

**Kingdom of Saudi Arabia  
General Authority of Civil Aviation**

# **GACA REGULATION**

## **Section 7**

### **Aircraft Nationality and Registration Marks**

**Edition 3.0**

**FOREWORD**

The following Regulations governing Aircraft Nationality and Registration Marks are based on Articles 1, 2, 3, 4, 5, 6, 10, 24, 49, 50, 51, 52, 53, 59, 67 and 173 of the Civil Aviation Act that has been approved by the Council of Ministers Resolution No. 185 dated 17/07/1426H and issued by the Royal Decree No. M/44 dated 18/07/1426H. (23/08/2005G), and are in accordance with ICAO Annex 7 Aircraft Nationality and Registration Marks and its related documents.

The promulgation of this regulation is based on the authority granted in Article 179 of the Civil Aviation Act, and is issued under the authority of the President, General Authority of Civil Aviation, as a duly delegated representative of the GACA Board of Directors, in accordance with Order No.T-41, dated 30/12/1429H (28/12/2008G).

The General Authority of Civil Aviation is responsible for the preparation and distribution of all regulations in sufficient quantities so that all service providers and aircraft operators based in the Kingdom of Saudi Arabia are able to obtain an authentic copy prior to the effective date of the Regulation.

**APPROVED:**

*Original Signed*

Fahad Bin Abdullah Al-Saud  
President, General Authority of Civil Aviation

Effective Date: 16 April 2014

## CONTENT RULES

### 1) Organization Structure:

- a) GACA has established a Certification and Licensing Division (C&LD) within the Aviation Standards Department (ASD) of the Safety and Economic Regulation Sector (S&ER) with the following responsibilities:
1. Publish and issue instructions in a form of Advisory Guides (AG) to public for guidance.
  2. Issue and renew licenses for flight crew members, airmen, air traffic controllers, dispatchers and cabin crew members.
  3. Validate foreign licenses issued to airmen by another ICOA member state.
  4. Issue and/or approve certification of aviation training institutions.
  5. Register and de-register aircraft.
  6. Investigate and recommend appropriate action in enforcement cases involving licensed personnel.
  7. Maintain current data base for airmen licenses and aircraft registrations
  8. Ensure and enforce compliance with the applicable regulations and procedures of GACAR Section 7 – Aircraft Nationality and Registration Marks.
  9. Perform safety oversight functions including audits, inspections, investigations and data analysis; on pre-established annual audit program and frequent inspections of areas of greater safety concern or need, as identified by the analysis of Data, or as instructed by Senior Management.
- b) These regulations govern Aircraft Nationality and Registration Marks and are based on the provisions of ICAO Annex 7 - Aircraft Nationality and Registration Marks and its related Documents and guidance materials (as revised), and on the United States of America, CFR14, Federal Aviation Regulations FAR Parts 45, 47, 49 and specific GACA requirements (as revised).

### 2) Rules of Constructions:

- a) To avoid any misunderstanding within this regulation, certain words are to be interpreted as having specific meanings when they are used, unless the context requires otherwise:
- (1) Words importing the singular include the plural;
  - (2) Words importing the plural include the singular; and
  - (3) Words importing the masculine gender include the feminine.
- b) In this regulation, the following protocol is used:
- (1) The words "**Shall**" and "**must**" indicate that compliance is compulsory.
  - (2) The word "**should**" indicates recommendation.
  - (3) The word "**Can**" or "**May**" is used in a permissive sense to state authority or permission to do the act prescribed, and the words "no person may \* \* \*" or "a person may not \* \* \*" mean that no person is required, authorized, or permitted to do the act prescribed;
  - (4) The word "**will**" is used to express the future; and
  - (5) The word "**Includes**" means "**includes but is not limited to**".

### **AMENDMENT PROCEDURE**

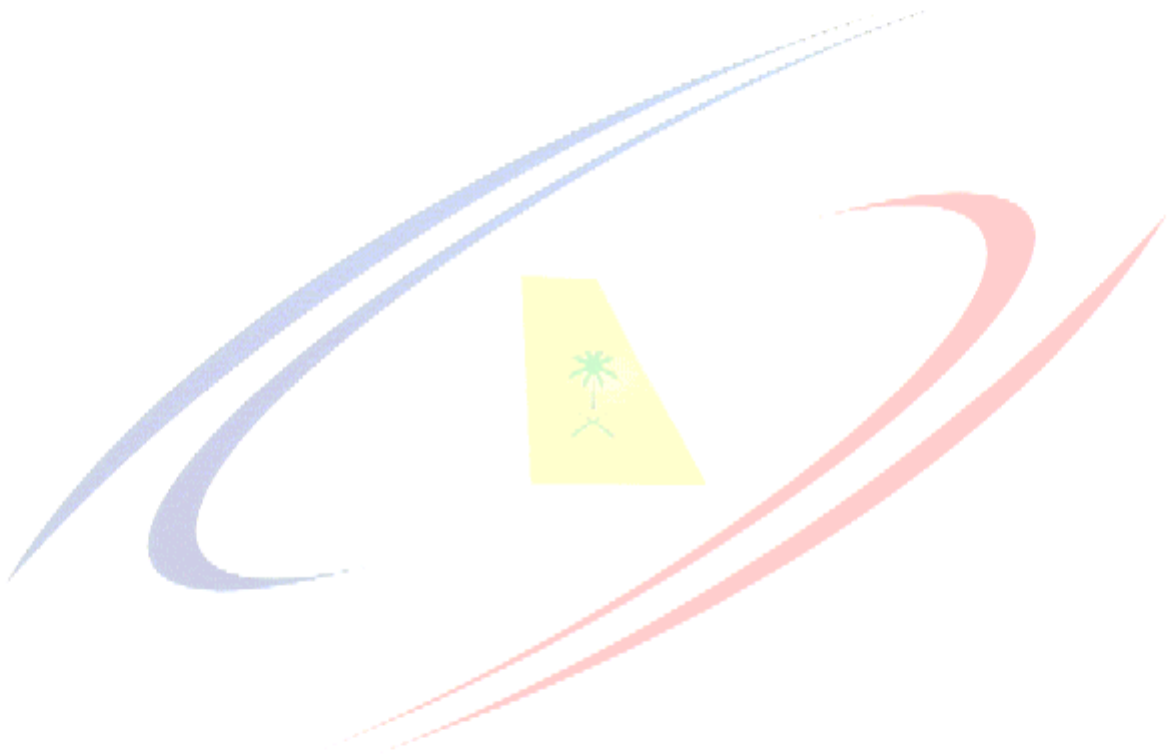
The existing General Authority of Civil Aviation Regulations (GACAR) will be periodically reviewed to reflect the latest updates of International Civil Aviation Organization (ICAO) Standards and Recommended Practices (SARPs); it will be also amended to reflect the latest aviation safety provisions issued by GACA and other regional and international Civil Aviation organizations. A complete revised edition incorporating all amendments will be published every three years from the original effective date of this regulation. The amendment procedure shall be as follows;

