



ESWATINI CIVIL AVIATION AUTHORITY

Advisory Circular

CAA-AC-AWS001A

April 2021

AIRCRAFT REGISTRATION ACCEPTANCE

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 Eswatini.

2.0 REFERENCES

2.1 The Civil Aviation Legal Notice 117 (Aircraft Registration and Markings) Regulations 2011.

2.2 The Civil Aviation Legal Notice 107 Regulations 4 and 18 of the Civil Aviation (Airworthiness) Regulations 2011.

3.0 AIRCRAFT ACCEPTANCE: INFORMATION AND GUIDANCE

3.1 General Information

3.1.1 A person who wishes to register an aircraft in Eswatini shall apply to the Authority for aircraft registration by submitting a duly completed prescribed application **Forms: AC-AWS 001A and AC-AWS002AA (Importation)** to the Authority.

3.1.2 Application for aircraft registration is accepted only for aircraft of a type that is acceptable to the Authority.

3.1.3 It is required on application for aircraft registration to submit to the Authority the full specification of the aircraft including:

- a) The full description of the type, model and serial number.
- b) Type certificate data sheet
- c) Supplementary type certificate data if any.
- d) Make and part numbers of avionics and equipment installed.
- e) Airworthiness Directives (ADs) status report.

- f) Copy of the current Certificate of Registration if applicable
- g) Copy of the current C of A if applicable.

Note: *Aircraft life history and maintenance technical records are evaluated during the Certificate of Airworthiness issue Inspection.*

3.1.4 For aircraft type or model that is new on the Eswatini register it is recommended that the applicant submits the application form and the documents listed in 3.1.3 above before the aircraft purchase is finalised since aircraft that are not compliant to acceptable airworthiness codes can not be registered in Eswatini.

3.2 Documents Evaluation

The application evaluation exercise is carried out to establish that the documents are authentic, genuine, and valid and relate to the subject aircraft. It is in addition to verify that the aircraft Type Certificate complies with an acceptable airworthiness code.

3.3 Acceptance of Type Certificates

3.3.1 The Authority may accept an aircraft type certificate or equivalent document issued by a State of Design in respect of an aircraft or aircraft component provided that:

- a) The type certificate or equivalent document was issued on, or is based on a Contracting State's airworthiness code recognized by the Authority.
- b) The design, materials, construction, equipment, evaluation against a recognized airworthiness code has been carried out by the Authority and has been found to meet the required standards. (International Airworthiness Standards e.g. Federal Aviation Administration (FAA), European Aviation Safety Agency (EASA), Transport Canada (TC) or equivalent. In the case of surplus military aircraft and aircraft built from spare parts and surplus parts the applicable code shall be FAR 21.21 or FAR 21.27).

3.3.2 Acceptance of an aircraft type certificate or equivalent document issued by a State of Design in this respect means that; the type certificate or equivalent document in relation to design, materials, construction, equipment, was issued on, or is based on a Contracting State's airworthiness code recognized by the Authority.

3.3.3 A 'recognized airworthiness code' – means Civil Aviation Regulations and Standards of| the Contracting State of design relating to the design, materials, construction, equipment, performance and maintenance of aircraft or aircraft components acceptable to the Authority.

3.3.4 To facilitate effective aircraft safety oversight for ESWACAA Inspectors, 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 (e.g. emergency windows), and emergency equipment with clear operating instructions in English and SiSwati.

3.4 Ineligibility

The aircraft that do not satisfy the acceptable Type Certificate requirements are classified **Non- Compliant** and cannot be accepted for registration in Eswatini.

Note: Issue of restricted certificates of airworthiness

The Civil Aviation Legal Notice 107 Regulations 16. stipulates that ESWACAA may issue a restricted certificate of airworthiness for an aircraft that does not qualify for a certificate of airworthiness including microlite, amateur and kit built aircraft, an aircraft used for air races, aircraft flying for exhibition purposes and a kite.

An aircraft in respect of which a restricted airworthiness certificate is in force shall be subject to operating limitations within Eswatini and shall not make international flights unless authorization from the foreign state is issued. ESWACAA shall issue specific operating limitations for each restricted airworthiness certificate.

3.5 Registration Acceptance

On completion of a successful documents evaluation, the Aircraft is subjected to an inspection to ensure that the physical status and component records are consistent with the document information.

3.5.1 Identification Plate

3.5.1.1 An aircraft shall carry an identification plate inscribed with at least its nationality or common mark and registration mark. The plate shall be made of fireproof metal or other fireproof material of suitable physical properties.

