

Document	Aircraft Registration, Cancellation and Marking Guidance Material	
Version	01	



**Brunei Department of Civil Aviation**  
**Negara Brunei Darussalam**  
[www.mtic.gov.bn/dca](http://www.mtic.gov.bn/dca)

## **Aircraft Registration, Cancellation and Marking Guidance Material**

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## Control of this Document

### DC.1 Introduction

DC.1.1 Pursuant to Civil Aviation Order 2006 and Part 2 of the Civil Aviation Regulations 2006 and their subsequent amendments the following guidance is hereby established for compliance by all persons concerned.

This Guidance Material shall be known as BAR 7, Aircraft Registration Cancellation and Marking and any reference to this title shall mean referring to this guidance relating to the requirements to be met for the registration and marking of aircraft.

### DC.2 Authority for this Regulation

DC.2.1 This Aircraft Registration, Cancellation and Marking Guidance Material is issued on the authority of the Brunei DCA

### DC.3 Applicability

DC.3.1 This Aircraft Registration, Cancellation and Marking Guidance Material is applicable to Brunei DCA and the industry of Brunei Darussalam.

### DC.4 Scope

DC.4.1 BAR 7 Aircraft Registration Cancellation and Marking contains guidance pertaining to the aircraft registration and marking regulations of Brunei Darussalam.

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## Section A – Technical Guidance

### Subpart A - General

#### GM 1 to 7.1 Purpose

- (a) This Guidance Material (GM) provides background information and guidance material for the completion of the Aircraft Registration application. It is also intended to assist owners/applicants in determining the documentation and procedural requirements necessary prior to an application being made.
- (b) Aircraft are required to be registered in compliance with the Brunei Aviation Requirement BAR 7. Aircraft registration is a prerequisite for the issue of a Certificate of Airworthiness.

#### GM 1 to 7.3 Definitions

As used in this GM the following definitions apply:

- (a) **Qualified Person** means:
  - (1) A Governmental Body of Brunei Darussalam;
  - (2) Brunei Darussalam Nationals (citizens),
  - (3) Bodies incorporated and having a registered office in Brunei Darussalam.
- (b) **Unqualified Person** means:  
 A person not defined as Qualified, but residing or having a place of business in Brunei Darussalam and holding a legal or beneficial interest by way of ownership or share in an aircraft.  
 Having registered an aircraft, that person shall not cause or permit the aircraft to be used for the purposes of commercial air transport or aerial work.
- (c) **Charterer** means:  
 A person who is qualified and may be accepted by the Brunei DCA for the purpose of registration whilst not necessarily being the legal owner or having beneficial interest in the aircraft.

#### GM 1 to 7.11 Registration Applicants

- (a) Applications for aircraft registration are normally only accepted from Qualified Persons, businesses or a Charterer. The Brunei Civil Aviation Act 2016 and BAR 7 provides full details of the legal requirements.
- (b) Applicants must complete and submit the AIR Form REG 1 application form and provide all the supporting documentation and information as detailed in this GM. An aircraft registration application form is available from the Brunei DCA by contacting them via their website at the following address: [www.mtic.gov.bn/dca](http://www.mtic.gov.bn/dca).
- (c) Applicants should refer to the guidance material highlighted in this GM, and the requirements of BAR 7 prior to making a formal application.
- (d) On receipt of a completed application, the Brunei DCA will establish whether the applicant is eligible to register an aircraft within Brunei Darussalam
- (e) A Certificate of Airworthiness for an aircraft registered in Brunei Darussalam will not be issued unless a Type Acceptance Certificate or Restricted Type Acceptance Certificate

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has been issued by the Brunei DCA in accordance with BAR 8, Part 21, Subpart B. The Brunei DCA therefore, as part of the registration process verifies whether the aircraft type and designation has a Type Acceptance Certificate (TAC). If a TAC is not in force, the application for aircraft registration will need to be conducted in parallel with an application for a TAC. Refer to BAR 8, Part 21, Subpart B.

