircraft of a series type, a refresher or differences training course shall be required to ensure that Authority inspectors remain current with technological advancements and any variations within the aircraft series.

4.2.1.10. For a new aircraft type, the type certificate shall be accepted as guided by Advisory Circular, CAA-AC-AWS013 (as amended) prior to aircraft acceptance inspection.

4.2.2. **Submission of Application**

The formal application package shall be submitted to the Authority including an application form and forwarding letter accompanied by the required documentation listed above and as discussed during the Orientation meeting.

4.2.3. Document evaluation.

- 4.2.3.1. The Authority will carry out a detailed examination and verification of all documents submitted by an applicant to ensure that they are authentic, valid and relate to the subject aircraft in every aspect required by the regulations and is adequately covered. The Authority will communicate the outcome of this examination to the applicant in writing.
- 4.2.3.2. Upon acceptance of the aircraft documents, a physical aircraft inspection shall be carried out. The time and place of the inspection shall be pre-agreed between the operator/Owner and the Authority.

4.2.4. Assessment and inspection of aircraft phase

- 4.2.4.1. The Authority will carry out a physical inspection and verify the information provided in the formal application package, during which the Inspector will examine the aircraft and its maintenance records to confirm compliance with the requirements and airworthiness standards. If the aircraft and records are found to be in acceptable condition, the applicant will be required to submit the necessary administrative documents to complete the issuance of the certificate of registration, however, if any issues or discrepancies are identified, a findings report will be issued until satisfactory corrective action is demonstrated by the applicant.
- 4.2.4.2. In the event of unsatisfactory assessment for Certificate of registration, the Authority will inform the applicant of the discrepancies in writing.

4.2.5. Registration of aircraft

- 4.2.5.1. A certificate or notice of de-registration from the current state of registry or a letter from the state of manufacture (if the aircraft is new and has never been registered in any other state) confirming non- registration should first be communicated and received by the Authority. The communication shall be State to State and should never be presented by the applicant, it is evidence of removal of the 24-bit aircraft address assigned by the previous State of Registry.

NOTES

- 1) Removal of the assigned 24-bit aircraft addresses is required when an aircraft is deregistered.*
 - 2) Registration of aircraft and assignment of 24-bit aircraft addresses are done simultaneously or with a minimum time gap by the State of Registry.*
- 4.2.5.2. Once it is determined that the application form, all required documents comply with the regulations and satisfactory physical aircraft inspection, the Authority will assign

nationality and registration marks to the aircraft, issue the certificate of registration to the applicant and update the aircraft register.

- 4.2.5.3. Upon a first registration of an aircraft of particular type, the Authority shall notify the State of Design that it has entered such an aircraft on its register as appropriate.
- 4.2.5.4. In the event of unsatisfactory application for Certificate of registration, the Authority will inform the applicant in writing.
- 4.2.5.5. Subsequent to the issuance of a certificate of registration, the Authority will be responsible for safety oversight of that aircraft.

NOTE:

The certificate of registration remains valid until it is amended, re-issued, suspended, revoked or the aircraft is deregistered.

5.0. VARIATION OF CERTIFICATE OF REGISTRATION (RE-REGISTRATION)

- 5.1. There may be instances when a certificate of registration needs to be reissued due to change of the information contained in the certificate of registration. The holder of the certificate of registration needs to inform the Authority immediately in writing about:
 - 5.1.1. any change in the owner or operator details that will affect the information contained in the certificate of registration; or
 - 5.1.2. Any change in the contact information and address to ensure that any safety-related information can be disseminated to the correct address.
 - 5.1.3. Any other change of the information contained in the certificate of registration.
- 5.2. In these cases, a new certificate of registration may need to be issued once the owner/Applicant submits a duly filled application form (Form: AC-AWS001-1 (as amended)) including payment of the applicable regulatory fees.
- 5.3. Before issuing a new certificate of registration, the Authority will first confirm whether there is an IDERA or CDCL recorded with respect to the applicable aircraft. If so, a new certificate of registration reflecting a change to the holder will not be issued without the consent of the relevant authorized party under the IDERA or CDCL or the removal of such IDERA or CDCL from the registry by such authorized party.
- 5.4. If the authorized party or certified designee is a company, there will be need for a letter of authorization (where applicable), signed under company seal, nominating authorized persons to act on behalf of the company. When there is any change in the owner, the previous certificate of registration must be returned to the Authority with the relevant information completed on the reverse side (if applicable), to update the aircraft register accordingly.

