



**الطيران المدني**  
**Civil Aviation**

الإدارة العامة للطيران المدني - دولة الكويت  
Directorate General of Civil Aviation - State of Kuwait

## **Kuwait Civil Aviation Safety Regulations**

### **KCASR 7 – AIRCRAFT REGISTRATION AND CANCELLATION - GUIDANCE MATERIAL (GM)**



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## **Control of this Document**

### **DC.1 Introduction**

DC.1.1 Pursuant to Law No (30) of the year 1960 and subsequent Ministerial Decisions No (3) of the year 1986, No (18) of the year 1990, and No (3) of the year 1996, based upon that Law and as reflected in the Preamble to the Kuwait Civil Aviation Safety Regulations, Issue 3, Rev.0, August 2013, the President of the Kuwait Directorate General of Civil Aviation is empowered to adopt and amend Kuwait Civil Aviation Safety Regulations. In accordance herewith, the following GM is hereby established for compliance by all persons concerned. This GM shall be known as KCASR 7 Aircraft Registration and Cancellation Guidance Material and any reference to this title shall mean referring to these regulations governing the requirements to be met by persons and organisations for the registration, marking and deregistration of aircraft in the State of Kuwait.

### **DC.2 Authority for this Regulation**

DC.2.1 This KCASR 7 Aircraft Registration and Cancellation Guidance Material is issued on the authority of the President of the Kuwait Directorate General of Civil Aviation.

### **DC.3 Applicability**

DC.3.1 This KCASR 7 Aircraft Registration and Cancellation Guidance Material is applicable to the Kuwait DGCA and the aviation industry of Kuwait.

### **DC.4 Scope**

DC.4.1 KCASR 7 Guidance Material contains guidance in support of the aircraft registration and marking regulations of Kuwait, and shows compliance with ICAO Annex 7.



## **Section A – Technical Guidance**

### **Subpart A - General**

#### **GM1 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 Kuwait Civil Aviation Safety Regulation KCASR 7. Aircraft registration is a prerequisite for the issue of a Certificate of Airworthiness.

#### **GM1 to 7.3 Definitions**

As used in this GM the following definitions apply:

- (a) **Qualified Person** means:

- (1) A Governmental Body of the State of Kuwait;
- (2) Kuwait Nationals (citizens),
- (3) Bodies incorporated and having a registered office in the State of Kuwait.

- (b) **Unqualified Person** means:

A person not defined as Qualified, but residing or having a place of business in Kuwait 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 Kuwait DGCA for the purpose of registration whilst not necessarily being the legal owner or having beneficial interest in the aircraft.

#### **GM1 to 7.11 Registration Applicants**

- (a) Applications for aircraft registrations are normally only accepted from qualified persons, businesses or a Charterer. The Kuwait legislation provides full details of the legal requirements.
- (b) Applicants must complete and submit the AIR Form KREG 1 application form and provide all the supporting documentation and information as detailed in this GM. An aircraft registration application form is available on the Kuwait DGCA website. Alternatively, applicants should contact the Kuwait DGCA regarding the actual application form to be used.
- (c) Applicants should refer to the guidance material highlighted in this GM, and the requirements of KCASR 7 prior to making a formal application.
- (d) On receipt of a completed application, the Kuwait DGCA will establish whether the applicant is eligible to register an aircraft within Kuwait.



- (e) A certificate of airworthiness for an aircraft registered in Kuwait will not be issued unless a Type Acceptance Certificate has been issued by the Kuwait DGCA in accordance with KCASR 8, Part 21, Subpart B. The Kuwait DGCA 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 KCASR 8, Part 21, Subpart B.

### **GM1 to 7.13 Registration Application**

The applicant shall apply to Kuwait DGCA on an AIR Form KREG 1 (see Appendix I).

### **GM2 to 7.13 Cancellation Request**

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

### **GM3 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 Kuwait DGCA 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 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 Kuwait and holds a legal or beneficial interest in the aircraft, the Kuwait DGCA 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).