## **GM 1 to 7.13 Registration Application**

The applicant shall apply to Brunei DCA on an AIR Form REG 1 (see Appendix I).

## **GM 2 to 7.13 Cancellation Request**

The application for cancellation of a registration shall be made on an AIR Form REG 3 (See Appendix II).

## **GM 3 to 7.13 Registration Application and Cancellation Request**

### **(a) Qualified Persons**

It is necessary to establish that the owner/applicant is a Qualified Person (refer to the definitions in GM1 to 7.3). The applicant should provide the following information in support of the application for Registration:

- (1) Name of aircraft manufacturer;
- (2) Aircraft type;
- (3) Aircraft serial number;
- (4) Name and address of owner/applicant;
- (5) Accompanying evidence in order to substantiate the identity of the owner/applicant (passport, driving licence, utility bill, etc) a minimum of two forms of documentation are required.
- (6) The applicant must also provide a statement as to the proposed usage of the aircraft, i.e. Commercial Air Transport (CAT), or private.

**Note:** If there are a number of persons who will be co-owners of the aircraft, all persons should be included on the application. Where applicable the percentage of ownership in the aircraft should be included in the application, or a statement should be supplied in support of the application indicating equal ownership.

### **(b) Incorporated bodies**

In addition to the documentation required under paragraph GM 3 to 7.13, (a) above, incorporated bodies shall supply the following information to the Brunei DCA for review in support of their application for Registration:

- (1) Name and registered address of the intended registered owners as an incorporated body.
- (2) A legible and notarised certified true copy of the Certificate of Incorporation or similar document that clearly identifies the company name under which the aircraft will be registered.
- (3) A legible and notarised certified true copy of the Brunei Darussalam business licence that clearly identifies the company name under which the aircraft will be registered.
- (4) A list of all the company Directors accompanied by legible and notarised colour copies of all the Directors' passports.

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- (5) A statement that highlights the intentions of the organisation's business activities.

**Note:** This is to be a transparent overview of the company, promoting an open and truthful account of what the company has done previously and its intentions for the future.

**(c) Unqualified persons**

If the proposed owner/applicant falls into the category of 'Unqualified Person' and that person resides or has a place of business in Brunei Darussalam and holds a legal or beneficial interest in the aircraft, the Brunei DCA may allow the aircraft to be registered under certain conditions. The applicant should supply the following information in support of the application for Registration:

- (1) Full details of residency or place of business and the extent of the beneficial interest in the aircraft;
- (2) Name of aircraft manufacturer;
- (3) Aircraft type;
- (4) Aircraft serial number;
- (5) Name and address of owner/applicant;
- (6) Accompanying evidence in order to substantiate the identity of the owner/applicant (passport, driving licence, utility bill, etc) a minimum of two forms of documentation are required.

**Note:** When an aircraft is registered under this paragraph, it may not be used for the purposes of Commercial Air Transport (CAT).

## **GM 1 to 7.15 Certificate of Aircraft Registration**

- (a) During the process of registering the aircraft in Brunei Darussalam it is extremely important to be aware of the consequences of early or premature de-registration from the aircraft's current register, as this could have severe implications regarding issue of the Certificate of Airworthiness and movement of the aircraft to a suitable place where the Brunei DCA Certificate of Airworthiness can be issued.
- (b) The applicant should not request that the aircraft be de-registered from the current State of Registry until the Brunei DCA has given written confirmation that the aircraft registration application process in the Brunei DCA is complete and satisfactory. Failure to adhere to this could leave an aircraft stateless, preventing the issue of a Certificate of Airworthiness.
- (c) Once the application review is complete, all monies and fees have been settled in full and it has been established that the applicant is eligible to register the aircraft on the register of Brunei Darussalam the Brunei DCA will notify the owner/applicant confirming acceptance and indicating the reserved registration.
- (d) If the applicant has requested a particular registration mark, the applicant will be informed of the necessary format and associated costs in reserving a specific registration. The Brunei DCA may impose a time limit on reserving a registration mark.
- (e) On receipt of confirmation from the Brunei DCA of satisfactory acceptance on to the register of Brunei Darussalam and once all maintenance has been correctly certified to State of Registry requirements, the owner/applicant should request that the aircraft be de-registered from the previous State of Registry and request the Brunei DCA that the registration of the aircraft in the Brunei Darussalam be finalised.

