

To Register a recreational Aircraft in Namibia

To re-register and second hand aircraft in Namibia;

1. When a second hand is bought see to it that you receive the following documents from the seller which will be compulsory to register the aircraft in your name.
2. Proper letter of sale containing both parties' full names, ID numbers, addresses, cell numbers and the aircraft details Reg no, Serial no, and engine number.
3. Aircraft logbook, registration certificate in the name of the seller and the last issued airworthy certificate, Special Flight permit for aircraft with a maximum total all up weight of 450 Kg and an experimental certificate for an aircraft from 451 to 650 Kg maximum.
4. The radio certificate registered in the sellers name and the current year radio station certificate for the aircraft.
5. You must become a MICAN member to be able to register your aircraft in your name via a compulsory Government approved recreational flying organisation such as, MICAN. You can contact the MICAN Admin Office for application forms at uelofsed@iway.na
6. Complete a CRAN application to transfer the radio station license of the aircraft to your name on a "FORM CRAN 10- Spectrum use License for Aeronautical Services" submit it to CRAN in Windhoek and obtain a radio station License for the aircraft to be registered in your name.
7. Then contact an approved MICAN Inspector to do an Inspection on the aircraft as per "How to Doc" contact the Admin Office for such a document containing names of Inspectors and their contact numbers from the same E-mail address above.
8. Complete a NCAA "Application for notification of transfer of right of possession of aircraft" application form, pay the required application fee at the NCAA premises or do an EFT and add the receipt or proof of payment to the application document. Then submit all the documents mentioned above to the NCAA Airworthiness Office at their premises opposite Game shopping centre, for the registration application to be issued.
9. For a second hand aircraft which will be imported from another country you will need a de-registration document from the Aviation Authority where the aircraft is registered at the time it is sold. You will also need to pay the applicable import taxes to Namibia via the Customs Ministry at the time of import and submit a certified copy of the import tax paid with the registration application documents to the NCAA Airworthiness and Aircraft Registration office at the South Port building in Windhoek.
10. As a MICAN member you are entitled to any info needed from the MICAN Admin Office via the Admin E-mail address which is uelofsed@iway.na . All documents and requirements can also be obtained from the NCAA website at <http://www.dca.com.na/fees.htm>
11. Remember to keep two clear sets of copies of all documents, one for yourself for future references and one set to be send to the MICAN Admin Office.

To Register a New or imported aircraft in Namibia;

12. When a new aircraft is bought or imported see to it that you receive the following documents from the seller which will be compulsory to register the aircraft in your name.
13. Proper letter of sale containing both parties' full names, ID numbers, addresses, cell numbers and the aircraft details - Model, Serial no, and engine number.
14. Import tax payment proof documents.
15. You must become a MICAN member to be able to register your aircraft in your name via a compulsory Government approved recreational flying organisation such as, MICAN. You can contact the MICAN Admin Office for application forms at uelofsed@iway.na
16. Complete a CRAN application for an aircraft radio station license with a reserved registration number obtained from the NCAA Airworthy office, submit it to CRAN in Windhoek and obtain a radio station License for the aircraft to be registered in your name.
17. Then contact an approved MICAN Inspector to do an Inspection on the aircraft as soon as it arrive in Namibia as per "How to Doc" contact the Admin Office for a document containing names of Inspectors and their contact numbers from the same E-mail address above.
18. Complete a NCAA "Application for Registration of aircraft" form, pay the required application fee or do an EFT and add the receipt or proof of payment to the application document. Then submit all the documents mentioned above to the NCAA Airworthiness Office at the NCAA offices opposite Game shopping centre for the registration application.
19. Alternatively all documents and procedures are obtainable from the NCAA website as well at <http://www.dca.com.na/fees.htm>
20. As a MICAN member you are entitled to any info needed from the MICAN Admin Office via the Admin E-mail address which is uelofsed@iway.na .
21. Remember to keep two clear sets of copies of all documents, one for yourself for future references and one set to be send to the MICAN Admin Office.
