



**REPUBLIC of SAN MARINO
CIVIL AVIATION AUTHORITY**

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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.

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

<input type="checkbox"/> CAR OPS 1	Commercial Air Transportation - Aeroplanes (San Marino Air Operator Certificate)
<input type="checkbox"/> CAR OPS 2A	General Aviation Operations - Aeroplanes (Private, Corporate, Aerial Work)
<input type="checkbox"/> CAR OPS 2H	General Aviation Operations - Helicopters (Private, Corporate, Aerial Work)
<input type="checkbox"/> CAR OPS 3	Commercial Air Transportation - Helicopters (San Marino Air Operator Certificate)
<input type="checkbox"/> ICAO 83bis Agreement	Commercial Air Transportation – Aircraft (Foreign Air Operator Certificate)
<input type="checkbox"/> 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. STATUS OF CURRENT REGISTERED OWNER STRUCTURE:

- No changes – I confirm that there have been no changes in the current ownership structure since the last due diligence was completed. A valid UBO passport must be kept on file.
- Changes occurred – Changes have occurred in the current ownership structure. Please refer to the supporting documents attached to this application.

9. 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 hereby declare that I am not, at today date, included on any list of individuals or entities designated for the purpose of trade or financial sanctions or embargoes imposed under the laws of the European Union, United States or imposed by the Security Council of the United Nations. 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	<p>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.</p> <p>For aircraft owned by a foreign individual, a copy of their valid passport.</p> <p>A Power of Attorney/Evidence of Authority (if applicable) <i>If the application will be signed by a representative on behalf of the aircraft owner.</i></p> <p>All documents must be in Italian or English. Documents in other languages must be accompanied by an official translation.</p>	
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.	Form SM 82 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 EC Regulation 785/2004 and positively identifying the name of the Operator as insured entity or additional insured entity and the aircraft with T7 registration mark and the period of validity.	



6.	Form SM 09 ELT Coding	Any ELTs carried on board must be programmed and appropriately registered with the CAA by using Form SM 09 . <i>Note: Separate forms should be completed for each ELT.</i>	
7.	Form SM 13 Maintenance Programme	[The Maintenance Programme must be accepted by the CAA for aircraft to be operated under CAR OPS 2A/H (<i>applicable for aeroplanes above 5700 kg, all turbo-jet engine aeroplanes and helicopters certificated for a maximum take-off mass exceeding 3175 kg</i>) or for a RPA greater than 150 kg operating under CAR OPS 4: (1) A maintenance programme declaration is required to be submitted using Form SM 13 . (2) CAP 12 provides policies and guidance on what is required to be annotated on the Form SM 13.	
8.	Contract with an NAA approved Continuing Airworthiness Management Organisation	For those aircraft operated privately under CAR OPS 2A/H, with a 24 month CofA validity, a copy of the amended contract with an acceptable CAMO with new T7 registration mark.	
9.	Form SM 03 Minimum Equipment List (MEL)	For aircraft operated privately under CAR OPS 2A/H or RPA operating under CAR OPS 4, Form SM 03 - Application for MEL Approval for operator with tailored MEL, along with MMEL (<i>applicable for aeroplanes above 5 700 kg, all turbo-jet engine aeroplanes or RPA greater than 150 kg</i>), must be submitted. CAP 03 provides guidance on MEL.	
10.	Form SM 29 Master Minimum Equipment List (MMEL)	For aircraft operated privately under CAR OPS 2A/H or RPA operating under CAR OPS 4, Form SM 29 - Application for 30 day MMEL Approval for aircraft with no MEL along with MMEL (<i>applicable for aeroplanes above 5 700 kg, all turbo-jet engine aeroplanes or RPA greater than 150 kg</i>), can be submitted.	
11.	Registration Marks	Digital photos are required to be submitted. Note that full compliance will be checked during the next CofA renewal. CAP 01 provides guidance on the registration marks.	
12.	Fireproof Plate	Digital photos are required to be submitted. Note that full compliance will be checked during the next CofA renewal. CAP 01 provides guidance on the fireproof plate.	



