



**REPUBLIC of SAN MARINO  
CIVIL AVIATION AUTHORITY**

TEL: +378 (0549) 882929 | FAX: +378 (0549) 882928 | EMAIL: dennis.michelotti@caa-mna.sm

*CHANGE OF AIRCRAFT DETAILS*

The current aircraft owner/operator must, prior to the date of the sale or changes to aircraft details which may affect the information shown on aircraft certificates and documents, notify the SM CAA by completing this Form.

A vertical line in the margin indicates an amendment to the previous version.

<b>1. DETAILS OF AIRCRAFT</b>			
Registration Mark:	T7-		
Manufacturer's Designation of Aircraft:			
Serial No.:			
<b>2. CHANGE(S) REQUIRED / SCHEDULE OF EVENTS</b>			
Tick the box for the change been notified.			
a. Change of Registration Mark:	<input type="checkbox"/>	Date of Change:	New T7-
b. Change of Aircraft Owner:	<input type="checkbox"/>	Date of Sale:	
c. Change of Aircraft Owner Name:	<input type="checkbox"/>	Date of Change:	
d. Change of Aircraft Owner Address:	<input type="checkbox"/>	Date of Change:	
e. Change of Domicile Representative:	<input type="checkbox"/>	Date of Change:	
f. Change of Aircraft Operator:	<input type="checkbox"/>	Date of Change:	
g. Change of Aircraft Operator Name:	<input type="checkbox"/>	Date of Change:	
h. Change of Aircraft Operator Address:	<input type="checkbox"/>	Date of Change:	
i. Change of Type of Operation:	<input type="checkbox"/>	Date of Change:	
<b>3. DETAILS OF NEW AIRCRAFT OWNER</b>			
Use this section to also notify new aircraft owner name or new owner address			
Name:			
Address			
Contact Name:		Email:	
Telephone No.:		Mobile No.:	
<b>4. DETAILS OF NEW DOMICILE REPRESENTATIVE</b>			
Name:			
Address:			
Contact Name:		Email:	
Telephone No.:		Mobile No.:	

**5. DETAILS OF NEW AIRCRAFT OPERATOR** *(See note 3)***Use this section to also notify new aircraft operator name or new operator address**

Name:			
Address:			
Contact Name:		Email:	
Telephone No.:		Mobile No.:	

**6. DETAILS OF NEW TYPE OF OPERATION**

If there is a change in the usage of the aircraft, select the new type of operation:

CAR OPS 1	Commercial Air Transportation - Aeroplanes (San Marino Air Operator Certificate)
CAR OPS 2A	General Aviation Operations - Aeroplanes (Private, Corporate, Aerial Work)
CAR OPS 2H	General Aviation Operations - Helicopters (Private, Corporate, Aerial Work)
CAR OPS 3	Commercial Air Transportation - Helicopters (San Marino Air Operator Certificate)
ICAO 83bis Agreement	Commercial Air Transportation – Aircraft (Foreign Air Operator Certificate)
Aircraft parked between leases:	If Yes, state location:
Aircraft new home base <i>(See note 4)</i> :	

**7. INFORMATION & SUPPORTING DOCUMENTATION**

Each Appendix is to be used as a checklist to assist aircraft owner/operator in their compliance with the applicable requirements pertaining to the change:

Appendix 1	Checklist for Change of Registration Mark
Appendix 2	Checklist for Change of Aircraft Owner
Appendix 3	Checklist for Change of Aircraft Owner Name
Appendix 4	Checklist for Change of Aircraft Owner Address
Appendix 5	Checklist for Change of Domicile Representative
Appendix 6	Checklist for Change of Aircraft Operator
Appendix 7	Checklist for Change of Aircraft Operator Name
Appendix 8	Checklist for Change of Aircraft Operator Address
Appendix 9	Checklist for Change of Operations

**8. APPLICANTS DECLARATION**

I the undersigned, aware that anyone who forges or alters certificates, licenses and registration marks is subject to the penalties in force in the Republic of San Marino pursuant to Article 60 paragraph 2 of Law no. 125, hereby declare that the particulars given on this application are true in every respect and I apply for the changes selected on Section 2 above to take place.

I agree to pay all charges in connection with this application and ongoing charges in accordance with the current Scheme of Fees.

