CIVIL AVIATION PUBLICATION

CAP 01

REGISTRATION OF AIRCRAFT

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1. INTRODUCTION

1.1 Purpose

The requirements for the registration of aircraft and nationality and registration markings are found in CAR GEN Subpart G and Subpart H which should be referred to. 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 or trust incorporated under San Marino law.

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 2A (Aeroplane) or CAR OPS 2H (Helicopter) for 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 4A - 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.

[Note: Should a previously appointed Domicile Representative cease to act, the representative must advise the CAA within 5 working days and the owner must nominate a replacement representative within 10 business days using FORM SM 27 | Application for Domiciled Representative.]

There is no set age restriction for aircraft, but for those aircraft more than thirty years since the date of manufacture applicants are requested to enquire as to whether the Director General of the CAA will accept them on the register with the intention to issue a certificate of airworthiness.

The enquiry should be in regard to the suitability of the aircraft for inclusion in the San Marino Aircraft Register.

The enquiry should be made through the San Marino Aircraft Registry at registration@smar.aero Each aircraft will be considered on a case-by-case basis.

The following details should be provided:

(a) The type designation.

(b) Year of manufacture.

(c) The TCDS to which the aircraft conforms to.

(d) The current State of registration.

(e) A summary of the operating history and details of any modifications incorporated required to comply with current certifications and operating requirements.

(f) The intended operating base of the aircraft.

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:

- Aircraft owner is a foreign citizen, foreign company, or San Marino Trust;
- 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.

1.4 Electronic Signatures on CAA Forms

Owners/Operators/Organisations are encouraged to provide electronic signatures on CAA forms using reliable and verifiable methods. Electronic signatures may be applied using commonly available e-signature solutions (e.g. DocuSign, Adobe Acrobat Sign, PandaDoc), or other equivalent platforms that ensure authenticity and integrity of the signed document.

Computer-generated, pre-printed or pasted images of signatures are not considered acceptable.

Where electronic signature capability is not available, forms may be signed by hand and submitted as a scanned copy.

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.

An aircraft may also receive a temporary, transition registration, for those aircraft in storage, parked, between leases or in transition to another register. In these cases, a certificate of airworthiness is not applied for or issued by the CAA but an export certificate of airworthiness may.

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, as digital legible 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 focal point of contact throughout the process. Owners, or their nominated representatives, are advised that if the aircraft type does not have a CAA accepted Type Certificate or the applicant cannot show a plan to achieve conformance with one with appropriate maintenance arrangements, then the registration exercise cannot be continued.

Refer to CAP 08 | Certificate of Airworthiness for additional information.

3. TYPE CERTIFICATE ACCEPTANCE

3.1 General

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.

3.2 Acceptance of ANAC TC

The CAA will also accept an aircraft that has been Type Certificated by Agência Nacional de Aviação Civil (ANAC) of Brazil provided the aircraft type has previously had a Type Certificate issued by EASA, FAA or Transport Canada (TCCA).

Some aircraft Type Certificated by ANAC, as opposed to EASA, FAA or TCCA will have been registered in parts of the world where the continuing airworthiness regulatory requirements may not be internationally recognised. This situation could lead to an aircraft having continuing airworthiness records that are therefore not traceable to a standard such as EASA, FAA or TCCA would require. This situation would not be acceptable to SM CAA.

It is likely that some of these aircraft will enter the second hand market. For one of these aircraft to be accepted by CAA on to the San Marino Register, and subsequently issued with a Certificate of Airworthiness the Aircraft Maintenance History, including the Modification and Repair Certification Standard, will need to be properly investigated, and the certification basis for each design change established to meet CAR 21, Subpart C by the prospective applicant prior to any application being made to the CAA.

Reference should be made to CAP 02 Section 2 for further guidance.

4. REGISTRATION MARKS

4.1 General

(a) 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.

Note: For aircraft which will be registered for lessors, temporary in nature, in transition, parked, storage, etc., the registration mark must have a "L" after the prefix (T7-) followed by three (3) numbers of choice.

(b) 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".

(c) The marks shall be painted on the aircraft or shall be affixed by any other means ensuring a similar degree of permanence.

