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PËR

MIRATIMIN E “GUIDANCE MATERIAL ON AIRCRAFT’S CERTIFICATE  
OF (DE)REGISTRATION”

Në mbështetje të pikës “ë”, të nenit 14, të Ligjit Nr.53/2022 “Për organizimin dhe funksionimin e Autoritetit të Aviacionit Civil”:

V E N D O S A

1. Miratimin e ACAA-DFS-GM11-CofR “Guidance Material on Aircraft’s Certificate of (de)Registration”, Lëshimi 01, Rishikimi 01.
2. Ngarkohet Drejtorja e Standardeve të Fluturimit, të sigurojë shpërndarjen dhe përdorimin e këtij materiali tek operatorët.
3. Ky vendim hyn në fuqi menjëherë.

DREJTOR EKZEKUTIV

Maksim Et’hemaj







REPUBLIC OF ALBANIA



ALBANIAN CIVIL AVIATION AUTHORITY

GUIDANCE MATERIAL ON AIRCRAFT'S CERTIFICATE OF (DE)REGISTRATION

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ACAA-DFS-GM11-COFR

Issue: 01, Revision 01

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Approved by:

Maksim Et'hemaj

Executive Director of Albanian Civil Aviation Authority



## 0. ADMINISTRATION

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### 0.1 Record of Amendments

The table below describes the dates and reason for the different amendments of the current Guidance Material.

A vertical black line on the left-hand side of the page identify the changes with the previous version.

Issue No.	Revision No.	Date	Amended by	Reason
01	00	20.03.2025	SAW	Initial Issue
01	01	13.03.2026	SAW	Minor Amendment

In case of major amendment, a new issue will be released to replace the existing Guidance Material. In that case, all the page will identify with a new issue and the revision will set back to zero. For a minor amendment to some provisions, when only a few pages are modified a vertical black line on the left-hand margin of the page identifying the change of the existing version. Users can focus their attention to the changes identified.

### 0.2 Approval List

Action	Name and position	Date	Signature
Prepared by:	Mrs. Jedrita Llapi, Inspector of SAW	9-3-26	
	Mr. Evandro Sakaj, Inspector of SAW	09.03.26	
Accepted by:	Mr. Alket Zani, Director of DFS	10.03.26	
Reviewed by:	Mr. Elton Kacagjeli, Specialist of SQSC	12.03.2026	
	Mrs. Krista Garo, Head of SQSC		
	Mrs. Edlira Kraja, Director of DLS		
Approved by:	Mr. Maksim Et'hemaj, Executive Director	13.03.2026	



### 0.3 Revision table

Page #	Issue No.	Revision No.	Date	Edited by
3,5-8	1	1	13.03.2026	SAW

### 0.4 Distribution List

Control #	Responsible Person	Type of Document
Original	DFS/SSS	Hard Copy
Original (Electronic)	DFS/SAW staff	Electronic Copy at DRMS

Note: In case of interested party involved in ACAA activities, access rights shall be given on case by case basis by the concerned Directorate/ Sector (s).

### 0.5 Definitions

Term	Definition
Aircraft	Any machine that can derive support in the atmosphere from the reactions of the air other than reactions of the air against the earth's surface.
Registration of Aircraft	Entering the Aircraft in the Albanian Civil Aircraft's Register and giving a unique code to it as required by national and international convention to be marked on the exterior of every civil aircraft
Deregistration of Aircraft	An aircraft that has been removed from Albanian Civil Aircraft's Register at the owner's / operator's request.

## 0.6 Abbreviations

Abbreviations	Explanation
ACAA	Albanian Civil Aviation Authority
ARC	Airworthiness Review Certificate
CofA	Certificate of Airworthiness
CofR	Certificate of Registration
EEA	European Economic Area
EU	European Union
DCM	Decision of Council of Ministers
IDERA	Irrevocable deregistration and export request authorisation
NC	Noise Certificate
ECAA	The European Common Aviation Area, as defined in the multilateral agreement.
SAW	Airworthiness Sector

## 1. INTRODUCTION

The Albanian Civil Aviation Authority (ACAA) maintains the Civil Aircraft Register of Albania. This document provides guidance on the procedures for registering and deregistering aircrafts in Albania.

The information is intended for aircraft owners, operators, and other stakeholders involved in aircraft certification. The process follows Air Code of Albanian Republic No. 96/2020, DCM No. 1095/2020, transposing Regulation (EU) 1139/2018, Law No. 53/2022 "On organizing and functioning of ACAA" and Minister Order No. 115/2022 "On registering and de-registering of aircrafts in the Albanian Civil Aircraft's Register".

## 2. AIRCRAFT REGISTRATION

### 2.1 Basic Conditions for Registration

- An aircraft can be registered in Albania if it complies with national regulations.
- The aircraft must not be registered in another state. If previously registered elsewhere, deregistration documentation must be submitted.
- Ownership eligibility:
  - Individuals with Albanian citizenship or ECAA citizens, as defined in the multilateral agreement, who have a permanent residence permit in the Republic of Albania
  - Companies with their principal business location in Albania, primarily engaged in air transport.

