



Technical Circular

CT-330-01

SUBJECT: AIRCRAFT REGISTRATION

DATE: 20/01/2026

1. PURPOSE

This Technical Circular (TC) is issued to provide information and guidance on the civil aviation regulatory requirements to register an aircraft in Sao Tome and Principe.

2. APPLICABILITY

This Circular applies to owners and operators intending to register change the register or deregister a Sao Tome and Principe registered aircraft.

3. BACKGROUND

- A. Annex 7 to the ICAO Convention stipulate the standards applicable to the registration and marking of civil aircraft. The Civil Aviation Regulation RACSTP Part 47 Aircraft Registration and Markings Regulations details the specific requirements for the registration and marking of civil aircraft in Sao Tome and Principe.
- B. RACSTP Part 21 – Airworthiness of Aircraft, specifies the requirements to be met before an aircraft can be imported to, and registered in, Sao Tome and Principe.

4. DESCRIPTION

4.1 AIRCRAFT ACCEPTANCE

A. General Information

- (1) A person who wishes to register an aircraft in Sao Tome and Principe shall apply to the Authority for aircraft registration by submitting a duly completed prescribed application Form (INAC Form F-330-03 - Requerimento para inscrição inicial de aeronave) to the Authority.
- (2) Application for aircraft registration is accepted only for aircraft of a type that is acceptable to the Authority.
- (3) It is required on application for aircraft registration to submit to the Authority the full specification of the aircraft including:



- (a) The full description of the type, model and serial number.
- (b) Type certificate data sheet
- (c) Supplementary type certificate data if any.
- (d) Make and Part numbers of avionics and equipment installed.
- (e) Certificate of deregistration or non-registration of aircraft.
- (f) evidence of removal of the 24-bit aircraft address assigned by the previous State of Registry;
- (g) Export Certificate of Airworthiness;
- (h) Airworthiness Directives (ADs) status report.
- (i) Copy of the current C of A if applicable.

Note: Aircraft life history and maintenance technical records are evaluated during the Certificate of Airworthiness issue Inspection.

- (4) For aircraft type or model that is new on the Sao Tome and Principe register it is recommended that the applicant submits the application form F-330-01 - Application for Type Acceptance Certificate and the required documents before the aircraft purchase is finalized since aircraft that are not compliant to acceptable airworthiness codes cannot be registered in Sao Tome and Principe.

B. Documents Evaluation. The application evaluation exercise is carried out to establish that the documents are authentic, genuine, valid and relate to the subject aircraft. It is in addition to verify that the aircraft Type Certificate complies with an acceptable airworthiness code.

C. Ineligibility. The aircraft that do not satisfy the requirements for Type Acceptance Certificate are classified Non-Compliant and cannot be accepted for registration in Sao Tome and Principe.

4.2 CERTIFICATE OF REGISTRATION ISSUE

A. Eligibility Requirements

- (1) An applicant for aircraft registration shall meet in full the eligibility requirements stated in Sao Tome and Principe Civil Aviation Regulations Part 47 - Aircraft Registration and Markings.
- (2) The applicant must complete and return to INAC the INAC Form F-330-10 Parts 1 & 2- Aircraft Importation and Certification: prior to aircraft purchase.
- (3) After the INAC Form F-330-10 Parts 1 & 2 have been evaluated and found acceptable for issue of a certificate of registration, the INAC inspector will inform the applicant concerning the eligibility of the aircraft for importation.

B. Registration Requirements

- (1) The applicant must submit INAC form F-330-03 and the attached INAC Form F-330-10 Parts 3 & 4 and all the documentation required in the Appendix A of INAC Form F-330-10 should be submitted to the Authority if not already submitted:
 - (a) A Certificate or notice of deregistration from the previous State of Registry or a letter from the state of manufacture, if the aircraft is new and has never been registered in any other State, confirming non-registration. The deregistration certificate must be received by the Authority directly from the State of registry and should never be presented by the applicant, should be State to State.

- (b) Document(s) to prove the aircraft ownership, (e.g. Bill of Sale, e.t.c.);
- (c) A copy of a government issued Identity Card (ID) or Passport if owned by an individual, or any other identification card approved by the Authority;
- (d) A certified copy of the Certificate of incorporation if owned by a company;
- (e) Names of the directors of the company owning or leasing the aircraft and their specimen signatures giving authority to register and/or operate the aircraft in Sao Tome & Principe and indicating who among them has the mandate to transact on their behalf on matters relating to the aircraft registration and/or operation;
- (f) A certified copy of the lease agreement if the aircraft is on lease;
- (g) A certified copy of the power of attorney from the owner/lessor and the lessee, (both of them);
- (h) A certified copy of an aircraft current Insurance Certificate; and
- (i) Proof of payment of the prescribed fees in accordance with relevant Sao Tome and Principe legislation

Note: If the aircraft is qualified for issue of CoA the applicant needs to apply separately for the Certificate of Airworthiness, Aircraft Station License and Noise Certificate.

