**Brunei Department of Civil Aviation**
**Regulatory Division**
**Airworthiness Section**

**Department of Civil Aviation**
**Ministry of Transport and Infocommunications**
**Brunei International Airport**
**Bandar Seri Begawan**
**BB2513 Brunei Darussalam**
**Email: airworth.regulatory@dca.gov.bn**
**Website: www.dca.gov.bn**

# APPLICATION FOR REGISTRATION OF AIRCRAFT

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**

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

a. ☐ Cover letter or written request from proposed Certificate Holder 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 (CAP 290) Regulation 2(6)

c. ☐ Proof of cancellation / deregistration / non-registration of previous registration, where applicable.

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. ☐ Name and contact information of aircraft owner(s), if different from the proposed Certificate Holder.

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 Certificate Holder, for Governmental Body.

k. ☐ Copy of National Identity Card (IC) if to be registered under the name of an individual

l. ☐ Copy of lease, charter or other applicable agreement supporting the basis of registration, where applicable.

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 (if applicable)

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 of applicable fee for registration / reissuance / duplicate (if applicable)

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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** ☐ **Changes to Registration details**

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

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

| | **APPLICANT(S) PARTICULAR** |
|---|---|
| 6 | (a) Eligibility for registration of aircraft in Brunei Darussalam<br>*(see note iii and iv if the applicant(s) is/are qualified persons)*<br>☐ The Government of Brunei<br>☐ Citizen(s) of Brunei<br>☐ A body incorporate and having it principal place of business in Brunei<br>☐ Others: _____<br><br>(b) Full name legal name of proposed Certificate Holder<br>*(see note v)*<br>Company name: _____<br>_____<br><br>OR<br>Individual(s): _____<br>_____<br>_____<br>*(if necessary, please continue on separate sheet)*<br><br>(c) Date of birth (if the proposed Certificate Holder an individual)<br>_____<br>*(dd, mmm, yyyy)* |
| 7 | (a) Address / principal place of business of the proposed Certificate Holder*(see note vi)*<br>_____<br>_____<br>_____<br>_____<br><br>(b) Telephone / fax / e-mail at which applicant can be contacted during normal business hours<br>Telephone: _____<br>Fax: _____<br>E-mail _____ |
| 8 | If the proposed Certificate Holder is a body corporate:<br>(a) In what country that body is incorporated?<br>_____<br><br>(b) What is the company registration number, date and place of registration?<br>*(attach a copy of Company Certificate of Incorporation – see note iii)*<br>_____<br>_____<br>_____ |

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| | |
|---|---|
| 9 | Basis of registration<br>☐ The owner of the aircraft *(continue to question 10)*<br>☐ Operator of the aircraft<br>☐ Other (Specify):<br>_____ |
| 10 | (a) Is the proposed Certificate Holder identified in 6(b) the owner of the aircraft?<br>☐ Yes ☐ No<br>(b) If yes, when did the proposed Certificate Holder become the owner of the aircraft?<br>_____<br>*(dd, mmm, yyyy)*<br>(c) Is the aircraft wholly owned by the body or person(s) named in 6(b)?<br>☐ Wholly owned ☐ Jointly owned<br>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. *(see note v)*<br>_____<br>_____<br>_____<br>_____<br>*(if necessary, continue on separate sheet.)* |
| 11 | *(a) Not applicable if question 10 are completed.*<br>Where the aircraft owner is different from the proposed Certificate Holder, state the full legal name and permanent address / contact information of the aircraft owner. *(see note v and viii)*<br>Full legal name: _____<br>Address: _____<br>_____<br>_____<br>Contact information: _____<br>(b) Where the basis if registration involves a lease, charter or other agreement, provide details of the applicable arrangement and attach a copy of the agreement<br>Commencement date: _____<br>Expiry date: _____<br>*(dd, mmm, yyyy)*<br>(c) Where applicable, provide details of intermediate lessor(s) or other relevant parties to establish the applicable ownership / lease structure.<br>_____<br>_____<br>_____ |
| 12 | (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?<br>*(see note vii if the applicant(s) is/are unqualified person / body)*<br>☐ Yes ☐ No<br>(b) If yes, give particulars (name address and nationality) and attach a letter of application to the Minister of Transport and Infocommunications.<br>_____<br>_____<br>_____<br>_____<br>_____<br>*(if necessary, continue on separate sheet.)* |

