



CIVIL AVIATION PUBLICATION

CAP 01

REGISTRATION OF AIRCRAFT

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CAP 01

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1. INTRODUCTION

1.1 Purpose

This Civil Aviation Publication (CAP) 01 provides information and the CAA policy regarding the acceptable method of applying for the registration of an aircraft in the Republic of San Marino.

1.2 Eligibility for Registration

The following shall be qualified to hold ownership of an aircraft registered in San Marino:

- ▷ San Marino State
- ▷ A San Marino citizen or a resident in the Republic of San Marino
- ▷ A foreign citizen or a company of another State that has elected domicile with a representative residing or legally established in the Republic of San Marino, who is responsible for direct communication and notifications with the CAA;
- ▷ A company established under San Marino

For aircraft to be operated under any of the following type of operations, foreign citizen or a company of another State qualify to hold ownership on an aircraft registered in San Marino after electing domicile with a representative residing or legally established in the Republic of San Marino:

- ▷ To be operated commercially under CAR OPS 1 - Commercial Air Transportation - Aeroplanes (San Marino Air Operator Certificate).
- ▷ To be operated as private or corporate under CAR OPS 2 (General Aviation and Aerial Work).
- ▷ To be operated commercially under CAR OPS 3 - Commercial Air Transportation - Helicopters (San Marino Air Operator Certificate).
- ▷ To be operated under CAR OPS 4 - Remotely Piloted Aircraft System (RPAS) Operator Certificate.
- ▷ To be operated commercially under a foreign AOC utilising an ICAO 83bis Agreement.

Foreign citizens, or a company of another State, can elect domicile using [FORM SM 27](#) | Application for Domiciled Representative.

1.3 Taxation

The aircraft registered in the Republic of San Marino shall be exempted from the payment of a single- stage import tax provided:

- ▷ foreign citizen(s) or companies own the aircraft, and



- ▷ San Marino companies engaged in commercial air transport operations that either own or lease an aircraft under an Air Operator Certificate (AOC) issued by the CAA

The tax percentage for aircraft owned and registered in the Republic of San Marino by a San Marino individual(s) or company(ies) is the following:

	Company		Individual	
	EU	Non -EU	EU	Non-EU
Used Aircraft	1%	2%	8,5%	17%
New Aircraft	2%		17%	

2. REGISTRATION PROCESS

2.1 General

Aircraft registered in the San Marino may be used for private, corporate, aerial work use and commercial air transport operations.

For the registration process of an aircraft in San Marino to commence refer to the Checklist in Appendix 1. Please do not send original documents, except for the proof of ownership (please see Appendix 1 point 7), as copies of the originals are sufficient to be sent to the Authority.

The registered owner or operator should nominate a representative to be the main point of contact throughout the process. Owners, or their nominated representatives, are therefore advised that if the aircraft does not meet certification standards then the registration exercise cannot be continued. Refer to [CAP 08](#) | Certificate of Airworthiness for additional information.

3. TYPE CERTIFICATE ACCEPTANCE

A type certificate and associated type certificate data sheet issued by EASA, FAA or Transport Canada would normally be acceptable to the CAA.

In practice this means that the CAA will accept any aircraft from any of the above National Aviation Authorities (NAA) without the aircraft having to undergo any modifications to revert it to the certification standard of the State of Design. Refer to [CAP 02](#) | Airworthiness and Maintenance for additional information.

4. REGISTRATION MARKS

4.1 General

- (a) The nationality mark for San Marino is "T7" and the registration marks are three further upper case letters in Roman characters.
- (b) The marks shall be painted on the aircraft or shall be affixed by any other means ensuring a similar degree of permanence.



- (c) The letters must be without ornamentation and a hyphen must be placed between the nationality mark and the registration mark. For the side lettering a slope of not more than 30 degrees is acceptable.

Note: If the registration marks are not legible when viewed from a distance of 150 metres (500 ft) then shading or borders to enhance the legibility is permissible in line with international best practice.

- (d) The nationality and registration marks must be displayed to the best advantage, taking into consideration the constructional features of the aircraft and must always be kept clean and visible. The 'best' advantage is the best advantage of an external viewer either on the ground or in another aircraft.
- (e) The letters constituting each group of marks must be of equal height and they, and the hyphen, must be of a single colour which must clearly contrast with the background on which they appear. The following notes give guidance and an idea of the general principles involved on suitable colour schemes:
- (1) Dark lettering against a light background is preferred but light lettering on a dark background is acceptable.
 - (2) Ideally the background should be of uniform colour and have a gloss finish, and lettering should be matt. However, if light lettering is used, this should be gloss while the background should be matt.
 - (3) Recommended colours for registration letters include: black, dark blue, dark green, dark red and dark purple.
 - (4) Recommended background colours include: white, yellow, light blue (but not with dark blue letters), light green (not with dark green) and pink (not with red).
 - (5) Intermediate colours such as orange, brown and grey should be avoided for either lettering or background.