- 5.5. An application for re-registration of Aircraft shall be submitted to the Authority together with the following documents:
- 5.5.1. Copy of a Government issued Identity Card or Passport as appropriate
 - 5.5.2. A certified copy of the Certificate of Incorporation and CR12 if owned by a company;
 - 5.5.3. 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.
 - 5.5.4. A certified copy of the lease agreement or sub lease agreement if the aircraft is on lease
 - 5.5.5. Termination of previous lease agreement or financier (If Applicable)
 - 5.5.6. Letter of authority (if the application is made on behalf of the owner (s))
 - 5.5.7. Proof of payment of prescribed fees
 - 5.5.8. Landing and parking fees clearance
 - 5.5.9. Air Navigation charges clearance
- 5.6. The Authority will conduct an evaluation of the administrative documents and when satisfactory, re-issue the certificate of registration.

5.7. Duplicate Certificate of Registration

Operators may occasionally request a duplicate Certificate of Registration when the original has been lost, misplaced, or damaged. In these cases, the owner must submit an application for a duplicate certificate along with the following supporting documents:

- 5.7.1. An affidavit
- 5.7.2. A police Abstract
- 5.7.3. A copy of the Certificate of registration
- 5.7.4. The applicable fee

The Authority will conduct an evaluation of the submitted documents and when satisfactory, issue a duplicate certificate of registration.

6.0. IRREVOCABLE DE-REGISTRATION AND EXPORT REQUEST AUTHORISATION (IDERA)

- 6.1.1. An Irrevocable De-registration and Export Request Authorisation (IDERA) enable an authorised party to request de-registration and export of a Kenya-registered aircraft upon default, consistent with the Kenya ratification of the Cape Town Convention Aircraft Protocol.
- 6.1.2. Only one IDERA is recorded for the specific aircraft at any time.
- 6.1.3. Authorised Party is the party appointed under the IDERA to exercise de-registration/export rights.
- 6.1.4. Certified Designee is a representative authorised by the Authorised Party.
- 6.1.5. Applications on relating to the following on Irrevocable De-registration and Export Request Authorisation (IDERA) will be made by the Authorised Party or their certified designee as is the case using the designated online application platform;
 - 6.1.5.1. Registering an IDERA.
 - 6.1.5.2. Designating and removing a Certified Designee.

6.1.5.3. Revoking an IDERA.

6.2. Registering an IDERA

- 6.2.1. An applicant seeking to register an IDERA is required to submit the duly signed IDERA in the form prescribed under the Aircraft Protocol on the debtor's letterhead and on one (1) page.
- 6.2.2. The Authority will review the IDERA and, if satisfactory notify the applicant to submit in person at least two (2) originals duly signed IDERA in the form prescribed under the Protocol on the debtor's letterhead and on one (1) page for the Director General to stamp and countersign on behalf of the Authority.

6.3. Designating and Removing Certified Designee

- 6.3.1. The Authorised Party may appoint a Certified Designee by submitting a completed and signed designation letter prescribed in Form:AC-AWS001-3 and documentation identifying the Certified Designee to be removed.
- 6.3.2. Where the Authorised Party or Certified Designee is a company, a document duly executed by the company is required to be submitted, nominating the authorised person to act on behalf of the company.
- 6.3.3. In the event of a transfer of ownership, the previous original copy of the Certificate of Registration shall be surrendered to the Authority together with the required documentation supporting the transfer, to enable the aircraft register to be updated accordingly.
- 6.3.4. The Authority will acknowledge the designation Letter to demonstrate acceptance of the Authorised Party's designation/removal request.

