Unmanned Aircraft Section
Regulatory Division
Email: unmanned.aircraft@dca.gov.bn
Website: www.dca.gov.bn

Department of Civil Aviation
Ministry of Transport and Infocommunications
Brunei International Airport
Bandar Seri Begawan, BB2513
Brunei Darussalam

UNMANNED AIRCRAFT REGISTRATION INSTRUCTIONS FOR COMPLETION

APPENDIX A - INSTRUCTIONS

Drone registration is compulsory for residents operating unmanned aircraft in Brunei Darussalam, categorized by identity card status:

- **Eligible & Required to Register:**
  - Brunei Citizens (Yellow IC)
  - Permanent Residents (Purple IC)
  - Temporary Residents / Valid Immigration Pass Holders (Green IC working or residing in Brunei)
- **Tourists & Short-Term Visitors:**
  - Tourists visiting Brunei are **NOT REQUIRED** to register their drones.
  - *Important Notice for Visitors:* If you choose to operate your drone during your visit, you are **SOLELY RESPONSIBLE** for any unwanted circumstances that may arise. This includes, but is not limited to, property damage, personal injury, or violations of local laws and safety regulations. You must strictly adhere to the national Do's and Don'ts outlined below.

Drone Guidelines Do’s and Don’ts:

- **Do’s:**
  - Register your drone with DCA (only for Brunei Citizens, Permanent Residents and Temporary Residents).
  - Read and understand the drone user manual.
  - Fly **ONLY** during daytime with good visibility and weather conditions.
  - Keep your drone within your visual line of sight at all times.
  - Be mindful of the no-fly zones.
  - Stop flying and land your drone immediately if manned aircraft is sighted within the vicinity.
  - Check the condition of your drone and its controller before flying.
- **Don’ts:**
  - Do not fly your drone over public or national events without any proper authorization.
  - Do not fly your drone beyond its purpose.
  - Do not carry any hazardous substances on your drone.
  - Do not carry, drop or discharge any substances from your drone.
  - Do not interfere with any active first responders’ operations.
  - Do not fly within 5km of the airport or any military airbases.
  - Do not fly your drone under the influence of drugs and alcohols.
  - Do not fly your drone higher than 200 feet (~60 meters) above mean sea level.

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If you choose to send the form with the supporting documents digitally, please follow the instructions below to complete the form and submit it digitally through e-mail.

1. **This is a fillable PDF form:**
   Download Form UAS001 then open the PDF form and fill it out using a compatible software or application. Use the provided fields to enter the required information accurately. Double-check the form for any errors or missing details before proceeding.

2. **Sign the form digitally:**
   The form requires a signature, use the digital signature feature available in your PDF software or application. Follow the instructions provided to create and apply your digital signature to the form.

3. **Save the completed form:**
   Once you have filled out and digitally signed the form, save it as a PDF file on your device. Make sure to use a descriptive file name that includes your name and the purpose of the form.

4. **Submit the form via email:**
   Compose a new email and attach the saved PDF form and all the supporting documents (APPENDIX B - LIST OF ATTACHMENTS) to the email. Address the email to unmanned.aircraft@dca.gov.bn, ensuring the correct email address is used.

Important:

Please note that taking a picture of the form will not be accepted. It is crucial to complete the form electronically and submit it as a properly filled and signed PDF document.

Current Owner Responsibility:

Please note that the registered owner must de-register the drone if it is sold or transferred to a new owner. This is done by submitting the Drone De-Registration Form.

New Owner Responsibility:

The new owner must immediately register the drone using Form UAS001. This can only be processed once the drone has been successfully de-registered by the previous owner

If you encounter any difficulties or have further inquiries, please contact +673 2330142 ext. 1455 or refer to the provided instructions for assistance.

SECTION I (all fields in this section must be filled)

1. **Applicant Name:**
   - Write your full name in the designated field.

2. **Home Address:**
   - Enter your residential address in the provided space.
   - Include details such as house number, street name, and city.

3. **Mailing Address:**
   - If your mailing address is different from your home address, provide it in the corresponding section.
   - Include the same details as mentioned for the home address.

4. **Post Code:**
   - Enter the postal code or ZIP code of your residential address.

5. **IC/Passport Number:**
   - Provide the type of identification you are using (e.g., IC / passport number).
   - Enter the identification number as indicated on the document.

6. **Date of Birth:**
   - Enter your date of birth in the specified format (e.g., DD/MM/YYYY).

7. **Gender:**
   - Select your gender from the options provided (male or female).

8. **Age:**
   - Enter your age it in the appropriate field.

9. **Email:**
   - Write your email address in the designated space.
   - Use a valid and active email address for future correspondence.

10. **Contact Number:**
    - Enter your primary contact number in the provided field.
    - Include the appropriate country code if necessary (e.g., +673).