4.2 Position and Size of Marking

- (a) Position and size of marks
- (1) Horizontal surfaces of the wings:
 - (i) On aircraft having a fixed wing surface, the marks must appear on the lower surface of the wing structure, and must be located on the left half of the lower surface of the wing structure unless they extend across the whole of the lower surface of the wing structure. So far as is possible, the marks must be located equidistant from the leading and trailing edges of the wings. The tops of the letters and numbers must be toward the leading edge of the wing.



- (ii) The height of the letters must be at least 50 cm, provided that if the wings are not large enough for the marks to be 50 centimetres in height, marks of the greatest height practicable in the circumstances must be displayed.
- (2) Fuselage (or equivalent structure) and vertical tail surfaces
- (i) The marks must also appear either:
 - (A) On each side of the fuselage (or equivalent structure), and must, in the case of fixed wing aircraft, be located between the wings and the horizontal tail surface; or
 - (B) On the vertical tail surfaces.
 - (ii) When located on a single vertical tail surface, the marks must appear on both sides. When located on multi-vertical tail surfaces the marks must appear on the outboard sides of the outer surfaces. Subject to sub-paragraphs (iv) and (v) below, the height of the letters constituting each group of marks must be at least 30 centimetres.
 - (iii) If one of the surfaces authorised for displaying the required marks is large enough for those marks to be 30 centimetres in height (whilst complying with sub-paragraph (v) below) and the other is not, marks of 30 centimetres in height must be placed on the largest authorised surface.
 - (iv) If neither surface is large enough for marks of 30 centimetres in height (whilst complying with sub-paragraph (v) below), marks of the greatest height practicable in the circumstances must be displayed on the larger of the two surfaces.
 - (v) The marks on the vertical tail surfaces must be such as to leave a margin of at least 5 centimetres along each side of the vertical tail surface.
 - (vi) On rotary wing aircraft where owing to the structure of the aircraft the greatest height practicable for the marks on the sides of the fuselage (or equivalent structure) is less than 30 centimetres the marks must also appear on the lower surface of the fuselage as close to the line of symmetry as is practicable and must be placed with the tops of the letters towards the nose. The height of the letters constituting each group of marks must be at least 50 centimetres provided that if the lower surface of the fuselage is not large enough for the marks to be of 50 centimetres in height, marks of the greatest height practicable in the circumstances must be displayed.
 - (vii) If a heavier-than-air aircraft does not possess parts corresponding to those mentioned above, the marks must appear in a manner such that the aircraft can be identified readily.



- (b) Width, spacing and thickness of marks
- (1) For the purposes of this section 'a standard letter' must mean any letter other than the letters I, M and W.
 - (2) The width of each standard character (except the letter I and the number 1) and the length of the hyphen between the nationality mark and the registration mark must be two-thirds of the height of a character.
 - (3) The characters and hyphens must be formed by solid lines and must be of a colour contrasting clearly with the background. The thickness of the lines must be one-sixth of the height of a character.
 - (4) The width of the letters M and W must be neither less than two-thirds of their height nor more than their height.
 - (5) The width of the letter I must be one-sixth of the height of the letters forming the marks.
 - (6) Each character, including hyphens, must be separated from that which it immediately precedes or follows by a space of not less than one-quarter of a character width. Each such space must be equal to every other such space within the marks.
 - (7) The letters and numbers in each separate group of marks must be of equal height.
 - (i) Wings. The height of the marks on the wings of heavier-than-air aircraft must be at least 50 centimetres.
 - (ii) Fuselage (or equivalent structure) and vertical tail surfaces. The height of the marks on the fuselage (or equivalent structure) and on the vertical tail surfaces of heavier-than-air aircraft must be at least 30 centimetres.
 - (iii) Special cases. If a heavier-than-air aircraft does not possess parts corresponding to those mentioned in (i) and (ii) above, the measurements of the marks must be such that the aircraft can be identified readily.

4.3 Transfer of Registration Marks

- (a) Registration marks may be reassigned at the request of the owner by coordinating with the CAA the transition between de-registration and re-registration in order minimize downtime.
- (b) The registration marks of aircraft involved in a total-loss accident shall not be re-used.

The registered owner must send a request to CAA by completing FORM SM 113 | Change of Aircraft Details and submit supporting documents as outlined on Appendix 1 of the form.



5. IDENTIFICATION PLATE

An aircraft must carry an identification plate inscribed with its nationality and registration mark.

The plate must be made of fireproof metal or other fireproof material of suitable physical properties and must be secured to the aircraft in a prominent position near the main entrance.

6. DE-REGISTRATION OF AIRCRAFT

When transferring an aircraft registration to another State the applicant (owner or owner's representative) must inform the CAA by submitting [FORM SM 11](#) | Application for De-registration.

7. CERTIFICATE HOLDER'S RESPONSIBILITY

7.1 Change in Ownership Details

If a person acquires or disposes of a propriety interest in a San Marino registered aircraft, the holder of the certificate of registration must prior to the date of the acquisition, send to the CAA a notice by completing Form SM 113 | Change of Aircraft Details and submitting supporting documents as outlined on the Appendix 1 of such form.