**GM1 to 7.15 Certificate of Aircraft Registration**

- (a) During the process of registering the aircraft in Kuwait 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 Kuwait 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 Kuwait DGCA has given written confirmation that the aircraft registration application process in the Kuwait DGCA is complete and satisfactory. Failure to adhere to this could leave an aircraft stateless, preventing the issue of an airworthiness certificate.
- (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 Kuwait register, the Kuwait DGCA 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 Kuwait DGCA may impose a time limit on reserving a registration mark.
- (e) On receipt of confirmation from the Kuwait DGCA of satisfactory acceptance on to the Kuwait register 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 Kuwait DGCA that the registration of the aircraft in the Kuwait be finalised.
- (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 Kuwait DGCA has not allocated a new transponder code;  
or
  - (2) the Kuwait DGCA 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 Kuwait DGCA 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 Kuwait DGCA is formally notified. Once confirmed, the Kuwait DGCA can issue the Certificate of Registration.





## Appendix I - Application for Registration or Change of Ownership (AIR Form KREG1)

<p>1. (a) Designation of aircraft: Name, Type, Series (as described by the Constructor)</p> <p>(b) Classification (see column 4, Table A page 4)</p> <p>(c) Number of engines fitted</p> <p>(d) Engine class (piston, turbine, turbofan or turbojet)</p> <p>(e) Maximum take off weight (kg)</p> <p>(f) Maximum passengers carried (see Note viii page 3)</p> <p>(g) Specify if in microlight category (see Note vi page 3) If yes, is it a "sub 115 kg microlight" (see Note vii)</p> <p>(h) Charge payable (see Table B page 4)</p>	<p>(a)</p> <p>(b)</p> <p>(c)</p> <p>(d)</p> <p>(e)</p> <p>(f)</p> <p>(g)</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) Kuwait Registration Mark Current:</p> <p style="padding-left: 100px;">Proposed:</p> <p style="padding-left: 100px;">Former:</p>	<p>(a) 9K—</p> <p>(b) 9K—</p> <p>(c) 9K—</p>
<p>5. (a) Current or previous non-Kuwait identity if the aircraft is not currently Kuwait Registered.</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 3)</p> <p>(b) Name of unincorporated flying group e.g. 'G-ABCD Group' or 'Charlie Delta Group' if applicable (see Note i page 3)</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 3)</p>	<p>(a)</p> <p>Post Code:</p>



<p>(b) Telephone/fax number/e-mail at which applicant can be contacted during normal business hours</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:  (a) in what country that body is incorporated;  (b) the Company Registration Number; or date and place of registration where no number issued</p>	<p>(a)  (b)</p>
<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 Kuwait? <i>(Tick appropriate heading)</i></p> <p>(a) A Government Body</p> <p>(b) A corporate entity having principal place of business in Kuwait</p> <p>(c) Kuwait Citizen</p>	<p>(a)</p> <p>(b)</p> <p>(c)</p>
<p>12. Is any unqualified person or body (other than 11 (a) – (i) 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. If the aircraft is to be registered in the name of a person as defined in 11(c), (d), (e) or (i) above, state (a) the nationality of such person</p>	<p>(a)</p>



14. In order to comply with Kuwait Legislation on Insurance Requirements For Air Carriers and Aircraft Operators and the Civil Aviation (Insurance) Regulations please state:

(a) whether the aircraft is insured in compliance with the regulations? (see Note ix page 3)

(a) Yes  No

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 CAA with a certificate of insurance or valid evidence of insurance

(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 ix page 3 for exclusions)

(b) Yes  No

(c) Is the aircraft used exclusively for non-commercial operations? (see Note x page 3)

(c) Yes  No

(d) Is the aircraft operated by an air carrier, i.e. an air transport undertaking with a valid operating licence? (see Note ix page 3)

(d) Yes  No

15) **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 the state of Kuwait (See Note (xii) page 3)

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

Name(s).....

BLOCK CAPITALS

Position Held.....

AIR Form KREG 1



**Appendix II - Request for De-Registration (AIR Form KREG 3)**

**REQUEST FOR DE-REGISTRATION**

Please be informed that Aircraft 9K-..... registered via this certificate is transferred to: .....

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

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

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 Kuwait DGCA Inspector .....