Date:		Position held:	
Name of Applicant:		Signature of Applicant:	



## Guidance Notes for the Completion of this Application

1. This application must be signed by the current aircraft owner, if an individual, company director or authorised representative holding a power of attorney for notification on the following changes:
  - a. Change of Registration Mark
  - b. Change of Aircraft Owner
  - c. Change of Aircraft Owner Name
  - d. Change of Aircraft Owner Address
  - e. Change of Domicile Representative
  - f. Change of Aircraft Operator
  - i. Change of Operation

This application must be signed by the current aircraft operator representative for notification on the following changes:

- g. Change of Aircraft Operator Name
  - h. Change of Aircraft Operator Address
2. Aircraft owners/operators shall normally be required to provide electronic signatures on CAA Forms using commercially available applications. For those owners/operators who cannot use this method of providing an electronic signature, the hardcopy original of any scanned or copied Form SM 113 (if applicable) must be submitted to the CAA in person or by mail.
3. Aircraft Operator:
  - (a) **Commercial Air Transport** means a person, organization or enterprise engaged in or offering to engage in an aircraft operation. This can be the aircraft owner or a subcontracted operations organisation.
  - (b) **General Aviation/Private/RPAS** means the person or entity, not being an air carrier, who has continual effective disposal of the use or operation of the aircraft. The natural or legal person in whose name the aircraft is registered shall be presumed to be the operator, unless that person can prove that another person is the operator, or the person who at the relevant time has the management of the aircraft or exercises operational control of the aircraft.
4. Home base: Location where aircraft spends most of its time, if different from the operator's address.
5. It is strongly recommended that the applicant notify the CAA of the change of aircraft details well in advance of the change taking place to allow the CAA sufficient time to accommodate the request in a timely manner. The aircraft certificates/approvals may be affected and will be reissued depending of the type of change.
6. The certificates, when issued by the CAA, are rendered valid as the original documents in their digital form. They satisfy the on-board carriage requirements for aircraft engaged in international air navigation in accordance with Articles 29 and 31 of the Convention on International Civil Aviation as well as the requirements of Annex 7 and 8 to the same Convention.
7. In the case the aircraft does not hold an EFB approval, scanned copies of all the documents will be sent electronically together with a covering letter advising that these scanned copies are only a temporary measure and have limited validity. The scanned copies with covering letter must be placed on board the aircraft as soon as they are received by owner/operator until replaced by the hard copies.



## APPENDIX 1 TO CHANGE OF AIRCRAFT DETAILS FORM SM 113

### CHECKLIST FOR CHANGE OF REGISTRATION MARK

**Note:** The Comments field is to enable a more detailed description of the status of the item, if required for clarification.

No.	Item	Requirements	Comments
1.	Current Aircraft Owner – Application Signatory	Provide list of directors not older than 6 months when Form SM 113 is signed by company director.	
		Provide passport copy when Form SM 113 is signed by an individual as the current aircraft owner.	
		Provide power of attorney and a list of directors not older than 6 months, when Form SM 113 is signed by an authorised representative on behalf of the current aircraft owner.	
2.	Fees and Payment	The invoice presented in accordance with the current Scheme of Fees shall be paid at the time of application.	
3.	Registration Mark availability	<p>Applicants may request out-of-sequence registration mark free of charge. The nationality mark for San Marino is "T7" and the registration marks shall consist of three (3) to (5) letters, numbers, or a combination of letters and numbers.</p> <p><i>Please note that the letters "I" or "O" are not permitted to be combined with numbers to avoid confusion in identifying the letter "I" with the number "1", or the letter "O" with the number "0".</i></p> <p><i>Notification of availability for the desired registration mark should be received prior to completing forms for registration.</i></p> <p><i>Please note the registration will be inspected at the next annual C of A inspection to ensure full compliance to CAP 01.</i></p>	
4.	<a href="#">Form SM 82</a> Amendment to the Registration of a Mortgage	An application should be completed and submitted to request an amendment to an existing mortgage registered accompanied by the appropriate fee.	
5.	Aircraft Insurance Certificate	Stating in accordance with <b>EC Regulation 785/2004</b> and positively identifying the name of the Operator as insured entity or additional insured entity and the aircraft with <b>T7</b> registration mark and the period of validity.	
6.	<a href="#">Form SM 09</a> ELT Coding	<p>Any ELTs carried on board must be programmed and appropriately registered with the CAA by using <a href="#">Form SM 09</a>.</p> <p><i>Note: Separate forms should be completed for each ELT.</i></p>	



