



## APPLICATION FOR REGISTRATION OF AIRCRAFT OR CHANGE OF OWNERSHIP

This form, when completed, should be submitted to

**Director of Civil Aviation,  
Brunei Department of Civil Aviation,  
Ministry of Transport and Infocommunications,  
Brunei International Airport,  
Bandar Seri Begawan, BB 2513  
Negara Brunei Darussalam  
Attention to: Deputy Director of Civil Aviation (Regulator)**

Or by email to [airworth.regulatory@dca.gov.bn](mailto:airworth.regulatory@dca.gov.bn)

And **must be accompanied by:** *(checklist to be completed by applicant)*

- a.  Cover letter or written request by the owner to the Director of Civil Aviation, if the applicant is classified as qualified person
- b.  If the applicant is categorised as unqualified person, cover letter to apply to the minister, for letter of approval to be registered as owner of aircraft in accordance with CAR 2006 Part I Regulation 2(6)
- c.  Proof of cancellation of previous registration.
- d.  Certified True Copy of Certificate of ownership of the aircraft or Bill of Sale or any evidence of ownership acceptable to Brunei DCA
- e.  List of Aircraft owner(s) if not listed in 6(b)
- f.  Letter of Confirmation or statement indicating the percentage shareholding of the aircraft, if the aircraft is jointly owned.
- g.  For body Corporate, Certified True Copy of Certificate of Incorporation stating the principal place of Business of the company.
- h.  Certified True Copy of Brunei Darussalam Business License.
- i.  Certificate of Composition of the Board of Directors and a statement of their respective nationality (for first time applicant)
- j.  Evidence to substantiate the identity of the owner, for Governmental Body.
- k.  Copy of National Identity Card (IC) if to be registered under the name of an individual
- l.  Copy of lease agreement, if the aircraft is on lease.
- m.  Certified True Copy of Aircraft Insurance Certificate
- n.  Clearance from Brunei Darussalam Customs Authority for tax payment (if applicable)
- o.  Application for Noise Certificate (AIR Form 8) or Noise Certificate (AIR Form 45)
- p.  Copy of Brunei DCA Type Certificate Acceptance Report (TCAR) – AIR Form 24 (N/A for change of ownership)
- q.  Letter for the authorised signatories (letter of authorisation/ power of attorney) stating the position held by the authorised officer (for Body Corporate)
- r.  Copy of Proof of Payment for registration / reissuance / duplicate / change of ownership (if applicable)



IMPORTANT: Subject to satisfactory review of the application and supporting documents, the registration may take up to twenty (20) working days excluding time required for the issuance of other certificates (TCAR, Noise Certificate, etc.) that may take place during the process of registration.  
 Please complete this form using **BLUE INK**.

Initial Registration     Change of Ownership

AIRCRAFT INFORMATION	
1	(a) Classification ( <i>refer to BAR 7, 7.2 Classification of Aircrafts</i> ) <input type="checkbox"/> Aeroplane <input type="checkbox"/> Rotorcraft <input type="checkbox"/> Others _____  (b) Aircraft Manufacturer _____  (c) Aircraft Manufacturer's Address _____ _____ _____
2	(a) Designation of aircraft (Name, Type, Series, as described by manufacturer) ( <i>See note i for new type of aircraft.</i> ) _____ _____ _____  (b) Year of Construction _____  (c) Aircraft Manufacturer's Serial Number _____
3	(a) Number of engine(s) fitted _____  (b) Engine class <input type="checkbox"/> Piston <input type="checkbox"/> Turbine <input type="checkbox"/> Turbojet <input type="checkbox"/> Turbofan <input type="checkbox"/> Others    _____  (c) Engine type and model _____ _____  (d) Maximum take-off weight (kg) _____  (e) the aircraft environmental compliance reference and status ( <i>see note ii</i> ) _____



REGISTRATION MARKS	
4	(a) Brunei Registration Marks Former: _____ Current: _____ Proposed: _____
5	(a) Current / Previous non- Brunei identity (if the aircraft is not currently registered in Brunei) _____

