



## Jordan Civil Aviation Regulatory Commission

### Airworthiness Oversight Department

#### Aircraft Deregistration Checklist

<b>Aircraft Type</b>		<b>Aircraft Registration</b>		<b>Aircraft MSN</b>	
<b>Aircraft Operator</b>		<b>Aircraft Owner</b>		<b>Aircraft Location</b>	
<b>Importing Country</b>		<b>Date</b>		<b>Airworthiness Inspector(s) Name(s)</b>	

No.	Description	Status	Remarks
1	<p>The owner of the aircraft shall submit a formal application letter for de-registration. The letter shall be signed by the aircraft owner or his agent and shall state the followings:</p> <ol style="list-style-type: none"> <li>a. the name of the owner</li> <li>b. the country to which the aircraft will be exported,</li> <li>c. the date of deregistration, and</li> <li>d. the place/location of the deregistration.</li> </ol> <p>Note: The application letter should be submitted to Chief Commissioner/CARC.</p>		
2	In case the application letter is signed by the agent of the owner, a notarized and legalized power of attorney is required.		
3	Check the aircraft file to verify whether there is a mortgage on the aircraft or not.		
4	If there is mortgage on the aircraft, a notarized and legalized letter from the mortgagee requesting the leftover of the mortgage is required.		
5	Prepare an official letter to leftover the mortgage from the aircraft.		
6	The aircraft owner shall submit a signed certificate of acceptance which shows that the owner (or his agent) and the exporter requirements have been satisfied, and each holder of a recorded right has consented to the transfer.		
7	A delivery acceptance certificate signed by both parties; the aircraft owner/operator and the new owner/operator shall be submitted to CARC.		
8	Withdraw the aircraft original registration and airworthiness certificates.		
9	<p>Insure that the followings are carried out,</p> <ul style="list-style-type: none"> <li>• the removal of aircraft address code of the Mode-S transponder (if installed), or re-programming it with the new registration, and</li> <li>• re-programming and registration (with the new registration marks) of 406 Mhz ELT (if installed) with search and rescue agency, and</li> <li>• the removal of Jordan identification and registration marks from the aircraft, and</li> <li>• the removal of the aircraft name/registration plate, and</li> <li>• the removal of the aircraft Selcal placard from the instrument panel.</li> </ul> <p>Note: a statement or work sheets certifying that the above are removed from the aircraft is acceptable.</p>		
10	The owner/operator shall pay the applicable fees.		
11	Deregistration certificate issuance.		