(d) 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.

(e) 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. The CAA considers the nationality and registration marks legible if they can be read from 150 metres (500) feet away, during daylight hours, without using an optical aid such as binoculars.

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.

(f) 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 as it increases the probability that the registration may not be legible when viewed from a distance of 150 metres (500 feet).

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 ¼ 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 the Appendixes of the form, as applicable.

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 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.

APPENDIX 1

CHECKLIST FOR REGISTERING AN AIRCRAFT IN SAN MARINO

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
ITEMS REQUIRED TO ENABLE THE REGISTRATION PROCESS TO COMMENCE			
1.	**Selection of Registration Marks**	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. *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".* *Notification of availability for the desired registration mark should be received prior to completing forms for registration.*	
2.	**Form SM 59A ICAO Mode-S Code**	An application for an ICAO Mode-S Code can be made using **Form SM 59A** *On receipt of this form the CAA will issue an ICAO Mode-S Code for T7 registration.*	
3.	**Form SM 27 Application for Domiciled Representative**	This application must be signed by the aircraft owner, if an individual, company director or an authorised representative holding a power of attorney, if a legal entity, and the elected domicile representative of San Marino.	
4.	**Form SM 01 Application for Registration**	This application must be signed by the aircraft owner, if an individual, company director or an authorised representative holding a power of attorney, if a legal entity.	
5.	**Form SM 01A UBO Declaration Form**	This declaration must be signed by the aircraft owner, if an individual, or by a company director or an authorised representative holding a power of attorney, if a legal entity.	

6.	**Aircraft Owner**	**For aircraft owned by a foreign company**, corporate evidence/incumbency/public extract of directors and shareholders, or other documents providing evidence of directors and shareholders and confirming that the UBO (Ultimate Beneficial Owner) is the individual exercising legal control, either directly or indirectly, over the legal entity that owns the aircraft. **For aircraft owned by a foreign individual,** a copy of their valid passport. **A Power of Attorney/Evidence of Authority (if applicable)** *If the application will be signed by a representative on behalf of the aircraft owner.* All documents must be in Italian or English. Documents in other languages must be accompanied by an official translation.	
7.	**Aircraft Operator**	If the aircraft owner chooses to nominate an entity to be the Operator, will be require **corporate evidence/incumbency/public extract of directors and shareholders, or other documents providing evidence of directors and shareholders and confirming that the UBO (Ultimate Beneficial Owner) is the individual exercising legal control, either directly or indirectly, over the legal entity that operates the aircraft.** All documents must be in Italian or English. Documents in other languages must be accompanied by an official translation.	

ITEMS REQUIRED PRIOR TO THE ISSUANCE OF CERTIFICATE OF REGISTRATION			
8.	**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.* *When the aircraft owner is the same as that stated in the deregistration, a bill of sale is not required.*	
9.	**De-registration or Certificate of Non-Registration**	*If the aircraft has been previously registered in another State, the CAA must receive from the previous State of Registry, confirmation of that last aircraft owner. This can be in the form of the de-registration or a separate notification.* *If the aircraft is new and has not been previously registered in another State, then a statement of non-registration is required from the State of Manufacturer.* *The CAA must receive notification directly from the previous State of Registry via email operations@caa-mna.sm or fax +378 (0549) 882928.*	

10.	**Form SM 81** Registration/Amendment/Cancellation of Registered Mortgage	An application for a mortgage registration can be made accompanied by the appropriate fee (if applicable). Once the mortgage has been entered in the CAA SMR Register of Aircraft, the CAA SMR will proceed to notify the parties thereof.	
11.	**Annex 1 to CAR IDERA**	Application for IDERA recording can be made using **Annex 1 to CAR IDERA** (if applicable). Information concerning establishment of an IDERA can be found on the CAA website – https://www.smar.aero/mortgage/idera-regulation	
12.	**Form SM 121** Registration/Amendment/Cancellation of Lease Agreement	Application for the Registration of a Lease Agreement can be made accompanied by the appropriate fee (if applicable).	
13.	**Fees and Payment**	The invoice presented in accordance with the current Scheme of Fees shall be paid at the time of application.	