1. When the General Authority of Civil Aviation (GACA) receives an amendment to any of the current ICAO Annexes that can affect the provisions of this regulation, it will be forwarded by the Vice President of International Organization Affairs to the Vice President, Safety and Economic Regulation (S&ER) who in turn will provide a copy of this amendment to the concerned department for study and comments taking into account the ICAO deadline for the reply.
2. When any GACA department or stakeholder proposes an amendment to this regulation, it will send a letter with the proposed amendment including a clear justification and argument for such amendment. Following the receipt of an amendment proposal, the S&ER will analyze this proposal and forward its comments and any proposed decision action to the S&ER Vice President.
3. An accepted amendment proposal will be prepared as draft amendment to the GACAR-Section 7 and forwarded to the originator of the amendment proposal and concerned GACA department (s) for further review and comment within a specified timeline.
4. All accepted amendments will be drafted in the form of Notices of Proposed Amendments (NPA) and forwarded to all concerned parties including stakeholders for comment within a two-month reply period. The NPA shall indicate the proposed Amendment's effective date.
5. Following the receipt of NPA replies, the S&ER will analyze the comments received and produce a new draft in consultation with the concerned GACA department. The final draft will be submitted to President of the General Authority of Civil Aviation for formal approval prior to publication.
6. The Amendment's effective date will take into account the comments of all the concerned parties and stakeholders.
7. Any differences between the GACAR Section 7 new amendment and ICAO Annexes Standards and Recommended Practices will be forwarded to ICAO as a Difference and published as it is in the Aeronautical Information Publication (AIP).
8. All concerned parties and stakeholders will be provided a copy of the new amendment and will be requested to update their copy of the GACAR Section 7 accordingly.
9. It is the responsibility of all concerned parties to keep their copy of GACAR-Section 7 and other GACA regulation publication up to date.

### **SUPPLEMENTARY REGULATIONS**

From time to time it will be necessary to issue regulations or instructions which supplement or augment the GACAR Regulations. The following procedures will apply:

1. Supplementary regulations will be issued in the form of a GACA Regulation Circular (RC).
2. The GACA Regulation Circular will be approved by the President.
3. The process for preparation and publishing of the GACA Regulation Circular will be addressed in the GACA Quality System Manual.



## AMENDMENT RECORD

\* This edition incorporates all ICAO amendments to annex 7 up to and including amendment 6

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## LIST OF CURRENT DIFFERENCES TO ICAO SARPS

GACA Regulation Section 7 is based on ICAO Annex 7. The following is a list of differences between the GACA Regulation and the ICAO Standards and Recommended Practices (SARPS). Differences have been notified to ICAO and are also published in the KSA Aeronautical Information Publication (AIP).

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**TABLE OF CONTENTS**

FOREWORD .....	i
CONTENT RULES .....	ii
AMENDMENT PROCEDURE .....	iii
SUPPLEMENTARY REGULATIONS .....	iv
AMENDMENT RECORD .....	v
LIST OF CURRENT DIFFERENCES TO ICAO SARPS .....	vi
TABLE OF CONTENTS .....	vii
<b>CHAPTER 1 - DEFINITIONS</b>	
1.1 Definitions	
1.2 Abbreviations	
<b>CHAPTER 2 - CLASSIFICATION OF AIRCRAFT</b>	
<b>CHAPTER 3 -NATIONALITY COMMON AND REGISTRATION MARKS TO BE USED</b>	
<b>CHAPTER 4 - LOCATION OF NATIONALITY, COMMON AND REGISTRATION MARKS</b>	
4.1 General	
4.2 Lighter-than-air aircraft	
4.3 Heavier-than-air aircraft	
<b>CHAPTER 5 -MEASUREMENTS OF NATIONALITY, COMMON AND REGISTRATION MARKS</b>	
5.1 Lighter-than-air aircraft	
5.2 Heavier-than-air aircraft	
<b>CHAPTER 6 - TYPE OF CHARACTERS FOR NATIONALITY, COMMON AND REGISTRATION MARKS</b>	
<b>CHAPTER 7 - REGISTER OF NATIONALITY, COMMON AND REGISTRATION MARKS</b>	
<b>CHAPTER 8 - CERTIFICATE OF REGISTRATION</b>	
<b>CHAPTER 9 - IDENTIFICATION PLATE</b>	



**CHAPTER 1 – DEFINITIONS****1.1 Definitions**

When the following terms are used in this regulation, they shall have the following meanings

**Aeroplane:**

A power-driven heavier-than-air aircraft, deriving its lift in flight chiefly from aerodynamic reactions on surfaces which remain fixed under given conditions of flight.

**Aircraft:**

Any machine that can derive support in the atmosphere from the reactions of the air other than the reactions of the air against the earth's surface. (See Table 1, Classification of aircraft.)

**Airship:**

A power-driven lighter-than-air aircraft.

**Balloon:**

A non-power-driven lighter-than-air aircraft.

**Common mark:**

A mark assigned by the International Civil Aviation Organization to the common mark registering authority registering aircraft of an international operating agency on other than a national basis.

**Note.** — All aircraft of an international operating agency which are registered on other than a national basis will bear the same common mark.

**Common mark registering authority:**

The authority maintaining the non-national register or, where appropriate, the part thereof, in which aircraft of an international operating agency are registered.

**Fireproof material:**

A material capable of withstanding heat as well as or better than steel when the dimensions in both cases are appropriate for the specific purpose.

**Glider:**

A non-power-driven heavier-than-air aircraft, deriving its lift in flight chiefly from aerodynamic reactions on surfaces which remain fixed under given conditions of flight.