- Companies established under the laws of an EU Member State or a state participating in the multilateral agreement, whose registration, central administration, or main place of business is located in that state, in accordance with the provisions of the multilateral agreement
- Dry-leased aircraft operated by an ACAA-certified air carrier.

## 2.2 Required Documentation

To register an aircraft, the following documents must be submitted in their original copy or in a copy certified as identical to the original:

- Application form provided by the ACAA (ACAA-DFS-AIM-105)
- Proof of ownership (sale contract) or lease agreement
- Export Certificate (*if applicable*).
- Certificate of Deregistration (*if it was registered in another country*)
- IDERA (*if applicable*).
- Declaration of Insurance Lien or Mortgage, Relevant Document
- Documents of Ownership and Customs for Cases When Aircraft is Purchased Abroad (*If Applicable*)
- Insurance of Aircraft
- Previous CofR
- Authorization from Owner for Registering the Aircraft (*in case it is different from the applicant*)
- Other relevant legal and financial documentation.

Another important document that must be sent together with the request is the Aircraft Classification Report ACAA-DFS-AIM-175, that is to be filled by the applicant. The classification report assists also in the first Airworthiness Certification of the Aircraft after it has been registered.

## 2.3 Application Process

- Applications must be submitted to the ACAA by the owner or operator.
- In the application form you can reserve a registration mark and if that registration mark is available, ACAA will reserve this mark and will not consider it available for a period of 6 months from the date of application for registration.
- The ACAA reviews applications for compliance with national legislation and provides an official response within 30 days.

Note: If the applicant wants to reserve a registration mark he/she has to submit to ACAA the official request from the owner or the operator and a copy of his/her ID.

## 2.4 Issuance of Certificate

- Prior to issue the CofR, an A/C physical inspection shall be performed in accordance with Minister Order No. 115/2022 "On registering and de-registering of aircrafts in the Albanian Civil Aircraft's Register". If the process is combined with the issuance of CofA, only one physical inspection will be performed.

- The Certificate must be in Albanian and English, with Albanian as the prevailing language in case of discrepancies.
- The original certificate must be kept onboard the aircraft.
- Operators are responsible for renewal and any associated costs.
- The registration certificate does not constitute permission to fly; a separate airworthiness certificate is required.

### **3. AIRCRAFT DEREGISTRATION**

#### **3.1 Reasons for Deregistration**

An aircraft is removed from the register if:

- It lacks a valid airworthiness certificate for over three years.
- The owner or operator formally requests deregistration (*IDERA if applicable*).
- The requirements provided for in Article 30 of Law No. 96/2020, Air Code of the Republic of Albania are no longer fulfilled.
- It has been missing for three months and search and rescue operations have ended.
- It is completely dismantled or destroyed.

#### **3.2 Required Documentation**

To deregister an aircraft, the following documents must be provided:

- Completed and signed application form (ACAA-DFS-AIM-101 "Application Form for Deregistration/Export Certificate of Airworthiness").
- Copy of the applicant's ID.
- All Original Certificates issued by ACAA.
- Statement regarding any outstanding liens or pledge.
- Owner's written authorization if the request is submitted by an operator. (*If not IDERA*)
- Additional documentation if the aircraft is lost or destroyed.

#### **3.3 Issuance of Certificate**

- The ACAA will verify the documentation before approving the request.
- If an IDERA has been registered, the deregistration will follow the Cape Town Convention regulations.
- The ACAA will issue a Deregistration Certificate and the Export Certificate of Airworthiness (*if applicable*), in both Albanian and English, with Albanian as the prevailing language in case of discrepancies.
- One original copy is provided to the applicant, and another is kept in the ACAA archive.

#### **3.4 Amendments to the Aircraft Register**

- Any changes in registration details must be reported to the ACAA.

- The ACAA will assess and update the register accordingly.
- Updates or replacement certificates may be subject to applicable fees.

#### 4. FEES FOR AIRCRAFT REGISTRATION AND RELATED PROCESSES

Based on Joint Instruction No. 11/2024, "For the fees applied by the Albanian Civil Aviation Authority", please find below the fees for the above-mentioned services.

Service	Maximum Takeoff Weight (MTOW)	Fee (ALL)	Frequency
Permanent Aircraft Registration	≤ 2730 kg	40,000	Per application
Permanent Aircraft Registration	> 2730 kg, ≤ 5700 kg	50,000	Per application
Permanent Aircraft Registration	> 5700 kg, ≤ 45,500 kg	70,000	Per application
Permanent Aircraft Registration	> 45,500 kg	80,000	Per application
Registration Amendment	-	20,000	Per application
Duplicate Registration Certificate	-	20,000	Per application
Reservation of Aircraft Registration Mark	-	20,000	Per application
Selection of Registration Mark at Time of Registration	-	20,000	Per application
Export Certificate of Airworthiness	≤ 2730 kg	40,000	Per application
Export Certificate of Airworthiness	> 2730 kg, ≤ 5700 kg	60,000	Per application
Export Certificate of Airworthiness	> 5700 kg, ≤ 45,500 kg	70,000	Per application
Export Certificate of Airworthiness	> 45,500 kg	80,000	Per application

**Note: For further information, please contact the Albanian Civil Aviation Authority (ACAA).**