13.	Mode S transponder coding to be re-programmed if registration mark is transmitted	<p>The aircraft transponders must be with the allocated address issued by the CAA programme 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>	
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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	<p>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.</p> <p>For aircraft owned by a foreign individual, a copy of their valid passport.</p> <p>A Power of Attorney/Evidence of Authority (if applicable) <i>If the application will be signed by a representative on behalf of the aircraft owner.</i></p> <p>All documents must be in Italian or English. Documents in other languages must be accompanied by an official translation.</p>	
2.	Fees and Payment	The invoice presented in accordance with the current Scheme of Fees shall be paid at the time of application.	
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 of Aircraft	This application must be signed by the aircraft owner, if an individual, company director or authorised representative holding a power of attorney.	
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.	New Aircraft Owner	<p>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.</p> <p>For aircraft owned by a foreign individual, a copy of their valid passport.</p> <p>A Power of Attorney/Evidence of Authority (if applicable) <i>If the application will be signed by a representative on behalf of the aircraft owner.</i></p>	



		All documents must be in Italian or English. Documents in other languages must be accompanied by an official translation.	
7.	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.	
8.	Form SM 83 Cancellation of Registered Mortgage	An application should be completed and submitted only if there is a mortgage registered against the aircraft.	
9.	Annex 4 to CAR IDERA Revoking an IDERA	An application should be completed and submitted only if there is an IDERA recorded against the aircraft.	
10.	Form SM 121A Cancellation of Lease Agreement	A notification that gives rise to the cancellation of the lease agreement with the requested formalities.	
11.	Aircraft Insurance Certificate	Stating in accordance with EC Regulation 785/2004 and positively identifying the name of the Operator as insured entity or additional insured entity and the aircraft with T7 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	<p>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.</p> <p>For aircraft owned by a foreign individual, a copy of their valid passport.</p> <p>A Power of Attorney/Evidence of Authority (if applicable) <i>If the application will be signed by a representative on behalf of the aircraft owner.</i></p> <p>All documents must be in Italian or English. Documents in other languages must be accompanied by an official translation.</p>	
2.	Fees and Payment	The invoice presented in accordance with the current Scheme of Fees shall be paid at the time of application.	
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.	New Aircraft Owner Name	<p>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.</p> <p>For aircraft owned by a foreign individual, a copy of their valid passport.</p> <p>A Power of Attorney/Evidence of Authority (if applicable) <i>If the application will be signed by a representative on behalf of the aircraft owner.</i></p> <p>All documents must be in Italian or English. Documents in other languages must be accompanied by an official translation.</p>	



5.	Form SM 82 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 EC Regulation 785/2004 and positively identifying the name of the Operator as insured entity or additional insured entity and the aircraft with T7 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	<p>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.</p> <p>For aircraft owned by a foreign individual, a copy of their valid passport.</p> <p>A Power of Attorney/Evidence of Authority (if applicable) <i>If the application will be signed by a representative on behalf of the aircraft owner.</i></p> <p>All documents must be in Italian or English. Documents in other languages must be accompanied by an official translation.</p>	
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.	
4.	Form SM 82 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	<p>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.</p> <p>For aircraft owned by a foreign individual, a copy of their valid passport.</p> <p>A Power of Attorney/Evidence of Authority (if applicable) <i>If the application will be signed by a representative on behalf of the aircraft owner.</i></p> <p>All documents must be in Italian or English. Documents in other languages must be accompanied by an official translation.</p>	
2.	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.	



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	<p>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.</p> <p>For aircraft owned by a foreign individual, a copy of their valid passport.</p> <p>A Power of Attorney/Evidence of Authority (if applicable) <i>If the application will be signed by a representative on behalf of the aircraft owner.</i></p> <p>All documents must be in Italian or English. Documents in other languages must be accompanied by an official translation.</p>	
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 Operator	<p>[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.</p> <p>All documents must be in Italian or English. Documents in other languages must be accompanied by an official translation.]</p>	
[4.	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.]	
5.	Aircraft Insurance Certificate	Stating in accordance with EC Regulation 785/2004 and positively identifying the name of the Operator as insured entity or additional insured entity and the aircraft with T7 registration mark and the period of validity.	
6.	Form SM 09 ELT Coding	<p>Any ELTs carried on board must be programmed and appropriately registered with the CAA by using Form SM 09.</p> <p><i>Note: Separate forms should be completed for each ELT.</i></p>	