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- (f) It is important that the aircraft is not inadvertently placed on two registers at the same time. Allocated and assigned 24-bit Mode S transponder and ELT codes shall be removed from coded aircraft equipment on de-registration, except in the following instances:
- (1) when the aircraft is to make a flight or journey immediately following de-registration and the Brunei DCA has not allocated a new transponder code; or
  - (2) the Brunei DCA is satisfied with the arrangements and the associated aircraft log book entries have been made specifying the removal of the transponder/ELT code following the agreed flight or journey.
- (g) The Brunei DCA will not issue a Certificate of Airworthiness unless it is confirmed that the process of de-registration and re-registration is complete.
- (h) On de-registration the applicant should arrange that the Brunei DCA is formally notified. Once confirmed, the Brunei DCA can issue the Certificate of Registration.

### **GM1 To 7.65 Mode S Transponder and ELT Codes**

- (a) When an aircraft is de-registered, the Mode S and ELT code should not be reallocated to another aircraft by the Brunei DCA for at least 12 months.

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## Appendix I - Application for Registration or Change of Ownership (AIR Form REG1)

<p>1. (a) Designation of aircraft: Name, Type, Series (as described by the Constructor)</p> <p>(b) Classification (see BAR 7, Figure 1, RH Column)</p> <p>(c) Number of engines fitted</p> <p>(d) Engine class (piston, turbine, turboprop or turbojet)</p> <p>(e) Maximum take-off weight (kg)</p> <p>(f) Maximum passengers carried (see Note vii, page 5)</p> <p>(g) Specify if in microlight category (see Note v, page 4) If yes, is it a "sub 115 kg microlight" (see Note vi, Page 4)</p> <p>(h) Charge payable (see Fees and Charges)</p>	<p>(a)</p> <p>(b)</p> <p>(c)</p> <p>(d)</p> <p>(e)</p> <p>(f)</p> <p>(g) Yes <input type="checkbox"/> No <input type="checkbox"/> Sub 115kg Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>(h)</p>
<p>2. (a) Name of Constructor and country of manufacture</p> <p>(b) Year of construction</p>	<p>(a)</p> <p>(b)</p>
<p>3. (a) Aircraft Constructor's Serial Number</p>	<p>(a)</p>
<p>4. (a) Brunei Registration Mark Current:</p> <p>Proposed:</p> <p>Former:</p>	<p>(a) V8—</p> <p>(b) V8—</p> <p>(c) V8—</p>
<p>5. (a) Current or previous non-Brunei identity if the aircraft is not currently Registered in Brunei Darussalam</p>	<p>(a)</p>
<p>6. (a) Body Corporate, Undertaking <b>OR</b> Person(s) in whose name(s) the aircraft is to be registered (if necessary please continue on separate sheet) (See Notes i and ii page 4)</p> <p>(b) Name of unincorporated flying group e.g. 'V8-ABCD Group' or 'Charlie Delta Group' if applicable (see Note i page 4)</p> <p>(c) If to be registered to an individual state date of birth</p>	<p>(a) Company name <b>OR</b> Surname: Forenames: (in full)</p> <p>(b)</p> <p>(c)</p>
<p>7. (a) Address(es) of Body Corporate, Undertaking or individual in whose name(s) the aircraft is to be registered (please include postcode). (See Notes i, ii and iii Page 4)</p> <p>(b) Telephone/fax number/e-mail at which applicant can be contacted during normal business hours</p>	<p>(a) Post Code:</p> <p>(b) Tel: Fax: Email:</p>
<p>8. If the aircraft is to be registered in the name of a Body Corporate or Undertaking, state:</p>	



