

Advisory Circular

IRREVOCABLE DE-REGISTRATION AND EXPORT REQUEST AUTHORISATION (IDERA) AND CERTIFIED DESIGNEE CONFIRMATION LETTER (CDCL)

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PURPOSE

This AC is issued to provide information on:

- (a) the procedure for submitting the Irrevocable De-registration and Export Request Authorisation (“**IDERA**”) and the Certified Designee Confirmation Letter (“**CDCL**”) to CAAS for recordation; and
- (b) the procedure for cancelling or exercising an IDERA or a CDCL recorded with CAAS under the International Interests in Aircraft Equipment Regulations 2026.

APPLICABILITY

This AC applies to an eligible person, an authorised representative of an eligible person, an authorised party or a certified designee as prescribed in the International Interests in Aircraft Equipment Regulations 2026.

CANCELLATION

This AC supersedes AC 1-5 (Rev 1) issued on 9 April 2020.

EFFECTIVE DATE

This AC is effective from 1 February 2026.

REFERENCES

- (a) Apostille Act 2020, Section 6;
- (b) International Interests in Aircraft Equipment Act 2009;
- (c) International Interests in Aircraft Equipment Regulations 2026 (“**IIAE Regulations**”);
- (d) Convention on International Interests in Mobile Equipment 2001 (“**Cape Town Convention**”); and
- (e) Protocol to the Convention on International Interests in Mobile Equipment on Matters specific to Aircraft Equipment 2001 (“**Aircraft Protocol**”).

1 IRREVOCABLE DE-REGISTRATION AND EXPORT REQUEST AUTHORISATION (IDERA)

- 1.1 CAAS records IDERAs for Singapore-registered (9V) aircraft only.
- 1.2 The fee for an application to CAAS to record an IDERA in respect of an aircraft as prescribed in the IIAE Regulations must be paid.
- 1.3 The IDERA must be submitted in the English language and in the format set out in the form CAAS-IIAE-1-01, a copy of which can be downloaded from the CAAS website¹. This form follows the format prescribed in the Aircraft Protocol.
- 1.4 Two original IDERAs duly signed must be submitted to CAAS. If executed in Singapore, the IDERA must be signed before a Commissioner for Oaths. If executed in a foreign jurisdiction, the IDERA must be notarised and submitted together with an apostille or authenticated and legalised (refer to section 6 of this AC). CAAS will retain one original and return the other original duly acknowledged.
- 1.5 The following supporting documents (either originals or certified true copies) must be submitted to CAAS together with the two original IDERAs:
 - (a) National company registration details, or an equivalent document, that identifies the current key appointment holders of the company.
 - (b) Board Resolution: Where a company is executing the IDERA, a resolution passed by the Board of Directors explicitly authorising the signatory to sign the IDERA is required.
 - (c) Power of Attorney: If the signatory of the IDERA is a lawyer or a person who is not an employee or officer of the company, a Power of Attorney must be submitted with the IDERA. The Power of Attorney must explicitly empower the signatory to execute the IDERA on the company's behalf.
 - (d) Letter from Law Firm: If the Power of Attorney is executed by a company incorporated in a foreign jurisdiction, the Power of Attorney must be accompanied by a letter from a law firm in that foreign jurisdiction, addressed to the person submitting the IDERA and copied to CAAS, certifying that the Power of Attorney has been done in accordance with the laws of that foreign jurisdiction and that the Power of Attorney has been properly executed and is effective in that jurisdiction. An example of such a letter is set out in Appendix 1 of this AC.
 - (e) Supporting documents which are not in the English language must be accompanied by a certified translation in the English language.
 - (f) Any other documents which CAAS may, in its discretion, request as evidence of the signatory's authority.
- 1.6 If originating from or executed in a foreign jurisdiction, the supporting documents must be submitted together with an apostille or notarised, authenticated and legalised (refer to section 6 of this AC).

¹ Refer to www.caas.gov.sg/e-services-forms/forms/aircraft.