7.	<p>Form SM 64A Nominated Airworthiness Coordinator</p>	<p>Application for a Nominated Airworthiness Coordinator for aircraft operated privately under CAR OPS 2A/H or a RPAS operated under CAR OPS 4.</p> <p><i>Note: This is not applicable if the continuing airworthiness is managed by an approved CAR CAMO.</i></p>	
8.	<p>Form SM 13 Maintenance Programme</p>	<p>[The Maintenance Programme must be accepted by the CAA for aircraft to be operated under CAR OPS 2A/H (<i>applicable for aeroplanes above 5700 kg, all turbo-jet engine aeroplanes and helicopters certificated for a maximum take-off mass exceeding 3175 kg</i>) or for a RPA greater than 150 kg operating under CAR OPS 4:</p> <p>(3) A maintenance programme declaration is required to be submitted using Form SM 13.</p> <p>(4) CAP 12 provides policies and guidance on what is required to be annotated on the Form SM 13.</p>	
9.	<p>Form SM 16 Maintenance Engineer Licence Validation</p>	<p>Application for Maintenance Engineer Licence Validation must be completed and submitted along with supporting documentation (<i>if applicable</i>).</p> <p>If the same maintenance engineer will be maintaining the aircraft, then an application for a variation needs to be submitted along with supporting documentation. i.e. request from new aircraft operator.</p>	
10.	<p>Contract with an NAA approved Continuing Airworthiness Management Organisation</p>	<p>For those aircraft operated privately under under CAR OPS 2A/H or a RPA operating under CAR OPS 4, 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 paragraph 21.1 of CAP 02 for the acceptance of satisfactory maintenance arrangements.</p> <p><i>Note: In case the operator has an in-house organisation acceptable to the CAA as defined in CAP 02 paragraph 21.1, a contract is not required.]</i></p>	
11.	<p>Technical Log</p>	<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>	



12.	Instruments and Equipment Compliance Statement	<p>For aircraft operated privately under CAR OPS 2A, Form SM 76A (Aeroplanes) Instruments and Equipment Compliance Statement must be completed and signed by the Airworthiness Coordinator.</p> <p>For aircraft operated privately under CAR OPS 2H, Form SM 76B (Helicopter) an Instruments and Equipment Compliance Statement must be completed and signed by the Airworthiness Coordinator.</p>	
13.	Form SM 100 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.	
14.	Form SM 15 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>	
15.	Form SM 04 Designated Airspace	<p>For aircraft operated privately under CAR OPS 2A/H or RPA operating under CAR OPS 4, Form SM 04 - Application for Designated Airspace Approval - General Aviation <i>(if applicable)</i>, must be completed and submitted along with supporting documentation.</p> <p>CAP 04 provides guidance on Designated Airspace.</p>	
16.	Form SM 05 All Weather Operations (AWO)	<p>For aircraft operated privately under CAR OPS 2A/H, Form SM 05 - Application for All Weather Operations Approval – General Aviation <i>(if applicable)</i>, must be completed and submitted along with supporting documentation.</p> <p>CAP 05 provides guidance on AWO.</p>	
17.	Electronic Flight Bag (EFB)	<p>For aircraft operated privately under CAR OPS 2A/H, Part II, Form SM 06 - Application for Electronic Flight Bag Approval <i>(if applicable)</i> must be completed and submitted along with supporting documentation.</p> <p>For aircraft operated privately under CAR OPS 2A/H, Part I, Form SM 06A - Declaration for Carriage of Portable EFB <i>(if applicable)</i> must be completed and submitted as a Declaration of Compliance.</p> <p>CAP 06 Section 8 provides specific guidance for GA operators</p>	
18.	Form SM 07 Head-Up Display (HUD) and Enhanced Vision Systems (EVS)	<p>For aircraft operated privately under CAR OPS 2A/H, 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>CAP 07 provides guidance on HUD/EVS.</p>	



19.	<p>Form SM 30 Controller/Pilot Data Link Communications (CPDLC) and ADS</p>	<p>For aircraft operated privately under CAR OPS 2A/H, Form SM 30 – Application for CPDLC and/or ADS (<i>if applicable</i>) must be completed and submitted along with supporting documentation.</p> <p>CAP 10 provides guidance on CPDLC and CAP 17 for ADS.</p>	
20.	<p>Form SM 135 Steep Approach</p>	<p>For aeroplanes operated privately under CAR OPS 2A, Form SM 135 - Application for Steep Approach Approval – General Aviation (<i>if applicable</i>), must be completed and submitted along with supporting documentation.</p> <p>CAP 27 provides guidance on Steep Approach.</p>	
21.	<p>Form SM 138 Performance Based Communications & Surveillance (PBCS)</p>	<p>For aircraft operated privately under CAR OPS 2A/H, Form SM 138 - Application for PBCS Approval – General Aviation (<i>if applicable</i>) must be completed and submitted along with supporting documentation.</p> <p>CAP 28 provides guidance on PBCS.</p>	
22.	<p>Form SM 21 Operation Manual</p>	<p>For aircraft operated privately under CAR OPS 2A/H, Form SM 21 – Operation Manual Compliance Statement, must be completed and submitted.</p> <p>The manual need not be submitted unless requested to support applications for activities that require a Specific Approval from the CAA under CAR OPS 2A.104/2H.107.</p>	
23.	<p>Form SM 03 Minimum Equipment List (MEL)</p>	<p>For aircraft operated privately under CAR OPS 2A/H or RPA operating under CAR OPS 4, Form SM 03 - Application for MEL Approval for operator with tailored MEL, along with MMEL (<i>applicable for aeroplanes above 5 700 kg, all turbo-jet engine aeroplanes or RPA greater than 150 kg</i>), must be submitted.</p> <p>CAP 03 provides guidance on MEL.</p>	
24.	<p>Form SM 29 Master Minimum Equipment List (MMEL)</p>	<p>For aircraft operated privately under CAR OPS 2A/H or RPA operating under CAR OPS 4, Form SM 29 - Application for 30 day MMEL Approval for aircraft with no MEL along with MMEL (<i>applicable for aeroplanes above 5 700 kg, all turbo-jet engine aeroplanes or RPA greater than 150 kg</i>), can be submitted.</p>	

