



NIGERIA CIVIL AVIATION AUTHORITY

Corporate Headquarters
Nnamdi Azikiwe Int'l Airport, Domestic Wing, Abuja, Nigeria

Form: AC-AWS001J

GUIDELINES AND REQUIREMENTS FOR REGISTRATION OF AIRCRAFT IN NIGERIA

A person who wishes to register an aircraft in Nigeria shall apply to the Authority for aircraft registration by submitting a duly completed prescribed application Form: AC-AWS 001A to the Authority.

Registration Acceptance

Application for aircraft registration is accepted only for aircraft of a type that is acceptable to the Authority. On completion of a successful documents' evaluation, the airworthiness inspector issues the aircraft acceptance for registration note.

No aircraft shall be registered without a registration acceptance note issued by the Authority.

CERTIFICATE OF REGISTRATION ISSUE: INFORMATION AND GUIDANCE

ELIGIBILITY REQUIREMENTS – An applicant for aircraft registration shall meet in full the eligibility requirements stated in Regulation 2.1.2 of Part 4 of the Nigerian Civil Aviation Regulations (see below).

An aircraft is eligible for registration if it is—

- (1) Owned by:
 - (i) A citizen of Nigeria,
 - (ii) An individual citizen of another State who is lawfully admitted for permanent residence in Nigeria,
 - (iii) A corporation lawfully organized and doing business under the laws of Nigeria and the aircraft is based and primarily used in Nigeria,
 - (iv) A government entity of Nigeria or political subdivision thereof; or
 - (v) A foreign person who has leased the aircraft to one of the persons described in paragraphs (i) – (iv) above, provided that:
 - (a) The aircraft may remain on the Nigerian registry only for as long as the lease remains in effect; and
 - (b) The certificate of registration includes the names and addresses of the lessee and, if different, the operator of the aircraft; and
- (2) Not registered under the laws of any other State; and
- (3) The aircraft is not more than 22 years old, unless the aircraft is used exclusively for general aviation purposes.

Registration Requirements – After the aircraft has been evaluated and found acceptable for issue of a certificate of registration it is required that the applicant complies with the following technical and legal requirements:

TECHNICAL REQUIREMENTS - After the aircraft has been evaluated and found acceptable for issue of a certificate of registration it is required to submit the following documents to the Authority:

1. Aircraft Technical Specification;
2. A Certificate or notice of de-registration from the previous 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. The de-registration certificate must be received by the Authority directly from the state of registry and should never be presented by the applicant - should be State to State;
3. A certified copy of an aircraft current Insurance Certificate;
4. a copy of Air Transport License (ATL), Air Operating Permit (AOP) or Permit For Non-Commercial Flight (PNCF);
5. Proof of payment of the prescribed fees (see Fees Schedule in the Nig. CARs);
6. A certified copy of the Certificate of incorporation if owned by a company; or
7. A copy of a government issued Identity Card (ID) or Passport if owned by an individual or any other identification card approved by the Authority; and
8. Honorable Minister of Aviation Permit to import and operate the aircraft.

LEGAL REQUIREMENTS - After the aircraft has been evaluated and found acceptable for issue of a certificate of registration it is required to submit the following documents to the Authority:

1. Document(s) to prove the aircraft ownership, Nig. CARs Part 4.2.1.4(a)(2) (e.g. Purchase Agreement e.t.c.) with stamp duties paid;
2. Names of the directors of the company owning or leasing the aircraft and their specimen signatures giving authority to register and/or operate the aircraft in Nigeria and indicating who among them has the mandate to transact on their behalf on matters relating to the aircraft registration and/or operation;
3. A certified copy of the lease agreement if the aircraft is on lease with stamp duties paid;
4. A certified copy of the power of attorney from the owner/lessor and the lessee, (both of them);
5. An indemnity in accordance with Nig. CARs Part 4.2.1.7 (a) & (b) (sample attached).

Allocation of Registration Marks

The applicant will be allocated registration marks which are in sequence with prefix (5N-). Registration marks can be reserved after payment of reservation fee but the reservation is valid for six (6) months.

Allocation of Special Registration Marks

These are registration marks with prefix (5N-) and three (3) alphabets of the applicant's choice. They are allocated on request in writing, when available and they will attract special fee different from the normal Aircraft registration fee.

Allocation of Mode 'S' Codes

The aircraft will be allocated Mode 'S' Code upon confirmation that ATC Transponder is installed on the aircraft and a notice of deregistration or letter of non-registration has been received from the previous State of Registry.

FOR MORE INFORMATION, PLEASE REFER TO THE NCAA ADVISORY CIRCULAR NCAA-AC-AWS001A

Should you require further information do not hesitate to contact:

The Director General

Nigeria Civil Aviation Authority

Corporate Headquarters,

Abuja, Nigeria.

INDEMNITY

Pursuant to Part 4.2.1.7 of Nigeria Civil Aviation Regulations 2009 (Nig. CARs),

I/We..... do hereby unconditionally
(State name of owner)

undertake to defend the Nigeria Civil Aviation Authority (NCAA) or any of its Directors or Officers against any suit or action howsoever arising out of the registration or deregistration of the aircraft.....

(State type and description of aircraft)

I/We further covenant and agree to hold the NCAA, its Directors or Officers harmless against any claims, demands and charges by or any third persons for damages arising out of the registration or deregistration of this said aircraft.
(State name of owner)

Given this.....day of.....2010

Signed and sealed by:

(Signature & Seal)

Name: -----
(State name of person signing)

Position: -----
(State position of person signing)

In the presence of :-

Signature: -----

Name: -----