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(a) in what country that body is incorporated; (b) the Company Registration Number; or date and place of registration where no number issued	(a) (b)
<p>9. Is the body or person(s) named in 6 overleaf the owner of the aircraft? If YES answer questions (a) and (b) below. If NO continue to question 10.</p> <p>(a) When did the body or person(s) shown in 6 overleaf become the owner of the aircraft?</p> <p>(b) Is the aircraft wholly owned by the body or person(s) names in 6 overleaf? If jointly owned state the percentage shareholding of each person or body entitled as owner to a legal interest in the aircraft or a share therein</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>(a)</p> <p>(b) Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>10. Is the body or person(s) named in 6 overleaf the charterer by demise, i.e. by loan, lease, hire or hire purchase agreement (but not a mortgage)? If YES, answer questions (a), (b) and (c) below. (Not applicable if the aircraft is to be registered to the owner and all questions in section 9 are completed)</p> <p>(a) State the name and permanent address of the owner of the aircraft and of intermediate lessors in order to detail the full lease structure. (If necessary please continue on a separate sheet)</p> <p>(b) When did the charter commence?</p> <p>(c) What is the expiry date of the charter?</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>(a)</p> <p>(b)</p> <p>(c)</p>
<p>11. In what capacity is the person, Body Corporate or Undertaking in whose name the aircraft is to be registered entitled to have an aircraft registered in his name in Brunei? <i>(Tick appropriate heading)</i></p> <p>(a) A Government Body</p> <p>(b) A corporate entity having principal place of business in Brunei Darussalam</p> <p>(c) Citizen of Brunei Darussalam</p>	<p>(a)</p> <p>(b)</p> <p>(c)</p>
<p>12. Is any unqualified person or body (other than 11 (a) – (c) above) entitled as owner to any legal or beneficial interest (other than as a member of a flying club) in the aircraft or any share therein? If YES, give particulars (name, address, nationality)</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>13. In order to comply with Insurance Requirements for Air Carriers and Aircraft Operators please state:</p> <p>(a) whether the aircraft is insured in compliance with the regulations? (see Note viii page 5)</p> <p>If the aircraft is NOT currently insured in compliance with the regulations, please note that by indicating No and signing this form you are confirming that you will not permit the aircraft to be flown unless you have first provided the DCA with a certificate of insurance or valid evidence of insurance</p> <p>(b) whether evidence of compliance, such as a copy of the Certificate of Insurance (showing flight cover), has been supplied with this application? If the aircraft is insured in compliance with the regulations you must include a copy of the Certificate of Insurance. (see Note viii for exclusions)</p>	<p>(a) Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>(b) Yes <input type="checkbox"/> No <input type="checkbox"/></p>

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(c) Is the aircraft used exclusively for non-commercial operations? (see Note ix page 4)	(c) Yes <input type="checkbox"/> No <input type="checkbox"/>
(d) Is the aircraft operated by an air carrier, i.e. an air transport undertaking with a valid operating licence? (see Note viii page 5)	(d) Yes <input type="checkbox"/> No <input type="checkbox"/>

14) **Declaration:** I/We hereby declare that the foregoing particulars and answers are true in every respect, and I/We apply for the aircraft to be registered in Brunei Darussalam (See Note (xi) of Notes)

Date..... Signatures.....

Name(s).....

BLOCK CAPITALS

Position Held.....

