



APPLICATION FOR REGISTRATION OF AIRCRAFT

Mark the appropriate transaction relevant in this application

☐	Application for new registration: complete sections 1, 2, 7 and 8;
☐	Application for the amendment of certificate of registration: complete sections 1, 3, 7 and 8;
☐	Application for the duplicate of certificate of registration: complete sections 1, 4, 7 and 8;
☐	Application for the cancellation of certificate of registration: complete sections 1, 5, 7 and 8;
☐	Application for registration of change of ownership and notification of transfer of right of possession of aircraft: complete section 1, 2, 6, 7 and 8.

Mark and insert the appropriate fees paid

Fees paid

	Registration
	Amendment of certificate of registration
	Replacement/duplicate of certificate of registration
	Cancellation of certificate of registration
	Specialised registration marks requested

PLEASE TAKE NOTE OF THE FOLLOWING

1. All applications related to registration matters of aircraft must comply with the provisions of the Civil Aviation Regulation (CAR) Part 4.
2. **Supporting documents:** In each of the registration applications contained herein, the supporting documents to accompany each application are set out in detail. Please pay meticulous attention to compliance therewith.
3. **Certification of supporting documents:** Kindly note that certification of all annexures must be made by a Commissioner of Oaths or Notary Public of a **non-interested party** on the front of every page, and must include a full signature and ink stamp with full details, address and certification statement of such Commissioner of Oaths or Notary Public.
4. **Signatures:** All signatures must be signed in ink.
5. Section 1 of this form must be completed in all cases.
6. All other sections applicable to the specific application must be completed. Sections that are not applicable must be marked as such.
7. The original application must be submitted to the Director – Flight Safety and Standards, Wing D, Level 3, Robert Gabriel Mugabe International Airport Harare.
8. Where the required information cannot be furnished in the space provided, the information must be submitted as a **separate memorandum** and attached hereto.
9. Further guidance on registration of aircraft is contained in Advisory Circular AC-AIR001.

1.	PARTICULARS REGARDING THE APPLICANT / REGISTERED OWNER				
	<i>(Please note that this section must be completed in ALL cases.)</i>				
1.1	Full name of new owner or applicant				
1.2	Trade name (if applicable)				
1.3	Full business/residential address		1.4	Postal address	
1.5	Telephone: home		1.6	Telephone: office	
1.7	Cellular phone		1.8	Fax number	
1.9	E-mail address				
1.10	Legal status of applicant/registered owner (individual / company / corporation / trust / other - specify):				
1.11	Registration number in the case of a company / corporation / trust:				
1.12	Date of registration of company / corporation / trust				
1.13	Full particulars in respect of the individual / each director / member / trustee / person				
	Name	Position	Identity number	Nationality	Country of permanent residence

2.	APPLICATION FOR REGISTRATION OF AIRCRAFT and/or CHANGE OF OWNERSHIP									
2.1	Present nationality and registration mark of aircraft									
2.2	Zimbabwean registration letters, if registered before in the State					Z	-			
2.3	Country where aircraft was previously registered (if applicable)									
2.4	Classification of aircraft (Table CAR 4.3.1.11)									
	Manufacturer (Make) of the aircraft									
2.5	Manufacturer's type designation of aircraft									
2.6	Aircraft serial number									
2.7	Date of manufacture									
2.8	Maximum take-off mass (kg)									
2.9	Special registration marks requested					Z	-			
2.10	I, the undersigned hereby declare that the above particulars are true in every respect and apply herewith for: • registration of this aircraft in Zimbabwe; AND/OR • registration in the name of the applicant.									