6.4. IDERA Revocation

- 6.4.1. The registered owner or Authorised Party (if empowered) may revoke the IDERA by submitting a completed and signed revocation letter prescribed in Form:AC-AWS001-4 and a certified copy of the IDERA's countersigned by the Authority.
- 6.4.2. The registered owner or Authorised Party (if empowered) will be notified if necessary to submit original copy of IDERA countersigned by the Authority.
- 6.4.3. The Authority will acknowledge the revocation letter to demonstrate acceptance of the Authorised Party's revocation request.

7.0. AIRCRAFT MORTGAGE

- 7.1. An aircraft mortgage is a secured loan agreement where an aircraft acts as collateral for funds borrowed to purchase, refinance, or upgrade it. The borrower retains legal ownership and possession, while the lender holds a registered, legal security interest (lien) on the aircraft, engines, and parts, allowing them to repossess it if the debt is not repaid.

7.2. Applications on relating to the following on aircraft mortgage will be made through the designated online application platform;

7.2.1. Entry of an aircraft mortgage in the Kenya Aircraft Register

7.2.2. Amendment of registered mortgage particulars

7.2.3. Removal (Discharge) of a registered mortgage

7.3. Entry Of an Aircraft Mortgage

7.3.1. The applicant is required to submit the following documents;

7.3.1.1. A duly completed Application form for Certificate of Registration/Re-Registration of Aircraft, Form: AC-AWS001-1 (as amended).

7.3.1.2. A certified true copy of the executed mortgage deed.

7.3.1.3. Power of Attorney (if application submitted by agent).

7.3.1.4. Original Certificate of Registration.

7.3.2. Notwithstanding the above, the applicant is required to submit any document required by the Authority.

7.3.3. The mortgage deed is required to contain aircraft particulars such as registration marks, manufacturer, model, serial number etc and details of the mortgagor and mortgagee, including legal name, registered address, contact person, email and telephone.

7.3.4. Where the mortgage is in a language other than English, the application shall also be accompanied by a certified true copy of mortgage and translation of the mortgage in English language.

7.3.5. Where two or more aircraft are the subject of one mortgage or where the one aircraft is the subject of two or more mortgages, separate applications shall be made in respect of each aircraft or of each mortgage.

7.3.6. The mortgage deed must clearly show execution by the mortgagor and the mortgagee.

7.4. Amendment Of Registered Mortgage

7.4.1. The applicant is required to submit the following documents;

7.4.1.1. A duly completed Application form for Certificate of Registration/Re-Registration of Aircraft, Form: AC-AWS001-1 (as amended), if the amendment affects the certificate of registration.

7.4.1.2. A certified true copy of the executed mortgage deed exists.

7.4.1.3. Details of the amendment are certified.

7.4.1.4. Power of Attorney (if application submitted by agent).

7.4.1.5. Original Certificate of Registration has been returned if the amendment affects the certificate.

7.4.2. Notwithstanding the above, the applicant is required to submit any document required by the Authority.

7.4.3. Amendment requests must be supported by documentation executed by the mortgagor; and the mortgagee, where the amendment affects rights, obligations, or secured amounts.

7.5. Removal (Discharge) of Aircraft Mortgage

- 7.5.1. The applicant is required to submit the following documents for remove any entry of mortgage from the Aircraft Register;
 - 7.5.1.1. A duly completed Application form for Certificate of Registration/Re-Registration of Aircraft, Form: AC-AWS001-1 (as amended).
 - 7.5.1.2. Identification of the existing mortgage.
 - 7.5.1.3. A certified true copy of documentary proof of discharge, such as Deed of release, letter of discharge from mortgagee and Court order (where applicable);
 - 7.5.1.4. Original Certificate of Registration.
 - 7.5.1.5. Power of Attorney (if application submitted by agent).
- 7.5.2. Notwithstanding the above, the applicant is required to submit any document required by the Authority.
- 7.5.3. The discharge document must be executed by the mortgagee and clearly indicate full release of the secured interest.

8.0. AIRCRAFT DEREGISTRATION PROCESS

- 8.1. The Civil Aviation (Aircraft Nationality and Registration Marks) regulation stipulates that an aircraft cannot be validly registered in more than one State, but its registration may be changed from one State to another.
- 8.2. The process of deregistration will be as follows:
 - 8.2.1. Request to deregister
 - 8.2.2. Review of the request by the authority
 - 8.2.3. Issue an export certificate of airworthiness, if requested by an applicant;
 - 8.2.4. Issue of a certificate of deregistration, and
 - 8.2.5. Update the aircraft register.