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| | **INSURANCE REQUIREMENTS** |
|---|---|
| 13 | In order to comply with Civil Aviation Act, Part 8, attach a copy of Insurance Certificate and state<br>(a) Whether the aircraft is insured?<br>☐ Yes ☐ No<br><br>(b) Is the aircraft used exclusively for non-commercial operations?<br>☐ Yes ☐ No<br><br>(c) Is the aircraft operated by an air carrier, i.e. an air transport undertaking with a valid operating license?<br>☐ Yes ☐ No |

| | **DECLARATION** |
|---|---|
| 14 | I / We hereby declare that the foregoing particulars and answers are true and correct in every respect, and I / We apply for the aircraft to be registered in Brunei Darussalam. I/We further declare that the information and supporting documents provided establish the applicable eligibility and basis for registration. *(see note viii and ix)*<br><br>*If more than one person in 6(b), each person should sign*<br><br>1) Signature: _____<br>Name: _____<br>*(in **BLOCK CAPITAL**)*<br>Position held: _____<br>Date: _____<br><br>2) Signature: _____<br>Name: _____<br>*(in **BLOCK CAPITAL**)*<br>Position held: _____<br>Date: _____<br><br>3) Signature: _____<br>Name: _____<br>*(in **BLOCK CAPITAL**)*<br>Position held: _____<br>Date: _____<br><br>4) Signature: _____<br>Name: _____<br>*(in **BLOCK CAPITAL**)*<br>Position held: _____<br>Date: _____ |

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# NOTES TO BE READ WHEN COMPLETING THIS APPLICATION FORM

i. In order for the aircraft to be registered in Brunei Darussalam, the type and designation of the aircraft needs to be accepted by Brunei DCA, where applicable. The acceptance of Type Certificate by Brunei DCA is confirmed by the issuance of Type Certificate Acceptance Report (TCAR) – AIR Form 24.
For new aircraft type intended to obtain a Brunei Darussalam Certificate of Airworthiness, the applicable Type Certificate Acceptance process shall be initiated, by completing and submitting AIR Form 5, prior to or in conjunction with the aircraft registration application.

ii. Where applicable, the aircraft shall comply with the applicable aircraft noise requirements. An application for Brunei DCA Noise Certificate AIR Form 8 shall be submitted and may be processed concurrently with the aircraft registration application.

iii. An aircraft will only be eligible for registration in Brunei Darussalam where the proposed Certificate Holder satisfies the applicable eligibility requirements under BAR 7. This applicable shall be accompanied by appropriate evidence to establish the identity and eligibility of the proposed Certificate Holder. The following may be accepted as evidence:
    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 its principal place of business in Brunei Darussalam, in addition to the evidence required in note iii, a certified true copy of Brunei Darussalam business licence should be supplied to Brunei DCA to identify the legal name of the proposed Certificate Holder.

v. The application shall identify the basis of registration and the proposed Certificate Holder. Where the aircraft owner is different from the proposed Certificate Holder, the name and address of the aircraft owner shall also be provided together with the applicable supporting documents. Where the aircraft is jointly owned, the full names and addresses of the owners and their respective ownership interests should be provided.

vi. The addresses provided for the proposed Certificate Holder will be recorded in the Brunei Darussalam Civil Aircraft Register and Certificate of Registration and used for correspondence from Brunei DCA including distribution of safety material. Where the aircraft owner is different from the proposed Certificate Holder, the applicable contact information of the owner shall be provided separately.

vii. In accordance with Civil Aviation Regulations (CAP 290) Regulation 2(6), where the aircraft is to be registered in the name of unqualified person, this form shall be accompanied by a letter addressed to the Minister of Transport and Infocommunications requesting the applicable approval. Aircraft registered pursuant to this provision shall not be used for the purpose of commercial air transport or aerial work.

viii. The application should be signed by the proposed Certificate Holder or a duly authorised representative. Where an authorised representative applies on behalf of the proposed Certificate Holder, the representative shall state the legal name of the proposed Certificate Holder and provide a signed power of attorney or letter of authorisation 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 the application, stating the position held. A letter identifying the authorised signatory / signatories should be attached to the application. A copy of the Certificate of Incorporation or equivalent document should also be included, where applicable.

x. Fees may be prescribed by the Director of Civil Aviation for the issuance, renewal, reissuance, replacement, changes or copy of the Certificate of Registration, as applicable.

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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 (CAP 290), 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 accordance with 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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