



CIVIL AVIATION AUTHORITY OF BOTSWANA
P. O. Box 250, Gaborone, Botswana Tel: +267 3688200 / 3688200 Fax +267 3930165

FLIGHT SAFETY DIRECTORATE

NOTICE OF TRANSFER OF AIRCRAFT OWNERSHIP

A. APPLICABILITY

Pursuant to Regulation 7(4) of the Civil Aviation (Aircraft Nationality and Registration Marks) Regulations, any person who becomes the owner of an aircraft registered in Botswana shall, within 28 days of his or her becoming an owner of that aircraft, notify the CAAB to that effect.

Notification is provided by sending this correctly completed CAAB Form AIR 103 to the Authority.

B. AIRCRAFT DETAILS

Nationality and Registration Mark

A 2 -

Classification of Aircraft Aeroplane Rotorcraft Other (specify)

Aircraft manufacturer Country of Manufacture

Model and series Year of Manufacture

Serial number Type Certificate No.

Maximum Certificated Take-off Mass Kg No. of seats (including crew)

Engine

Engine Manufacture Engine model

Engine type Piston Turboprop Jet turbine Not Applicable No. of engines

Propeller

Propeller manufacturer Propeller model

C. DATE TRANSFER OF OWNERSHIP OCCURRED:

(day – month-year)

D. ELIGIBILITY OF NEW OWNER TO REGISTER AIRCRAFT

- State if the New Owner is:
- (1) A citizen of Botswana
 - (2) Person bonafide resident of Botswana
 - (3) A corporation lawfully incorporated and doing business under the laws of Botswana
 - (4) A government entity of Botswana
 - (5) An owner other than the above [explain below]

E. PREVIOUS REGISTERED OWNER DETAILS

NOTE: Provide full details of person in whose name the aircraft is currently registered.

Name in full Signature Date

Address

Telephone Fax E-mail

F. NEW REGISTERED OWNER DETAILS

NOTE: Provide full details of person to whom ownership is transferred, and evidence of consent of all other interested parties.

Name in full Signature Date

Address

Telephone Mobile Fax

E-mail

NOTE: Provide full details of other persons retaining legal, beneficial or other interest in the aircraft

1) Name (in full)

Address

Telephone Mobile Fax

E-mail

2) Name (in full)

Address

Telephone Mobile Fax

E-mail

NOTE: Relevant information on additional interests must be attached to this application

3) Is the aircraft the subject of a charter, lease or hire purchase agreement? Yes No

If Yes, state period of charter, lease or hire purchase agreement

1. State purpose for which aircraft will be used [Tick applicable box]

- A – Transport (Passenger)
- B – Transport (Cargo)
- C – Aerial work
- D - Private (*non-commercial operation of type certificated aircraft*)
- E – Other (*please specify*)

2. Will this aircraft be operated for compensation or hire and reward? YES NO

NOTE: If you answered YES to above question, you must provide information required in items H.3 to H.6 below.

3. Air Transport License (ATL) No. Air Operator's Certificate (AOC) No.
4. AOC Holder's name and Address
5. Contact telephone Fax
6. AOC valid until [*day-month-year*]

1. Fees payable in respect of this application are as follows:

- (a) Application Fee
- (b) Issuance of fresh Certificate of Registration [*Payable when collecting certificate*]

2. Select method of payment: Cash [*Please do not enclose cash in the application*]
- Cheque
- Direct deposit / Electronic Funds Transfer
[See CAAB Account details in item 3 below]

3. CAAB Account details

Name of Account: **Civil Aviation Authority of Botswana**

Name of Bank: **Barclays Bank of Botswana** Branch Name: **Barclays House**

Branch Code: **29 02 67** Account Number: **1002208** Swift Code: **BARCBWGX**

NOTE: For more information on payment options consult the Fees Regulations currently in force or CAAB Accounts office at +267 3688200

I, the undersigned, hereby certify that the particulars in this application are true in every respect.

Name (in full)

Signature

Date (day – month - year)

1. This notice must be forwarded to the following address together with supporting documentation listed in K2:

Postal Address

MANAGER, AIRWORTHINESS
 CIVIL AVIATION AUTHORITY OF BOTSWANA
 P. O. BOX 250
 GABORONE
 BOTSWANA

Physical Address

MANAGER, AIRWORTHINESS
 CIVIL AVIATION AUTHORITY OF BOTSWANA
 PLOT 61920
 LETSEMA OFFICE PARK
 GABORONE
 BOTSWANA

2. Supporting documentation required

- (i) Proof of payment
- (ii) Letter of authority
- (iii) Consent of all interested parties
- (iv) Proof of aircraft ownership
- (v) Previous Certificate of Registration (signed by new and previous owner)
- (vi) Current Certificate of Airworthiness [*if applicable*]

NOTE: All required enclosures must be submitted with this form; otherwise, the application will not be processed until all the required documents are submitted to the CAAB.

Additional information on aircraft registration matters may be found on Airworthiness Advisory Circular (AAC)-006 available in the CAAB website (www.caab.co.bw) and Civil Aviation (Nationality and Registration Marks) Regulations.

To be completed by the Inspector processing the application.

Fee received: BWP

Invoice No.

Receipt No.

 Name of Inspector

 Signature

 Date