
CYPRUS

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AIRCRAFT REGISTRATION AND CERTIFICATION IN CYPRUS

1. Registration of Aircraft

The registration of Aircraft in Cyprus is governed under Article 11 of the Cyprus Civil Aviation Law 213(I)/2002 as amended, which specifies the qualifications required to own an aircraft registered in Cyprus (see Appendix 1).

Persons wishing to register an aircraft in Cyprus should submit an application on Form DCA 201/R4 (see Appendix 2), at least three weeks in advance, accompanied by the following documents:

- a) Evidence of qualification to be owner of aircraft as required under Article 11 of the Cyprus Civil Aviation Law 213(I)/2002 as amended.

In the case of natural persons, a certified true copy of the aircraft owner/s ID or Passport.

In the case of legal persons, applying for the first time, certified true copies of:

- I. Certificate of Registration of the Company;
 - II. Memorandum of Association and Articles of Association of the Company;
 - III. Certificate of composition of the Board of Directors, a statement of their respective nationality and copies of their IDs or Passports.
 - IV. Company's Registered address certificate;
 - V. Certificate of composition of the company's shareholders with details of their nationality and number of shares owned. Copies of the major shareholder's ID or Passport documents may also be required.
- b) Certified true copy of the Aircraft Ownership Certificate, or Bill of Sale.
 - c) Insurance Certificate against third party and passenger liability, covering loss, injury and damage to persons and property in accordance with European Regulation (EC) No. 785/2004 and Cyprus AICs C13/2005 and A03/2010.
 - d) De-registration certificate from the State of previous registry (if applicable).
 - e) Aircraft Customs and VAT clearance documents.
 - f) If the aircraft is on lease, a certified true copy of the lease agreement, properly stamped by the Cyprus Government Commissioner of Stamps Duties.

- g) Official statement from the applicant stating the main place of business of the company and the usual base and area of operation of the aircraft.
- h) Aircraft Noise certificate.
- i) Valid Certificate of Airworthiness.
- j) Radio Licence issued by the Department of Electronic Communications of the Ministry of Transport, Communications and Works.
- k) Payment of the relevant aircraft registration fees.

2. Airworthiness Certification

The airworthiness certification of aircraft is governed under the Cyprus Civil Aviation Law 213(I)/2002 as amended and EASA Commission Regulations EU 748/2012 and EU 1321/2014.

The aircraft owner must contact the Airworthiness Section of the DCA Safety Regulation Unit. An Airworthiness Inspector will be assigned and the relevant application forms will be sent to the owner. The assigned inspector will be in charge of the certification process and will be in continuous contact with the owner.

All aircraft coming onto the Cyprus Register should conform to an acceptable Type Certificate Standard.

For aircraft originating from outside the European Union, an airworthiness review must be carried out. The airworthiness review must be carried out by a Continuing Airworthiness Management Organisation. For aircraft below of 2730kg MTOM, the airworthiness review may be carried out by the DCA if requested by the owner.

For aircraft originating from a European Union Member State, copies of all relevant aircraft certificates must be provided to the assigned Inspector who will advise the owner of the process to be followed.

The owner must supply noise certification data for his aircraft as requested by the assigned Inspector.

The owner must provide copies or electronic access of the following documents:

- Aircraft Flight Manual / Pilot Operating Handbook
- Maintenance Program
- Aircraft Log Books
- Maintenance / Service Manuals

The assigned Inspector will review all the submitted documents and if necessary he may carry out a physically survey of the aircraft. The owner will be informed of any non-conformity requirements and should take necessary action.

A Certificate of Registration cannot be issued to an aircraft unless it is also issued with a Certificate of Airworthiness.

3. Issue of Certificates

Applicable Registration and Certification fees as specified in the Cyprus Civil Aviation Fees Regulations should be paid to the Department as applicable. For details the owner must contact the Accounts Section of the Department.

Upon satisfactory completion of the investigation by the Department and upon payment of the appropriate fees, the aircraft will be issued with a Certificate of Registration, a Certificate of Airworthiness, an Airworthiness Review Certificate, a Noise Certificate and a maintenance program approval.

4. Operational and Licensing Matters

If the aircraft is not intended for private use, the owner should contact the Flight Operations Section of the Safety Regulation Unit.

For pilot or engineer licensing matters the owner should contact the Licensing Section of the Safety Regulation Unit.

5. For Further Information

For any enquiries please contact:

Department of Civil Aviation

E-mail: director@dca.mcw.gov.cy

Fax: + 357 22304708

Tel: + 357 22404120 / 22404122 / 22404162

This AIC cancels AIC C004/2010

APPENDIX 1

Article 11

Registration

1. Only aircraft which meet the following conditions can be entered in the Cyprus Aircraft Registry:
 - a. aircraft not registered in a foreign registry;
 - b. aircraft whose airworthiness is attested by certificate in accordance with Article 16 (certificate of airworthiness) or the renewal of said certificate in accordance with Article 16 (airworthiness inspection) paragraph 5;
 - c. aircraft whose environmental compliance is attested by noise certification;
 - d. aircraft whose owner with a stake greater than 50% or holder of the rights to acquire them or, in case of leasing of at least six months, the lessee or other such party entitled, is:
 - i. a natural person of Cypriot nationality, or a national of an EU or ECAA member state, even if not residing or staying in the Republic; or
 - ii. a body corporate which -
 - has been incorporated under the law of the Republic or the law of an EU or ECAA member state;
 - has its registered office and main place of business in the territory of the Republic or the territory of an EU or ECAA member state;

And of which -

 - more than 50% of the assets and capital are held by Cypriot nationals or nationals of EU or ECAA member states;
 - the majority of those with power of attorney or personally liable are Cypriot nationals or nationals of EU or ECAA member states.