7.	<p><b>Form SM 13</b> Maintenance Programme</p>	<p>For those aircraft operated privately under <a href="#">CAR OPS 2A</a> or <a href="#">CAR OPS 2H</a>, a maintenance programme must be accepted by the CAA. A maintenance programme declaration must be completed and submitted.</p> <p><a href="#">CAP 12</a> provides the policies and guidance on acceptable maintenance programme.</p>	
8.	<p>Contract with an NAA approved Continuing Airworthiness Management Organisation</p>	<p>For those aircraft operated privately under <a href="#">CAR OPS 2A</a> or <a href="#">CAR OPS 2H</a>, with a 24 month CofA validity, a copy of the amended contract with an acceptable CAMO with new T7 registration mark.</p>	
19.	<p><b>Form SM 03</b> Minimum Equipment List (MEL)</p>	<p>For aircraft operated privately under <a href="#">CAR OPS 2A</a> or <a href="#">CAR OPS 2H</a>, an Application for MEL Approval must be completed and submitted along with tailored MEL and MMEL.</p>	
10.	<p>Registration Marks</p>	<p>Digital photos are required to be submitted.</p> <p>Note that full compliance will be checked during the next CofA renewal.</p> <p>CAP 01 provides guidance on the registration marks.</p>	
11.	<p>Fireproof Plate</p>	<p>Digital photos are required to be submitted.</p> <p>Note that full compliance will be checked during the next CofA renewal.</p> <p>CAP 01 provides guidance on the fireproof plate.</p>	
12.	<p>Mode S transponder coding to be re-programmed if registration mark is transmitted</p>	<p>The aircraft transponders must be with the allocated address issued by the CAA programmed if registration mark is transmitted.</p> <p>The correct transmission of the allocated address must be demonstrated to the satisfaction of the CAA prior to the first flight. This is normally demonstrated by the test results from an ATC IFR 6000 test set or equivalent showing evidence of the appropriate codes and tail number identification.</p> <p>Certification, showing the correct codes, should be provided for inclusion in the aircraft records.</p>	



**APPENDIX 2 TO CHANGE OF AIRCRAFT DETAILS FORM SM 113**

**CHECKLIST FOR CHANGE OF AIRCRAFT OWNER**

**Note:** The Comments field is to enable a more detailed description of the status of the item, if required for clarification.

No.	Item	Requirements	Comments
1.	Current Aircraft Owner – Application Signatory	Provide list of directors not older than 6 months when Form SM 113 is signed by company director.	
		Provide passport copy when Form SM 113 is signed by an individual as the current aircraft owner.	
		Provide power of attorney and a list of directors not older than 6 months, when Form SM 113 is signed by an authorised representative on behalf of the current aircraft owner.	
2.	Fees and Payment	The invoice presented in accordance with the current Scheme of Fees shall be paid at the time of application.	
3.	<a href="#">Form SM 27</a> Application for Domiciled Representative	This application must be signed by the aircraft owner, if an individual, company director or authorised representative holding a power of attorney, and the elected domicile representative of San Marino.	
3.	<a href="#">Form SM 01</a> Application for Registration of Aircraft	This application must be signed by the aircraft owner, if an individual, company director or authorised representative holding a power of attorney.	
4.	New Aircraft Owner	Provide certificate of incorporation or equivalent document, and list of company directors not older than 6 months for aircraft owned by foreign company(ies).	
		Provide passport copy for aircraft owned by foreign individual(s).	
		Provide Power of Attorney/Evidence of Authority and list of company directors not older than 6 months only if the applications will be signed by an authorised representative on behalf of the aircraft owner.	
5.	Proof of Ownership (Bill of Sale)	The CAA will check for all transactions, so if there is more than one bill of sale all must be sent.	
6.	<a href="#">Form SM 83</a> Cancellation of Registered Mortgage	An application should be completed and submitted only if there is a mortgage registered against the aircraft.	
7.	<a href="#">Annex 4 to CAR IDERA</a> Revoking an IDERA	An application should be completed and submitted only if there is an IDERA recorded against the aircraft.	
8.	Cancellation of Lease Agreement	A notification that gives rise to the cancellation of the lease agreement with the requested formalities.	
9.	Aircraft Insurance Certificate	Stating in accordance with <b>EC Regulation 785/2004</b> and positively identifying the name of the Operator as insured entity or additional insured entity and the aircraft with <b>T7</b> registration mark and the period of validity. If the aircraft Owner name is included, please amend it accordingly.	





## APPENDIX 3 TO CHANGE OF AIRCRAFT DETAILS FORM SM 113

### CHECKLIST FOR CHANGE OF AIRCRAFT OWNER NAME

**Note:** The Comments field is to enable a more detailed description of the status of the item, if required for clarification.