Note: For a change of operator, arrangements for a new domicile representative should be considered, if the current operator and domicile representative is the same San Marino Company (SRL) and there is no further relation with the aircraft owner.



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 EC Regulation 785/2004 and positively identifying the name of the Operator as insured entity or additional insured entity and the aircraft with T7 registration mark and the period of validity.	
4.	Form SM 09 ELT Coding	Any ELTs carried on board must be programmed and appropriately registered with the CAA by using Form SM 09 . <i>Note: Separate forms should be completed for each ELT.</i>	
5.	Form SM 64A Nominated Airworthiness Coordinator	[Application for a Nominated Airworthiness Coordinator for aircraft operated privately under CAR OPS 2A/H or a RPAS operated under CAR OPS 4. <i>Note: This is not applicable if the continuing airworthiness is managed by an approved CAR CAMO.]</i>	
6.	Form SM 13 Maintenance Programme	[The Maintenance Programme must be accepted by the CAA for aircraft to be operated under CAR OPS 2A/H (<i>applicable for aeroplanes above 5700 kg, all turbo-jet engine aeroplanes and helicopters certificated for a maximum take-off mass exceeding 3175 kg</i>) or for a RPA greater than 150 kg operating under CAR OPS 4: (5) A maintenance programme declaration is required to be submitted using Form SM 13 . (6) CAP 12 provides policies and guidance on what is required to be annotated on the Form SM 13.	
7.	Contract with an NAA approved Continuing Airworthiness Management Organisation	For those aircraft operated privately under CAR OPS 2A/H, 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.	Form SM 15 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.	Form SM 21 Operation Manual	For aircraft operated privately under CAR OPS 2A/H, Form SM 21 – Operation Manual Compliance Statement, must be completed and submitted. The manual need not be submitted unless requested to support applications for activities that require a Specific Approval from the CAA under CAR OPS 2A.104/2H.107.	
11.	Form SM 03 Minimum Equipment List (MEL)	For aircraft operated privately under CAR OPS 2A/H or RPA operating under CAR OPS 4, Form SM 03 - Application for MEL Approval for operator with tailored MEL, along with MMEL <i>(applicable for aeroplanes above 5 700 kg, all turbo-jet engine aeroplanes or RPA greater than 150 kg)</i> , must be submitted. CAP 03 provides guidance on MEL.	
12.	Form SM 29 Master Minimum Equipment List (MMEL)	For aircraft operated privately under CAR OPS 2A/H or RPA operating under CAR OPS 4, Form SM 29 - Application for 30 day MMEL Approval for aircraft with no MEL along with MMEL <i>(applicable for aeroplanes above 5 700 kg, all turbo-jet engine aeroplanes or RPA greater than 150 kg)</i> , can be submitted.	



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	<p>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.</p> <p>For aircraft owned by a foreign individual, a copy of their valid passport.</p> <p>A Power of Attorney/Evidence of Authority (if applicable) <i>If the application will be signed by a representative on behalf of the aircraft owner.</i></p> <p>All documents must be in Italian or English. Documents in other languages must be accompanied by an official translation.</p>	
2.	Fees and Payment	The invoice presented in accordance with the current Scheme of Fees shall be paid at the time of application.	
3.	Form SM 64A Nominated Airworthiness Coordinator	<p>[Application for a Nominated Airworthiness Coordinator for aircraft operated privately under CAR OPS 2A/H or a RPAS operated under CAR OPS 4.</p> <p><i>Note: This is not applicable if the continuing airworthiness is managed by an approved CAR CAMO.]</i></p>	
4.	Form SM 13 Maintenance Programme	<p>[The Maintenance Programme must be accepted by the CAA for aircraft to be operated under CAR OPS 2A/H (<i>applicable for aeroplanes above 5700 kg, all turbo-jet engine aeroplanes and helicopters certificated for a maximum take-off mass exceeding 3175 kg</i>) or for a RPA greater than 150 kg operating under CAR OPS 4:</p> <p>(7) A maintenance programme declaration is required to be submitted using Form SM 13.</p> <p>(8) CAP 12 provides policies and guidance on what is required to be annotated on the Form SM 13.</p>	