**Gyroplane:**

A heavier-than-air aircraft supported in flight by the reactions of the air on one or more rotors which rotate freely on substantially vertical axes.

**Heavier-than-air aircraft:**

Any aircraft deriving its lift in flight chiefly from aerodynamic forces.

**Helicopter:**

A heavier-than-air aircraft supported in flight chiefly by the reactions of the air on one or more power-driven rotors on substantially vertical axes.

**International operating agency:**

An agency of the kind contemplated in Article 77 of the Convention.

**Lighter-than-air aircraft:**

Any aircraft supported chiefly by its buoyancy in the air.

**Ornithopter:**

A heavier-than-air aircraft supported in flight chiefly by the reactions of the air on planes to which a flapping motion is imparted.

**Rotorcraft:**

A power-driven heavier-than-air aircraft supported in flight by the reactions of the air on one or more rotors.

**Remotely Piloted Aircraft (RPA):**

An unmanned aircraft which is piloted from a remote pilot station.

**State of Registry:**

The State on whose register the aircraft is entered.

**1.2 Abbreviations**

AC	Advisory Circular
AG	Advisory Guide
AIP	Aeronautical Information Publication.
AMODA	Assistant Minister of Defense and Aviation for Civil Aviation Affairs
ASD	Aviation Standards Department
C of R	Certificate of Registration
C&LD	Certification and Licensing Division
Convention	Chicago Convention 1944
FAA	Federal Aviation Administration
FAR	Federal Aviation regulations
GACA	General Authority of Civil Aviation
GACAR	GACA Regulations
GM	General Manager
ICAO	International Civil Aviation Organization
KSA	Kingdom of Saudi Arabia
MODA	Ministry of Defense and Aviation
S&ER	Safety and Economic Regulation
SD	Safety Department
VP	Vice President

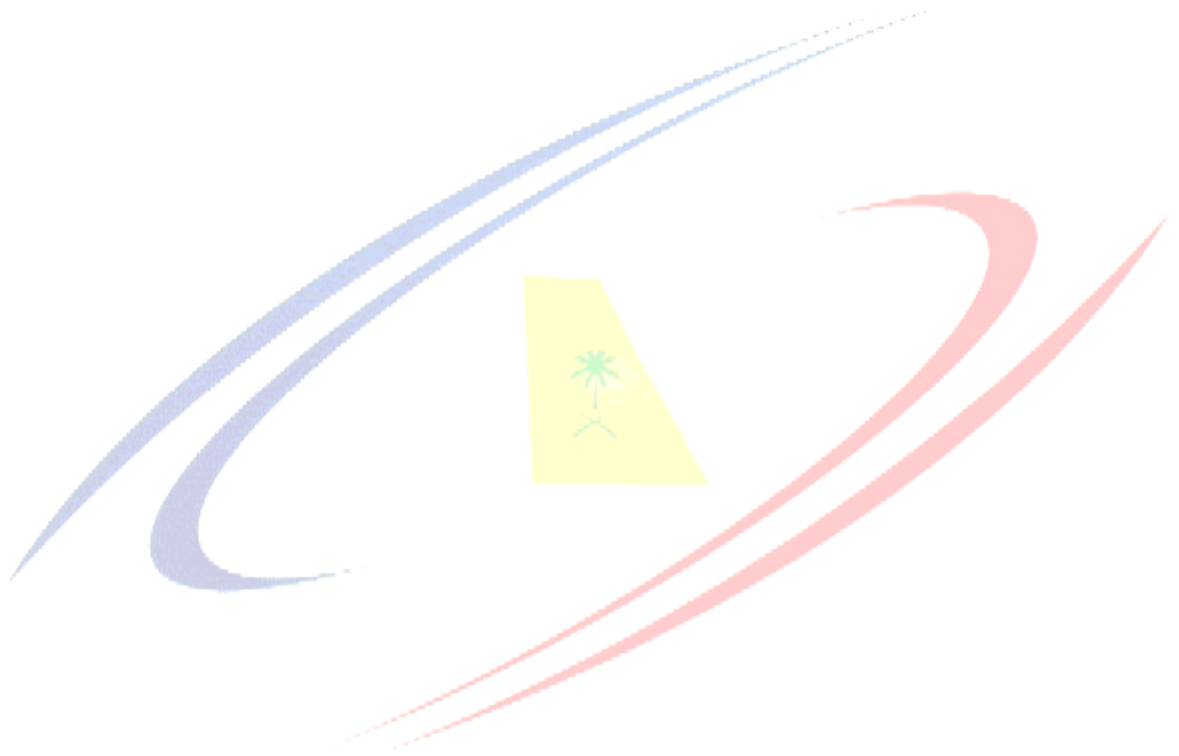
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## **CHAPTER 2 – CLASSIFICATION OF AIRCRAFT**

2.1 Aircraft shall be classified in accordance Table 1.  
(Page 8-3)

2.2 An aircraft which is intended to be operated with no pilot on board shall be further classified as unmanned.

2.3 Unmanned aircraft shall include unmanned free balloons and remotely piloted aircraft.



### CHAPTER 3 –NATIONALITY COMMON AND REGISTRATION MARKS TO BE USED

3.1 No person may operate a KSA aircraft unless that aircraft displays Nationality and registration marks in accordance with Chapter 3, Chapter 4 and Chapter 5 of this Section.

3.2 The nationality or common mark and registration mark shall consist of a group of characters.

3.3 The nationality or common mark shall precede the registration mark. When the first character of the registration mark is a letter, it shall be preceded by a hyphen.

3.4 The nationality mark shall be selected from the series of nationality symbols included in the radio call signs allocated to the State of Registry by the International Telecommunication Union. The nationality mark shall be notified to the International Civil Aviation Organization.

3.5 The common mark shall be selected from the series of symbols included in the radio call signs allocated to the International Civil Aviation Organization by the International Telecommunication Union.

**Note.** — Assignment of the common mark to a common mark registering authority will be made by the International Civil Aviation Organization.

3.6 The registration mark shall be letters, numbers, or a combination of letters and numbers, and shall be that assigned by GACA.

3.7 When letters are used for the registration mark, combinations shall not be used which might be confused with the five-letter combinations used in the International Code of Signals, Part II, the three-letter combinations beginning with Q used in the Q Code, and with the distress signal SOS, or other similar urgent signals, for example XXX, PAN and TTT.