1.7 Upon receipt of the original IDERAs with the supporting documents, the process of CAAS' recordation of the IDERA may take up to 7 working days. On completion of this process, CAAS will notify the party who submitted the application to record the IDERA.

2 CERTIFIED DESIGNEE CONFIRMATION LETTER (CDCL)

2.1 The authorised party named in a recorded IDERA may, by way of a CDCL, certify another party as its designee to exercise the right to de-register the aircraft identified in that IDERA.

2.2 A CDCL may only be submitted by the authorised party named in the recorded IDERA.

2.3 The fee for an application to CAAS to record a CDCL in respect of an aircraft as prescribed in IIAE Regulations must be paid.

2.4 The CDCL must be submitted in the English language and in the format set out in the form CAAS-IIAE-1-02, a copy of which can be downloaded from the CAAS website².

2.5 Two original CDCLs duly signed must be submitted to CAAS. If executed in Singapore, the CDCL must be signed before a Commissioner for Oaths. If executed in a foreign jurisdiction, the CDCL must be notarised and submitted together with an apostille or authenticated and legalised (refer to section 6 of this AC). CAAS will retain one original and return the other original duly acknowledged.

2.6 The following supporting documents (either originals or certified true copies) must be submitted to CAAS together with the two original CDCLs:

- (a) National company registration details, or an equivalent document, that identifies the current key appointment holders of the company.
- (b) Board Resolution: Where a company is executing the CDCL, a resolution passed by the Board of Directors explicitly authorising the signatory to sign the CDCL is required.
- (c) Power of Attorney: If the signatory of the CDCL is a lawyer or a person who is not an employee or officer of the company, a Power of Attorney must be submitted with the CDCL. The Power of Attorney must explicitly empower the signatory to execute the CDCL on the company's behalf.
- (d) Letter from Law Firm: If the Power of Attorney is executed by a company incorporated in a foreign jurisdiction, the Power of Attorney must be accompanied by a letter from a law firm in that foreign jurisdiction, addressed to the person submitting the CDCL and copied to CAAS, certifying that the Power of Attorney has been done in accordance with the laws of that foreign jurisdiction and that the Power of Attorney has been properly executed and is effective in that jurisdiction. An example of such a letter is set out in Appendix 1 of this AC.
- (e) Supporting documents which are not in the English language must be accompanied by a certified translation in the English language.
- (f) Any other documents which CAAS may, in its discretion, request as evidence of the signatory's authority.

² Refer to www.caas.gov.sg/e-services-forms/forms/aircraft.

- 2.7 If originating from or executed in a foreign jurisdiction, the supporting documents must be submitted together with an apostille or notarised, authenticated and legalised (refer to section 6 of this AC).
- 2.8 Upon receipt of the original CDCLs with the supporting documents, the process of CAAS' recordation of the CDCL may take up to 7 working days. Once CAAS records the CDCLs, the certified designee (as named in the CDCL) will be recognised by CAAS as the only person who may de-register the specified aircraft. On completion of this process, CAAS will notify the party who submitted the application to record the CDCL.

