

**REQUIREMENTS FOR THE REGISTRATION AND AIRWORTHINESS
CERTIFICATION OF AIRCRAFT (Private Category) IN THE CAYMAN
ISLANDS**

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NOTE

1. THE REGISTRATION OF AN AIRCRAFT IN THE CAYMAN ISLANDS NORMALLY TAKES 6 TO 8 WEEKS
2. A DEPOSIT EQUIVALENT TO FIFTY (50) PERCENT OF THE FEES DUE FOR THE MGTOW OF THE AIRCRAFT MUST BE SUBMITTED WITH THE REGISTRATION APPLICATION.

Please refer to the Air Navigation (Fees) Regulations 2006, Section 12(1)



PART 1 - GENERAL INFORMATION

The Cayman Islands are a British Sovereign Territory and as such the Civil Aviation Authority operates in accordance with a statutory instrument that is predicated on legislation similar to that in the UK. These legislative requirements may be found in the "Air Navigation (Overseas Territories) Order" as amended, AN(OT)O, which contains regulations governing the operational control and airworthiness of Cayman registered aircraft, operated for the purposes of Public Transport, Aerial Application and in the "Private Category". It is important to note the definition of Private Category as being "any purpose other than public transport or aerial work", and therefore, an aircraft registered in the "Private Category" may not be used for the purposes of "hire and reward".

Prior to accepting an aircraft on the register, a number of steps must be taken which are explained in this information package however, an applicant is cautioned **not** to initiate the de-registration process from the existing State of Register until such time as the application has been formally approved by the Director-General of Civil Aviation or his delegated representative. Once accepted, a registration mark prefixed with VP-C * * will be assigned or the applicant may request a specific registration mark, which if available, will be allocated.

The registration process may be initiated by completing and submitting all of the forms contained in the information package, and returning it to the Authority for DGCA's approval. Subject to receipt of an acceptable "Due Diligence" report, an airworthiness survey will then be scheduled which, subject to the surveyor making a recommendation for the issue of a Certificate of Airworthiness and receipt of an Export C of A, or similar document, the de-registration process may be initiated. Upon receiving notification from the existing State of registry, that the aircraft has been removed from the register, a Cayman Certificate of Registration, Certificate of Airworthiness and all required documentation will be issued.

PART 2 - ELIGIBILITY

Persons wishing to register an aircraft in the "Private Category" in the Cayman Islands must first prove eligibility in accordance with Article 4 (2) & (3) of the AN(OT)O. The following persons and no others shall be qualified to hold a legal or beneficial interest by way of ownership in an aircraft registered in the Territory or a share therein:

- a) The Crown in right of Her Majesty's Government in the United Kingdom or the Government of the Cayman Islands ;
- b) Commonwealth Citizens;
- c) Citizens of the Republic of Ireland;



- d) British Protected Persons;
- e) Bodies incorporated in some part of the Commonwealth and having their principal place of business in any part of the Commonwealth;
- f) Firms carrying on business in Scotland.

Note

The Cayman Islands Civil Aviation Authority reserve the right to conduct due diligence in respect of all applications. Until such time as this requirement has been satisfactorily completed, a process that normally takes 10 (ten) working days, an application will not be processed. In that respect, a brief business plan and certificate(s) of incorporation must be submitted with the application package.

PART 3 - REGISTERING A MORTGAGE

(i) Cayman Islands law contain regulations for the mortgaging of aircraft, which in part state: "an aircraft registered in the Cayman Islands register or such an aircraft together with any store of spare parts for that aircraft may be made security for a loan or other valuable consideration". Applications to enter a mortgage in the Register may be made to the Authority by or on behalf of the mortgagee using the prescribed forms and shall be accompanied by a certified true copy of the mortgage and the appropriate fee. (*The fee payable on such recording is one-tenth per centum ad Val Orem*)

(ii) A notice of intention to make an application to enter a contemplated mortgage of an aircraft in the Register, otherwise known as a "**priority notice**" may also be entered in the Register and will hold a validity period of 14 days. There is no fee applicable for filing a priority notice.

PART 4 - AIRWORTHINESS REQUIREMENTS

Part 4 explains the prerequisites for the issue and maintenance of the **Certificate of Airworthiness**. The aircraft must conform to an ICAO recognized certification standard that has been approved by a National Aviation Authority, being the State of Design or the State of Manufacture. The initial issue and renewal of a C of A requires that the aircraft undergo a survey by an authorized CAACI surveyor for initial issue, and thereafter on an annual basis.

As stated above, the CAACI will currently accept any recognized ICAO certification standard.

A "**Maintenance Schedule**" must be submitted for approval that is in compliance with the aircraft manufacturers recommended maintenance program, that has been customized to reflect the specific aircraft equipment and scope of operations. The Schedule must reflect the specific MSN and address any modifications embodied in the aircraft.

An "**Approved Maintenance Organization**" acceptable to the Authority must be



certified under one of the following codes:

- (i) JAR/EASA 145 Approval or Acceptance
- (ii) FAR 145 Repair Station Approval
- (iii) Transport Canada CAR 573 approval

Note: At the request of the operator, the Authority may also grant maintenance authorization to additional maintenance organizations in order to facilitate international flight operations.

PART 5 - OPERATIONAL REQUIREMENTS

Prior to placing an aircraft on the Cayman Register, the Authority must be satisfied that flight operations will be conducted in a manner consistent with internationally recognized safety standards and recommended practices (SARPs). Although the AN(OT)O does not specifically address operational standards for aircraft registered in the "Private Category", it is expected that the operator will ensure initial and recurrent crew training is conducted annually, and that some form of control is exercised in respect of flight and duty time limitations. Where an operator requests authority to operate in "Required Navigation Performance (RNP)" airspace, it is also expected that appropriate training will be completed. The same holds true for "Single Pilot Operations" and "Steep Approach and Landing Authority".