**Note.** — For reference to these codes applicable to KSA, see the currently effective International Telecommunications Regulations.

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## CHAPTER 4 – LOCATION OF NATIONALITY, COMMON AND REGISTRATION MARKS

### 4.1 General

The nationality or common mark and registration mark shall be painted on the aircraft or shall be affixed by any other means ensuring a similar degree of permanence. The marks shall be kept clean and visible at all times.

### 4.2 Lighter-than-air aircraft

4.2.1 Airships. The marks on an airship shall appear either on the hull or on the stabilizer surfaces. Where the marks appear on the hull, they shall be located lengthwise on each side of the hull and also on its upper surface on the line of symmetry. Where the marks appear on the stabilizer surfaces, they shall appear on the horizontal and on the vertical stabilizers; the marks on the horizontal stabilizer shall be located on the right half of the upper surface and on the left half of the lower surface, with the tops of the letters and numbers toward the leading edge; the marks on the vertical stabilizer shall be located on each side of the bottom half stabilizer, with the letters and numbers placed horizontally.

4.2.2 Spherical balloons (other than unmanned free balloons). The marks shall appear in two places diametrically opposite. They shall be located near the maximum horizontal circumference of the balloon.

4.2.3 Non-spherical balloons (other than unmanned free balloons). The marks shall appear on each side. They shall be located near the maximum cross-section of the balloon immediately above either the rigging band or the points of attachment of the basket suspension cables.

4.2.4 Lighter-than-air aircraft (other than unmanned free balloons). The side marks shall be visible both from the sides and from the ground.

4.2.5 Unmanned free balloons. The marks shall appear on the identification plate (see Chapter 8).

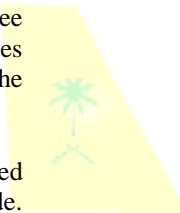
### 4.3 Heavier-than-air aircraft

4.3.1 Wings. On heavier-than-air aircraft, the marks shall appear once on the lower surface of the wing structure. They shall be located on the left half of the lower surface of the wing structure unless they extend across the whole of the lower surface of the wing structure. So far as is possible, the marks shall be located equidistant from the leading and trailing edges of the wings. The tops of the letters and numbers shall be toward the leading edge of the wing.

4.3.2 Fuselage (or equivalent structure) and vertical tail surfaces. On heavier-than-air aircraft, the marks shall appear either on each side of the fuselage (or equivalent structure) between the wings and the tail

surface or on the upper halves of the vertical tail surfaces. When located on a single vertical tail surface, they shall appear on both sides. When located on multi-vertical tail surfaces, they shall appear on the outboard sides of the outer surfaces.

4.3.3 Special cases. If a heavier-than-air aircraft does not possess parts corresponding to those mentioned in 4.3.1 and 4.3.2, the marks shall appear in a manner such that the aircraft can be identified readily.



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## CHAPTER 5 –MEASUREMENTS OF NATIONALITY, COMMON AND REGISTRATION MARKS

The letters and numbers in each separate group of marks shall be of equal height.

### 5.1 Lighter-than-air aircraft

5.1.1 The height of the marks on lighter-than-air aircraft other than unmanned free balloons shall be at least 50 centimeters.

5.1.2 The measurements of the marks related to unmanned free balloons shall be determined by the State of Registry, taking into account the size of the payload to which the identification plate is affixed.

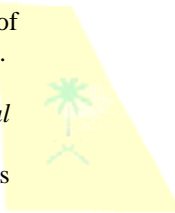
5.1.3 *Special Cases.* If a lighter-than-air aircraft does not possess parts of sufficient size to accommodate the marks described in 5.1.1 the measurements of the marks shall be determined by the State of Registry, taking account of the need for the aircraft to be identified readily.

### 5.2 Heavier-than-air aircraft

5.2.1 *Wings.* The height of the marks on the wings of heavier-than-air aircraft shall be at least 50 centimeters.

5.2.2 *Fuselage (or equivalent structure) and vertical tail surfaces.* The height of the marks on the fuselage (or equivalent structure) and on the vertical tail surfaces of heavier-than-air aircraft shall be at least 30 centimeters.

5.2.3 *Special cases.* If a heavier-than-air aircraft does not possess parts corresponding to those mentioned in 5.2.1 and 5.2.2 or if the parts are too small to accommodate the marks described therein, the measurements of the marks shall be determined by the State of Registry, taking account of the need for the aircraft to be identified readily.



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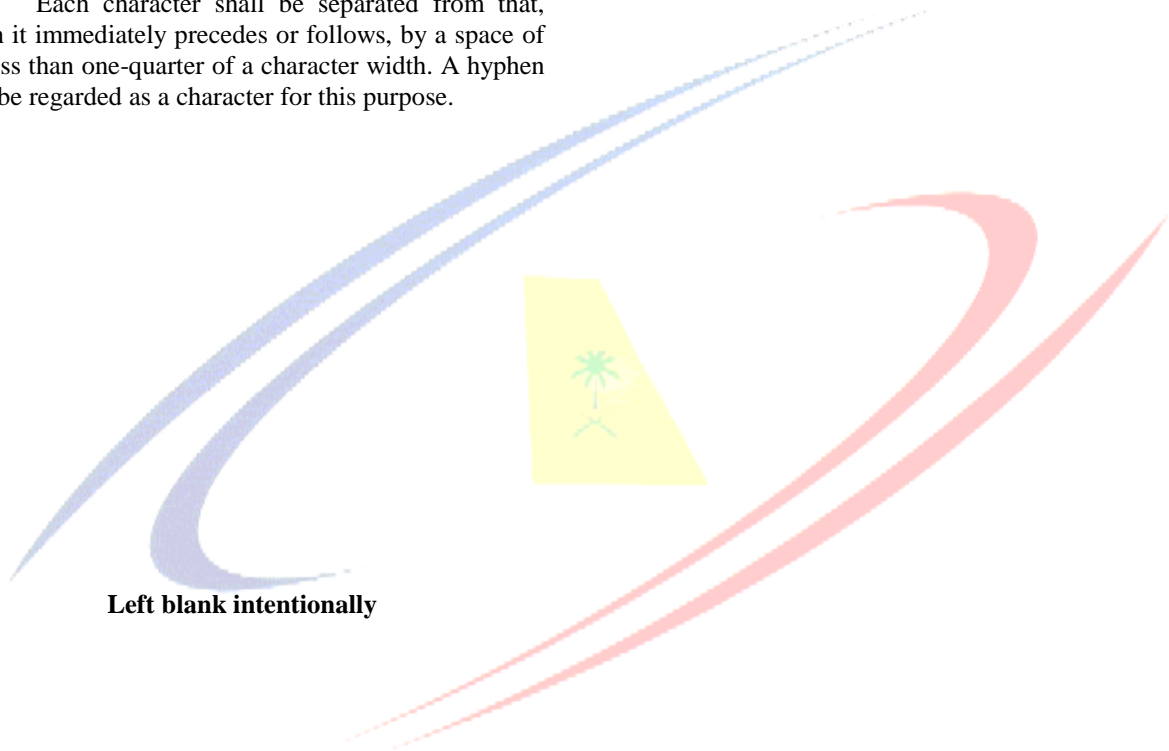
**CHAPTER 6 - TYPE OF CHARACTERS  
FOR NATIONALITY, COMMON AND  
REGISTRATION MARKS**

