

Changes to Aircraft Details

The Isle of Man Aircraft Registry must be notified of changes to aircraft details which will affect the information shown on the aircraft register, certificates and systems. Aircraft representative contact details should also be kept up to date to ensure IOMAR notifications are sent to the correct people and to enable us to contact the right individual if there a need for us to do so.

Please refer to Form 92 in conjunction with the below guidance.

Changes which must be notified to the Registry are:

- Change of Ownership
- Change of Operator
- Change of Registration Marks
- Change of Owner* or Operator Address (*or change of customer service provider)
- Change of Owner or Operator Name (entity is the same, but the company name has changed)
- Change affecting a Charter by Demise (termination of lease, changes to the lease agreement)
- Combinations of two or more of the above

Advance notice of a change is required to allow sufficient time for Registry Services staff to review the relevant documentation and issue the new certificates to the customer. This is done in order to minimise delays to the operation of the aircraft. Prior to any change being processed, all outstanding invoices must be paid in full.

Please allow **a minimum of ten working days** (from time of application to receipt of certificates) for the process to be completed. This does not mean that every change will take this long to finalise, however our primary aim is to ensure the service is provided to the highest possible standard. We will always do our best to accommodate the time frames required by our customers if it is within our ability to do so.

Notification of a change of aircraft details should be made to the Aircraft Registry by the **CURRENT REGISTERED OWNER (or their representative)** submitting a completed [Form 92, Notification of Change of Aircraft Details](#) to aircraft@gov.im. This can be in draft format initially and is required so that we have the authority to commence with the review work and assist all parties involved with the change. Upon receipt of **Form 92**, a member of the Registry Services team will be allocated as your primary point of contact and will assist you through the process.

Form 92 must be signed by either:

1. A director of the **current registered owner** OR
2. A nominated representative of the **current registered owner** who holds a valid Power of Attorney authorising them to sign application forms on behalf of the registered owner in respect of the change.

Supporting documents required for each change as listed on page 2 of Form 92 should also be supplied to the Aircraft Registry in advance of the change taking place. Draft copies of bills of sale or mortgages which may be required should also be supplied if available, in advance. This will allow time for any issues to be resolved prior to the day of the proposed change(s).

The Aircraft Registry issues all certificates and documents in digital format only. The **Certificate of Registration** and **Certificate of Airworthiness** will be sent in digital format to the Registered Owner, Operator, FOR and NATR. **The digital certificates are rendered valid as the original documents in their digital form, they should not be printed.** These certificates may be carried using a portable electronic device (PED), or if the aircraft has approval, an Electronic Flight Bag (EFB). All other certificates and documents may be printed off or stored on an approved EFB. These include - Noise Certificate, Operations Specification Certificate and Airspace Manuals, Flight Crew Licence Validations, Aircraft Radio Licence (issued by Ofcom) and MMEL 90 Day Permission.

Please find outlined below the certificates/documents/approvals which may be affected for each type of change of aircraft details.

Aircraft Certificates & Documents Requiring Re-Issue by IOMAR

Certificate or Document Title	Change of Registered Owner	Change of Operator	Change of Registration Mark	Change of Registered Owner Address	Change of Registered Owner Company Name	Change of Operator Address	Change of Operator Company Name
Certificate of Registration	✓	x	✓	✓	✓	x	x
Certificate of Airworthiness	x	x	✓	x	x	x	x
Noise Certificate	x	x	✓	x	x	x	x
Operations Specification ⁱ (incorporating MEL Permission*)	x	✓	✓	x	x	x	✓
Flight Crew Licence Validations ⁱⁱ	x	✓	✓	x	x	x	x
AME Validations	x	✓	✓	x	x	x	x
Form 31 (NATR Details)	x	✓	✓	x	x	x	✓
AMP Approval Certificate	x	✓	✓	x	x	x	✓
Mortgage Entry(s)	✓	x	✓	✓	✓	x	x
Invoices ⁱⁱⁱ	✓	✓	✓	✓	✓	✓	✓
24 Bit Address Letter	✓	x	✓	x	✓	x	x

**It is a requirement for large and turbojet aircraft to hold an MEL approved by the Department. Please contact the Aircraft Registry should you have any queries.*

Aircraft Certificates & Documents Requiring Re-issue by Other Agencies

Certificate or Document Title	Change of Registered Owner	Change of Operator	Change of Registration Mark	Change of Registered Owner Address	Change of Registered Owner Company Name	Change of Operator Address	Change of Operator Company Name
Aircraft Radio Licence ^{iv}	✓	✓	✓	✓	✓	✓	✓
ELT Registration ^v	✓	✓	✓	✓	✓	✓	✓
Insurance Certificate ^{vi}	✓	✓	✓	✓	✓	✓	✓

ⁱ Includes Designated Airspace Approvals, MEL, 90 Day MMEL Permission, EFB, CAT II, LCY Steep Approach.

ⁱⁱ Flight Crew Licence Validation Certificates will not require re-issue where operator details are not shown on certificate.

ⁱⁱⁱ All outstanding invoices must be paid prior to any change being progressed.

^{iv} Radio Licence may be in the name of either the owner or the operator and may not require reissue.

^v ELT Registration may be in the name of either the owner or the operator and may not require reissue.

^{vi} Please ensure that the insurance company is advised of any changes that may affect the policy.