Note: The C of R will be revoked if an application has not been submitted by the new owner at the date indicated in the notice.

7.2 Lost, Stolen, Destroyed or Permanently Withdrawn from Service

If a San Marino registered aircraft is lost, stolen, destroyed or permanently withdrawn from use, the holder of the certificate of registration must, within 14 days after becoming aware of the loss, theft, destruction or withdrawal, send a written notice of the loss, theft, destruction or withdrawal to the CAA.

8. CAA FOLLOW UP

8.1 Unsafe Activities

Should it come to the attention of the CAA that a General Aviation operator has experienced frequent maintenance issues or SAFA findings affecting flight safety, the Director General may invite the operator to provide supporting documentation addressing those issues.

If the operator does not address those issues in a satisfactory manner within a specified time frame, the Director General may request the operator to "show cause" why the aircraft should remain on the San Marino Registry. Should the operator wish to invite the CAA to their operating base or aircraft all costs will be at the expense of the operator.

8.2 Illegal or Inappropriate Activities

The CAA is committed to compliance with the applicable export control regulations established by the various regulatory bodies and nations in which it and its clients operate.



This commitment extends to promoting strict compliance by its clients and potential clients on a continuous basis with all applicable export control laws and regulations, including, but not limited to, those of the United States, European Union Member States and United Nation members.

Accordingly, the CAA has adopted a new compliance and due diligence policy (the “Export Control Policy”) to;

- (a) ensure more efficient and accurate screening and compliance with international export control regimes, anti-money laundering, anti-terrorist activities, sanctions and block countries list, entities or individuals, and any other high-risk activities, and
- (b) prevent entities from circumventing the export control compliance through misrepresentations and fraud.

Specifically, the CAA will actively identify, report and seek to prevent the circumvention of any imposed restrictions on any goods and services to sanctioned or high-risk jurisdictions by its clients or prospective clients. The CAA will report any violation(s) to the associated law enforcement agencies and handle all potential violations swiftly in accordance with applicable laws.



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APPENDIX 1

CHECKLIST FOR REGISTERING AN AIRCRAFT IN SAN MARINO

No.	Item	Completed
ITEMS REQUIRED TO ENABLE THE REGISTRATION PROCESS TO COMMENCE		
1.	Applicants may request out-of-sequence registration mark after prefix T7 - followed by any combination of three (3) letters free of charge. <i>Notification of availability for the desired registration mark should be received prior to completing forms for registration.</i>	
2.	For aircraft owned by foreign companies, a certificate of incorporation or equivalent document along with a list of company directors. For foreign individual owners whose aircraft will be registered under their name, a copy of their passport will be required. A Power of Attorney/Evidence of Authority must be supplied if not signed by the owner, if an individual, or company director. For aircraft, which are owned by a San Marino company or an individual, the aircraft must be imported and customs must be cleared using T2 document.	
3.	FORM SM 27 Application for Domiciled Representative <i>This application must be signed by the owner, if an individual, company director or authorised representative holding a power of attorney.</i>	
4.	FORM SM 01 Application for Registration of Aircraft <i>This application must be signed by the owner, if an individual, company director or authorised representative holding a power of attorney.</i> <i>On receipt of this form the CAA will issue an ICAO Mode-S Code for T7 registration.</i>	
5.	FORM SM 02 Application for the Issue of a Certificate of Airworthiness <i>Refer to CAP 08 for additional information.</i>	
6.	Fees and Charges <i>The invoice presented in accordance with the current Scheme of Fees shall be paid at the time of application.</i>	
ITEMS REQUIRED PRIOR TO THE ISSUANCE OF CERTIFICATE OF REGISTRATION		
7.	Proof of Ownership: Bill of Sale notarized (authentication of signature) and apostilled to be sent via courier to the Authority. The bill of sale can be submitted to the Authority in original or certified copy together with the requested formalities. Alternatively, the proof of ownership can be represented by a certified copy of the title with apostille under which the aircraft was previously registered in the aircraft register of origin if the applicant for registration is the last registered owner under the cancellation certificate issued by such register: if the certified copy of the title cannot be provided, the proof of ownership can be represented by a simple copy of the title itself together with a specific certified statement with apostille from the owner attesting the validity of the title (see Form SM 124).	



<p>8.</p>	<p>Deregistration Certificate or a Statement of Non-Registration <i>For used aircraft a statement of deregistration is required from the NAA of the last State of Registry.</i> <i>If the aircraft is new and has not been previously registered, then a statement of non-registration is required from the NAA of the State of Manufacturer.</i> <i>The CAA must receive notification directly from the previous State of Registry via email operations@caa-mna.sm or fax +378 (0549) 882928.</i></p>	
<p>9.</p>	<p><u>Form SM 81</u> Application for Registration of a Mortgage, if applicable</p>	