3 CANCELLATION OF IDERA

- 3.1 A request for the cancellation of a recorded IDERA must be made by the authorised party named in the IDERA.
- 3.2 The letter requesting cancellation of a recorded IDERA must be submitted in the English language and in the format set out in the form CAAS-IIAE-1-03, a copy of which can be downloaded from the CAAS website³.
- 3.3 The letter submitted by the authorised party requesting cancellation of the IDERA must be duly signed. If executed in Singapore, the cancellation letter must be signed before a Commissioner for Oaths. If executed in a foreign jurisdiction, the cancellation letter must be notarised and submitted together with an apostille or authenticated and legalised (refer to section 6 of this AC).
- 3.4 The following supporting documents (either originals or certified true copies) must be submitted to CAAS together with the cancellation letter:
 - (a) National company registration details, or an equivalent document, that identifies the current key appointment holders of the company.
 - (b) Board Resolution: Where the cancellation letter is issued by a company, a resolution passed by the Board of Directors explicitly authorising the signatory to sign the cancellation letter is required.
 - (c) Power of Attorney: If the signatory of the cancellation letter is a lawyer or a person who is not an employee or officer of the company, a Power of Attorney must be submitted with the cancellation letter. The Power of Attorney must explicitly empower the signatory to execute the cancellation letter on the company's behalf.
 - (d) Letter from Law Firm: If the Power of Attorney is executed by a company incorporated in a foreign jurisdiction, the Power of Attorney must be accompanied by a letter from a law firm in that foreign jurisdiction, addressed to the person submitting the cancellation letter and copied to CAAS, certifying that the Power of Attorney has been done in accordance with the laws of that foreign jurisdiction and that the Power of Attorney has been properly executed and is effective in that jurisdiction. An example of such a letter is set out in Appendix 1 of this AC.

³ Refer to www.caas.gov.sg/e-services-forms/forms/aircraft.

- (e) Supporting documents which are not in the English language must be accompanied by a certified translation in the English language.
- (f) Any other documents which CAAS may, in its discretion, request as evidence of the signatory's authority.

3.5 If originating from or executed in a foreign jurisdiction, the supporting documents must be submitted together with an apostille or notarised, authenticated and legalised (refer to section 6 of this AC).

3.6 Upon receipt of an IDERA cancellation letter with its supporting documents, the process of acknowledging an IDERA cancellation may take up to 7 working days. On completion of this process, CAAS will notify the party who submitted the application to cancel the recorded IDERA.

4 CANCELLATION OF CDCL

- 4.1 A request for the cancellation of a recorded CDCL must be made by the authorised party named in the IDERA or the certified designee named in the CDCL.
- 4.2 The letter requesting cancellation of a recorded CDCL must be submitted in the English language and in the format set out in the form CAAS-IIAE-1-04, a copy of which can be downloaded from the CAAS website⁴.
- 4.3 The letter submitted by the authorised party or certified designee (as the case may be) requesting cancellation of the CDCL must be duly signed. If executed in Singapore, the cancellation letter must be signed before a Commissioner for Oaths. If executed in a foreign jurisdiction, the cancellation letter must be notarised and submitted together with an apostille or authenticated and legalised (refer to section 6 of this AC).
- 4.4 The following supporting documents (either originals or certified true copies) must be submitted to CAAS together with the cancellation letter:
 - (a) National company registration details, or an equivalent document, that identifies the current key appointment holders of the company.
 - (b) Board Resolution: Where the cancellation letter is issued by a company, a resolution passed by the Board of Directors explicitly authorising the signatory to sign the cancellation letter is required.
 - (c) Power of Attorney: If the signatory of the cancellation letter is a lawyer or a person who is not an employee or officer of the company, a Power of Attorney must be submitted with the cancellation letter. The Power of Attorney must explicitly empower the signatory to execute the cancellation letter on the company's behalf.
 - (d) Letter from Law Firm: If the Power of Attorney is executed by a company incorporated in a foreign jurisdiction, the Power of Attorney must be accompanied by a letter from a law firm in that foreign jurisdiction, addressed to the person submitting the cancellation letter and copied to CAAS, certifying that the Power of Attorney has been done in accordance with the laws of that foreign jurisdiction and that the Power of Attorney has been properly executed and is

⁴ Refer to www.caas.gov.sg/e-services-forms/forms/aircraft.

effective in that jurisdiction. An example of such a letter is set out in Appendix 1 of this AC.

- (e) Supporting documents which are not in the English language must be accompanied by a certified translation in the English language.
- (f) Any other documents which CAAS may, in its discretion, request as evidence of the signatory's authority.

4.5 If originating from or executed in a foreign jurisdiction, the supporting documents must be submitted together with an apostille or notarised, authenticated and legalised (refer to section 6 of this AC).