AIR Form REG 1

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## NOTES TO BE READ WHEN COMPLETING THIS APPLICATION FORM

- (i) If the aircraft is to be registered in the name of an unincorporated body or more than one individual the full names and addresses of all persons sharing the ownership should be given. In the case of an unincorporated flying group, whose assets are held by trustees, the names and addresses of the trustees holding the assets should be given together with a separate list of the full names, addresses, nationalities and percentage shareholding of all members of the group. In the case of an aircraft chartered by demise and registered under the Civil Aviation Order 2006, the name and address of the charterer should be given.
- (ii) Please use the most suitable correspondence address for the distribution of safety material. The address given will be used on the Brunei DCA Register of Civil Aircraft, the Certificate of Registration, correspondence from the Aircraft Registration Section and for the distribution of safety related information.
- (iii) The Brunei DCA Register of Civil Aircraft is available to the public, including via the DCA website, and includes the names and addresses of registered owners of aircraft.
- (iv) **The owner or charterer should sign personally;** where more than one person is shown as owner (see Note (i)) each person should sign. In the case of a Body Corporate or Undertaking, a Director, Secretary or other authorised officer of the company should sign, stating the position they hold, and a covering letter should be attached to the application giving the names of all such authorised officers.
- (v) Microlight aeroplane means an aeroplane designed to carry not more than two persons which has:
  - (b) a maximum total weight authorised not exceeding:
    - 300 kg for a single seat landplane, (or 390 kg for a single seat landplane of which at least 51% was built by an amateur or non-profit making association of amateurs, for their own purposes and without any commercial objective, in respect of which a permit to fly issued by the CAA was in force prior to 1st January 2003);
    - 450 kg for a two seat landplane, or
    - 330 kg for a single seat amphibian or floatplane, or
    - 495 kg for a two seat amphibian or floatplane, or
    - 315 kg for a single seat landplane equipped with an airframe mounted total recovery parachute system; or
    - 472.5 kg for a two seat landplane equipped with an airframe mounted total recovery parachute system; and
  - (c) a stalling speed, or minimum steady flight speed in the landing configuration, at the maximum weight authorised not exceeding 35 knots calibrated airspeed.
- (vi) “Sub 115 kg microlight” means a microlight aeroplane that:
  - (a) is designed to carry one person only;
  - (b) has a maximum weight without its pilot and fuel of 115kg;

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- (c) has a maximum wing loading without its pilot and fuel of 10kg per sq/m;  
and
- (d) is flying on a private flight.
- (vii) The maximum number of passengers carried is required in order to calculate the minimum insurance cover needed to meet the requirements of Brunei DCA regulations on Insurance Requirements for Air Carriers and Aircraft Operators. This figure does not refer to the maximum number of seats that the aircraft has but rather the maximum number of passengers that are going to be carried during the period of insurance.
- (viii) If the aircraft is insured in compliance with the regulations you must include a copy of the certificate of insurance with this application unless the aircraft is operated by an air carrier, i.e. an air transport undertaking with a valid operating licence. In which case, evidence of insurance need not be supplied with this application providing an Insurance form that covers this aircraft has been submitted to the Brunei DCA. Also see note ix with regards to State aircraft.
- (ix) If the aircraft is to be used exclusively for non-commercial operations and has a maximum take-off mass of 2700 kg or less the minimum insurance cover requirements, calculated in accordance with Brunei DCA Insurance Requirements for Air Carriers and Aircraft Operators, are reduced accordingly. "Commercial Operation" means an operation for remuneration and/or hire.
- (x) If the aircraft is used exclusively as a State aircraft (i.e. in military or customs service) Insurance Requirements for Air Carriers and Aircraft Operators do not apply

**FALSE REPRESENTATION STATEMENT:** It is an offence under the Brunei DCA Civil Aviation Order 2006 to make, with intent to deceive, any false representation for the purpose of procuring the grant, issue, renewal or variation of any certificate, licence, approval, permission or other document.

This form, when completed, should be forwarded to the **Brunei DCA**, and must be accompanied by the appropriate registration fee (see Brunei DCA Fees and Charges).

The fee may be paid by .....(Brunei DCA to define method)

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## Appendix II - Request for De-Registration (AIR Form REG 3)

### **REQUEST FOR DE-REGISTRATION**

Please be informed that Aircraft V8 -..... registered via this certificate is transferred to: .....

.....  
.....  
.....

and therefore may be de-registered from our name with effect from:

DD/MM/YYYY

Date: DD/MM/YYYY

Signature:.....

### **For Official Use Only**

This aircraft has been transferred to: .....

.....  
.....  
.....

and is de-registered on : DD/MM/YYYY

Date: DD/MM/YYYY

Signature of Brunei DCA Inspector .....

AIR Form REG 3