3.5.1.2 The identification plate shall be secured to the aircraft in a prominent position near the main entrance or:

- a) In the case of an unmanned free balloon, affixed conspicuously to the exterior of the payload; and
- b) In the case of a remotely piloted aircraft, secured in a prominent position near the main entrance or compartment or affixed conspicuously to the exterior of the aircraft if there is no main entrance or compartment.

4.0 CERTIFICATE OF REGISTRATION ISSUE: INFORMATION AND GUIDANCE

4.1 Eligibility Requirements – An applicant for aircraft registration shall meet in full the eligibility requirements stated in Regulation 4 of the Civil Aviation (Aircraft Registration and Markings) Regulations 2011.

4.2 Registration 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 if not already submitted:

4.2.1 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.

4.2.2 Document(s) to prove the aircraft ownership, (e.g. Bill of Sale, etc.);

4.2.3 A copy of a Personal Identity Card (ID) issued by Government or Passport if owned by an individual;

4.2.4 A certified copy of the Certificate of Incorporation if owned by a company;

4.2.5 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 Eswatini and indicating who among them has the mandate to transact on their behalf on matters relating to the aircraft registration and/or operation;

4.2.6 A certified copy of the lease agreement if the aircraft is on lease;

4.2.7 A certified copy of the power of attorney from the owner/lessor and the lessee, (both of them);

4.2.8 A certified copy of an aircraft current Insurance Certificate; and

4.2.9 Proof of payment of the prescribed fees. Regulations Legal Notice 117 - Aircraft Registration and Markings Article 26 (2) and (3) – (Aeronautical user fees refers). (2) *Upon an application being made in connection with which any fee is chargeable in accordance with sub-regulation (1), the applicant shall be required, before the application is entertained, to pay the fee so chargeable.* (3) *If, after payment has been made, the application is withdrawn by the applicant or otherwise ceases to have effect or is refused, the Authority shall not refund the payment made.*

4.2.10 A system requiring operators and owners of aircraft to submit current information of their aircraft/ownership **every three years** will enable the Aircraft Registration Office to keep aircraft registration information current. Consequently, every three years, the Aircraft Registration Office will send the application Form: **AC-AWS001A** to owner/operator of aircraft.

4.3 Location and Measurements of Registration Marks – An aircraft registered in Eswatini shall display nationality and registration marks as required by the Civil Aviation Regulations.

4.4 Allocation of Special Registration Marks – These are registration marks of the applicant's choice. They are allocated on request in writing, when available and they will attract an extra fee in addition to the normal aircraft registration fee.

4.5 Change of Aircraft Registration Marks – To change aircraft registration marks for a Eswatini registered aircraft the following requirements shall apply:-

4.5.1 An applicant shall make the request in writing, for the change of marks to the Authority giving the reasons for the change;

4.5.2 The request should be approved by the Authority before being effected, after which, the applicant is required to return to the Authority, the original Certificate of Registration (C of R) and the Certificate of Airworthiness (C of A), for replacement;

4.5.3 Payment of the prescribed fees; and

4.5.4 The new Certificates with the new registration marks will be prepared.

5.0 CHANGE OF AIRCRAFT REGISTRATION - OWNERSHIP PARTICULARS (RE-REGISTRATION)

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

5.1.1 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.

5.1.2 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.

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

5.1.4 The prescribed re-registration fees should be paid to the Authority (4.2.9 refers).

6.0 DE-REGISTRATION

6.1 Aircraft de-registration is carried out in accordance with the Civil Aviation Regulations. It is required that:

6.1.1 The registered owner returns the original Certificate of Registration with the relevant section duly completed and signed.

6.1.2 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.

6.1.3 If an Export Certificate of Airworthiness is to be issued the requirements of Regulation 18 of the Civil Aviation (Airworthiness) Regulations shall be complied with.

6.1.4 The prescribed De-registration fees must be paid to the Authority.

7.0 APPLICABLE ESWACAA's REGISTRY FORMS

This Order describes the Registry Office procedures and the following ESWACAA Forms that shall be submitted for each particular situation:

- Application for a Certificate of Registration: **AC-AWS001A**
- Particulars Regarding the Applicant/ Registered Owner: **AC-AWS031**
- Application for Certificate of Registration amendment: **AC-AWS032**
- To deregister/cancel (and export) an aircraft: **AC-AWS033**
- Notification of transfer of ownership: **AC-AWS034**

8.0 AIRCRAFT SAFETY OVERSIGHT REQUIREMENTS

8.1 Training requirements to Ensure Effective Safety Oversight:

8.1.1 For a new aircraft type on the Eswatini Aircraft Civil Register, the operator will be required to provide 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.

**Approved by Director General
Civil Aviation Authority**