No.	Item	Requirements	Comments
1.	Current Aircraft Owner – Application Signatory	Provide list of directors not older than 6 months when Form SM 113 is signed by company director.	
		Provide passport copy when Form SM 113 is signed by an individual as the current aircraft owner.	
		Provide power of attorney and a list of directors not older than 6 months, when Form SM 113 is signed by an authorised representative on behalf of the current aircraft owner.	
2.	Fees and Payment	The invoice presented in accordance with the current Scheme of Fees shall be paid at the time of application.	
3.	<a href="#">Form SM 27</a> Application for Domiciled Representative	This application must be signed by the aircraft owner, if an individual, company director or authorised representative holding a power of attorney, and its elected domicile representative of San Marino.	
4.	New Aircraft Owner Name	Provide certificate of incorporation or equivalent document and list of company directors not older than 6 months when a company is the aircraft owner.	
		Provide passport copy when an individual is the aircraft owner. Contact the CAA for alternative means of compliance.	
5.	<a href="#">Form SM 82</a> Amendment to the Registration of a Mortgage	An application should be completed and submitted to request an amendment to an existing mortgage registered accompanied by the appropriate fee.	
6.	Amendment to the Lease Agreement	A notification for an amendment to an existing lease agreement registered with the requested formalities.	
7.	Aircraft Insurance Certificate	Stating in accordance with <b>EC Regulation 785/2004</b> and positively identifying the name of the Operator as insured entity or additional insured entity and the aircraft with <b>T7</b> registration mark and the period of validity. If the aircraft Owner name is included, please amend it accordingly.	





## APPENDIX 4 TO CHANGE OF AIRCRAFT DETAILS FORM SM 113

### CHECKLIST FOR CHANGE OF AIRCRAFT OWNER ADDRESS

**Note:** The Comments field is to enable a more detailed description of the status of the item, if required for clarification.

No.	Item	Requirements	Comments
1.	Current Aircraft Owner – Application Signatory	Provide list of directors not older than 6 months when Form SM 113 is signed by company director.	
		Provide passport copy when Form SM 113 is signed by an individual as the current aircraft owner.	
		Provide power of attorney and a list of directors not older than 6 months, when Form SM 113 is signed by an authorised representative on behalf of the current aircraft owner.	
2.	Fees and Payment	The invoice presented in accordance with the current Scheme of Fees shall be paid at the time of application.	
3.	New Aircraft Owner Company Address	Provide certificate of incorporation or equivalent document and a list of company directors not older than 6 months.	
4.	<a href="#">Form SM 82</a> Amendment to the Registration of a Mortgage	An application should be completed and submitted to request an amendment to an existing mortgage registered accompanied by the appropriate fee.	
5.	Amendment to the Lease Agreement	A notification for an amendment to an existing lease agreement registered with the requested formalities.	



## APPENDIX 5 TO CHANGE OF AIRCRAFT DETAILS FORM SM 113

### CHECKLIST FOR CHANGE OF DOMICILE REPRESENTATIVE

**Note:** The Comments field is to enable a more detailed description of the status of the item, if required for clarification.

No.	Item	Requirements	Comments
1.	Current Aircraft Owner – Application Signatory	Provide list of directors not older than 6 months when Form SM 113 is signed by company director.	
		Provide passport copy when Form SM 113 is signed by an individual as the current aircraft owner.	
		Provide power of attorney and a list of directors not older than 6 months, when Form SM 113 is signed by an authorised representative on behalf of the current aircraft owner.	
2.	<a href="#">Form SM 27</a> Application for Domiciled Representative	This application must be signed by the aircraft owner, if an individual, company director or authorised representative holding a power of attorney, and its elected domicile representative of San Marino.	



## APPENDIX 6 TO CHANGE OF AIRCRAFT DETAILS FORM SM 113

### CHECKLIST FOR CHANGE OF AIRCRAFT OPERATOR

**Note:** The Comments field is to enable a more detailed description of the status of the item, if required for clarification.