6.1 The letters shall be capital letters in Roman characters without ornamentation. Numbers shall be Arabic numbers without ornamentation.

6.2 The width of each character (except the letter I and the number 1) and the length of hyphens shall be two-thirds of the height of a character.

6.3 The characters and hyphens shall be formed by solid lines and shall be of a color contrasting clearly with the background. The thickness of the lines shall be one-sixth of the height of a character.

6.4 Each character shall be separated from that, which it immediately precedes or follows, by a space of not less than one-quarter of a character width. A hyphen shall be regarded as a character for this purpose.



## **CHAPTER 7 - REGISTER OF NATIONALITY, COMMON AND REGISTRATION MARKS**

GACA shall maintain a current register showing each aircraft registered in KSA, the information recorded in the certificate of registration (see Chapter 7). The register of unmanned free balloons shall contain the date, time and location of release, the type of balloon and the name of the operator.

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## CHAPTER 8 – CERTIFICATE OF REGISTRATION

8.1 The certificate of registration, in wording and arrangement, shall be a replica of the certificate shown in Figure 1.

8.2 A person who wishes to register an aircraft in the KSA must submit an application to C&LD for aircraft registration.

8.3 An aircraft may be registered under Article 50 of the civil aviation Act issued by a Royal Decree No. M/44 dated 18/07/1426H (23/08/2005).

8.4 An aircraft may be registered only by and in the legal name of its owner(s) and not registered under the law of a foreign country

8.5 The Aircraft Certificate of Registration (C of R) is valid unless suspended or revoked.

8.6 The aircraft C of R is invalid if, at the time it is made;

- The aircraft is registered in a foreign country.
- The applicant is not the owner,
- The applicant is not qualified to submit an application under this section
- The aircraft declared unserviceable or,
- Applicant loses his Nationality.

8.7 The holder of the invalid certificate of registration shall return it as soon as possible to C&LD office.

8.8 A replacement of certificate of registration (due to loss, stolen, or mutilation) maybe reissued in accordance with the civil aviation tariff system.

8.9 When certificates of registration are issued in a language other than English, they shall include an English translation.

8.10 The Aircraft certificate of registration must be carried on board the aircraft at all times.

**Note.** — Article 29 of the Convention on International Civil Aviation requires that the certificate of registration be carried on board every aircraft engaged in international air navigation.

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Figure 1. Certificate of Registration

<b>KINGDOM OF SAUDI ARABIA</b> General Authority of Civil Aviation AIRCRAFT REGISTRATION CERTIFICATE						المملكة العربية السعودية الهيئة العامة للطيران المدني شهادة تسجيل طائرة		
Registration Mark :			Aircraft Make and Model :					
			Aircraft Serial Number :					
Owner's Name and Address:								
It is hereby certified that the above described aircraft has been duly entered on the register of the General Authority of Civil Aviation , Kingdom of Saudi Arabia, in accordance with the Convention on International Civil Aviation dated 7 December 1944 and with the Royal Decree No.M-44 Dated 18/7/1426 H (23-8-2005G), and regulations issued thereunder. <b>THIS CERTIFICATE MUST BE CARRIED IN THE AIRCRAFT AT ALL TIMES.</b>								
Date of Issue :			President of General Authority of Civil Aviation			Date of Expiry		
GACA / S & ER- 100(PART: A)						No.:		

Table 1. Classification of aircraft

AIRCRAFT	Lighter-than-air aircraft	Non-power-driven	Free balloon	Spherical free balloon Non-spherical free balloon
			Captive balloon	Spherical captive balloon Non-spherical captive balloon <sup>1</sup>
		Power-driven	Airship	Rigid airship Semi-rigid airship Non-rigid airship
			Heavier-than-air aircraft	Non-power-driven
	Kite <sup>4</sup>	Sea glider <sup>2</sup>		
	Power-driven	Aeroplane		Landplane <sup>3</sup>
				Seaplane <sup>2</sup>
				Amphibian <sup>2</sup>
		Rotorcraft		Gyroplane
	Helicopter		Land helicopter <sup>3</sup> Sea helicopter <sup>2</sup> Amphibian helicopter <sup>2</sup>	
Ornithopter	Land ornithopter <sup>3</sup> Sea ornithopter <sup>2</sup> Amphibian ornithopter <sup>2</sup>			

1. Generally designated "kite-balloon".

2. "Float" or "boat" may be added as appropriate.

3. Includes aircraft equipped with ski-type landing gear (substitute "ski" for "land").

4. For the purpose of completeness only.

**CHAPTER 9 - IDENTIFICATION PLATE**

9.1 Aircraft, aircraft engines and propellers shall carry an identification plate inscribed with;

- Builder's name.
- Model designation.
- Builder's serial number.
- Type certificate number, if any.
- Production certificate number, if any.
- For aircraft engines, the established rating.

9.2 The plate shall be made of fireproof metal or other fireproof material of suitable physical properties.

9.3 The identification plate shall be secured to the aircraft exterior in a prominent position, either adjacent to and aft of the rear most entrance door, near the main entrance door or on the fuselage surface near the tail surfaces or;

- a) In the case of an unmanned free balloon, affixed conspicuously to the exterior of the payload; and
- b) in the case of remotely piloted aircraft, secured in a prominent position near the main entrance or compartment or affixed conspicuously to the exterior of the aircraft if there is no main entrance or compartment.

