



GUYANA CIVIL AVIATION AUTHORITY

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**GCAA
ADVISORY CIRCULAR**

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

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

Date Initiated: 05-07-2005
Date Reissued: 09-09-2025

ISSUED BY: Director Aviation
Safety Regulation

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1. PURPOSE

This Advisory Circular (AC) provides information and guidance concerning an acceptable means of compliance with Civil Aviation (Registration of Civil Aircraft) Regulations 2024 regarding the procedure for the registration of an aircraft, and the de-registration and change of ownership of an aircraft registered in Guyana.

2. RELATED LAWS/REGULATIONS/REQUIREMENTS

The Civil Aviation Requirements for Aircraft Registration and Markings 2024, 4.1.1.1 to IS 4.2.1.7.

3. EFFECTIVE DATE

This **Advisory Circular** AC #: GCAA AC/AIR/002 Issue 4, takes effect from the **1st Day of November 2026** and remains valid until cancellation or revocation by the Director General Civil Aviation.

4. RELEVANT REFERENCES

- a. Civil Aviation (Registration of Civil Aircraft) Regulations 2024.
- b. Civil Aviation Requirements for Aircraft Registration and Markings 2024.
- c. Civil Aviation Requirements for Instruments and Equipment (No. 2 of 2024) 2024.

5. CONTACT INFORMATION

Director General Civil Aviation
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6. 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.

7. CANCELLATION

As of its effective date this, AC cancels Airworthiness AC #: GCAA AC/AIR/002 dated 1st October 2025.

8. FORMS TO BE USED

- a. Application for Registration of Aircraft GCAA Form No. GCAA/AIR/2651.
- b. Application for De-Registration of Aircraft GCAA Form No. GCAA/AIR/2654.

9. ELIGIBILITY

The following are eligible to register an aircraft in Guyana:

- a. A citizen of Guyana.
- b. A citizen of another State lawfully admitted for permanent residence in Guyana.
- c. A corporation lawfully organised and doing business under the laws of Guyana.
- d. A government entity.

10. INELIGIBILITY

- a. An aircraft that is registered under the laws of any foreign country shall not be eligible for registration in Guyana.
- b. The Authority shall not register an aircraft or maintain the registration of an aircraft if it appears to the DGCA to be detrimental to the public interest.

11. PROCEDURES FOR AIRCRAFT REGISTRATION

- a. The applicant shall completely fill out GCAA Form No. GCAA/AIR/2651 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:
 - i. Proof of ownership in the form of a bill of sale, or, in the case of leased aircraft a copy of the lease agreement along with the name and address of the lessor and proof of ownership of the lessor.
 - ii. If the aircraft was previously registered, evidence from the State of Registry of the deregistration of the aircraft.
 - iii. Evidence that all applicable Guyana Revenue Authority requirements, Government security requirements and any other statutory requirements, have been accomplished.
 - iv. A copy of the receipt from the cashier at the GCAA showing that all applicable fees have been paid.
 - v. Proof of installation of fireproof metal plate as per Requirement (4.3.1.9 (a)).

- vi. Proof that the ELT and Transponder were programed with 24-bit hex code as per Requirements (7.9.1.5 and 7.4.1.6).
- vii. Proof of compliance with size and placement of registration marks as per Requirements (4.3).

12. REQUIREMENTS FOR 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 exist:
 - i. The registered owner of an aircraft notifies the Director General that he no longer wishes the aircraft to be registered in Guyana.
 - ii. The registered owner of an aircraft no longer meets the eligibility criteria under Regulation 5 of Civil Aviation (Registration of Civil Aircraft) Regulations 2024.
 - iii. The aircraft is destroyed, damaged beyond economical repair.
 - iv. The Director General declares the aircraft derelict.

13. PROCEDURE FOR AIRCRAFT DE-REGISTRATION

- a. The owner of the aircraft shall completely fill out GCAA Form No. GCAA/AIR/2654 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. Submit Certificate of Registration, Certificate of Airworthiness, and Noise Certificate if applicable.
- c. Proof of cancellation of 24-bit aircraft address.
- d. Proof of removal of fireproof identification plate.
- e. In the event that the recommendation came from an Inspector of the Authority based on surveillance, then the recommendation shall be forwarded in writing to the DGCA through the Director Aviation Safety Regulation. The Inspector must give adequate justification for such a recommendation. 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. If the new owner wishes to re-register the aircraft in Guyana, he shall submit the following along with Registration Application Form No. GCAA/AIR/2651:
 - i. 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.
 - ii. Evidence that all applicable Guyana Revenue Authority requirements, Government security requirements and any other statutory requirements, have been accomplished.

- iii. A copy of the receipt from the cashier at the GCAA showing that all applicable fees have been paid.
- iv. Compliance with 11, b, (v, vi and vii).

Approved by:


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