2.11 SUPPORTING DOCUMENTS ATTACHED:		
<i>Kindly mark the relevant documents and/or requirements:</i>		
In the case of an aircraft which is imported into Zimbabwe from another State:		
2.11.1	Certificate or notification of cancellation from the appropriate authority of State or territory in which the aircraft was last registered.	
2.11.2	Original of the last certificate of airworthiness issued by the appropriate authority of the last State or territory from which the aircraft is imported.	
2.11.3	Original of the export certificate of airworthiness.	
2.11.4	If the first of a type of aircraft is imported into the Zimbabwe and is to be registered, the type acceptance certificate issued by the Authority.	
If the aircraft is to be registered in the name of an individual:		
2.11.5	certified true copy of proof of identity	
If the aircraft is to be registered in the name of a company:		
2.11.6	a certified true copy of its most recent register of directors lodged with the Registrar of Companies (Form CR14)	
2.11.7	a certified true copy of proof of identity of the director authorised to act on behalf of the applicant	
2.11.8	the authorising resolution on page 9 hereof	
If the aircraft is to be registered in the name of a trust:		
2.11.9	a certified true copy of the appropriate letter of appointment as trustee	
2.11.10	a certified true copy of proof of identity of the trustee authorised to act on behalf of the applicant	
2.11.11	the authorising resolution on page 9 hereof	
If the aircraft is to be registered in the name of any other applicant:		
2.11.12	a certified true copy of any other founding documents	
2.11.13	a certified true copy of proof of identity of the person authorised to act on behalf of the applicant	
2.11.14	the authorising resolution on page 9 hereof	

3.	APPLICATION FOR AMENDMENT OF CERTIFICATE OF REGISTRATION					
3.1	I, the undersigned					
	<i>(full name of director / member / trustee / person authorised in the resolution on page 9 hereof to act on behalf of the applicant / registered owner)</i>					
	hereby apply for the amendment of certificate number					
3.2	Amendment of the name in which the certificate of registration was issued:					
	Name on certificate					
	New name					
3.3	Amendment of address on the certificate of registration					
	Address on certificate					
	New address					
3.4	Amendment of aircraft manufacturer's designation on the certificate of registration					
	Designation on certificate					
	New designation					
3.5	I hereby declare that the above particulars, as set out above, are true in every respect and apply herewith for amendment of the Certificate of Registration of aircraft registration number	Z	-			
SIGNATURE OF APPLICANT		NAME IN BLOCK LETTERS		DATE		
Capacity of signatory						
Name of company, corporation, trust or other organisation						

3.6 SUPPORTING DOCUMENTS ATTACHED:	
<i>Mark the appropriate documents relevant to this application</i>	
3.6.1 Certified true copy of the certificate of change of name of a company, approved by the Registrar of Companies	
3.6.2 Certified true copy of the amended founding statement of the trust/corporation, approved by an appropriate Authority	
3.6.3 Original Certificate of Registration to be amended, alternatively reasons in writing why original cannot be submitted	

4.	APPLICATION FOR DUPLICATE OF CERTIFICATE OF REGISTRATION									
4.1	I, the undersigned									
	<i>(full name of director/member/trustee/person authorised in the resolution on page 9 hereof to act on behalf of the applicant/registered owner)</i>									
	hereby apply for the issue of a duplicate of certificate number									
4.2	Reason(s) for application									
4.3	If applicable, name and licence number of aircraft maintenance organisation applying for duplicate									
	AMO name					AMO Approval no.				
4.4	I hereby declare that the above particulars, as set out above, are true in every respect and apply herewith for a duplicate of the Certificate of Registration of aircraft registration number					Z	-			
SIGNATURE OF APPLICANT		NAME IN BLOCK LETTERS			DATE					
Capacity of signatory										
Name of company, corporation, trust or other organisation										

5.	APPLICATION FOR CANCELLATION OF REGISTRATION										
5.1	I, the undersigned										
	<i>(full name of director/member/trustee/person authorised in the resolution on page 9 hereof to act on behalf of the applicant/registered owner) hereby apply for the deletion from the Zimbabwean Civil Aircraft Register, and the cancellation of the registration of aircraft registration number</i>										
	Z	-					and certificate number				
	with effect from								(date)		
5.2	Reasons for cancellation:										
5.3	Country to where aircraft is exported										
5.4	I hereby declare that the above particulars, as set out above, are true in every respect and apply herewith for deletion from the Zimbabwean Civil Aircraft Register the registration of aircraft registration number						Z	-			
	SIGNATURE OF APPLICANT		NAME IN BLOCK LETTERS				DATE				
	Capacity of signatory										
	Name of company, corporation, trust or other organisation										

