



REPUBLIC of SAN MARINO
CIVIL AVIATION AUTHORITY

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APPLICATION FOR REGISTRATION/AMENDMENT/CANCELLATION OF LEASE AGREEMENT
(In accordance with art. 39 of Law n. 125 of 29th July 2014 and following amendments)

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

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Registration

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Cancellation

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Amendment

1. AIRCRAFT DETAILS

Registration Mark:

Manufacturer's Designation of Aircraft:

Serial Number:

2. LEASE AGREEMENT DETAILS *(Applicable for Lease Agreement initial Registration only)*

Details of the Lessee:

Name:

Address:

Company Registration No:

Name:

Address:

Details of the Lessor:

Company Registration No:

Telephone No:

Email:

Date of Lease Agreement:

3. APPLICANT'S DECLARATION *(See guidance notes overleaf)*

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I hereby apply for the leasing agreement, particulars of which are given above, to be **entered** in the SMR Aircraft Registry

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I hereby apply for the **cancellation** of the registered leasing agreement, under registration number:

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I hereby apply for the **amendment** of the registered leasing agreement, under registration number:
, which should be amended as follows:

Date:

Position:

Name of Applicant:

Signature of Applicant:

Guidance Notes for the Registration of a Lease Agreement

1. This form is the document, which is recorded within the CAA SMR Aircraft Registry and therefore should reflect exactly the same details as described within the leasing agreement.
2. This form must be completed and signed by the lessor.
3. This form should be accompanied by a copy of the leasing agreement with the requested formalities (notarization of signature and apostille) and appropriate fee. In order to proceed with the Leasing registration, a scan copy of leasing agreement duly notarized is required. Then, our CAA allows 60 days from the date of the leasing registration to send via courier to SMR CAA office the original leasing agreement already notarized also apostilled, with attached also original Form SM 121.

Find below an example of an acceptable statement of notarization of the signature by a notary, we highly suggest you to use such draft, if possible:

On this [DATE], before me the undersigned, a Notary Public in [LOCATION], personally appeared [Mr./Ms.][NAME OF THE REPRESENTATIVE], [TITLE] of [COMPANY NAME], to me known to be the identical person who executed the foregoing instrument and acknowledged to me that [he/she] executed the same as [his/her] free and voluntary act and deed on behalf of [COMPANY NAME], for the uses and purposes set forth therein. I further attest and certify that I personally know [Mr./Ms.][NAME OF THE REPRESENTATIVE], to be the [TITLE] of [COMPANY NAME], that [he/she] is fully empowered to execute the foregoing [DECLARATION/APPLICATION FORM] in [his/her] capacity as [TITLE] of [COMPANY NAME], and that [he/she] is fully authorized to bind [COMPANY NAME] to the provisions of this [DECLARATION/APPLICATION FORM].

Given of my hand and seal on the day and year last above written

[Notary Public]

4. If the application is acceptable, the CAA SMR shall proceed to the relevant registration and shall notify the parties thereof.

Guidance Notes for the Cancellation of a Registered Lease Agreement

1. This form must be completed and signed by the Lessor.
2. This form should be accompanied by the document that terminates the Lease Agreement, along with the required formalities (notarization of the signature and apostille) and the appropriate fee.
To proceed with the cancellation of the Lease Agreement, we require a scanned copy of the notarized Lease Termination Agreement. The CAA allows 60 days from the date of Lease Agreement cancellation to send, via courier, the original notarized and apostilled Lease Agreement cancellation to the SMR CAA office.

Find below an example of an acceptable statement of notarization of the signature by a notary, we highly suggest you to use such draft, if possible:

On this [DATE], before me the undersigned, a Notary Public in [LOCATION], personally appeared [Mr./Ms.][NAME OF THE REPRESENTATIVE], [TITLE] of [COMPANY NAME], to me known to be the identical person who executed the foregoing instrument and acknowledged to me that [he/she] executed the same as [his/her] free and voluntary act and deed on behalf of [COMPANY NAME], for the uses and purposes set forth therein. I further attest and certify that I personally know [Mr./Ms.][NAME OF THE REPRESENTATIVE], to be the [TITLE] of [COMPANY NAME], that [he/she] is fully empowered to execute the foregoing [DECLARATION/APPLICATION FORM] in [his/her] capacity as [TITLE] of [COMPANY NAME], and that [he/she] is fully authorized to bind [COMPANY NAME] to the provisions of this [DECLARATION/APPLICATION FORM].

Given of my hand and seal on the day and year last above written

[Notary Public]

3. If there is an existing IDERA, we also require the original CAR IDERA Annex 4 - Revocation.
4. If the application is acceptable, the CAA SMR shall proceed to the relevant cancellation and shall notify the parties thereof.

Guidance Notes for the Amendment of a Registered Lease Agreement

1. This form must be completed and signed by the Lessor.
2. This form should be accompanied by a copy of the amended leasing agreement with the requested formalities (notarization of signature and apostille) and appropriate fee. In order to proceed with the Leasing amendment, a scan copy of leasing agreement duly notarized is required. Then, our CAA allows 60 days from the date of the leasing registration to send via courier to SMR CAA office the original leasing agreement already notarized also apostilled, with attached also original Form SM 121.

Find below an example of an acceptable statement of notarization of the signature by a notary, we highly suggest you to use such draft, if possible:

On this [DATE], before me the undersigned, a Notary Public in [LOCATION], personally appeared [Mr./Ms.][NAME OF THE REPRESENTATIVE], [TITLE] of [COMPANY NAME], to me known to be the identical person who executed the foregoing instrument and acknowledged to me that [he/she] executed the same as [his/her] free and voluntary act and deed on behalf of [COMPANY NAME], for the uses and purposes set forth therein. I further attest and certify that I personally know [Mr./Ms.][NAME OF THE REPRESENTATIVE], to be the [TITLE] of [COMPANY NAME], that [he/she] is fully empowered to execute the foregoing [DECLARATION/APPLICATION FORM] in [his/her] capacity as [TITLE] of [COMPANY NAME], and that [he/she] is fully authorized to bind [COMPANY NAME] to the provisions of this [DECLARATION/APPLICATION FORM].

Given of my hand and seal on the day and year last above written

[Notary Public]

3. If the application is acceptable, the CAA SMR shall proceed to the relevant amend registration and shall notify the parties thereof.