5.	Instruments and Equipment Compliance Statement	<p>For aircraft operated privately under CAR OPS 2A, Form SM 76A (Aeroplanes) Instruments and Equipment Compliance Statement must be completed and signed by the Airworthiness Coordinator.</p> <p>For aircraft operated privately under CAR OPS 2H, Form SM 76B (Helicopter) an Instruments and Equipment Compliance Statement must be completed and signed by the Airworthiness Coordinator.</p>	
6.	Form SM 04 Designated Airspace	<p>For aircraft operated privately under CAR OPS 2A/H or RPA operating under CAR OPS 4, Form SM 04 - Application for Designated Airspace Approval - General Aviation (<i>if applicable</i>), must be completed and submitted along with supporting documentation.</p> <p>CAP 04 provides guidance on Designated Airspace.</p>	
7.	Form SM 05 All Weather Operations (AWO)	<p>For aircraft operated privately under <u>CAR OPS 2A/H</u>, Form SM 05 - Application for All Weather Operations Approval – General Aviation (<i>if applicable</i>), must be completed and submitted along with supporting documentation.</p> <p>CAP 05 provides guidance on AWO.</p>	
8.	Electronic Flight Bag (EFB)	<p>For aircraft operated privately under <u>CAR OPS 2A/H</u>, Part II, Form SM 06 - Application for Electronic Flight Bag Approval (<i>if applicable</i>) must be completed and submitted along with supporting documentation.</p> <p>For aircraft operated privately under <u>CAR OPS 2A/H</u>, Part I, Form SM 06A - Declaration for Carriage of Portable EFB (<i>if applicable</i>) must be completed and submitted as a Declaration of Compliance.</p> <p>CAP 06 Section 8 provides specific guidance for GA operators</p>	
9.	Form SM 07 Head-Up Display (HUD) and Enhanced Vision Systems (EVS)	<p>For aircraft operated privately under CAR OPS 2A/H, 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>CAP 07 provides guidance on HUD/EVS.</p>	
10.	Form SM 30 Controller/Pilot Data Link Communications (CPDLC) and ADS	<p>For aircraft operated privately under CAR OPS 2A/H, Form SM 30 – Application for CPDLC and/or ADS (<i>if applicable</i>) must be completed and submitted along with supporting documentation.</p> <p>CAP 10 provides guidance on CPDLC and CAP 17 for ADS.</p>	
11.	Form SM 135 Steep Approach	<p>For aeroplanes operated privately under CAR OPS 2A, Form SM 135 - Application for Steep Approach Approval – General Aviation (<i>if applicable</i>), must be completed and submitted along with supporting documentation.</p> <p>CAP 27 provides guidance on Steep Approach.</p>	



12.	<u>Form SM 138</u> Performance Based Communications & Surveillance (PBCS)	For aircraft operated privately under CAR OPS 2A/H, <u>Form SM 138</u> - Application for PBCS Approval – General Aviation (if applicable) must be completed and submitted along with supporting documentation. <u>CAP 28</u> provides guidance on PBCS.	
13.	<u>Form SM 21</u> Operation Manual	For aircraft operated privately under CAR OPS 2A/H, <u>Form SM 21</u> – Operation Manual Compliance Statement, must be completed and submitted. The manual need not be submitted unless requested to support applications for activities that require a Specific Approval from the CAA under CAR OPS 2A.104/2H.107.	
14.	<u>Form SM 03</u> Minimum Equipment List (MEL)	For aircraft operated privately under CAR OPS 2A/H or RPA operating under CAR OPS 4, <u>Form SM 03</u> - Application for MEL Approval for operator with tailored MEL, along with MMEL (<i>applicable for aeroplanes above 5 700 kg, all turbo-jet engine aeroplanes or RPA greater than 150 kg</i>), must be submitted. <u>CAP 03</u> provides guidance on MEL.	
15.	<u>Form SM 29</u> Master Minimum Equipment List (MMEL)	For aircraft operated privately under CAR OPS 2A/H or RPA operating under CAR OPS 4, <u>Form SM 29</u> - Application for 30 day MMEL Approval for aircraft with no MEL along with MMEL (<i>applicable for aeroplanes above 5 700 kg, all turbo-jet engine aeroplanes or RPA greater than 150 kg</i>), can be submitted.	