5.5 SUPPORTING DOCUMENTS ATTACHED:	
<i>Mark the appropriate documents relevant to this application</i>	
5.5.1 The original of the last certificate of registration	
5.5.2 In the case of any non-type certified aircraft, the special flight permit issued by the Authority	
5.5.3 In the case of an aircraft other than non-type certified aircraft, the certificate of airworthiness issued by the Authority	
5.5.4 The airframe data plate of the aircraft	
5.5.5 Certified true copy of letter of executorship (executor)	
5.5.6 Certified true copy of certificate of appointment (trustee)	
5.5.7 Certified true copy of certificate of appointment (liquidator)	
In case of export of an aircraft, the following additional documents must also be submitted:	
5.5.8 Copy of Reserve Bank Clearance (CD1), obtainable from the registered owners bank	
5.5.9 Copy of Customs Clearance, obtainable by the registered owner from ZIMRA	

6.	NOTIFICATION OF TRANSFER OF RIGHT OF POSSESSION OF AIRCRAFT				
6.1	Notice is hereby given that the right of possession of aircraft registration number				
	Z	-			was transferred to
	<i>(full name and address of transferee)</i>				
	with effect from			(date)	
6.2	Certificate number				
6.3	I, the undersigned				
	<i>(full name of director / member / trustee / person authorised* to act on behalf of the registered owner)</i>				
	hereby declare that the above particulars are true in every respect and certify that I have provided the transferee with the following documents:				
	Mark the appropriate documents provided to the transferee				
6.3.1	Certificate of registration				
6.3.2	Certificate of airworthiness				
6.3.3	Flight folio				
6.3.4	Airframe logbook				
6.3.5	Engine logbook (s)				
6.3.6	Propeller logbook (s)				
6.3.7	Approved flight manual or equivalent				
6.3.8	Approved mass and balance data and certified equipment list				
6.3.9	Approved minimum equipment list if maximum certified mass of aircraft is more than 5 700 kg				
SIGNATURE OF SELLER			NAME IN BLOCK LETTERS		DATE
Capacity of signatory					
Name of company, corporation, trust or other organisation					

6.4 SUPPORTING DOCUMENTS ATTACHED:	
<i>Mark the appropriate documents relevant to this application</i>	
6.4.1	Certified true copy of letter of appointment as executor
6.4.2	Certified true copy of certificate of appointment as trustee
6.4.3	Certified true copy of certificate of appointment as liquidator
6.4.4	Certified true copy of court order pertaining to transfer of right of possession of aircraft
6.4.5	Certified true copy of power of attorney authorising signatory*
6.4.6	Certified true copy of resolution authorising signatory*

RESOLUTION			
RESOLUTION OF THE			
(DIRECTORS / MEMBERS / TRUSTEES / OTHER - specify)			
OF			
(NAME OF COMPANY / CORPORATION / TRUST / OTHER ORGANISATION)			
PASSED AT		ON	
(PLACE)		(DATE)	

RESOLVED:									
7.	That							applies for:	
(name of company / corporation / trust / other organisation)									
7.1	the new registration/re-instatement on the Zimbabwean Civil Aircraft Register of aircraft								
	Z	-				Model			
							Serial number		
	in accordance with Part 4 of the Civil Aviation Regulations (SI140 of 2010);								OR
7.2	the registration of the change of ownership of aircraft						Z	-	
	Model					Serial number			OR
7.3	the amendment of Certificate of Registration Number								OR
7.4	issue of a duplicate of Certificate of Registration Number								OR
7.5	the cancellation of registration of aircraft						Z	-	
	Model					Serial number			
8.	That								
(full name of director / member / trustee / person - state capacity)									
is authorised to take all the necessary steps on behalf of									
(name of company / corporation / trust / other organisation)									
to sign the application form and to finalise the application as specified above, in execution of this resolution.									

Signatures of ATLEAST two-thirds directors / members / trustees / other					
8.1		Capacity-specify:		Name in block letters	
8.2		Capacity-specify:		Name in block letters	
8.3		Capacity-specify:		Name in block letters	