

**ENFORCEMENT AND LEGAL SERVICE  
CAAP Central Office**

**LEGAL REVIEW OF APPLICATIONS FOR NEW/RENEWAL OF AIRCRAFT  
REGISTRATION**

**Schedule of Availability of Service:**  
Monday – Friday (8:00 AM to 5:00 PM)  
No Noonbreak

**Who may avail of this Service:**  
Aircraft owner/s / operator/s

**What are the requirements:**  
Please see Airworthiness Department (AWD) checklist for the requirements.

**HOW TO AVAIL OF THE SERVICE:**

Step	Client	Activity	Fees	Forms	Duration of Activity	Person in Charge
		1. Receive application/s for aircraft registration from EARD-AWD.	N/A	N/A	5 min.	ELS staff
		2. Record entries in the incoming logbook and forward to Chief, ELS.	N/A	N/A	5 min.	ELS staff
		3. Determine and assign ELS personnel to review the legal documents attached to the application.	N/A	N/A	5 min	Chief, ELS
		4. Review of legal documents attached to the application.	N/A	N/A	1 day	Legal Officer
		5. Endorse application to Chief, ELS for review and signature.	N/A	N/A	1 day	Chief, ELS
		6. Forward application to EARD-AWD	N/A	N/A	5 min	ELS staff

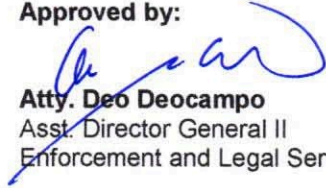
TOTAL DURATION OF ACTIVITY	2 days 20 min	
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**Prepared by:**



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**Approved by:**



**Atty. Deo Deocampo**  
Asst. Director General II  
Enforcement and Legal Service

**Noted by:**



**Ms. Aida S. Romulo**  
Chairman, Citizen's Charter Team