

Checklist for Registering Aircraft in the Isle of Man

Forms and guidance documents can also be found on our website, www.iomaircraftregistry.com

To assist you through the process of registering an aircraft on the Isle of Man Aircraft Register, please find below details of the requirements for registration and the initial issue of a Certificate of Airworthiness.

1. Aircraft registered in the Isle of Man are only for private and corporate use, not commercial air transport or aerial work.
2. Type Certificate Data Sheets acceptable to the Isle of Man Aircraft Registry (IOMAR) are those that conform to one of the following: USA, Canada and the States represented by EASA.
3. The Air Navigation (Isle of Man) Order 2015, Part 1, Article 5 – Who may register aircraft in the Isle of Man - lists qualified persons, a copy of which is in [Registry Publication 2](#).
4. A specific contact who will be responsible for the airworthiness of the aircraft will be required. The listed Nominated Airworthiness Technical Representative (NATR) should provide the information required in Forms 3, 31 and 100. This person should be available to the IOMAR during the registration process.
5. A specific contact who will be responsible for the flight operations of the aircraft will be required. The Flight Operations Representative (FOR) listed on Form 20 should provide the information required on the appropriate operating approval application forms.
6. To enable the registration processes to begin, please submit completed signed copies of the forms and documents outlined in the table from page 2 onwards. A representative from the registered owner or operator should be nominated to be the main point of contact with the IOMAR throughout the process.
7. An invoice will be raised upon completion of the registration process. Cheques should be made payable to *Isle of Man Government*. For electronic payments our bank details are provided on the invoice.
8. Where applicable, lenders can apply for a Priority Notice Entry ([Form 25](#)) and/or Entry of Aircraft Mortgage ([Form 26](#)) in the Isle of Man Register of Aircraft Mortgages.
9. Please submit all applications electronically; wet ink or verified digital signatures are acceptable.

Survey Preparation

Aircraft should not be deregistered from their previous state of register until such a time as applications for registration have been accepted by the IOMAR. An Export Certificate of Airworthiness or Acceptable Means of Compliance (see notes on Form 3) should be provided to the Registry **prior to the day of the survey**. If the aircraft is a new build the Export Certificate of Airworthiness should be provided as soon as available. Any survey required for the issue of an Export Certificate of Airworthiness must have been completed before the IOMAR surveyor commences the initial Certificate of Airworthiness survey. The aircraft should be prepared for survey in accordance with [RP 7](#). An IOMAR surveyor will attend on a pre-arranged survey date and location with the intention of making a recommendation for a Certificate of Airworthiness to be issued so that the aircraft may operate as soon as possible afterwards. Please refer to the checklist overleaf which includes links to each of the forms to be completed.

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Items 1 to 7 must be completed and submitted to the Aircraft Registry before survey arrangements can begin.

Please e-mail all documents and forms to aircraft@gov.im

*To be completed by a person with technical knowledge of the aircraft.

Gate 1 - Initial Application Stage		
1	<input type="checkbox"/>	Certificate of Incorporation OR equivalent document OR copy of Passport if the registered owner is an individual
2	<input type="checkbox"/>	List of Company Directors for the registered owner company <i>Acceptable forms are extracts from Company Register or Minutes of Company Meeting.</i>
IOMAR	<i>Eligibility to register an aircraft in the Isle of Man confirmed</i>	
3	<input type="checkbox"/>	Power of Attorney <i>Required if a person or persons will be signing applications on behalf of the registered owner of the aircraft.</i> <i>This must be received and accepted prior to progression of the registration process</i>
4	<input type="checkbox"/>	Export C of A – confirmation of availability, or demonstration of an Acceptable Means of Compliance (see Form 3 guidance notes)
5	<input type="checkbox"/>	Online Application for Out of Sequence Aircraft Registration Mark <i>You may check availability of registration marks using our online reservation service at ardis.aircraft.im or by contacting the Aircraft Registry. Once availability of registration mark is confirmed, please complete an online reservation request. If an out-of-sequence request is not received the next in sequence registration mark will be allocated.</i>
6	<input type="checkbox"/>	Form 2 Application for Registration of Aircraft
7	<input type="checkbox"/>	Form 20 Operator and Flight Operations Representative Contact Information <i>The operator to complete, identifying an individual to be the Registry's primary point of contact for flight operations. Ideally, the Operator Contact and the FOR should be two different individuals.</i>
IOMAR	<i>24 Bit Address Letter issued</i>	
8	<input type="checkbox"/>	*Form 3 Application for Certificate of Airworthiness
IOMAR	<i>Aircraft survey booking arrangements confirmed</i>	
9	<input type="checkbox"/>	Export C of A or Acceptable Means of Compliance <i>The aircraft owner should provide the IOMAR with an Export C of A or equivalent document(s) from its existing registry. The aircraft cannot be registered in the Isle of Man until an Export C of A or equivalent document(s) has been submitted. See Form 3 guidance notes.</i>