No.	Item	Requirements	Comments
1.	Current Aircraft Owner – Application Signatory	Provide list of directors not older than 6 months when Form SM 113 is signed by company director.	
		Provide passport copy when Form SM 113 is signed by an individual as the current aircraft owner.	
		Provide power of attorney and a list of directors not older than 6 months, when Form SM 113 is signed by an authorised representative on behalf of the current aircraft owner.	
2.	Fees and Payment	The invoice presented in accordance with the current Scheme of Fees shall be paid at the time of application.	
3.	Aircraft Operator's Certificate	Provide a Certificate of Incorporation or equivalent document of the appointed Operator.	
4.	Aircraft Insurance Certificate	Stating in accordance with <b>EC Regulation 785/2004</b> and positively identifying the name of the Operator as insured entity or additional insured entity and the aircraft with <b>T7</b> registration mark and the period of validity.	
5.	<a href="#">Form SM 09</a> ELT Coding	Any ELTs carried on board must be programmed and appropriately registered with the CAA by using <a href="#">Form SM 09</a> .  <i>Note: Separate forms should be completed for each ELT.</i>	
6.	<a href="#">Form SM 64A</a> Nominated Airworthiness Coordinator	The owner or operator of an aircraft shall appoint a person acceptable to the CAA, known as the Airworthiness Coordinator.	
7.	<a href="#">Form SM 13</a> Maintenance Programme	For those aircraft operated privately under <a href="#">CAR OPS 2A</a> or <a href="#">CAR OPS 2H</a> , a maintenance programme must be accepted by the CAA. A maintenance programme declaration must be completed and submitted.  <a href="#">CAP 12</a> provides the policies and guidance on acceptable maintenance programme.	
8.	<a href="#">Form SM 16</a> Maintenance Engineer Licence Validation	Application for Maintenance Engineer Licence Validation must be completed and submitted along with supporting documentation ( <i>if applicable</i> ).  If the same maintenance engineer will be maintaining the aircraft, then an application for a variation needs to submit along with supporting documentation. i.e. request from new aircraft operator.	



9.	Contract with an NAA approved Continuing Airworthiness Management Organisation	<p>For those aircraft operated privately under <a href="#">CAR OPS 2A</a> or <a href="#">CAR OPS 2H</a>, with a 24 month CofA validity, a copy of the contract with an acceptable CAMO, valid for at least 12 months, must be submitted.</p> <p>If no contract can be submitted, please advise accordingly since a C of A renewal inspection may be required.</p> <p>Refer to CAR AIR.57 and CAP 02 paragraph 20 for the acceptance of satisfactory maintenance arrangements.</p>	
10.	Technical Log	<p>The format of the Technical Log, as prescribed in EASA Part M.306 is acceptable with the certificate of release to service amended to comply with CAR GEN.105 (<i>applicable for aeroplanes above 5 700 kg, all turbo- jet engine aeroplanes, helicopters certificated for a maximum take-off mass exceeding 3 175 kg and RPA greater than 150 kg</i>).</p> <p>For aircraft operated commercially under an ICAO Article 83bis agreement, the Technical Log is normally the responsibility of the State of the Operator.</p>	
11.	Instruments and Equipment Compliance Statement	<p>For aircraft operated privately under <a href="#">CAR OPS 2A</a>, <a href="#">Form SM 76A (Aeroplanes)</a> Instruments and Equipment Compliance Statement must be completed and signed by the Airworthiness Coordinator.</p> <p>For aircraft operated privately under <a href="#">CAR OPS 2H</a>, <a href="#">Form SM 76H (Helicopter)</a> an Instruments and Equipment Compliance Statement must be completed and signed by the Airworthiness Coordinator.</p>	
12.	<a href="#">Form SM 100</a> Change of Radio Installation	If the Radio Station equipment has changed since the C of A issue or previous C of A renewal the owner/operator must submit an Application for a Change of Radio Installation.	
13.	<a href="#">Form SM 15</a> Flight Crew Licence Validation	<p>Application for Flight Crew Licence Validation must be completed and submitted along with supporting documentation, (<i>if applicable</i>).</p> <p>If the same flight crew will be operating the aircraft, then a written letter from the new aircraft operator notifying the names must be submitted.</p>	
14.	<a href="#">Form SM 04</a> Designated Airspace	<p>For aircraft operated privately under <a href="#">CAR OPS 2A</a> or <a href="#">CAR OPS 2H</a>, , an Application for Designated Airspace Approval - General Aviation (<i>if applicable</i>) must be completed and submitted along with supporting documentation.</p> <p><a href="#">CAP 04</a> provides guidance on Designated Airspace.</p>	
15.	<a href="#">Form SM 05</a> All Weather Operations (AWO)	<p>For aircraft operated privately under <a href="#">CAR OPS 2A</a> or <a href="#">CAR OPS 2H</a>, , an Application for All Weather Operations Approval — General Aviation (<i>if applicable</i>), must be completed and submitted along with supporting documentation.</p> <p><a href="#">CAP 05</a> provides guidance on AWO.</p>	



