



**GUYANA CIVIL AVIATION AUTHORITY**

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**GCAA  
ADVISORY CIRCULAR**

**AIRWORTHINESS  
AC NO: GCAA AC/AIR-002**

**SUBJECT: AIRCRAFT REGISTRATION,  
DE-REGISTRATION AND  
CHANGE OF OWNERSHIP**

**DATE REVISED:** 17-11-2016  
**REVISED BY:** Director Aviation  
Safety Regulation

**1. PURPOSE**

- a. This Advisory Circular (AC) provides information and guidance concerning an acceptable means of compliance with Part: II of the Guyana Civil Aviation (Air Navigation) Regulations (GCARs) regarding the procedure for the registration of an aircraft, and the de-registration and change of ownership of an aircraft registered in Guyana.

**2. AUDIENCE**

This AC affects persons who wish to register their aircraft in Guyana, and also persons whose aircraft are registered in Guyana and who are seeking to have their aircraft de-registered or change ownership.

**3. CANCELLATION**

As of its effective date this, AC cancels Airworthiness AC #: 02-1 dated 5<sup>th</sup> February, 2007.

**4. EFFECTIVE DATE**

This AC is effective 18<sup>th</sup> November, 2016.

**5. CHANGES**

This is a re-issue of AC #: 02-1 dated 5<sup>th</sup> February, 2007. The reason for this re-issue is to delete all typographical errors and to include the current numbering system for GCAA ACs.

**6. RELEVANT REFERENCES**

- a. Guyana Civil Aviation (Air Navigation) Regulations [GCARs] – Part: II.
- b. Guyana Aviation Requirements [GARs] - Part 4.
- c. International Civil Aviation Organisation (ICAO) Annex 7.

**7. Contact Information**

**Director General of Civil Aviation**  
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## **8. FORM(S) TO BE USED**

- a. Application for Registration of Aircraft GCAA Form No. AW 001.
- b. De-Registration Notification GCAA Form No. AW 004.
- c. Confirmation of Aircraft De-registration GCAA Form No. AW 005.
- d. Change of Ownership – appropriate section(s) of the verso of the aircraft Certificate of Registration issued by the Guyana Civil Aviation Authority (GCAA).

## **9. ELIGIBILITY**

- a. The following are eligible to register an aircraft in Guyana:
  - (1) A Guyanese citizen by birth or naturalisation.
  - (2) A citizen of a foreign State who is lawfully admitted for permanent residence in Guyana.
  - (3) A corporation lawfully established and doing business under the laws of Guyana.
  - (4) A government entity of Guyana.
  - (5) Such other person or company approved by the Government of Guyana.

## **10. INELIGIBILITY**

An aircraft that is registered under the laws of any foreign country shall not be eligible for registration in Guyana.

## **11. PROCEDURE FOR AIRCRAFT REGISTRATION**

- a. The applicant shall completely fill out GCAA Form No. AW 001 and submit it to the Director General of Civil Aviation (DGCA) along with a cover letter. In particular, the application shall include the proper description of the aircraft in accordance with ICAO Annex 7.
- b. The applicant shall also submit the following to DGCA:
  - (1) Proof of ownership in the form of a bill of sale, or, in the case of a leased aircraft a copy of the lease agreement along with the name and address of the lessor and proof of ownership of the lessor.
  - (2) If the aircraft was previously registered, evidence from the State of Registry of the de-registration of the aircraft.
  - (3) Evidence that all applicable Guyana Revenue Authority requirements, Government security requirements and any other statutory requirements, have been accomplished.
  - (4) A copy of the receipt from the cashier at the GCAA showing that all applicable fees have been paid.

## **12. REQUIREMENTS PERTAINING TO DE-REGISTRATION OF AIRCRAFT**

- a. De-registration is the cancelling of the aircraft registration and its removal from the Guyana aircraft register.
- b. De-registration of an aircraft is required whenever any of the following conditions exists:
  - (1) The registered owner of an aircraft notifies the Authority that he no longer wishes the aircraft to be registered in Guyana.



- (2) The registered owner of an aircraft notifies the Authority that the ownership of the aircraft has changed and the new owner does not wish to retain the same registration markings.
- (3) The aircraft is exported from Guyana to a foreign country.
- (4) The aircraft is destroyed, damaged beyond economical repair or totally removed from service.
- (5) The Authority declares the aircraft derelict, beyond repair or unfit to be on the aircraft register.

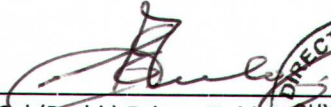
**13. PROCEDURE FOR AIRCRAFT DE-REGISTRATION**

- a. The owner of the aircraft shall completely fill out GCAA Form No. AW 004 and submit it to the DGCA) along with a cover letter requesting to de-register the aircraft and the reason for requesting the de-registration.
- b. In the event that the request came from an Inspector of the Authority based on surveillance, then the request shall be forwarded in writing to the DGCA thru the Director Aviation Safety Regulation. The Inspector must give adequate justification for such a request. Whatever, the reason(s) it must be supported by Regulations. The DGCA shall consult with the General Counsel before any decision to de-register the aircraft is approved.

**14. PROCEDURE FOR AIRCRAFT CHANGE OF OWNERSHIP**

- a. The registered owner of the aircraft shall give written notice to the DGCA whenever there is a change of ownership of an aircraft that is on the Guyana register.
- b. The registered owner shall fill out the appropriate section(s) on the verso of the aircraft Certificate of Registration (C of R) and surrender the C of R to the Authority.
- c. If the new owner wishes to re-register the aircraft in Guyana, he shall submit the following along with Registration Application Form No. AW 001:
  - (1) Proof of ownership in the form of a bill of sale or an affidavit from the previous owner, that is duly authenticated by a notary, confirming that he has sold or transferred ownership of his aircraft to the new owner.
  - (2) Evidence that all applicable Guyana Revenue Authority requirements, Government security requirements and any other statutory requirements, have been accomplished.
  - (3) A copy of the receipt from the cashier at the GCAA showing that all applicable fees have been paid.

**Approved by:**

  
Lt. Col (Ret'd.) Egbert Field  
Director General of Civil Aviation  
Guyana Civil Aviation Authority