Gate 2 – Operational Applications & Airworthiness		
10	<input type="checkbox"/>	<p>Form 4 Initial Application for Operating Approvals and Declaration of Compliance (if applicable) in conjunction with RP 4 Guidance to Operators – Operating Approvals and Renewals</p> <p><i>Supporting documents as listed on the application form must be provided.</i></p>
11	<input type="checkbox"/>	<p>Form 91 Application for Approvals of an Electronic Flight Bag System (if applicable)</p> <p><i>For aircraft which are equipped with an EFB or, where an EFB is to be used as part of the operation a Form 91 must be completed and submitted to aircraft@gov.im.</i></p> <p><i>Supporting documents as listed on the application form must be provided.</i></p>
12	<input type="checkbox"/>	<p>Form 5 Application for Aircraft Radio Licence</p> <p><i>Refer to the Radio Equipment list online at ardis.aircraft.im when completing Form 5 then submit to OfCom, radio.licensing@caa.co.uk. The aircraft must have a radio licence prior to operation on the Register.</i></p>
13	<input type="checkbox"/>	<p>Form 6 Application for Flight Crew Licence Validation</p> <p><i>Supporting documents as listed on the application form must be provided.</i></p>
14	<input type="checkbox"/>	<p>Form 7 Maintenance engineer validation application (if applicable)</p> <p><i>Supporting documents as listed on the application form must be provided.</i></p>
15	<input type="checkbox"/>	<p>Form 15 Master Minimum Equipment List (MMEL) 90 Day Permission Application (if applicable)</p> <p><i>Cover page of latest version of MMEL to be provided with application.</i></p>
16	<input type="checkbox"/>	<p>Form 8 Minimum Equipment List (MEL) Permission Application (if applicable)</p> <p><i>It is a requirement for large and turbojet aircraft to hold an MEL approved by IOMAR.</i></p> <p><i>Supporting documents as listed on the application form must be provided.</i></p>
17	<input type="checkbox"/>	<p>*Form 100 Aircraft Maintenance Programme Approval Application</p>
18	<input type="checkbox"/>	<p>Form 31 Airworthiness Contact Information</p>
19	<input type="checkbox"/>	<p>Aircraft Insurance showing 'M' registration and stating in accordance with EC Regulation 785/2004.</p>

Gate 3 – Final Documents		
20	<input type="checkbox"/>	<p>Form 37 – ELT/PLB Registration</p> <p><i>Form 37 should be completed and sent to the UK Distress and Security Beacon Registry at ukbeacons@mcga.gov.uk, copying in IOMAR. Refer to RP 13 for guidance.</i></p>
21	<input type="checkbox"/>	<p>Bill of Sale (proof of ownership)</p>
22	<input type="checkbox"/>	<p>Deregistration OR Certificate of Non-Registration document received by the Isle of Man Aircraft Registry from the previous State of Registry</p>

Gate 4 – Aircraft Survey – Pre-requisite Items

23	<input type="checkbox"/>	ELT/PLB Programming <i>All ELTs/PLBs carried onboard the aircraft must be correctly programmed and registered with the UK Distress and Security Beacon Registry.</i>
24	<input type="checkbox"/>	Mode S Transponder <i>The Mode S transponder should be programmed with the allocated address provided by the Isle of Man Aircraft Registry (24 Bit Address Letter is issued upon IOMAR receipt of Form 2)</i>
25	<input type="checkbox"/>	Registration Marks <i>Apply registration marks to each side of the fuselage and the underside of the left-hand wing. Refer to RP 15 for guidance. N.B. In the event that photographic evidence has to be supplied to the surveyor after they have left the survey site, marks will be physically checked at the annual renewal survey to ensure they are in compliance with Isle of Man requirements.</i>
26	<input type="checkbox"/>	Fireproof Plate <i>Install a fireproof metal plate bearing the nationality (M-) and registration marks (XXXX) of the aircraft. This plate has to be affixed in the aircraft in a prominent position in accordance with the requirements stated in paragraph 1(7) of Part 3 of Schedule 2.</i>
27	<input type="checkbox"/>	Radio Call-Sign Decals <i>Install aircraft registration radio call-sign decals in the flight deck</i>
28	<input type="checkbox"/>	Operational and Emergency Equipment <i>Operational and emergency equipment (for the intended operations of the aircraft) should be properly stowed and serviceable with the appropriate placards installed. Refer to Schedules 3 & 4 of the Air Navigation (Isle of Man) Order 2015 as amended.</i>

In the event that any of the above items cannot be achieved prior to the day of survey, please contact the Aircraft Registry.

IOMAR Aircraft survey is conducted

Gate 5 – Recommendation for an Initial C of A

IOMAR Surveyor's Recommendation received by the Aircraft Registry

Gate 6 – Registration

IOMAR Certificate of Registration issued – *see note below*

IOMAR Certificate of Airworthiness issued – *see note below*

The Aircraft Registry issues all certificates and documents in **digital format only**. The below are issued in advance of the survey so that they may be printed and placed in an on-board folder OR if the aircraft has an appropriate EFB approval, the digital format certificates may be stored on the approved device:

Noise Certificate
 Operations Specification Certificate
 Airspace Manuals
 Flight Crew Licence Validations
 Aircraft Radio Licence (issued by OfCom)
 MMEL 90 Day Permission

The IOMAR will issue by email the Certificate of Registration and Certificate of Airworthiness 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. The certificates may be carried using a portable electronic device (PED), or if the aircraft has approval, an Electronic Flight Bag (EFB).