APPLICANT(S) PARTICULAR	
6	(a) Qualification for registration of Aircraft in Brunei <i>(see note iii and iv if the applicant(s) is/are qualified persons)</i> <input type="checkbox"/> The Government of Brunei <input type="checkbox"/> Citizen(s) of Brunei <input type="checkbox"/> A body incorporate and having business in Brunei <input type="checkbox"/> Others: _____  (b) Full name of Body Incorporated, Undertaking <u>OR</u> Person(s) in whose name(s) the aircraft is to be registered (if necessary, please continue on separate sheet) <i>(see note v)</i> Company name: _____  <u>OR</u> Person(s) in whose name(s) the aircraft is to be registered: _____ <i>(if necessary, please continue on separate sheet)</i>  (c) Date of birth (if to be registered to an individual) _____ <i>(dd, mmm, yyyy)</i>
7	(a) Address of principal place of business for Body incorporated, undertaking <u>OR</u> individual in whose name(s) the aircraft is to be registered <i>(see note vi)</i> _____ _____ _____  (b) Telephone / fax / e-mail at which applicant can be contacted during normal business hours Telephone: _____ Fax: _____ E-mail: _____
8	If the aircraft is to be registered in the name of a body incorporated (a) In what country that body is incorporated? _____  (b) What is the company registration number, date and place of registration? <i>(attach a copy of Company Certificate of Incorporation – see note iii)</i> _____ _____ _____



9	<p>Is the body or person(s) named in 6(b)</p> <p><input type="checkbox"/> The owner of the aircraft <i>(continue to question 10)</i></p> <p><input type="checkbox"/> The charterer by demise i.e. by loan, lease, hire or hire purchase agreement (but not mortgage) <i>(continue to question 11)</i></p>
10	<p>(a) When did the body or person(s) in 6(b) become the owner of the aircraft</p> <p>_____</p> <p><i>(dd, mmm, yyyy)</i></p> <p>(b) Is the aircraft wholly owned by the body or person(s) named in 6(b)?</p> <p><input type="checkbox"/> Wholly owned                      <input type="checkbox"/> Jointly owned</p> <p>If jointly owned, state the percentage shareholding of each person of body entitled as owner to a legal interest in the aircraft or a share therein.</p> <p>_____</p> <p>_____</p> <p>_____</p> <p><i>(if necessary, continue on separate sheet.)</i></p>
11	<p>(a) <i>Not applicable if question 10 are completed.</i></p> <p>If charterer by demise, attach a copy of lease agreement and state the name and permanent address of the owner of the aircraft and of intermediate lessors in order to detail the full lease structure. <i>(see note v and viii)</i></p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p><i>(if necessary, continue on separate sheet.)</i></p> <p>(b) When did the charter commence?</p> <p>_____</p> <p><i>(dd, mmm, yyyy)</i></p> <p>(c) What is the expiry date of the charter?</p> <p>_____</p> <p><i>(dd, mmm, yyyy)</i></p>
12	<p>(a) Is any unqualified person or body (other than 6(a) above) entitled as owner to any legal or beneficial interest in the aircraft or any share therein?  <i>(see note vii if the applicant(s) is/are unqualified person / body)</i></p> <p><input type="checkbox"/> Yes                      <input type="checkbox"/> No</p> <p>(b) If yes, give particulars (name address and nationality) and attach a letter of application to the Minister of Transport and Infocommunications.</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p><i>(if necessary, continue on separate sheet.)</i></p>



<b>INSURANCE REQUIREMENTS</b>	
13	<p>In order to comply with Civil Aviation Order, 2006 Part VIII, attach a copy of Insurance Certificate and state</p> <p>(a) Whether the aircraft is insured?  <input type="checkbox"/> Yes                      <input type="checkbox"/> No</p> <p>(b) Is the aircraft used exclusively for non-commercial operations?  <input type="checkbox"/> Yes                      <input type="checkbox"/> No</p> <p>(c) Is the aircraft operated by an air carrier, i.e. an air transport undertaking with a valid operating license?  <input type="checkbox"/> Yes                      <input type="checkbox"/> No</p>

<b>DECLARATION</b>	
14	<p>I / We hereby declare that the foregoing particulars and answers are true in every respect, and I / We apply for the aircraft to be registered in the state of Brunei Darussalam. <i>(see note viii and ix)</i></p> <p><i>If more than one person in 6(b), each person should sign</i></p> <p>1) Signature: _____        Name: _____  <i>(in BLOCK CAPITAL)</i>        Position held: _____        Date: _____</p> <p>2) Signature: _____        Name: _____  <i>(in BLOCK CAPITAL)</i>        Position held: _____        Date: _____</p> <p>3) Signature: _____        Name: _____  <i>(in BLOCK CAPITAL)</i>        Position held: _____        Date: _____</p> <p>4) Signature: _____        Name: _____  <i>(in BLOCK CAPITAL)</i>        Position held: _____        Date: _____</p>