9.0. REQUEST FOR AIRCRAFT DE-REGISTRATION

- 9.1. An applicant will submit a request for aircraft deregistration (also known as a cancellation of certificate of registration) to the Authority.
- 9.2. The request to deregister an aircraft shall include:
 - 9.2.1. A duly completed aircraft deregistration application form (Form: AC-AWS01-2) (as amended)
 - 9.2.2. Landing and parking fees clearance
 - 9.2.3. Air Navigation charges clearance
 - 9.2.4. Release of previous lease agreement or financier
 - 9.2.5. Confirmation to the Authority whether there is an IDERA or CDCL recorded with respect to the applicable aircraft.
- 9.2.6. If there is a recorded IDERA, the Applicant shall ensure that the applicant is the authorized party identified in the IDERA, or the certified designee identified in a related recorded CDCL.

- 9.2.7. Original Certificate of Airworthiness
- 9.2.8. Original Certificate of Registration signed on the reverse side
- 9.2.9. Original Noise Certificate
- 9.2.10. Evidence of removal of the 24-bit aircraft address
- 9.2.11. Evidence of removal of the identification plate.
- 9.2.12. Evidence of ELT decoding.
- 9.2.13. Removal of nationality and registration marks.

9.3. Administrative removal of an aircraft from the active register

- 9.3.1. This administrative removal of an aircraft from the active register will be initiated by the Authority.
- 9.3.2. This process may be necessitated by:
 - a) The registered owner or operator no longer exists, cannot be traced, or is inactive.
 - b) Mandatory notifications have not been submitted within the required timeframe.
 - c) The aircraft has lacked a valid Certificate of Airworthiness for five consecutive years.
- 9.3.3. The Authority begins the process by publishing a notice in the official gazette, allowing 30–60 days for a response. If no reply is received within that period, the Authority may proceed with removal from active register

Note:

Similar action is required when the aircraft is destroyed or permanently withdrawn from service. The owner must notify the authority immediately not later than fourteen (14) after determination is made that the aircraft cannot be back to service.

10.0. REVIEW OF THE REQUEST BY THE AUTHORITY

- 10.1. If there is a recorded IDERA, the Authority will confirm that the applicant is the authorized party identified in the recorded IDERA, or the certified designee identified in a related recorded CDCL, if not, the application shall be declined.
- 10.2. If there is no recorded IDERA, the applicant must be the owner of the certificate of registration. If the requirement is not met, the application shall be declined.
- 10.3. Once the Authority is satisfied that all the requirements provided above are met, the aircraft can be deregistered.

11.0. EXPORT CERTIFICATE OF AIRWORTHINESS

- 11.1. The process for the issuance of the certificate of deregistration is separate from the process for the issuance of the Export Certificate of Airworthiness. Any application for an Export Certificate of Airworthiness shall be managed separately.

- 11.2. The Export Certificate of Airworthiness is not mandatory and not valid for the purpose of flight. It just provides confirmation by the Authority of a recent satisfactory review of the airworthiness status of the aircraft and shall be issued upon request.
- 11.3. If an Export Certificate of Airworthiness is required, it needs to be obtained before deregistering the aircraft by submitting an application as guided by Advisory Circular CAA-AC-AWS004 (as amended).