16.	Electronic Flight Bag (EFB)	<p>For aircraft operated privately under <a href="#">CAR OPS 2A Part II or CAR OPS 2H, Form SM 06</a> – Application for EFB Approval (<i>if applicable</i>) must be completed and submitted along with supporting documentation.</p> <p>For aircraft operated privately under <a href="#">CAR OPS 2A</a>, Part I, <a href="#">Form SM 06A</a> – Declaration for Carriage of Portable EFB (<i>if applicable</i>) must be completed and submitted as a Declaration of Compliance.</p> <p><a href="#">CAP 06</a> provides guidance on installed and portable EFB.</p>	
17.	<a href="#">Form SM 07</a> Head-Up Display (HUD) and Enhanced Vision Systems (EVS)	<p>For aircraft operated privately under <a href="#">CAR OPS 2A or CAR OPS 2H</a>, Form SM 07 - Application for HUD/EVS Credit Approval - General Aviation (<i>if applicable</i>) must be completed and submitted along with Form SM 05 if Lower than CAT I ILS is required.</p> <p><a href="#">CAP 07</a> provides guidance on HUD/EVS.</p>	
18.	<a href="#">Form SM 30</a> Controller/Pilot Data Link Communications (CPDLC) and ADS	<p>For aircraft operated privately under <a href="#">CAR OPS 2A or CAR OPS 2H</a>, an Application for CPDLC and/or ADS (<i>if applicable</i>) must be completed and submitted along with supporting documentation.</p> <p><a href="#">CAP 10</a> provides guidance on CPDLC and CAP 17 for ADS.</p>	
19.	<a href="#">Form SM 135</a> Steep Approach	<p>For aircraft operated privately under <a href="#">CAR OPS 2A</a>, an Application For Steep Approach Approval (<i>if applicable</i>) must be completed and submitted along with supporting documentation.</p> <p><a href="#">CAP 27</a> provides guidance on Steep Approach.</p>	
20.	<a href="#">Form SM 138</a> Performance Based Communications & Surveillance (PBCS)	<p>For aircraft operated privately under <a href="#">CAR OPS 2A or CAR OPS 2H</a>, an Application for Performance Based Communications &amp; Surveillance (GA) (<i>if applicable</i>) must be completed and submitted along with supporting documentation.</p> <p><a href="#">CAP 28</a> provides guidance on PBCS.</p>	
21.	<a href="#">Form SM 21</a> Operation Manual	<p>For aircraft operated privately under <a href="#">CAR OPS 2A or CAR OPS 2H</a>, an Operation Manual Compliance Declaration must be completed and submitted.</p>	
22.	<a href="#">Form SM 03</a> Minimum Equipment List (MEL)	<p>For aircraft operated privately under <a href="#">CAR OPS 2A or CAR OPS 2H</a>, an Application for MEL Approval must be completed and submitted along with tailored MEL and MMEL.</p>	
23.	<a href="#">Form SM 29</a> Master Minimum Equipment List (MMEL)	<p>For aircraft operated privately under <a href="#">CAR OPS 2A or CAR OPS 2H</a> an Application for 30 day MMEL Permission for aircraft with no MEL must be completed and submitted along with MMEL.</p>	



## APPENDIX 7 TO CHANGE OF AIRCRAFT DETAILS FORM SM 113

### CHECKLIST FOR CHANGE OF AIRCRAFT OPERATOR NAME

**Note:** The Comments field is to enable a more detailed description of the status of the item, if required for clarification.

