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# ADVISORY CIRCULAR

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AIRCRAFT REGISTRATION GUIDE	2016-06-15	047-01	1.0

**NOTE: THIS ADVISORY CIRCULAR IS PUBLISHED TO PROVIDE REGULATORY INFORMATION AND DESCRIBE ACCEPTABLE MEANS OF COMPLIANCE WITH THE GENERAL AUTHORITY OF CIVIL AVIATION REGULATIONS (GACAR).**

## CHAPTER 1 – INTRODUCTION

### 1.1 Purpose.

The purpose of this advisory circular is to provide information and instructions to the Kingdom of Saudi Arabian aviation industry on the requirements for applications related to the initial issuance, renewal, replacement and cancellation of a Certificate of Registration (CR) for an aircraft. This guidance material also represents an acceptable means of compliance with the application requirements prescribed in GACAR Part 47.

### 1.2 Applicability.

This advisory circular is applicable to aircraft owners or their authorized agents wishing to register their aircraft on the Saudi National Aircraft Register, or already holding a Saudi Arabian CR.

NOTE: The registration of model aircraft and ultralight vehicles is the responsibility of aviation clubs certificated under GACAR Part 149 and is not addressed in this advisory circular. Persons wishing to register their model aircraft or ultralight vehicle should contact an aviation club for further details.

### 1.3 Cancellation.

This is the first official version of this advisory circular and it cancels no other advisory circulars.

### 1.4 Related Regulatory Provisions.

GACAR Parts 1, 13, 21, 47 and the Implementing Regulations of the Civil Aviation Tariff Act.

### 1.5 Related Reading Material.

None.

### **1.6 Definitions of Terms Used in this Advisory Circular.**

Affected parties should refer to Subpart A of GACAR Part 1 for a full listing of defined terms used in the GACAR. This advisory circular does not introduce any new terms.

### **1.7 Approval.**

This advisory circular has been approved for publication by the Assistant President, Safety, Security and Air Transport Sector of the General Authority of Civil Aviation.

## CHAPTER 2 – APPLICATION PROCEDURES

### 2.1 General.

This chapter summarizes essential information for all applicants for certificates of registration for aircraft. Applicants with further questions or concerns should contact the responsible department(s) as listed in Chapter 3 of this advisory circular. Applicants are reminded that should GACA refuse to issue their requested certificate they may be eligible to appeal that decision in accordance with the appeal regulations prescribed in Subpart I of GACAR Part 13.

NOTE: All applicable forms and e-services may be accessed on the GACA website at [www.gaca.gov.sa](http://www.gaca.gov.sa).

### 2.2 Application for Initial Issuance of CR.

Table 2.1 summarizes the important information related to the application for initial issuance of a CR.

**Table 2.1 - Application Information for Initial Issuance of CR**

<b><i>Related rule(s):</i></b>	GACAR Part 1 and Part 47
<b><i>Form(s) to be used:</i></b>	Form 100B
<b><i>Availability of e-service:</i></b>	Yes (visit <a href="http://www.gaca.gov.sa">www.gaca.gov.sa</a> and look for E-Services)

*How to fill in form(s):*

1. Select the purpose of the application; [X] INITIAL, CHANGE OF OWNERSHIP, CHANGE OF REGISTRATION MARK, DE-REGISTRATION, OTHER (please specify reason).
2. Fill in requested information about the aircraft owner. For multiple owners provide the information about each owner.
3. Fill in the requested information about the aircraft operator (if different than the owner).
4. Fill in the requested information about the aircraft.
  - 4a. The type certificate data sheet number referenced must be the FAA type certificate data sheet number (even for aircraft not manufactured in the USA). If the aircraft was not type certificated by the FAA enter N/A and provide supporting documentation explaining how the aircraft is eligible for airworthiness certification under GACAR Part 21.
  - 4b. For Category enter the aircraft category as follows: Airplane, Rotorcraft, Glider, Lighter-than-air, Powered-lift, Powered parachute, or Weight-shift-control aircraft, as applicable.
  - 4c. For Class enter the class appropriate to the aircraft category as follows:
    - Airplane category = Single-engine land, Multiengine land, Single-engine sea, or Multiengine sea.
    - Rotorcraft category = Helicopter or Gyroplane.
    - Glider = No classes.
    - Lighter-than-air category = Airship or Balloon.
    - Weight-shift-control aircraft category = Weight-shift-control aircraft land or Weight-shift-control aircraft sea.
    - Powered parachute category = Powered parachute land or Powered parachute sea.
  - 4d. If the aircraft is an unmanned aircraft, please indicate this along with the Category/Class information.
  - 4e. If special registration marks are being requested for a manned aircraft the applicant must provide a list of acceptable choices. Acceptable choices must be in the format HZ-### or HZ-#### where # can be any letter or number. NOTE: Special registration marks may not be requested for unmanned aircraft.
5. Complete the certification statement by signing and dating the form and attaching an official seal.