12.0. ISSUANCE OF CERTIFICATE OF DEREGISTRATION

- 12.1. Once the aircraft is deregistered, the Authority will send a written confirmation to the applicant that deregistration has taken place and issue a certificate of deregistration to the applicant.
 - 12.1.1. If there is no IDERA and the applicant is the Bonafide holder of the certificate of the registration,
 - 12.1.1.1. the nationality marks,
 - 12.1.1.2. identification plate
 - 12.1.1.3. and 24-bit aircraft address (Mode S address)
 - 12.1.1.4. must be removed from the aircraft at the time of deregistration.
 - 12.1.2. The following original documents must to be returned to the Authority:
 - 12.1.2.1. Certificate Of Registration;
 - 12.1.2.2. Certificate Of Airworthiness;
 - 12.1.2.3. Noise Certificate
 - 12.1.3. Once an aircraft has been deregistered pursuant to a recorded IDERA, the Authority may require (as a condition to export, but not for deregistration) an undertaking from the holder of the IDERA, acting through its authorized party or certified designee, if any, to take action within its power as soon as practicable to:
 - 12.1.3.1. Remove Registration and Nationality Marks on the Aircraft;
 - 12.1.3.2. Return The Original Certificate of Registration
 - 12.1.3.3. Certificate Of Airworthiness
 - 12.1.3.4. Noise Certificate
 - 12.1.3.5. Remove the 24-Bit Aircraft address so that it no longer indicates the former State of Registry.
 - 12.1.3.6. Remove the identification plate.

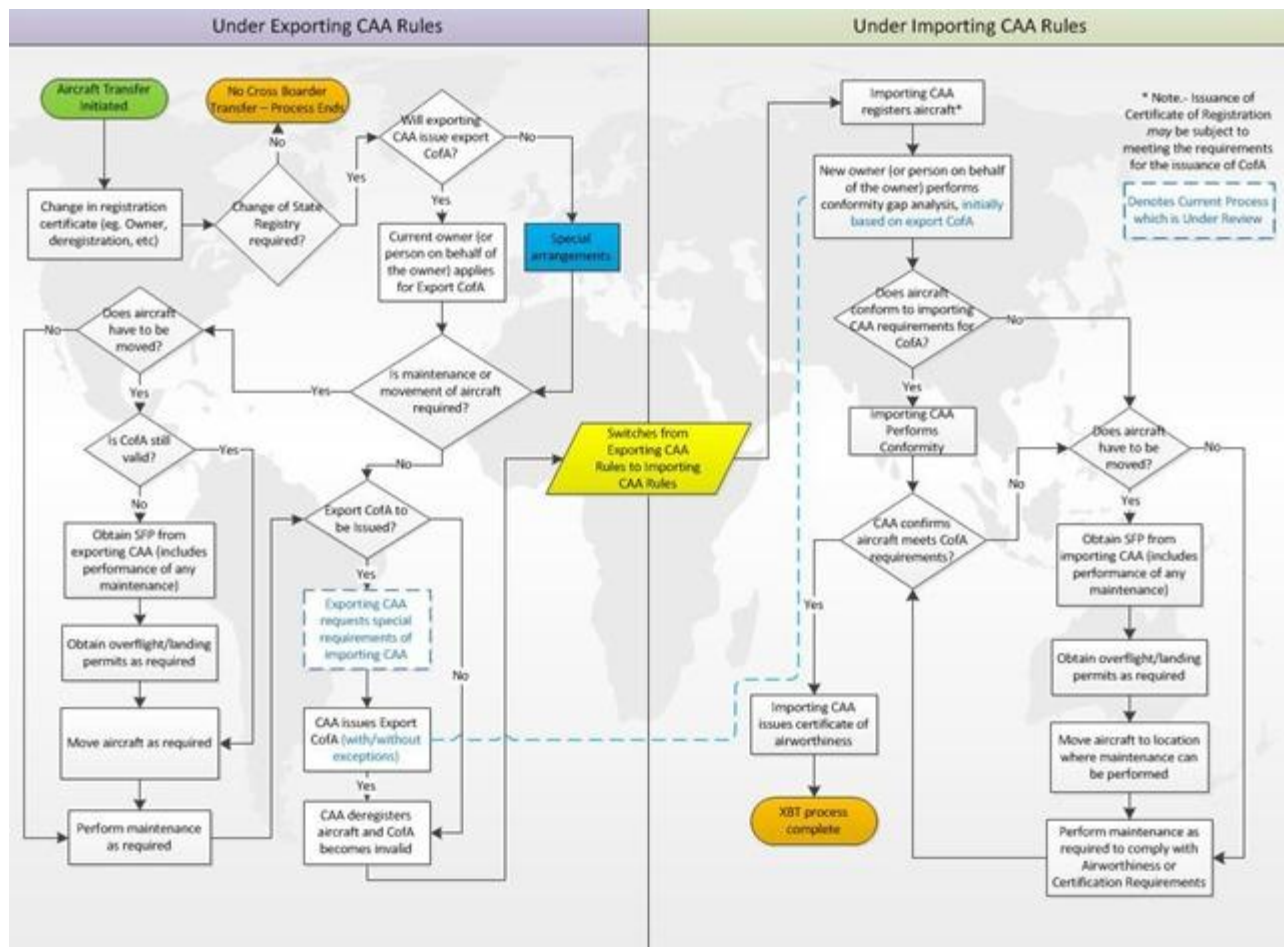
Note:

