



Rwanda Civil Aviation Authority

Form  
RCAA-Form-RPAS001A  
June 2016

## APPLICATION FOR REGISTRATION OF REMOTELY PILOTED AICRAFT SYSTEM (RPAS)

*(Please complete a separate Application Form for each model of RPAS to be registered).*

### Notes

*Applications for registration of an RPAS (the Drone) will be assessed on a case-by-case basis. The average processing time is approximately 2 to 4 weeks after submission, presuming that the documents are received in good order. The processing time includes time required for assessment of submitted documents and coordination with other competent security agencies for security vetting prior to certificate issuance. Applicants are encouraged to submit their application well in advance of the date of their unmanned aircraft activity.*

*For the RPAS to be registered, the owner must be:*

- *the Government of Rwanda or one of its institutions;*
- *a Rwandan citizen or permanent Rwandan resident of 21 years of age or older. (If the owner is less than 21 years of age, a person 21 years of age or older must register the RPAS.)*
- *bodies incorporated under the Rwandan laws.*

*For non-Rwandan citizen or non-permanent Rwandan resident, the RPAS should be temporarily registered by a person who is a Rwandan citizen or permanent Rwandan resident or body/entity incorporated under the Rwandan laws on behalf of the owner for the duration of the intended operations/stay in Rwanda.*

*The original application must be submitted to the Rwanda Civil Aviation Authority, at Kigali International Airport.*

*Please note that the receipt of the Certificate of Registration does not provide authorization to operate your RPAS. Application for operating certificate(Permit) is made on Form **RCAA-Form-RPAS002***

*Operating unregistered RPAS or without operating certificate may result in regulatory and criminal sanctions. The RCAA may assess administrative fines up to twenty million (20,000,000) Rwandan francs. Offenders may also be liable to prosecution under existing laws such as the Penal Code.*

*It is an offence to make, with intent to deceive, any false declaration or statement for the purpose of procuring the grant, issue, renewal or variation of any certificate, licence, approval, permission or other document. Therefore, any person who knowingly and wilfully makes a false declaration or statement in an application for registration of his or her RPAS will be prosecuted under Penal Code.*

**SECTION 1:****APPLICANT'S DETAILS**

|     |   |                    |                 |                                 |
|-----|---|--------------------|-----------------|---------------------------------|
| 1.1 | Name of the applicant   |                    |                 |                                 |
| 1.2 | Nationality of the applicant  |                    |                 |                                 |
| 1.3 | Applicant's national identity Card/Passport Number  |                    |                 |                                 |
| 1.4 | Title/Position, if any, and name of the organisation/company, if applicable.                            |                    |                 |                                 |
| 1.5 | Residential Address of the applicant or physical address of organisation/ company                       |                    |                 |                                 |
| 1.6 | Telephone (mobile) number of the applicant or a senior person, in case of an organisation/company       |                    |                 |                                 |
| 1.7 | Name, nationality and address of the RPAS owner (if different from the applicant)                       |                    |                 |                                 |
| 1.8 | Name of the applicant   |                    |                 |                                 |
| 1.9 | Full particulars in respect of each Key Senior Person/Stakeholders (in case of an Organisatio/Company). |                    |                 |                                 |
|     | <b>Name</b>   | <b>Nationality</b> | <b>Position</b> | <b>Identity/Passport Number</b> |
| (a) |   |                    |                 |                                 |
| (b) |   |                    |                 |                                 |
| (c) |   |                    |                 |                                 |
| (d) |   |                    |                 |                                 |

**SECTION 2.          RPAS DETAILS**

|     |  |  |  |
|-----|--|--|--|
| 2.1 | Type   | <input type="checkbox"/> Fixed wing <input type="checkbox"/> Helicopter <input type="checkbox"/> Multi-rotor<br><i>(Tick here appropriate)</i> |  |
| 2.2 | Name of Manufacturer                                       |  |  |
| 2.3 | Brand/Model of the RPAS (as described by the manufacturer) |  |  |
| 2.4 | Date of manufacture  |  |  |
| 2.5 | RPAS Manufacturer's Serial Number                          |  |  |
| 2.6 | RPAS Specifications  | <i>Weight (including battery) (Kg)</i>   |  |
|     |  | <i>Max speed (m/s)</i>   |  |
|     |  | <i>Maximum flight level/height (Feet)</i>  |  |
|     |  | <i>Max flight time (Minutes)</i>   |  |
|     |  | <i>Power Source</i>  |  |
|     |  | <i>Operating Frequency, if applicable</i>  |  |

**SECTION 3: SUPPORTING DOCUMENTS**

|     |   |
|-----|---|
| 3.1 | The RPAS to be registered ( <i>to be returned to the owner after verification by RCAA Inspector</i> )   |
| 3.2 | Proof of ownership (e.g. Bill of Sale or any other document)  |
| 3.3 | (a) Copy of Identity Card/Passport of the Applicant<br>(b) Copy of Identity Card/Valid Passport of the Owner (if different from the applicant) or a copy the Organization/Company Registration Certificate    |
| 3.4 | Proof of Payment (Bank Slip) for Registration fee of <b><u>Frw 110,000.</u></b><br><br>Pay to:<br><br>Bank: Bank of Kigali<br>Beneficially: Rwanda Civil Aviation Authority<br>Account Number: 040-0015823-45 |
|     |   |

I .....*[name of applicant]*, *the owner or authorized by the owner(s) of the RPAS described herein*, HEREBY DECLARE that, the above particulars are true in every respect and I apply for the RPAS to be registered in Rwanda.

\_\_\_\_\_  
Date of Application

\_\_\_\_\_  
Signature

**FOR RCAA USE**

Approved

Rejected

If approved,  
Registration  
Mark

9XR-

Certificate Number

If Rejected,  
Reasons

RCAA Inspector's Name

Signature

Date