## NOTES TO BE READ WHEN COMPLETING THIS APPLICATION FORM

- i. In order for the aircraft to be registered in Brunei, the type and designation of the aircraft needs to be accepted by Brunei DCA. The acceptance of Type Certificate by Brunei DCA is confirmed by the issuance of Type Certificate Acceptance Report (TCAR) – AIR Form 24. It is therefore necessary to confirm whether the aircraft type has been issued TCAR prior to this application.  
For new type of aircraft, this application has to be preceded by the application of Type Certificate Acceptance Report. The applicant shall apply to Brunei Department of Civil Aviation for TCAR by completing and submitting AIR Form 15.
- ii. All aircraft on Brunei Register must conform to the noise requirements of Chapter 1, ICAO Annex 16, Volume I, Part II to the Chicago Convention. Hence, applicants shall also acquire Brunei DCA Noise Certificate (AIR Form 45) by completing and submitting application form for the Noise Certificate (AIR Form 8) to Brunei DCA. The application for Brunei DCA Noise Certificate will be conducted in parallel to the application for the aircraft registration.
- iii. An aircraft will only be eligible for registration in Brunei Darussalam if it is proved that the aircraft is owned by qualified person. Therefore, this application shall be submitted with evidence to substantiate the identity of the owner / applicant. The following are accepted as evidence of qualified person:
  - a. In the case of Government of Brunei, a certification by the applicant that the owner of the aircraft is the Government of Brunei, or a government agency.
  - b. In the case of the citizen of Brunei Darussalam, a copy of National Identity Card (IC)
  - c. In the case of the corporate entity having its principal place office address in Brunei Darussalam, a certified true copy of document certifying the registration of the such body / certificate of incorporation, business license and the names of directors.
- iv. For incorporated body having registered office in Brunei, in addition to evidence required in note iii, a certified true copy of Brunei Darussalam business licence should be supplied to Brunei DCA for review, to clearly identify the company name under which the aircraft will be registered.
- v. If the aircraft is to be registered in the name of an unincorporated body, or more than one individual, the full names and addresses of all persons sharing the ownership should be given. In the case of an aircraft chartered by demise and registered under the Civil Aviation Regulations 2006, the name and address of the charterer should be given.
- vi. Please use the most suitable correspondence address for the distribution of safety material. The addresses given will be used for the Brunei DCA Register of Civil Aircraft, the Certificate of Registration, correspondence from the Brunei DCA and for the distribution of the safety related information. A hotel should not be given as the address unless the applicant resides there permanently.
- vii. In accordance with Civil Aviation Regulations 2006 Part I Regulation 2(6), if this aircraft is to be registered in the name of unqualified person, this form has to be accompanied by a cover letter, addressed to the Minister of Transport and Infocommunications to apply for approval to be registered as owner of the aircraft. Aircraft registered in pursuance of this regulation, may not be used for the purpose of commercial air transport or aerial work.
- viii. The owner or charterer should sign personally; where more than one person is shown as owner (see note iii), each person should sign. When an agent applies on behalf of the owner, he shall sign as an agent on the application, stating the legal name of the owner and present a signed power of attorney to Brunei DCA.
- ix. In the case of a Body Corporate or Undertaking, a Director, Secretary or other authorised officer of the company should sign, stating the position they hold, and a covering letter should be attached to the application giving the names of all such authorised officers. In case of a body corporate, a copy of the Certificate of Incorporation registering the Body Corporate should be included with the application.
- x. Fees may be prescribed by the Director of Civil Aviation for the issuance, renewal, changes or copy of the Certificate of Registration.



- xi. The attention of all persons completing and signing this form is drawn to the importance of ensuring that the entries are correct. **FALSE REPRESENTATION STATEMENT:** it is an offence under the Civil Aviation Regulations 2006, Regulation 79(1)(c), to make, with intent to deceive, any false representation for the purpose of procuring the grant, issue, renewal or variation of any certificate, license, approval, permission or other document. In pursuance of Civil Aviation Regulations 2006, Regulation 87(1), this offence is punishable on summary conviction by a fine not exceeding BND10,000, imprisonments for a term not exceeding six (6) months, or both.

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