Once the aircraft is removed from the register, it can no longer use the 24-bit aircraft address or operate displaying nationality and registration marks of its former State of Registry.

- 12.1.4. Upon deregistration, a notification will be sent to the Regional Monitoring Agency (RMA) as applicable, and the aircraft register will be updated.

13.0. **CROSS-BORDER TRANSFER OF AIRCRAFT PROCESS**

- 13.1. The Civil Aviation (Aircraft Nationality and Registration Marks) regulation, states that an aircraft cannot be validly registered in more than one State, but its registration may be changed from one State to another. The change of aircraft registration from one State to another is referred to as the cross-border transfer of aircraft.
- 13.2. The cross-border transfer process inherently involves two States: the current State of Registry (the exporting State) and the intended future State of Registry (the importing State). The main principle of the cross-border transfer process is that any aircraft transferring between registers should be to the satisfaction of the importing State. This includes both registration and airworthiness requirements.
- 13.3. The cross-border transfer process facilitates provisions of The Civil Aviation (Aircraft Nationality and Registration Marks) regulations and The Civil Aviation (Airworthiness) regulations. The issuance of an air operator certificate and its associated operations specifications provided in The Civil Aviation (Operation of Aircraft) regulation falls outside of the cross-border transfer process.
- 13.4. Cross-border transfer process involves the following:
 - 13.4.1. Obtaining an Export Certificate of Airworthiness, if required by the importing State or requested by the party seeking to register the aircraft;
 - 13.4.2. Submission a request for deregistration of an aircraft to the exporting State;
 - 13.4.3. Deregistration of aircraft in the exporting State;
 - 13.4.4. Registration of aircraft in the importing State;
 - 13.4.5. Initiation of request for the issue of the Certificate of Airworthiness as applicable;
 - 13.4.6. Performance of aircraft maintenance or alteration, and
 - 13.4.7. Obtain a Certificate of Airworthiness.
- 13.5. The cross-border transfer process is as provided in the figure below.



13.6. Factors to consider during cross border transfer

13.6.1. During cross border transfer, several factors will be taken into consideration as listed but not limited to the following:

- 13.6.1.1. Import restrictions based on calendar age rather than data-based airworthiness criteria tied to type certification;
- 13.6.1.2. Ability to delegate tasks to qualified third parties and the degree to which completion of such tasks may be relied upon;
- 13.6.1.3. Extent to which maintenance on aircraft while unregistered can be performed and then considered by an importing State;
- 13.6.1.4. How modification and repair designs are to be validated;
- 13.6.1.5. Criteria and process for acceptance of Type Certificates if the aircraft is a first of type in the register, from another State and the TC has never been accepted and listed among the accepted Airworthiness code.
- 13.6.1.6. Necessity for a Certificate of Airworthiness; and
- 13.6.1.7. Acceptance of electronic records.

- 13.6.1.8. Where cross-border transfers between two States are common, entering into a bilateral aviation safety agreement (BASA) may be considered.

Note:

Guidance, processes and compliance requirements for aircraft registration and deregistration are found in this circular, KCAA aircraft cross border transfer import restriction policy and the civil aviation (Aircraft Nationality and Registration Marks) Regulations.

- 13.6.2. It should be noted that the aircraft cannot be engaged in international navigation until the registration is complete, an airworthiness certificate is issued, and other requirements are met. In order to avoid any delays, the applicant should ensure that the aircraft conforms to the airworthiness requirements of Kenya. If the airworthiness requirements of Kenya are not met, then the applicant should perform maintenance as required.
- 13.6.3. Once the certificate of registration and Certificate of Airworthiness (as applicable) are issued by the Authority, the cross-border transfer process is considered to be complete.

