

CIVIL AVIATION AGENCY

625.

Based on Article 98, paragraph (3) from the Aviation Act ("Official Gazette of the Republic of Macedonia" No. 14/06, 24/07, 103/08 and 67/10), the Director of the Civil Aviation Agency adopted the following

REGULATION

ON THE FORM, CONTENT, RECORD KEEPING AND THE PROCEDURE FOR ISSUING AND MODIFICATION OF THE CERTIFICATE OF REGISTRATION

Article 1

This Regulation prescribes the form, contents, records and the manner of issuing and changing the certificate for registration of aircrafts.

Article 2

The form and contents of the certificate for registration of aircrafts (hereinafter as registration certificate) is additional part of this Regulation.

Article 3

(1) The request for registering a certain aircraft in the Aircraft Registry and for issuing or changing the certificate for registration is submitted in written form by the operator of aircraft to the Civil Aviation Agency (hereinafter as the Agency).

(2) The operator of the aircraft notifies the Agency for every change of the data entered in the Aircraft Registry, by submitting a written request for registering the change within a period of 15 days.

(3) The changes entered in the Aircraft Registry are also registered in the registration certificate, if the same refer to data entered in the certificate.

Article 4

The request for registering aircraft in the Aircraft Registry and for issuing or changing the certificate for registration, the operator of the aircraft needs to deliver the following documents:

1. Report from done basic check-up of the aircraft by an authorized person from the Agency, stating that the aircraft meets the needed criteria for airworthiness.

2. A copy of the certificate of citizenship and copy of the personal ID card for domestic natural persons, or copy of the residence permit for foreign natural persons, or a decision for registration in the Central Register of the Republic of Macedonia for legal entities.

3. A certificate for the deletion of the aircraft from the previous Aircraft Registry

(certificate of Aircraft Deletion), or proof that the aircraft is not included in any other Aircraft Registry.

4. A certificate for airworthiness of the aircraft for export, issued by the authorized body in the country where the aircraft was registered, confirming its airworthiness (Export Certificate of Airworthiness).

5. A certificate or other document that the aircraft fulfils the prescribed criteria for noise loudness and gas emission.

6. Proof of ownership (sales contract with paid expenses, gift contract or other proof) or approved lease contract of the aircraft without a crew, and

7. If the operator is not the owner of the aircraft, it is necessary to deliver statement by the owner for giving consent for aircraft to be entered into the Aircraft Registry of the Republic of Macedonia.

Article 5

(1) The documents from Article 4 of this Regulation must be original, or copies certified by a notary public, in accordance with the Law on General Administrative Procedure.

(2) Regarding the documents from Article 4 point 6 of this Regulation, which are written in language other than Macedonian, a translation into Macedonian by a court-authorized translator is needed, besides the original or the notarized copy.

(3) Along with the request for registering an aircraft in the Aircraft Registry, a proof for paid administrative fee is also delivered, as prescribed by the Law on Administrative Fees and paid compensation, and determined by a schedule of rates of the Agency.

Article 6

After the admission of the request, existence of formal defaults is determined, as follows:

- whether the request contains all needed information (name, surname/title, signature and address of the applicant);
- whether the administrative fee and compensation, determined by a schedule of rates of the Agency have been paid and
- whether all the necessary documents and proofs for the needed data have been enclosed with the request.

Article 7

- (1) If the request contains some formal default, the applicant is informed in order to remove the found defaults within 15 days.
- (2) If the applicant removes the defaults within the period indicated in paragraph (1) of this Article, it is considered that the request was correct when submitting.
- (3) If the applicant does not remove the found defaults within the period indicated by paragraph 1 of this Article, the Agency shall reject the request with a decision.

Article 8

After receiving the request and needed documentation, the Agency shall begin determining all the facts and proof/conditions, necessary to determine if the criteria for registering an aircraft are fulfilled, especially taking into consideration the following:

- whether the aircraft fulfils the needed airworthiness conditions;
- whether the domestic natural person has a Macedonian citizenship, or whether the foreign natural person has a regulated residence in the Republic of Macedonia or if the legal entity is registered and with seat in the Republic of Macedonia;
- whether the Certificate of Aircraft Deletion from the previous Aircraft Registry has the necessary data for the aircraft, as well as a seal and signature by an authorized person of the civil aviation authority, responsible for issuing the document;
- whether the Export Certificate of Airworthiness contains the necessary data for the aircraft, as well as a seal and signature by an authorized person of the civil aviation authority, responsible for issuing the document;
- whether the delivered sales contract, or other proof for other type of right to use the aircraft, is valid and signed by authorized persons of the two contracted parties, or approved by the Agency;
- whether the owner of the aircraft has agreed for the aircraft to be registered in the Aircraft Registry in the Republic of Macedonia, in case the operator does not own the aircraft, and
- whether the aircraft meets the prescribed criteria for noise loudness and gas emission, in accordance with the current regulations.

Article 9

- (1) If the Agency determines that all the necessary criteria are met, within 30 days after the day of submitting the request with complete documentation and proof, adopts a decision to register the aircraft in the Aircraft Registry, or to issue or make changes to the certificate for registration, which is then submitted to the applicant, along with the certificate for registration.
- (2) If the Agency determines that all the necessary criteria are not met, within 30 days after the day of the submitting the request with complete documentation and proof, adopts a decision for rejecting the request, by clarifying the reasons for the same.

Article 10

The Agency keeps records in the Aircraft Registry for all submitted requests for registering an aircraft in the Aircraft Registry, and issuing or changing the certificate for registration and for all the issued certificates for registration or changes.

Article 11

This Regulation shall enter into force on the eighth day after its publication in the "Official Gazette of the Republic of Macedonia", and shall be applied from 1 May 2011.

No. 03-149/3 03-149/3

21 February 2011

Skopje

Director,

Dr. Dejan Mojsoski, signed