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**CHAPTER - 10 GENERAL**

10.1 Requirement for aircraft registration in KSA is described in Appendix – A AIRCRAFT REGISTRATION GUIDE of this section.

10.2 The provisions of this Section shall not apply to meteorological pilot balloons used exclusively for meteorological purposes or to unmanned free balloons without a payload.

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# **APPENDIX A**

# **AIRCRAFT REGISTRATION**

# **GUIDE**

## TABLE OF CONTENTS

<b>CHAPTER 1 - GENERAL .....</b>	<b>APPENDIX A-1-1</b>
1.1 Purpose	APPENDIX A-1-1
1.2 Policy statement	APPENDIX A-1-1
1.3 Cancellation	APPENDIX A-1-1
1.4 Background	APPENDIX A-1-1
1.5 Reference materials	APPENDIX A-1-1
<b>CHAPTER 2 - AIRCRAFT REGISTRATION REQUIREMENTS .....</b>	<b>APPENDIX A-2-1</b>
2.1 General	APPENDIX A-2-1
2.2 Compliance	APPENDIX A-2-1
2.3 Validity of Certificate of Registration (C of R)	APPENDIX A-2-1
2.4 Invalidity of Certificate of Registration (C of R)	APPENDIX A-2-1
2.5 Change of address	APPENDIX A-2-1
2.6 Replacement of certificate	APPENDIX A-2-1
2.7 Cancellation of Certificate of Registration for Export purpose	APPENDIX A-2-2
<b>CHAPTER 3 - LOCATION OF NATIONALITY, COMMON AND REGISTRATION MARKS.....</b>	<b>APPENDIX A -3-1</b>
3.1 General	APPENDIX A-3-1
3.2 Initial application requirements	APPENDIX A-3-1
3.3 Initial application	APPENDIX A-3-1
<b>CHAPTER 4 - FEES &amp; CHARGES .....</b>	<b>APPENDIX A-4-1</b>
4.1 General	APPENDIX A-4-1
4.2 Application	APPENDIX A-4-1
<b>ATTACHMENT - SPECIAL REQUIREMENTS.....</b>	<b>APPENDIX A-ATT-1</b>

**CHAPTER 1 - GENERAL****1.1 Purpose**

1.1.1. This guide provides information and instructions to the Kingdom of Saudi Arabian Aviation industry on the GACA-S&ER requirements for issuing a GACA aircraft Certificate of Registration (C of R). Its intent is to provide the applicant/authorized person with a means that if complied with properly is readily acceptable to the GACA-S & ER and in compliance with GACA Part 47.

1.1.2. It also provides guidance for regulatory compliance. Therefore applicant must have knowledge of all relevant regulations in addition to this document.

**1.2 Policy statement**

GACA-S&ER has adopted ICAO annex 7, FAR 45 and 47 as its policy for the issue of Aircraft Certificate of Registration (C of R). There are no material differences between this advisory guide procedure and that of the requirements of the FAA parts 45, 47 and ICAO Annex 7. Additionally, the registration, deregistration, change of registration, or change of ownership of the aircraft shall be made in accordance with the Law and Regulations of the Kingdom of Saudi Arabia.

**1.3 Cancellation**

This document shall remain in force until cancelled or superseded.

**1.4 Background**

1.4.1. The GACA-S & ER, in meeting of its statutory obligations pursuant to the Convention of International Civil Aviation Organization (ICAO) is responsible for the issuance of Certificate of Registration (C of R) to all HZ-registry applicants in accordance with Chicago Convention requirements. In so doing, it must insure that applicants for Certificate of Registration (C of R) meet all GACA Parts 21, 45, 47 and ICAO Annex 7 requirements.

1.4.2. This AG is intended to provide GACA-S&ER personnel and applicants for Certificate of Registration (C of R) a process which satisfies GACA rules and regulations. This AG is published in support of the GACA-S & ER Policy and Procedures Manual.

**1.5 Reference materials**

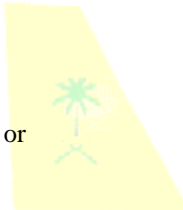
1.5.1 Primary Regulation; Royal Decree # (M/44) dated 18/07/1426H and Ministerial Directive # (185) dated 17/07/1426H.

1.5.2 Primary Documents; GACA policy and Procedures manual & AIP.

1.5.3 Related Documents; FAA AC21-2K (as revised).

1.5.4 Related Forms; GACA-S & ER 100/B, GACA-S & ER 208B.

1.5.5 FAR Parts 21, 45, 47 and ICAO Annex 7.



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**CHAPTER 2 - AIRCRAFT  
REGISTRATION REQUIREMENTS****2.1 General**

2.1.1 Procedures contained in this Advisory Guide govern the method of issuing and reissuance Certificate of Registration (C of R).

2.1.2 Applicant for a Certificate of Registration (C of R) is normally a Saudi Citizen, partnership, or a corporation formed according to the law of the Kingdom of Saudi Arabia.

2.1.3 An aircraft may be registered only and in the legal name of its owner.

2.1.4 "Owner" includes a buyer in possession, a bailee, or a lessee of an aircraft under a contract of conditional sale, and the assignee of that person.

2.1.5 When one or more persons doing business under a trade name submits an application for Aircraft registration or cancellation of a Certificate of Aircraft Registration, the application must be signed by, or on behalf of each person who shares title to the aircraft.

2.1.6 A power of attorney/ letter of delegation to sign for the owner must be valid at all times. (If applicable).

2.1.7 The applicant must obtain the HZ-identification marks from the office of Certification & Licensing-Safety & Economic Regulation by request in writing describing the aircraft by make, model, and serial number.

2.1.8 Aircraft previously registered in foreign countries must be accompanied by evidence of termination of that foreign country's registry.

2.1.9 Aircraft with previous HZ-registration must be indicated in the application with supporting documents.

2.1.10 Aircraft must meet applicable requirements prescribed in US FAR Part 21 and the applicable additional requirements prescribed in AC21-2K-Appendix.

2.1.11 It is incumbent upon the applicant that required aircraft documents and material including subsequent revisions be furnished to the GACA.

2.1.12 GACA-S&ER will only notify the state of design when an Export Certificate of Airworthiness is not needed.

**2.2 Compliance**

2.2.1 Aircraft owners and/or operators must comply with the instructions contained within this Advisory Guide. The requirements become effective as of 14 Feb

2009/19 Safar 1430 H. Recipients of this Advisory Guide must ensure that applicants for GACA parts 91, 121, 125, 135, and 137 are well informed about GACA-S & ER requirements.

