

**AIRWORTHINESS DEPARTMENT  
CAAP Central Office**

**ISSUANCE OF CERTIFICATE OF REGISTRATION**

**Schedule of Availability of Service:**

Monday – Friday (8:00 AM to 5:00 PM)

No Noon Break

**Who may avail of this Service:**

Aircraft Operator / Owner

**What are the requirements:**

1. Notarized Registration Form (CAAP Form 1028-1). (Pls. print legibly)
2. Letter of Intent
3. Proof of payment of CAAP Prescribed fees
4. Previous Certificate of Registration and Certificate of Airworthiness
5. History of Ownership. If the aircraft for registration was not purchased from the last registered owner, the applicant must submit comprehensive history of ownership, starting from the first registered owner to the last registered owner.
6. Copy of Letter-request for the reservation of Registration Marking
7. Copy of Letter-approval issued by CAAP for the reservation of Registration Marking
8. Colored photograph of the aircraft with Philippine Registration Marking, Registration Identification Plate (made of fireproof material), Aircraft Data Plate, Engine Data Plate, and Propeller Data Plate
9. Cancellation of Registration from other country (De-registration)
10. Documentary Evidence of Ownership. (consularized if consummated outside RP)  
Deed of Sale, Deed of Absolute Sale, and Bill of Sale (Preferably with Purchase Agreement)  
Other related Documents
11. Aircraft Lease Agreement (consularized if consummated outside of the Philippines)
12. Mortgage Agreement (if available)
13. Notarized Secretary's Certificate (stating among others the authorization of a person on behalf of the company to sign in transaction document)
14. Notarized Special Power of Attorney. (If applicable)
15. Letter-endorsement issued by CAAP stating no objection on the importation of aircraft
16. Bureau of Customs importation documents showing proof of payment of duties and taxes
17. Certificate of Import Tax Exemption (if applicable)
18. DTI Certificate or Corporation Documents issued by the Securities and Exchange Commission. (If applicable)
19. Certificate issued by CAAP: AOC and Operations Specifications, ATOC, Training Specifications, AAOC (if applicable)
20. Certificate issued by the Civil Aeronautics Board. (If applicable)
21. Type Certificate Data Sheet (TCDS)
22. Job Aid COR-002 (Certificate of Registration Issuance) prepared by CAAP Inspector with corresponding CASORT Entry printout
23. CASORT Entry printout prepared by Aircraft Registration Section

**NOTE: ALL SUBMITTED DOCUMENTS MUST BE CERTIFIED TRUE COPY (CTC) or ORIGINAL**  
CAAP reserves the right to deny, withhold or revoke any application with a false or incomplete data/information for the purpose of issuance of aircraft registration certificate. Note: False or incomplete data/information, which appears on the application with all other documents submitted patently false and material for approval of registration. The handling inspector is authorized to determine this aspect.