


REGISTRATION OF UNMANNED AIRCRAFT SYSTEMS (UAS)

 <p>Rwanda Civil Aviation Authority</p>	<p>RCAA-Form-UAS001</p>
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APPLICATION FOR REGISTRATION OF REMOTELY PILOTED AIRCRAFT SYSTEM (UAS)

(Please complete a separate Application Form for each model of UAS to be registered)

Notes

Applications for registration of an UAS will be assessed on a case-by-case basis. The average processing time is 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 UAS to be registered, the owner must be:

- The Government of Rwanda or one of its institutions;
- A Rwandan citizen or permanent Rwandan resident of 18 years of age or older. (If the owner is less than 18 years of age, a person 18 years of age or older must register the UAS)
- Bodies incorporated under the Rwandan laws.

For non-Rwandan citizen or non-permanent Rwandan resident, the UAS 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 UAS. Application for operating certificate (Permit) is made on Form **RCAA-Form-UAS002A**

Operating unregistered UAS or without operating certificate may result in regulatory and criminal sanctions. The RCAA may assess administrative fines as provided by these regulations. 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, license, approval, permission or other document. Therefore, any person who knowingly and willfully makes a false declaration or statement in an application for registration of his or her UAS 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 organization/company, if applicable.	
1.5	Residential Address of the applicant or physical address of organization/ company	
1.6	Telephone (mobile) number of the applicant or a senior person, in case of an organization/company	
1.7	Name, nationality and address of the UAS 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 organization /Company).			
	Name	Nationality	Position	Identity/Passport Number
(a)				
(b)				
(c)				
(d)				

SECTION 2. UAS DETAILS			
2.1	Type	<input type="checkbox"/> Fixed wing <input type="checkbox"/> Helicopter <input type="checkbox"/> Multi-rotor (Tick here appropriate)	
2.2	Name of Manufacturer		
2.3	Brand/Model of the UAS (as described by the manufacturer)		
2.4	Date of manufacture		
2.5	UAS Manufacturer's Serial Number		
2.6	UAS Specifications	Weight (including battery) (Kg)	
		Max speed (m/s)	

	Maximum flight level/height (Feet)	
	Max flight time (Minutes)	
	Power Source	
	Operating Frequency, if applicable	

SECTION 3: SUPPORTING DOCUMENTS	
3.1	The UAS to be registered (to be returned to the owner after verification by RCAA Inspector)
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 (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 <u>Frw 110,000.</u> Pay to: Bank: Bank of Kigali Beneficially: Rwanda Civil Aviation Authority Account Number: 040-0015823-45

I [Name of applicant], the owner or authorized by the owner(s) of the UAS described herein, HEREBY DECLARE that, the above particulars are true in every respect and I apply for the UAS 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			