2.2.2 Certificate of Registration (C of R) must be on board the aircraft along with other documents at all times for GACA representatives and/or other Foreign CAA inspection.

**2.3 Validity of certificate  
of registration (C of R)**

Certificate of Registration (C of R) is effective unless suspended or revoked and remains valid as long as;

- a) Aircraft remains with the same owner.
- b) No change in ownership.

**2.4 Invalidity of certificate of registration (C of R)**

2.4.1 The registration is cancelled at the written request of the holder of the certificate or his authorized person.

2.4.2 The aircraft is totally destroyed or scrapped.

2.4.3 The aircraft is registered in foreign country.

2.4.4 Ownership of the aircraft is transferred.

2.4.5 Certificate of Registration is lost, destroyed, or mutilated.

2.4.6 The holder of the Certificate loses his Saudi Citizenship.

2.4.7 Upon the termination of the registration by the holder of the certificate of Aircraft Registration.

2.4.8 Within 90 days after the death of the holder of the certificate, by the administrator or executor of his estate, or by his heir-at-law if no administrator or executor has been or is to be appointed.

**2.5 Change of address**

Within 45 working days after any change in permanent mailing address, the holder of a Certificate of Aircraft Registration shall notify Certification and Licensing Office of the new address. A revised Certificate of Registration is then issued at charge.

**2.6 Replacement of certificate**

If a Certificate of Registration is lost, stolen or mutilated, the holder of a certificate may apply to Certification and Licensing office for a duplicate certificate accompanied by a confirmation from Fees & Charges department that the required charges have been paid.



**2.7 Cancellation of certificate of registration  
for export purpose**

2.7.1 The holder of a Certificate of Registration who wishes to cancel the certificate for the purpose of export must submit to the office of Certification & Licensing;

- a) A written request for cancellation of the certificate, describing the aircraft by make, model, and serial number, stating the HZ-registration and the country to which the aircraft will be exported.
- b) Evidence satisfactory to the Certification and Licensing Office from Fees & Charges Department that there are no unreleased liens or unsettled payment against the aircraft.
- c) A written statement confirming that the aircraft's registration marks, Certificate of Registration (C of R), Certificate of Airworthiness (C of A), and Radio License have been removed and returned or will be removed and returned to Certification and Licensing office by certain date, not later than two weeks..

2.7.2 Certification & Licensing office notifies the country to which the aircraft is to be exported of the cancellation by ordinary mail or a fax.

2.7.3 An Export Certificate of Airworthiness (Export C of A) may not be required if acceptable to the importing country and the importing country indicates that acceptability in a form of a telex/fax to the office of Certification & Licensing.  
(Fax No. 00-966-2-685-5480).

2.7.4 Pay deregistration fees in accordance with Civil Aviation Tariff System.

2.7.5 Identification Plate must be returned to GACA-S&ER for scrapped or destroyed aircraft.

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**CHAPTER 3 - CERTIFICATE OF REGISTRATION APPLICATION****3.1 General**

3.1.1 This part describes the requirements for registering an aircraft into a Saudi civil registry.

3.1.2 Applicant must provide all aircraft related documents.

**3.2 Initial application requirements**

3.2.1 MODA approval.

3.2.2 Bill of sale or other evidence of ownership.

3.2.3 Export C of A.

3.2.4 Delegation of Authority from the owner. (If applicable).

3.2.5 Confirmation of deregistration from the foreign CAA.

3.2.6 GACA Fees & Charges Department confirms appropriate fee payment.

3.2.7 All imported aircraft (new/used) to the Kingdom of Saudi Arabia must meet the requirements described in ATTACHMENT TO APPENDIX A - SPECIAL REQUIREMENTS.

3.2.8 Completed application form GACA-S & ER 100/B.

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**3.3 Initial application**

3.3.1 Applicant/Designee must fill out GACA-S & ER form 100/B and mark upper block- initial.

3.3.2 OWNER- Name, mailing address, telephone number, fax number, and E-mail address.

3.3.3 OPERATOR- Name, mailing address, telephone number, fax number, and telex number (as applicable).

3.3.4 AIRCRAFT- Make, model, serial number, manufacturer, and year manufactured, category/class, max. Gross wt. (kg.), type certificate data sheet number, previous foreign registration, date of deregistration, previous Saudi registration (if applicable), and previous Saudi owner (if applicable).

3.3.5 FEE- Check, check number, check amount, and check date.

3.3.6 Statement signed and dated by the titled owner confirming that the aircraft is not registered under the law of any foreign country and above information is correct and true to the best of his knowledge.

## CHAPTER 4- FEES AND CHARGES

### 4.1 General

Applicants for Aircraft Certificate of Registration (C of R) into HZ- Civil Registry are required to pay the required fees in accordance with the civil aviation tariff system

### 4.2 Application

4.2.1 Applicant must submit in writing, a letter signed by aircraft owner/operator requesting registration of his aircraft to Fees and Charges Department.

4.2.2 Fill out GACA form 100/B accompanied by a check payable to Fees and Charges Department with proper amount.

4.2.3 Indicate whether; initial, in lieu of loss, mutilated or change of ownership.

#### Mailing Address:

Vice President  
Safety & Economic Regulation  
General Authority of Civil Aviation.  
P.O Box 887, Jeddah 21421  
Kingdom of Saudi Arabia.

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**APPENDIX A – AIRCRAFT REGISTRATION GUIDE**  
**ATTACHMENT TO APPENDIX A - SPECIAL REQUIREMENTS**

**ATTACHMENT TO APPENDIX A**  
**SPECIAL REQUIREMENTS**

**1 General**

a) Aircraft and other Class I, II, III aeronautical products to be eligible for export to the Kingdom of Saudi Arabia, must comply with the applicable requirements prescribed in Part 21 of the U.S. FAR's, and the applicable additional special requirements prescribed in this document.

