

**ACCOUNTING DIVISION - FINANCE DEPARTMENT
CAAP Central Office**

ISSUANCE OF ACCOUNTING CERTIFICATE FOR THE FOLLOWING:

- I. ORIGINAL CERTIFICATE OF REGISTRATION AND CERTIFICATE OF AIRWORTHINESS
- II. OVERFLY, ENTRY-EXIT, EXIT-ENTRY, EXIT AND ENTRY PERMITS

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

Who may avail of this Service:
Airline Operators, and Groundhandlers

What are the requirements:

ORIGINAL CERTIFICATE OF REGISTRATION AND CERTIFICATE OF AIRWORTHINESS

1. Letter request
2. Approved Reservation of Registration Marking
3. Proof of payment (for past due accounts)

OVERFLY, ENTRY-EXIT, EXIT-ENTRY, EXIT AND ENTRY PERMITS

1. Endorsement from Flight Operations Department
2. Copy of Official Receipt of advance payment for air navigation charges (for non-scheduled flights)

HOW TO AVAIL OF THE SERVICE:


Step	Client	Activity	Fees	Forms	Duration of Activity	Person in Charge
1	Proceed to Accounting Division; Submit the requirements	1. Check completeness of documents;			3 min	Receiving Officer

		2. Validate status of account; if cleared			5 min	Accounting Personnel
	Receive the Certificate and proceed to FSIS	3. Release the certificate and De-Registration & Transfer.				Accounting Personnel
TOTAL DURATION OF ACTIVITY					8 mins	


Prepared by:

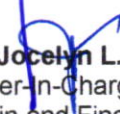
for 
Insirah G. Micawayan
 Accountant II

Noted by:


Ms. Aida S. Romulo
 Chairperson, Citizen's Charter Team

Approved by:


Kevin D. Almerido
 OIC, Accounting Division


Ms. Jocelyn L. Ching
 Officer-in-Charge
 Admin and Finance Service