No.	Item	Requirements	Comments
1.	Fees and Payment	The invoice presented in accordance with the current Scheme of Fees shall be paid at the time of application.	
2.	Aircraft Operator's Certificate	Provide a Certificate of Incorporation or equivalent document of the appointed Operator.	
3.	Aircraft Insurance Certificate	Stating in accordance with <b>EC Regulation 785/2004</b> and positively identifying the name of the Operator as insured entity or additional insured entity and the aircraft with <b>T7</b> registration mark and the period of validity.	
4.	<a href="#">Form SM 09</a> ELT Coding	Any ELTs carried on board must be programmed and appropriately registered with the CAA by using <a href="#">Form SM 09</a> .  <i>Note: Separate forms should be completed for each ELT.</i>	
5.	<a href="#">Form SM 64A</a> Nominated Airworthiness Coordinator	The owner or operator of an aircraft shall appoint a person acceptable to the CAA, known as the Airworthiness Coordinator.	
6.	<a href="#">Form SM 13</a> Maintenance Programme	For those aircraft operated privately under <a href="#">CAR OPS 2A</a> or <a href="#">CAR OPS 2H</a> , a maintenance programme must be accepted by the CAA. A maintenance programme declaration must be completed and submitted.  <a href="#">CAP 12</a> provides the policies and guidance on acceptable maintenance programme.	
7.	Contract with an NAA approved Continuing Airworthiness Management Organisation	For those aircraft operated privately under <a href="#">CAR OPS 2A</a> or <a href="#">CAR OPS 2H</a> , with a 24 month CofA validity, a copy of the amended contract with an acceptable CAMO, reflecting new name of operator must be submitted.	
8.	Technical Log	The format of the Technical Log, as prescribed in EASA Part M.306 is acceptable with the certificate of release to service amended to comply with CAR GEN.105 ( <i>applicable for aeroplanes above 5 700 kg, all turbo- jet engine aeroplanes, helicopters certificated for a maximum take-off mass exceeding 3 175 kg and RPA greater than 150 kg</i> ).  For aircraft operated commercially under an ICAO Article 83bis agreement, the Technical Log is normally the responsibility of the State of the Operator.	
9.	<a href="#">Form SM 15</a> Flight Crew Licence Validation	Application for Flight Crew Licence Validation must be completed and submitted along with supporting documentation, ( <i>if applicable</i> ). If the same flight crew will be operating the aircraft, then a written letter from the new aircraft operator notifying the names must be submitted.	



10.	<b><u>Form SM 21</u></b> Operation Manual	For aircraft operated privately under <b><u>CAR OPS 2A or CAR OPS 2H</u></b> , an Operation Manual Compliance Declaration must be completed and submitted.	
11.	<b><u>Form SM 03</u></b> Minimum Equipment List (MEL)	For aircraft operated privately under <b><u>CAR OPS 2A or CAR OPS 2H</u></b> , an Application for MEL Approval must be completed and submitted along with tailored MEL and MMEL.	



## APPENDIX 8 TO CHANGE OF AIRCRAFT DETAILS FORM SM 113

### CHECKLIST FOR CHANGE OF AIRCRAFT OPERATOR ADDRESS

**Note:** The Comments field is to enable a more detailed description of the status of the item, if required for clarification.

No.	Item	Requirements	Comments
1.	Fees and Payment	The invoice presented in accordance with the current Scheme of Fees shall be paid at the time of application.	





## APPENDIX 9 TO CHANGE OF AIRCRAFT DETAILS FORM SM 113

### CHECKLIST FOR CHANGE OF OPERATIONS

This checklist is applicable for aircraft which aim to operate under General Aviation Operations CAR OPS 2A (Aeroplanes) and CAR OPS 2H (Helicopters).

If the new aircraft Operator will be engaged in commercial air transport either under CAR OPS 1/3 (San Marino Air Operator Certificate) or under a foreign AOC utilising an ICAO 83bis Agreement, then Appendix 9 listed is not applicable.

Please contact the CAA regarding the documentation required for these types of operations.

**Note:** The Comments field is to enable a more detailed description of the status of the item, if required for clarification.

No.	Item	Requirements	Comments
1.	Current Aircraft Owner – Application Signatory	Provide list of directors not older than 6 months when Form SM 113 is signed by company director. Provide passport copy when Form SM 113 is signed by an individual as the current aircraft owner. Provide power of attorney and a list of directors not older than 6 months, when Form SM 113 is signed by an authorised representative on behalf of the current aircraft owner.	
2.	Fees and Payment	The invoice presented in accordance with the current Scheme of Fees shall be paid at the time of application.	
3.	<a href="#">Form SM 64A</a> Nominated Airworthiness Coordinator	The owner or operator of an aircraft shall appoint a person acceptable to the CAA, known as the Airworthiness Coordinator.	
4.	<a href="#">Form SM 13</a> Maintenance Programme	For those aircraft operated privately under <a href="#">CAR OPS 2A</a> or <a href="#">CAR OPS 2H</a> , a maintenance programme must be accepted by the CAA. A maintenance programme declaration must be completed and submitted.  <a href="#">CAP 12</a> provides the policies and guidance on acceptable maintenance programme.	
5.	Instruments and Equipment Compliance Statement	For aircraft operated privately under <a href="#">CAR OPS 2A</a> , <a href="#">Form SM 76A (Aeroplanes)</a> Instruments and Equipment Compliance Statement must be completed and signed by the Airworthiness Coordinator.  For aircraft operated privately under <a href="#">CAR OPS 2H</a> , <a href="#">Form SM 76H (Helicopter)</a> an Instruments and Equipment Compliance Statement must be completed and signed by the Airworthiness Coordinator.	
6.	<a href="#">Form SM 04</a> Designated Airspace	For aircraft operated privately under <a href="#">CAR OPS 2A</a> or <a href="#">CAR OPS 2H</a> , an Application for Designated Airspace Approval - General Aviation ( <i>if applicable</i> ) must be completed and submitted along with supporting documentation.  <a href="#">CAP 04</a> provides guidance on Designated Airspace.	