**Note:** Aircraft eligible for certification in the United States, "restricted" "limited," or experimented" classification, may be exported to the Kingdom of Saudi Arabia only if a prior and specific approval of the General Authority of Civil Aviation (GACA) is obtained.

b) In all instances, manufacturers or suppliers must certify on the face of the invoice that aeronautical product involved was manufactured under one or more of the following procedures: i.e., FAA PC No\_\_\_; FAA-APIS letter dated\_\_\_; FAA-PMA letter dated\_\_\_; TSO No\_;

**2 In addition to the foregoing**

The following administrative requirements and material including subsequent revisions shall be furnished to GACA by the aircraft importer while aircraft in HZ-registry.

**a) New Aircraft**

- 1) Document relating to deregistration of the aircraft from previous register of the State of Registry.
- 2) Legal document relating previous ownership of the aircraft.
- 3) Document relating to change of ownership (Bill of Sale, etc.).
- 4) Export Certificate of Airworthiness issued by the local regulatory authority.
- 5) Statement of Build Standard. This statement to include the aircraft specification and a list of Airworthiness Directives and Service Bulletins incorporated in production.
- 6) Statement of Modification Status. This must include:
  - i) Customer requested modifications
  - ii) Equipment incorporated.
  - iii) Copies of Approved Data (e.g., STC's FAA 8110-3, or equivalent documents etc.).
- 7) Airworthiness Directives and mandatory Service Bulletins compliance records.

- 8) Type Certificated Data Sheets and Specifications for aircraft, engines, and propeller, as applicable.
- 9) Aircraft service history along with relevant logbooks for airframe, engine, propeller, APU, as applicable, containing pertinent information (i.e., total time, number of landings, cabin pressurization cycles, as applicable).
- 10) Aircraft Equipment List.
- 11) Wiring Diagrams.
- 12) Weight schedule and weight report.
- 13) Electric load analysis.
- 14) MRB program, where applicable.
- 15) Status of time/life controlled items.
- 16) Copy of Production Flight Test Report to the specific aircraft.
- 17) Record of Compass System and magnetic Compass Swings (if applicable.)
- 18) Detailed list of radio equipment constituting the radio station.
- 19) Statement of compliance with mandatory equipment.
- 20) Manuals required:
  - i) (1) Flight Manual including Noise Certification (where applicable) that references applicable FAR Section and ICAO Annex.
  - ii) (1) Aircraft Maintenance and Overhaul.
  - iii) (1) Operations manual (Pilot Operating Handbook)
  - iv) (1) Engine Maintenance and Overhaul.
  - v) (1) Aircraft maintenance Program.
  - vi) (1) Structure Repair Manual (SRM).
  - vii) (1) Illustrated Part Catalog (IPC).
  - viii) (1) Weight & Balance Manual/handbook.
  - ix) (1) Standard Practices.
  - x) (1) Propeller Maintenance and Overhaul.
  - xi) (1) Structurally Significant Items.
  - xii) (1) Complete Set of Service Bulletins (Aircraft)
  - xiii) (1) Complete Set of Service Bulletins (Engine)
  - xiv) (1) Complete Set of Service Bulletins (Propeller)

**APPENDIX A - AIRCRAFT REGISTRATION GUIDE**  
**ATTACHMENT TO APPENDIX A - SPECIAL REQUIREMENTS**

- xv) (1) Master Minimum Equipment List (MMEL)
- xvi) (1) Manufacturer's approved corrosion program.

**NOTE:** Required only with first aircraft of a particular type and model exported to the kingdom of Saudi Arabia.

**b) Used Aircraft**

In addition to the applicable above requirements, the following are also required for used aircraft.

- 1) The flight time since new of any components of the aircraft, engine, or equipment that are subject to mandatory life limitations.
- 2) The flight time since new or overhaul, as appropriate, of any components of the aircraft, engine, equipment which are subject to an approved overhaul period.
- 3) Detailed of all major repairs and alterations to the aircraft, engines, propellers, and appliances including histories of the replaced components.
- 4) Statement of Conformity or other similar document, if applicable.
- 5) Records of accident/incident, if any.
- 6) Approved corrosion preventive program.

**c) Aircraft Parts**

- 1) Airworthiness Approval Tag (FAA form 8130-3, EASA form1, or TC).
- 2) Compliance with FAR Part 21;
- 3) AD's and Mandatory SB's compliance record.

**d) Engines/Propellers**

- 1) Export Certificate of Airworthiness issued by the local regulatory Authority.
- 2) Compliance with FAR Part 21.
- 3) AD's and Mandatory SB's compliance record.

**e) Engine/Propeller Parts**

- 1) Airworthiness Approval Tag (FAA form 8130-3, EASA form1, or TC).
- 2) Compliance with FAR Part 21.
- 3) AD's and Mandatory SB's compliance record.

**f) Components**

- 1) Airworthiness Approval Tag (FAA form 8130-3, EASA form1, or TC).
- 2) Compliance with FAR Part 21.
- 3) AD's and Mandatory SB's compliance record.

**g) Appliances**

- 1) Airworthiness Approval Tag (FAA form 8130-3, EASA form1, or TC).
- 2) AD's and Mandatory SB's compliance record.

**NOTE:** See Airworthiness Guide-3 (AG-3) for detail.

**3 Export- Flyaway Aircraft**

- a)** An aircraft which is being exported to the kingdom of Saudi Arabia via flyaway shall display Saudi Arabian's nationality and registration marks and shall carry the following documents on the delivery flight;

- 1) Saudi Arabia's Aircraft Registration Certificate.
- 2) Saudi Arabia's Radio license.
- 3) Saudi Arabia's Aircraft Airworthiness Certificate/Delivery Flight Authorization, as applicable.
- 4) Export Certificate of Airworthiness.
- 5) Approved Flight manual.
- 6) Such other documents as may be essential to the safe operation of the aircraft.

- b)** The Saudi Arabian General Authority of Civil Aviation (GACA) must be advised by telex/fax of the issuance of Export Certificate of Airworthiness in respect of any aircraft which is to be exported to the Kingdom of Saudi Arabia.

**NOTE:** It will be the responsibility of the Saudi Arabian importer to ensure that the nationality and the registration marks are properly displayed on the aircraft prior to departure from the exporter's base and to ensure that the necessary flight documents are installed and carried in the aircraft during the delivery flight.

**Mailing Address:**

Vice President  
 Safety & Economic Regulation  
 General Authority of Civil Aviation (GACA)  
 P.O. Box 887, Jeddah 21421,  
 Kingdom of Saudi Arabia.  
 Fax;+9662-685-5745/685-5142