2. In the event that the aircraft has its usual headquarters or area of operations abroad, and the owner or charterer thereof has neither residence nor office of operation in the Republic, the Minister shall be entitled to reject the application to register the aircraft in the Cyprus Aircraft Registry, or, depending on the case, to order the deletion of the aircraft from the Cyprus Aircraft Registry, if he should deem that under the circumstances, the aircraft should be registered in the registry of another country. Without prejudice to Article 10 (Cyprus Aircraft Registry) paragraph 2, for the rest.
3. Aircraft that does not meet one of the conditions of paragraph 1, may, by reasoned decision of the Minister, be exceptionally registered in the Cyprus Aircraft Registry.
4. The owner and operator of the aircraft shall apprise the Cyprus Aircraft Registry immediately of any and all changes in the above registry conditions.

APPENDIX 2



REPUBLIC OF CYPRUS



File No.....

(Form DCA 201/R4)

**MINISTRY OF TRANSPORT, COMMUNICATIONS & WORKS
DEPARTMENT OF CIVIL AVIATION
APPLICATION FOR REGISTRATION OF AIRCRAFT**

This form, when completed, should be forwarded to the Civil Aviation Department, Nicosia, Cyprus and must be accompanied by the appropriate fee.

UNLESS THE FORM IF FULLY COMPLETED AND THE NECESSARY DOCUMENTS ARE PROVIDED THE REGISTRATION OF THE AIRCRAFT WILL BE DELAYED.

1. (a) Designation of Aircraft, Name, Type, Series	
(b) Classification according to table 1 to Annex 7 to the Convention on International Civil Aviation	
(c) Maximum total weight authorized	
(d) Name and address of Constructor	
(e) Aircraft Serial Number-Year of Construction	
(f) Previous Registration Marks and Nationality, if any	
2. Names (s) of person (s) including all forenames or Body Corporate in whose name aircraft is to be registered as the legal owner.	
3. Permanent Private Address of Individual (s) or Business Address of Body Corporate in whose name aircraft is to be registered.	
Telephone number at which applicant can be contacted during normal business hours	
4. If the aircraft is to be registered in the name of a Body Corporate state:	
(a) Whether the aircraft is owned wholly by that body?	(a)
(b) In What country is its principal place of business?	(b)
(c) What is the address of its registered office; and	(c)
(d) Company Registration Number and date of Registration	(d)
5. Is the person or body names in 2 above (a) the owner of the aircraft or (b) a charterer by demise, i.e. by loan, hire-purchase agreement? (Tick as appropriate)	<input type="checkbox"/> (a) Owner <input type="checkbox"/> (b) Charterer
If (b) above is applicable, state (i) the name and permanent address of the owner of the aircraft and (ii) the period of the charter	(i) (ii)

6. Port and date of entry of aircraft into Cyprus	
7. Has import duty and VAT been paid? (Attach relevant Customs and VAT clearance documents)	YES/NO

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 Cyprus

Date

Signature (s)

Position held

Company Seal

DOCUMENTARY REQUIREMENTS

- a) Evidence of qualification to be owner of aircraft as required under Article 11 of the Cyprus Civil Aviation Law 213(I)/2002 as amended

Certified true copy of the aircraft owner/s ID or Passport.

In the case of bodies corporate, applying for the first time, certified true copies of:

- i. Certificate of Registration of the Company;
 - ii. Memorandum of Association and Articles of Association of the Company;
 - iii. Certificate of composition of the Board of Directors, a statement of their respective nationality and copies of their IDs or Passports.
 - iv. Company's Registered Address Certificate;
 - v. Certificate of composition of the company's shareholders with details of their nationality and number of shares owned. Copies of the major shareholder's ID or Passport documents may also be required.
- b) Certified true copy of the Aircraft Ownership Certificate, or Bill of Sale.
- c) Insurance Certificate against third party and passenger liability, covering loss, injury and damage to persons and property in accordance with European Regulation (EC) No. 785/2004 and Cyprus AICs C13/2005 and A03/2010.
- d) De-registration certificate from the State of previous registry (if applicable).
- e) Aircraft Customs and VAT clearance documents.
- f) If the aircraft is on lease, a certified true copy of the lease agreement, properly stamped by the Cyprus Government Commissioner of Stamps Duties.
- g) Official statement from the applicant stating the main place of business of the company and the usual base and area of operation of the aircraft.
- h) Aircraft Noise certificate.
- i) Valid Certificate of Airworthiness.
- j) Radio Licence issued by the Department of Electronic Communications of the Ministry of Transport, Communications and Works.
- k) Payment of the relevant aircraft registration fees.