- (2) an aircraft before being registered in São Tomé and Príncipe shall be assigned a new 24-bit address from its allocation address block, and the old aircraft address shall be removed and returned to the allocation address block of the State that previously registered the aircraft.

C. Registration Acceptance

- (1) On completion of a successful documents evaluation the aircraft complies with the requirements for registration requirements and it qualifies for issuance of a Certificate of airworthiness, the INAC issues the aircraft acceptance for registration.
- (2) If the aircraft does not qualify for issuance of a Certificate of Airworthiness, the importer will be informed in writing identifying why the aircraft did not conform to an approved type design and was not in a condition for safe operation and issuance of a certificate of registration

Note: No aircraft shall be registered without the confirmation of a registration acceptance and eligibility issued by the Authority.

D. Location and Measurements of Registration Marks. An aircraft registered in Sao Tome and Principe shall display nationality and registration marks as required by the Civil Aviation Regulations Part 47.

E. Allocation of Special Registration Marks. These are registration marks of the applicant's choice. They are allocated on request in writing, when available and they will attract an extra fee in addition to the normal Aircraft registration fee.

F. Change of Aircraft Registration Marks

- (1) Pursuant to RACSTP Part 47, to change aircraft registration marks for a Sao Tome and Principe registered aircraft the following requirements shall apply:
 - (a) An applicant shall make the request in writing, for the change of marks to the Authority giving the reasons for the change;
 - (b) The request should be approved by the Authority before being affected, after which, the applicant is required to return to the Authority, the original Certificate of

- Registration (C of R) and the Certificate of Airworthiness (C of A), for replacement;
- (c) Payment of the prescribed fees; and
- (d) The new Certificates with the new registration marks will be prepared.

G. Notification to the State of Design

When the aircraft is the first of its type to be registered in São Tomé and Príncipe, the state must notify the state of Design responsible for the continued airworthiness of the aircraft and its equipment and agree on the method of communicating the necessary information.

4.3 CHANGE OF AIRCRAFT REGISTRATION OWNERSHIP PARTICULARS (RE-REGISTRATION)

- A. On any change in the ownership of the aircraft or in the nationality qualification for ownership, the Registration and Certificate becomes null and void from the date of the change. The Certificate must be returned IMMEDIATELY to the Authority with the appropriate section below duly completed. Similar action is required if the aircraft is destroyed or permanently withdrawn from use.
- B. The registered owner must apply for aircraft deregistration in accordance with item 4. The current owner of the aircraft must submit the INAC form F-330-20 for the change of ownership.
- C. Change of registration or ownership particulars will be effected in conformity with the Civil Aviation Regulations and the following shall apply:
 - (1) Re-registration of an aircraft with same Nationality and Registration Marks will be issued with a new Certificate of Registration and a new entry shall be made on the aircraft Register.
 - (2) Before the Re-registration process starts, the original CofR must be returned to the Authority, with the relevant information of the Form completed on the reverse side.
 - (3) The process for Re-registration is the same as for Registration.
 - (4) The prescribed re-registration fees should be paid to the Authority.

4.4 DEREGISTRATION

- A. Aircraft deregistration is carried out in accordance with the Civil Aviation Regulations. It is required that:
 - (1) The registered owner returns the original Certificate of Registration and a completed INAC Form 330-19 Application for Aircraft Deregistration.
 - (2) The Authority will verify the signature of the owner or the legal representative. It may be necessary to submit legal documents of consent and authorization.
 - (3) The prescribed Deregistration fees must be paid to the Authority.

4.5 AIRCRAFT SAFETY OVERSIGHT REQUIREMENTS

- A. Training requirements to ensure effective safety oversight:
 - (1) For a new aircraft type on the Sao Tome and Principe Aircraft Civil Register, the operator will be required to provide training to Authority's inspectors on the type.

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- (a) The number of inspectors to be trained will depend on the size and complexity of the aircraft. This will include Airworthiness and Flight Operations inspectors;
- (b) For a series type of an aircraft, a refresher or difference course may be required to keep abreast to the technological advancement or differences.

Aprovado pelo Presidente do Conselho de Administração do INAC	
Data: <u>04 / 02 / 26</u>	 António dos Santos Lima (Jurista)