7.	<p><b><u>Form SM 05</u></b> All Weather Operations (AWO)</p>	<p>For aircraft operated privately under <a href="#">CAR OPS 2A</a> or <a href="#">CAR OPS 2H</a>, an Application for All Weather Operations Approval – General Aviation (<i>if applicable</i>), must be completed and submitted along with supporting documentation.</p> <p><a href="#">CAP 05</a> provides guidance on AWO.</p>	
8.	<p>Electronic Flight Bag (EFB)</p>	<p>For aircraft operated privately under <a href="#">CAR OPS 2A Part II</a> or <a href="#">CAR OPS 2H</a>, <a href="#">Form SM 06</a> – Application for EFB Approval (<i>if applicable</i>) must be completed and submitted along with supporting documentation.</p> <p>For aircraft operated privately under <a href="#">CAR OPS 2A</a>, Part I, <a href="#">Form SM 06A</a> – Declaration for Carriage of Portable EFB (<i>if applicable</i>) must be completed and submitted as a Declaration of Compliance.</p> <p><a href="#">CAP 06</a> provides guidance on installed and portable EFB.</p>	
9.	<p><b><u>Form SM 07</u></b> Head-Up Display (HUD) and Enhanced Vision Systems (EVS)</p>	<p>For aircraft operated privately under <a href="#">CAR OPS 2A</a> or <a href="#">CAR OPS 2H</a>, <a href="#">Form SM 07</a> - Application for HUD/EVS Credit Approval - General Aviation (<i>if applicable</i>) must be completed and submitted along with <a href="#">Form SM 05</a> if Lower than CAT I ILS is required.</p> <p><a href="#">CAP 07</a> provides guidance on HUD/EVS.</p>	
10.	<p><b><u>Form SM 30</u></b> Controller/Pilot Data Link Communications (CPDLC) and ADS</p>	<p>For aircraft operated privately under <a href="#">CAR OPS 2A</a> or <a href="#">CAR OPS 2H</a>, an Application for CPDLC and/or ADS (<i>if applicable</i>) must be completed and submitted along with supporting documentation.</p> <p><a href="#">CAP 10</a> provides guidance on CPDLC and CAP 17 for ADS.</p>	
11.	<p><b><u>Form SM 135</u></b> Steep Approach</p>	<p>For aircraft operated privately under <a href="#">CAR OPS 2A</a>, an Application For Steep Approach Approval (<i>if applicable</i>) must be completed and submitted along with supporting documentation.</p> <p><a href="#">CAP 27</a> provides guidance on Steep Approach.</p>	
12.	<p><b><u>Form SM 138</u></b> Performance Based Communications &amp; Surveillance (PBCS)</p>	<p>For aircraft operated privately under <a href="#">CAR OPS 2A</a> or <a href="#">CAR OPS 2H</a>, an Application for Performance Based Communications &amp; Surveillance (GA) (<i>if applicable</i>) must be completed and submitted along with supporting documentation.</p> <p><a href="#">CAP 28</a> provides guidance on PBCS.</p>	
13.	<p><b><u>Form SM 21</u></b> Operation Manual</p>	<p>For aircraft operated privately under <a href="#">CAR OPS 2A</a> or <a href="#">CAR OPS 2H</a>, an Operation Manual Compliance Declaration must be completed and submitted.</p>	
14.	<p><b><u>Form SM 03</u></b> Minimum Equipment List (MEL)</p>	<p>For aircraft operated privately under <a href="#">CAR OPS 2A</a> or <a href="#">CAR OPS 2H</a>, an Application for MEL Approval must be completed and submitted along with tailored MEL and MMEL.</p>	



15.	<u>Form SM 29</u> Master Minimum Equipment List (MMEL)	For aircraft operated privately under <a href="#">CAR OPS 2A</a> or <a href="#">CAR OPS 2H</a> an Application for 30 day MMEL Permission for aircraft with no MEL must be completed and submitted along with MMEL.	
-----	--	--	--