Authorizations and approvals are normally granted, subject to meeting an acceptable means of compliance for the following types of flight operations: (i) Single Pilot Authority (ii) Steep Approach and Landing Authority (iii) MNPS (RVSM) (iv) RNP 10 (v) RNP 5 (BRNAV). (vi) Low Visibility Ops.

Note: The Aircraft Flight Manual shall be available for inspection with current revisions and any applicable supplements.

PART 6 - VALIDATIONS: AIRCREW & MAINTENANCE

Please note the contents of Aeronautical Information Circular dated 3 July 2001

1. Aircrew Validations:- License validations are normally issued to the holder of an aviation document which has been issued by an ICAO State or by any other state which is in compliance with ICAO Annex 1. The license must be appropriately endorsed for the type and class of aircraft/helicopter to be operated. A current medical certificate must also be submitted along with a completed License Validation application form. The validation is granted for a period of one year. **Note: The validation is contingent upon the continued validity of the license submitted.**



2. Maintenance Validation: A maintenance validation is normally issued to the holder of an "Aircraft Maintenance Engineers License (AMEL)" issued by an ICAO State or any other state, which is in compliance with ICAO Annex 1, Type II.

Note: Maintenance Validations will be assessed and issued in accordance with the requirements of OTAR 66

PART 7 - Schedule of Fees (All fees are quoted in CI\$) \$1.00 CI = \$1.25 USD

Please note that a new schedule of fees passed into law on November 15th 2006, and is posted on the website.

Fund Transfer Instructions:

Bank: Bank of America International, NY

ABA# 026009593 (also known as Fed Wire #)

Credit: Cayman National Bank Ltd.

USD Acct. 6550-1-19452

Further Credit: Civil Aviation Authority

USD Acct. 021-02353

Beneficiary Info: Please provide Invoice Number and Aircraft Reg. Marks.

Note 1: All invoices are prepared in Cayman Island dollars with a US\$ amount shown underneath. [1 US\$ = .82 cent Cayman]

Note 2: When providing bank instructions, please indicate invoice number and aircraft registration.

PART 8 - RADIO LICENSE(S)

All aircraft registered in the Cayman Islands are required by law to obtain a class 6 radio license in respect of the communication transceivers installed in the aircraft. The license may be obtained from the Information & Communication Technology Authority. Contact information is provided Part 9.

PART 9 - DOCUMENT PROCUREMENT

The Air Navigation (Overseas Territories) Order as amended:

The Stationary Office

(Mail, telephone and fax orders only)

PO Box 29, Norwich 29, NR3 1GN

Telephone orders/inquiries 0870 600 5522

Fax orders 0870 600 5533

Email book.orders@theso.co.uk

Internet <http://www.clicktso.com>



Procurement of the "Civil Aviation Publications" (CAPS)

**Westward documedia
37 Windsor Street
Cheltenham GL52 2DG
United Kingdom
Telephone: (44) 1242 235151
Facsimile: (44) 1242 584139**

Aircraft Radio License

**Information and Communications Technology Authority (ICTA)
PO Box 2502 GT
Grand Cayman
KY1-1104
CAYMAN ISLANDS
Telephone: (345) 946 4282
Facsimile: (345) 945 8284
email: www.icta.ky**

All correspondence should be addressed to (including express or courier service)

**Director-General
Civil Aviation Authority
P.O. Box 10277
Unit 2 Grand Harbor
KY1-1003
Grand Cayman, CAYMAN ISLANDS
Telephone: (345) 949 7811
Facsimile: (345) 949 0761
email: civil.aviation@caacayman.com**

Individual contact and/or information may be obtained from:

**David Biehn, Director of Air Safety Regulation
Douglas Cushman, Manager, Flight Operations
Richard Arbour, Manager, Airworthiness**

**david.biehn@caacayman.com
douglas.cushman@caacayman.com
richard.arbour@caacayman.com**

European Office:

**Barry Goodliffe, Manager UK Office
John Warrington, Airworthiness Surveyor
Charles Mike Wilcox, Airworthiness Surveyor**

**barry.goodliffe@caacayman.com
John.Warrington@caacayman.com
charles.wilcox@caacayman.com**



PART 10 - Summary of Requirements

1. Submission of Application For Registration:

NOTE

The application forms must be accompanied by the Company certificate of incorporation or comparable document, a list of authorized Company signatories with a signature sample of each, a general description of the Company's activities, main base of aircraft operations and geographical areas. A statement must also be included that states the aircraft will only be operated within the definition of "Private Category".

- 2. Prior to aircraft registration, a maintenance program/schedule must be submitted to the CAACI for approval. The program/schedule, as a minimum requirement, must include all the manufacturers recommendations and address any STCs/modifications embodied in the aircraft.**
- 3. A completed "Standard Maintenance Practice" form in addition to naming a maintenance coordinator, maintenance facility, operations coordinator and an invoicing address.**
- 4. Application (accepted or rejected) applicant notified in writing**
- 5. Aircraft survey to be scheduled for issue of Certificate of Airworthiness**
- 6. Surveyor makes recommendations for the issue of C of A (Export C of A reqd.)**
- 7. Current State of Registry notifies the Cayman CAA of aircraft de-registration**
- 8. CAA issue Certificate of Registration, Certificate of Airworthiness and all required airworthiness / operations documents and license validations.**
- 9. The aircraft owner will be invoiced for document issue and all associated costs of investigation.**