



<b>SECTION:</b>	<b>AIRWORTHINESS FORMS</b>	<b>AWF-COR-013</b>
<b>TITLE:</b>	<b>APPLICATION TO AMEND CERTIFICATE OF REGISTRATION</b>	

**OPERATOR:** \_\_\_\_\_

Nationality and Registration Marks:	Manufacturer and Manufacturer's Designation of Aircraft:	Aircraft Serial No.:

Name, address, email address and phone number of applicant:

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Please, specify the exact information to be amended on C of R:

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**A. Requirement to be completed to amend C of R (tick boxes as applicable):**

*Refer to **Section B** if this application is submitted to amend the commercial name of the Operator or commercial name of any party listed in C of R.*

1. ☐ Copy of E-services application.
2. ☐ GCAA invoice.
3. Original power of attorney or original documentary evidence of authorisation to amend C of R at GCAA (if it is not already in aircraft file):
  - ☐ Previous Owner
  - ☐ New Owner
  - ☐ Mortgagee/Security Trustee/Lessee/Sub-Lessee/Other
  - ☐ IDERA's authorised party or his certified designee



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**Note: The original power of attorney or original evidence of authorisation to amend C of R shall be shown to the inspector prior to completion of the transaction.**

4. Certified true copy of new contract agreement showing aircraft ownership title to be amended in C of R and evidence of authority of signatory parties:
- ☐ Lease
  - ☐ Mortgage
  - ☐ Aircraft maintenance
  - ☐ Bill of Sale
  - ☐ Sub-Lease
  - ☐ Security Assignment
  - ☐ If other, please specify: \_\_\_\_\_

**Note: With reference to signatory parties of the above listed contracts, a certified copy of authorisation to act on behalf of the company shall also be submitted (i.e. an Incumbency Certificate that lists the name of Directors).**

- ☐ Certified copy of evidence of existence of new aircraft owner (i.e. articles of incorporation if it is a Company or, passport copy for individuals).
- ☐ Evidence of operator's acknowledgement (if application is not submitted by the Operator).
- ☐ Original letter of undertaking or its declaration of loss (if previously recorded for the aircraft) together with cancellation of letter of undertaking request signed by aircraft registered owner. This letter must be original. Notarisation of this letter is not required.
- ☐ Certified true copy of aircraft lien holders' consent (as listed in the COR). The signatory of this No Objection Certificate (NOC) shall be a person legally authorized by the Company. Evidence of authorization to act on behalf of the Company must also be submitted. Notarisation of the NOC is required.
- ☐ If applicable, copy of the recorded IDERA letter and notarised evidence of consent to amend C of R from the authorised party mentioned in the IDERA letter or, consent of the authorised party's certified designee duly notarised. This letter must be notarised and original for aircraft records.
- ☐ Certified true copy of the new/amended aircraft insurance certificate/policy, if the change affects the Policy filed when registering the aircraft.



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11. ☐ Current original C of R with back side duly completed and signed by registered owner(s) or his representative.
12. ☐ New IDERA letter and consent from aircraft owner to submit it.
13. ☐ Proof of replacement of the fireproof ownership plates of aircraft, if aircraft owner's name is mentioned on it.

☐ A CD Rom with documents produced under this process, including a scanned copy of this application and a copy of the new Certificate of Registration issued by the GCAA. The CD must be submitted within two weeks from date of the Certificate. **Documents to be delivered together with the CD rom: -**

- Copy of power of attorney from aircraft owner (s) or any submitted evidence of aircraft owner's authorisation in favour of Operator to submit E-services application and register aircraft in the UAE signed by Principal Inspector as original seen.
- The authority given to the person signing the Owner's POA in favour of Operator to submit E-services application,
- The CTC of NOC/consent letters of the owner and the mortgagee, as applicable, and
- The evidences of signing authorities of the NOC/consent letters, and
- The CTC of evidence of existence (CTC of articles of incorporation of the entity registration certificate issued by the Commercial Registry) of aircraft owner and mortgagee, as applicable.

**B. If only changing commercial name of a party listed in C of R (tick boxes as applicable):**

1. ☐ Copy of E-services application.
2. ☐ GCAA invoice.
3. ☐ Original power of attorney or original documentary evidence of authorisation to amend C of R at GCAA (if it is not already in the aircraft file).

**Note: The original power of attorney or original evidence of autorisation to amend C of R shall be shown to the inspector prior completion of the transaction. The POA is to be issued by the aircraft registered owner (s) (if represented).**

4. ☐ Certified true copy of evidence of change of commercial company name.
5. ☐ Certified true copy of evidence of company's legal representative(s) (i.e. an Incumbency Certificate that lists the name of Directors).



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6. ☐ Original confirmation letter signed by registered aircraft owner and operator stating that documentations related to the registered aircraft, which was signed and recorded by GCAA when registering aircraft, are still effective and in force (e.g. lease, mortgage or security agreements; aircraft insurance policy, maintenance contract, IDERA letter, etc.). Notarisation of this letter is required.
7. ☐ If applicable, copy of the recorded IDERA letter and notarised evidence of consent to amend C of R from the authorised party mentioned in the IDERA letter or, consent of the authorised party's certified designee duly notarised. This letter must be original.
8. ☐ Certified true copy of the new/amended aircraft insurance certificate/policy, if the change affects the police.
9. ☐ New IDERA letters (if applicable).
10. ☐ Return the original C of R with back side duly completed and signed by the registered aircraft owner (s) or his representative.
11. ☐ Proof of replacement of the fireproof ownership plates of aircraft, if aircraft operator's name is mentioned on it.
12. ☐ A CD Rom with documents produced under this process, including a scanned copy of this application and a copy of the new Certificate of Registration issued by the GCAA. The CD must be submitted within two weeks from date of the Certificate.

**Documents to be delivered together with the CD rom: -**

- Copy of power of attorney from aircraft owner (s) or any submitted evidence of aircraft owner's authorisation in favour of Operator to submit E-services application and register aircraft in the UAE signed by Principal Inspector as original seen.
- The authority given to the person signing the Owner's POA in favour of Operator to submit E-services application,
- The CTC of NOC/consent letters of the owner and the mortgagee, as applicable, and
- The evidences of signing authorities of the NOC/consent letters, and
- The CTC of evidence of existence (CTC of articles of incorporation of the entity registration certificate issued by the Commercial Registry) of aircraft owner and mortgagee, as applicable.



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*Note: For further information, refer to CAR PART V, Chapter I.*

**C.** I hereby declare that the above information is true in every respect and I agree to pay any charges which may be notified by the GCAA. Further, I hereby warrants the authenticity of the documents submitted and indemnifies the GCAA against any claim arising out of the acceptance by the GCAA of the application's documents.

**D.** This form must be submitted original and signed by the aircraft registered owner or his representative supported by POA. Sections E and F are to be completed by GCAA.

Name:		Signature:
Title:		
Date:		

**E. THE AIRCRAFT REGISTRY (AR)**

**Court order recorded against aircraft:**

☐ Yes

☐ No

AR's comments:



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AR's name:		Signature:	
		Date:	
<b>F. AIRWORTHINESS/LICENSING DEPARTMENT</b> <b>Airworthiness (AW)</b> <input type="checkbox"/> <b>Licensing (LIC)</b> <input type="checkbox"/>			
<b>Principal Inspector approve to proceed with amendment C of R:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No			
<u>Principal Inspector's comments:</u>           			
Principal Inspector's Name:		Signature:	
		Date:	