14.0. RISKS OF HAVING AN AIRCRAFT WITHOUT REGISTRATION

- 14.1. When transferring an aircraft from the exporting State into the country, the applicant needs to ensure that there is a reasonable period available for the relevant States and other parties to coordinate the change of registration.
- 14.2. For a variety of reasons, a time gap of some duration is likely to occur between deregistration and registration of an aircraft (when an aircraft is not registered) for instance, a time gap of only a few minutes or hours may occur due to time zone differences or the time needed for an importing State to execute its final registration procedures. However, if an aircraft is deregistered by a State and the process of registration in another State is not promptly commenced, the owner should be aware that complications may arise if the condition is prolonged. The main consequence are;
- 14.2.1. That no State is responsible for the aircraft in accordance with the Chicago Convention and applicable Annexes.
- 14.2.2. The continuing airworthiness status of the aircraft is disrupted, and
- 14.2.3. Assessment of the airworthiness status may become progressively more complex and may create difficulties in the issuance of a Certificate of Airworthiness.
- 14.2.4. In order to avoid any delays with the registration, it is important for the owner or authorized applicant to know in advance the aircraft registration and deregistration requirements of both the exporting and importing States.



Civil Aviation Authority

APPENDICES
Appendix I - Application Form for a Certificate of Registration



Form

FORM: AC-AWS001-1D

August, 2026

**APPLICATION FORM FOR CERTIFICATE OF REGISTRATION /RE-REGISTRATION OF
AIRCRAFT**

1. Name of applicant(s):	
2. Address of applicant(s):	
3. Telephone number:	Email address:
4. Indicate whether applicant(s) is: ☐ Owner ☐ Operator ☐ Other (<i>specify</i>):	
5. Owner (if different from applicant(s)): Name: Address of owner:	
6. Current Aircraft manufacturer: Address of Manufacturer: Previous Type certificate holder (<i>if applicable</i>):	
7. Aircraft Details:	

a) Aircraft type and model: b) Year of manufacture: c) Aircraft serial no: d) Maximum certified take-off mass (kg):	
8. Engine type and model: Engine Number:	Engine serial number(s): a) b) c) d)
9. Category of engine: ☐ turbo jet ☐ turbo prop ☐ piston ☐ other (specify).....	
10. Purpose: ☐ Commercial (passenger) ☐ Commercial (Cargo) ☐ Private or General Aviation ☐ Other (<i>specify</i>):	11. Category of aircraft: ☐ Aeroplane ☐ Helicopter or ☐ Other (<i>specify</i>):
12. Financier (<i>if applicable</i>): Name: Address:	
13. Lessee (<i>if applicable</i>): Name: Address:	
14. Sub-lessee (<i>if applicable</i>): Name:	

Address:
15. Has the aircraft been previously registered? ☐ No (submit evidence of non- registration) ☐ Yes (submit evidence of deregistration)
16. Location of Aircraft for Inspection:
Note: <i>Attach all required supporting documentation as listed in the Advisory Circular.</i>
I hereby certify that the information provided herein and any supporting documents for registration of aircraft are true, accurate and correct to the best of my knowledge. Company/Applicant: Name: Title: Signature:Date:

Appendix II - APPLICATION FORM TO DEREGISTER AN AIRCRAFT



Form

FORM: AC-AWS001-2

August, 2026

APPLICATION FORM TO DEREGISTER AN AIRCRAFT

Personnel and Aircraft Details:
1. Registration Mark:
2. Name of Applicant(s):
3. Address of applicant(s):
4. Email address:
5. Telephone number:
6. Indicate whether applicant(s) is: ☐ Owner ☐ Operator ☐ Holder of an irrevocable de-registration and export request authorization (IDERA) or an authorized party or a certified designee of such holder. ☐ Other (<i>explain</i>):
7. Is there is an IDERA or CDCL recorded with respect to the aircraft? ☐ Yes ☐ No
8. Owner, if different from applicant(s): Name: Address:

9. Aircraft Details:

- a) Aircraft type and model:
- b) Aircraft manufacturer:
- c) Year of manufacture:
- d) Aircraft serial no:

10. Reason for de-registration:

- ☐ Export. (Please Indicate Importing State:)
- ☐ No longer in use:
- ☐ Destroyed
- ☐ Other (specify).....