<b>Required supporting document(s):</b>	<ol style="list-style-type: none"> <li>1. Bill of sale for the aircraft.</li> <li>2. Evidence of deregistration from foreign country (if applicable).</li> <li>3. Delegation of authority from owner (if application is being made by an agent acting on behalf of the owner).</li> <li>4. Copy of official receipt showing payment of prescribed fee.</li> <li>5. For unmanned aircraft (UA), one photo that clearly shows the serial number of the UA and one photo that clearly shows the overall view of the UA.</li> </ol>
<b>Fee:</b>	<p>MTOM = maximum takeoff mass</p> <p>Unmanned aircraft 25 kg or less MTOM: SAR 500</p> <p>Unmanned aircraft &gt; 25 kg MTOM: SAR 5,000</p> <p>Manned aircraft 5000 kg or less MTOM: SAR 5,000</p> <p>Manned aircraft &gt; 5000 kg and &lt; 10,000 kg MTOM: SAR 10,000</p> <p>Manned aircraft 10,000 kg or more MTOM: SAR 15,000</p> <p>NOTE: Consult GACA AC 000-05 for fee payment procedures</p>
<b>Where to submit:</b>	<p><i>In person:</i></p> <p>General Authority of Civil Aviation          Licenses Section, Aviation Safety Standards Department          Safety, Security and Air Transport Sector Building          KAIA, Jeddah</p> <p><i>By mail:</i></p> <p>General Authority of Civil Aviation          Licensesw Section, Aviation Safety Standards Department          Safety, Security and Air Transport Sector          P.O. Box 887          Jeddah, 21421</p>
<b>Normal processing time:</b>	5 working days
<b>Means to be informed of the outcome:</b>	Email

<b><i>Where to pick up:</i></b>	General Authority of Civil Aviation Aviation Safety Standards Department Safety, Security and Air Transport Sector Building KAIA, Jeddah
<b><i>Special notes:</i></b>	None.

### **2.3 Application for Change in Ownership.**

In the event a Saudi Arabian registered aircraft changes ownership but the aircraft will remain on the Saudi National Aircraft Register, the new owner(s) of the aircraft (or his authorized representative) must apply for a new CR as per the instructions in Section 2.2 of this advisory circular.

### **2.4 Application for Replacement of CR.**

In the event of a lost or destroyed CR, the owner of the aircraft (or his authorized representative) must contact the Licenses Section of the Aviation Safety Standards Department for further instructions on how to apply for a replacement CR.

## CHAPTER 3 – FOR FURTHER INFORMATION

### 3.1 Responsible Department(s).

The Licenses Section of the Aviation Safety Standards Department of the GACA Safety, Security and Air Transport Sector is the department responsible for aircraft registration.

### 3.2 Contact Details.

The Licenses Section can be contacted at the following coordinates:

*In person:*

General Authority of Civil Aviation  
Licenses Section, Aviation Safety Standards Department  
Safety, Security and Air Transport Sector Building  
KAIA, Jeddah

*By mail:*

General Authority of Civil Aviation  
Licenses Section, Aviation Safety Standards Department  
Safety, Security and Air Transport Sector  
P.O. Box 887  
Jeddah, 21421

*By telephone:*

+966 12 613-7819