SECTION II (this section is mandatory for applicants under 18 years old)

1. **Parents/Guardian's Name:**
   - Enter the full name of your guardian in the provided space.
   - Provide the name of the person legally responsible for you.

2. **Relation to the Parents/Guardian:**
   - Indicate your relationship (e.g., parent, legal guardian).

3. **Parents/Guardian's Contact Number:**
   - Enter the primary contact number of your parent/guardian in the designated field.
   - Include the appropriate country code if necessary (e.g., +673).

SECTION III (for organization/company, to register their drone please proceed straight to this section)

1. **Name of the Applicant:**
   - Write the full name of the individual representing the organization/company in the designated field.

2. **Applicant Contact Number:**
   - Enter the primary contact number of the applicant in the provided field.
   - Include the appropriate country code if necessary (e.g., +673).

3. **Applicant IC/Passport:**
   - Fill in the required identification information of the applicant.
   - Provide the type of identification being used (e.g., IC, passport).
   - Enter the identification number as indicated on the document.

4. **Applicant Email:**
   - Write the email address of the applicant in the designated space.

5. **Name of Organization/Company:**
   - Enter the name of the organization or company registering the drone.

6. **Organization/Company Address:**
   - Enter the address of the organization or company in the provided space which Include details such as street name, building number, and city.

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7. **Post Code:**
   - Enter the postal code or ZIP code of the organization or company address.

8. **ROC (Registration of Company) Number:**
   - Enter the unique Registration of Company (ROC) number of the organization or company.

9. **Company's Email:**
   - Enter the email address of the organization or company in the designated space.

10. **Company's Contact Number:**
    - Enter the primary contact number of the organization or company in the provided field.

SECTION IV (this section is mandatory for all applicants to fill in)

1. **Drone Manufacturer:**
   - Enter the name of the manufacturer of the drone in the designated field (e.g., DJI, Parrot, Skydio, XAG and etc.).

2. **Drone Model:**
   - Enter the model or product name of the drone in the provided space.

3. **Drone Serial Number:**
   - Enter the unique serial number of the drone in the designated field.
   - This number is typically found on the drone itself or its packaging.

4. **Drone Remote Frequency:**
   - Enter the drone remote frequency.
   - Common frequencies include 2.4 GHz or 5.8 GHz, among others

SECTION V *(This section is mandatory if the person registering the drone is NOT the owner)*

1. **Applicant Name:**
   - Write your full name in the designated field.

2. **Home Address:**
   - Enter your residential address in the provided space.
   - Include details such as house number, street name, and city.

3. **Mailing Address:**
   - If your mailing address is different from your home address, provide it in the corresponding section.
   - Include the same details as mentioned for the home address.

4. **Post Code:**
   - Enter the postal code or ZIP code of your residential address.

5. **IC/Passport Number:**
   - Provide the type of identification you are using (e.g., IC / passport number).
   - Enter the identification number as indicated on the document.

DCA

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APPENDIX B - LIST OF ATTACHMENTS

For Personal Application

1. **Copy of IC/Passport (Colored):**
   - Attach a colored copy of your identification document (e.g., IC, passport).
   - Ensure that the copy is clear and legible, showing all relevant information.

2. **Passport Size Picture of the Applicant:**
   - Attach a passport-sized photograph of the applicant.
   - The picture should be recent, clear, and show the applicant's face.

3. **Picture of the Whole Drone:**
   - Attach a clear photograph of the entire drone.
   - The picture should capture the complete drone, showcasing its shape and design.

4. **Picture of the Drone's Serial Number:**
   - Attach a close-up photograph of the drone's serial number.
   - Ensure that the serial number is clearly visible and legible in the picture.

5. **Picture of the Remote Control (if applicable):**
   - If your drone uses a remote control, attach a photograph of it.
   - The picture should clearly show the remote-control device.

For Organization/Company

1. **Copy of IC/Passport (Colored):**
   - Attach a colored copy of your identification document (e.g., IC, passport).
   - Ensure that the copy is clear and legible, showing all relevant information.

2. **Passport Size Picture of the Applicant:**
   - Attach a passport-sized photograph of the applicant.
   - The picture should be recent, clear, and show the applicant's face.

3. **Picture of the Whole Drone:**
   - Attach a clear photograph of the entire drone.
   - The picture should capture the complete drone, showcasing its shape and design.

4. **Picture of the Drone's Serial Number:**
   - Attach a close-up photograph of the drone's serial number that is located on the drone (do not take a picture of the serial number that is located on the original box).
   - Ensure that the serial number is clearly visible and legible in the picture.

5. **Picture of the Remote Control (if applicable):**
   - If your drone uses a remote control, attach a photograph of it.
   - The picture should clearly show the remote-control device.

6. **Official Supporting Letter from the Organization/Company:**
   - Attach an official letter on the organization/company's letterhead.
   - The letter should state that the organization/company is registering their drones.
   - The letter should state the name of the individual who has been authorized by the organization/company to register the drone.

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