



NIGERIA CIVIL AVIATION AUTHORITY
(NCAA)

Advisory Circular

NCAA-AC-AWS001

10TH Sep 2023

REGISTRATION OF AIRCRAFT

1.0 PURPOSE

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

2.0 REFERENCES

- 2.1 Parts 4 and 5 of the Nigeria Civil Aviation Regulations.
- 2.2 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. The aircraft Type Certificate and Type Certificate Data Sheet must have been accepted by the Authority with a Type Acceptance Certificate issued to the Manufacturer.

3.0 CERTIFICATE OF REGISTRATION ISSUE: INFORMATION AND GUIDANCE

- 3.1 **ELIGIBILITY REQUIREMENTS** – An applicant for aircraft registration shall meet in full the eligibility requirements stated in Regulation 4.2.1.2 of the Nigeria 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:

3.2 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) or Permit for Aerial Aviation Services (PAAS);
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.
8. Honourable Minister of Aviation Permit to Import and Operate the Aircraft.

3.3 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) 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);
6. Irrevocable Deregistration and Export Request Authorization (IDERA). IF APPLICABLE

3.4 Allocation of Registration Marks

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

Note: In the allocation of registration marks, marks shall not be used which might be confused with the International Five Letter Code of Signals, Part II, the three-letter combinations beginning with Q used in the Q Code and with the distress signal SOS, or other similar urgent signals, for example XXX, PAN and TTT other similar, urgent codes.

3.5 Allocation of Special Registration Marks

These are registration marks with prefix (5N-) and three (3) numbers, capital letters, or a combination thereof 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.

Note: In the allocation of registration marks, marks shall not be used which might be confused with the International Five Letter Code of Signals, Part II, the three-letter combinations beginning with Q used in the Q Code and with the distress signal SOS, or other similar urgent signals, for example XXX, PAN and TTT other similar, urgent codes.

In forming aircraft registration marks, 5N-registration marks consist of a series of alphanumeric characters. Nigeria registration marks may not exceed 3 characters in **addition** to the standard Nigeria nationality marks **(5N) and hyphen (-) (6 characters for both nationality and registration marks and hyphen)**. The registration marks characters may be from:

- Letters A to Z (always after the hyphen (-)). For example, 5N-AAA
- Numbers 1 to 9. For example, 5N-A19
- Number 1 may not be used with letter I to avoid confusion. For example, 5N-II1 not acceptable.
- Registration marks 5N-FG (A to Z and 1 to 9) is reserved for the Federal Government of Nigeria.

3.6 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.

3.7 Emergency Locator Transmitter (ELT)

The aircraft Emergency Locator Transmitter (ELT) hexadecimal code must be submitted to the Authority with the ELT form completed. The COSPAS-SARSAT is the international satellite system

Referenced to Nigerian Regulations

for search and rescue in aviation. Emergency Locator Transmitter (ELT) can be registered with them directly by visiting their website www.406registration.com. The ELT beacon's identification, which is a hexadecimal character string (composed of the characters 0-9 and A-F) is found on a label attached to every ELT beacon.

4.0 CHANGE OF AIRCRAFT REGISTRATION - OWNERSHIP OR OPERATOR PARTICULARS (RE-REGISTRATION)

4.1 Change of registration or ownership particulars will be effected in conformity with the Nigeria Civil Aviation Regulations and the following shall apply: -

4.1.1 Re-Registration of an aircraft with same Nationality and Registration Marks will be issued with a new Certificate of Registration and a new entry shall be made on the aircraft Register.

4.1.2 Before the Re-registration process starts, the original C of R must be returned to the Authority with the relevant information completed on the reverse side.

4.1.3 The process for Re-registration is the same as for Registration.

4.1.4 The prescribed re-registration fees should be paid to the Authority.

5.0 REPLACEMENT OF CERTIFICATE OF REGISTRATION AFTER LOSS

5.1 A registered owner/operator who apply for replacement of Certificate of Registration after loss is required to submit the following:

1. Covering letter;
2. Photocopy of the C of R;
3. Sworn Affidavit;
4. Police Report; and
5. Evidence of payment of Statutory fee as contained in Nig. CARs.

6.0 IDERA RECORDATION:

6.1 NCAA will accept and record an IDERA if it

- a. Is submitted in writing as set forth in the CapeTown Protocol. See Attachment 1
- b. Identifies the aircraft to be registered in Nigeria
- c. Signed by the applicant
- d. The recordation will be done within 5days of receiving an application in coordination with the legal directorate provided that there is no valid IDERA on the aircraft
- e. Not that once IDERA has been recorded it cannot be revoked except by following the procedure listed hereunder.

7.0 REVOCATION OF AN IDERA.

7.1 NCAA will revoke an IDERA if

- a. Application is submitted in writing
- b. Identifies the IDERA by attaching the IDERA
- c. Signed by an Authorized Party

Referenced to Nigerian Regulations

- d. Revocation of an IDERA will be done within 5 working day in coordination with the Directorate of Legal and will cease to have an legal effect.

INDEMNITY

Pursuant to Part 4.2.1.7 of Nigeria Civil Aviation Regulations 2015 (Nig. CARs),

I/We..... do

(State name of owner)

hereby unconditionally undertake to defend the Nigerian 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.....

I/We further co (State type and description of aircraft) , s Directors or Officers harmless against any

claims, demands and charges by or any third persons for

(State name of owner)

damages arising out of the registration or deregistration of this said aircraft.

Given this.....day of.....2020

Signed and sealed by:

(Signature & Seal)

Name: -----

(State name of person signing)

Position: -----

(State position of person signing)

In the presence of: -

Signature: -----

Name: -----

FORM OF IRREVOCABLE DE-REGISTRATION AND EXPORT REQUEST AUTHORISATION

(Insert Date)

To: Nigeria Civil Aviation Authority

Subject: 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 authorization issued by the undersigned in favour of [insert name of creditor] ("the authorized 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:

- (i) recognition that the authorized party or the person it certifies as its designee is the sole person entitled to:
 - (a) procure the de-registration of the aircraft from the Civil Aircraft Register of Nigeria maintained by the Nigerian Civil Aviation Authority for the purposes of Chapter III of the *Convention on International Civil Aviation*, signed at Chicago, on 7 December 1944, and
 - (b) procure the export and physical transfer of the aircraft from Nigeria; and
- (ii) confirmation that the authorized party or the person it certifies as 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 Nigeria shall co-operate with the authorized party with a view to the speedy completion of such action.

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

Please acknowledge your agreement to this request and its terms by appropriate notation in the space provided below and lodging this instrument in Nigerian Civil Aviation Authority.

[insert name of operator/owner]

Agreed to and lodged this by: [insert name of signatory]

[insert date] Its: [insert title of signatory]

Nigeria Civil Aviation Authority

Referenced to Nigerian Regulations

The minimum period required by the Authority for processing of Certificate of Registration will be Seven (7) days provided the application conforms to the paragraphs 3.1, 3.2, and 3.3 above.

NB: *The application will not be processed unless all the required information and documents have been submitted*

Should you require further information do not hesitate to contact:

**The Director General
Nigeria Civil Aviation Authority
Corporate Headquarters
Nnamdi Azikiwe Int'l Airport, Domestic Wing, Abuja, Nigeria**

Attn: Director, Airworthiness Standards.