

## CHECKLIST FOR RECEIVING & PROCESSING AMENDMENT OF CERTIFICATE OF REGISTRATION TRANSACTION

REFERENCE:	Z		-										
NAME OF CLIENT (Person lodging)													
CLIENT'S CONTACT DETAILS													
Change of Company name/ CC / Trust								Change of Address					
Change aircraft manufacturer's Designation after modification								Endorsement of C of R					
Cancellation of Endorsement													
							1 <sup>ST</sup> ARO		2 <sup>ND</sup> ARO		3 <sup>RD</sup> ARO		
The appropriate Form CA-47A2 is fully completed							Y	N	Y	N	Y	N	
Check all supporting documents are attached							Y	N	Y	N	Y	N	
Prescribed fee in term of Part 187 (if applicable)							Y	N	Y	N	Y	N	
Recording of documents into Incoming Mail/Counter register							Y	N	Y	N	Y	N	
Ensure that the 2 <sup>nd</sup> ARO sign the receiving of document on the mail/Counter register							Y	N	Y	N	Y	N	
Complete and sign the receiving block at the bottom and hand the documents to the 2 <sup>nd</sup> ARO							Y	N	Y	N	Y	N	
Verify certification of supporting documents (if applicable)									Y	N	Y	N	
Requesting aircraft file from Records									Y	N	Y	N	
Verifying the registered owner's signature									Y	N	Y	N	
Taking required steps for outstanding requirements if necessary & write a file note									Y	N	Y	N	
Attaching CAR47A and annexures to the aircraft file									Y	N	Y	N	
Update details on computer version of SACAR/EMPIC									Y	N	Y	N	
Issue the amended Certificate from the SACAR/EMPIC version									Y	N	Y	N	
Recommending the certificate to be signed by M:AI&R									Y	N	Y	N	
<u>Counter</u> : Enter details on Acknowledgement of Receipt									Y	N	Y	N	
<u>Mail</u> : Typing cover letter and printing 2 for the mailing processes									Y	N	Y	N	
Placing and numbering of folio's on the aircraft file									Y	N	Y	N	
Pasting the copy of amended certificate on file									Y	N	Y	N	
Enter transaction on personal statistics file									Y	N	Y	N	
Phoning client for the collection of original certificate									Y	N	Y	N	
Checking receipt of documents and registration process <b>ABSOLUTELY THOROUGHLY</b>									Y	N	Y	N	

Ensuring correctness of all documents and signing off				Y	N	Y	N
In case the original certificate not collected, sent by Registered Mail				Y	N	Y	N
Receiver							
<b>SIGNATURE OF 1<sup>ST</sup> AIRCRAFT REGISTRATION OFFICER</b>	<b>NAME IN BLOCK LETTERS</b>	<b>DATE RECEIVED</b>					
Registration Officer							
<b>SIGNATURE OF 2<sup>ND</sup> AIRCRAFT REGISTRATION OFFICER</b>	<b>NAME IN BLOCK LETTERS</b>	<b>DATE PROCESSED</b>					
Quality Check							
<b>SIGNATURE OF 3<sup>RD</sup> AIRCRAFT REGISTRATION OFFICER</b>	<b>NAME IN BLOCK LETTERS</b>	<b>DATE CHECKED</b>					