Declaration

I hereby certify that the information provided herein and any supporting documents for registration of aircraft are true, accurate and correct to the best of my knowledge.

Company/Applicant:

Name: Title:

Signature: Date:

NOTE: This form should be submitted together all the documents listed in the advisory circular CAA-AC-AWS001 (As Amended)



Form

FORM: AC-AWS001-3

August, 2026

Application form for designation & removal of a certified designee

Date: _____

The Director General
Kenya Civil Aviation Authority
Aviation House
Jomo Kenyatta International Airport
P. O. Box 30163 – 00100
NAIROBI

RE CONFIRMATION OR REMOVAL OF CERTIFIED DESIGNEE IN RELATION TO AN IDERA

[Confirmation/Removal] of Certified Designee in relation to the Irrevocable De-registration and Export Request Authorisation dated [____], relating to the [____] aircraft bearing manufacturer's serial number [____] and Kenyan Registration Marks [____] issued by [____] naming the undersigned as "Authorized Party" (the "IDERA")

We, the authorised party under the IDERA, do hereby confirm that [____] is our certified designee for the purposes of exercising all of our rights and remedies under: (a) Article IX(1) of the Protocol to the Convention on Matters Specific to Aircraft Equipment opened for signature on 16 November 2001 at Cape Town, South Africa (the "Protocol"); (b) the IDERA; and (c) all applicable laws of [____] implementing the foregoing. 2. We make this designation in accordance with Article XIII of the Protocol.

Name of Authorised Party / Company: _____

Name of applicant: _____

Signature of applicant: _____

Appendix IV - Application Form for Revocation of an Irrevocable De-Registration and Export Request Authorisation



Form

FORM: AC-AWS001-4

April 2026

FORM OF IRREVOCABLE DE-REGISTRATION AND EXPORT REQUEST AUTHORIZATION

Date: _____

The Director General
Kenya Civil Aviation Authority
Aviation House
Jomo Kenyatta International Airport
P. O. Box 30163 - 00100
NAIROBI

Attention; Deputy Director Airworthiness

RE: IRREVOCABLE DE-REGISTRATION AND EXPORT REQUEST AUTHORIZATION

The undersigned is the registered *[operator]* *[owner]** of the *[insert the airframe/helicopter manufacturer name and model number]* bearing manufacturer's serial number *[insert manufacturer's serial number]* and registration *[number]* *[mark]* *[insert registration number/mark]* (together with all installed, incorporated or attached accessories, parts and equipment, the "aircraft").

This instrument is an irrevocable de-registration and export request authorisation issued by the undersigned in favour of *[insert name of creditor]* ("the authorised party") under the authority of Article XIII of the Protocol to the Convention on International Interests in Mobile Equipment on Matters specific to Aircraft Equipment. In accordance with that Article, the undersigned hereby requests:

recognition that the authorised party or the person it certifies as its designee is the sole person entitled to:

procure the de-registration of the aircraft from the *[insert name of aircraft register]* maintained by the *[insert name of registry authority]* for the purposes of Chapter III of the Convention on International Civil Aviation, signed at Chicago, on 7 December 1944, and

procure the export and physical transfer of the aircraft from *[insert name of country]*; and

confirmation that the authorised party or the person it certifies as its designee may take the action specified in clause (i) above on written demand without the consent of the undersigned and that, upon such demand, the authorities in *[insert name of country]* shall co-operate with the authorised party with a view to the speedy completion of such action.

The rights in favour of the authorised party established by this instrument may not be revoked by the undersigned without the written consent of the authorised party.

Select the term that reflects the relevant nationality registration criterion.

Please acknowledge your agreement to this request and its terms by appropriate notation in the space provided below and lodging this instrument in *[insert name of registry authority]*.

[insert name of operator/owner]

Agreed to and lodged this *[insert date]*

By: *[insert name of signatory]* Its: *[insert title of signatory]*

[insert relevant notational details]