4.6 Upon receipt of a CDCL cancellation letter with its supporting documents, the process of acknowledging a CDCL cancellation may take up to 7 working days. On completion of this process, CAAS will notify the party who submitted the application to cancel the recorded CDCL.

5 EXERCISE OF IDERA/CDCL FOR AIRCRAFT DE-REGISTRATION

5.1 A request to cancel the registration of a Singapore-registered (9V) aircraft pursuant to regulation 5 of the IIAE Regulations must be made by the authorised party named in the recorded IDERA or if a CDCL has been recorded, the certified designee named in the CDCL.

5.2 CAAS will, subject to applicable safety laws and regulations, honour a request by the authorised party or the certified designee (if a CDCL has been recorded) for the de-registration and export of the aircraft if:

- (a) the request is properly submitted by the authorised party (as named in the IDERA) or the certified designee (as named in the CDCL) only; and
- (b) the authorised party or the certified designee (as the case may be) certifies to CAAS that all registered interests ranking in priority to that of the creditor has been discharged or that the holders of such interests have consented to the de-registration and export.

6 THE LEGALISATION PROCESS FOR AUTHENTICATION OF NOTARISATION

6.1 Where any document is signed and originates from outside Singapore, and is not a foreign public document as defined in section 6 of the Apostille Act 2020, the legalisation process, or chain of authentication, is required.

6.2 CAAS accepts the signatures of foreign notaries that have been authenticated through the legalisation process to ensure that the documents are notarised and that the notary is in fact authentic.

6.3 All documents submitted must be originals (except where it is expressly stipulated in this AC that certified true copies will be accepted).

6.4 CAAS accepts the usual process of legalisation adopted by the practice of international commerce. For example:

- (a) Where the documents are executed outside Singapore in a country where Singapore has diplomatic representation, the documents may be notarised by a designated Singapore consular officer in the Singapore Embassy or High Commission accredited to that country. The signature of the Singapore consular officer may then be legalised by the Singapore Ministry of Foreign Affairs.
- (b) Where the documents are executed outside Singapore in a country where Singapore does not have diplomatic representation, the documents may be notarised by a person accredited by the Singapore Ministry of Foreign Affairs to exercise consular functions on behalf of Singapore, such as to notarise documents destined for use in Singapore.
- (c) Where the documents are executed outside Singapore in a country where Singapore does not have diplomatic representation, and there are no persons accredited to exercise consular functions on behalf of Singapore, the following steps may be required:
 - (i) Notarisation by a notary of the foreign country.
 - (ii) Legalisation of the notary by the Government or judicial authority designated by that country to legalise the notary, for example a judicial officer of the courts of that country.
 - (iii) Legalisation of the Government or judicial authority by the Government Ministry exercising authority or supervision of that authority.
 - (iv) Legalisation of the Government Ministry exercising authority or supervision by the Ministry of Foreign Affairs of that country.
 - (v) Legalisation of the Ministry of Foreign Affairs of that country by the consulate officer of the Embassy or High Commission of that country in Singapore.
 - (vi) Legalisation of the consulate officer of the Embassy or High Commission in Singapore by the Singapore Ministry of Foreign Affairs.

6.5 Where the documents are executed outside Singapore in a country where Singapore does not have diplomatic representation, and there are no persons accredited to exercise consular functions on behalf of Singapore, and the country does not have diplomatic representation in Singapore, the process of legalisation may be effected through the good office of a third country accredited by either Singapore or the country where the documents originate.

APPENDIX 1: SAMPLE CERTIFICATION LETTER

To : [Registered Owner or Operator of aircraft named in the IDERA] / [Authorised Party named in IDERA] / [Certified Designee named in CDCL]

Copy to : Civil Aviation Authority of Singapore

Certification of Proper Execution of Power of Attorney

We refer to the Power of Attorney executed by [name] in [name of jurisdiction] in relation to the *Irrevocable De-registration and Export Request Authorisation / Certified Designee Confirmation Letter / Irrevocable De-registration and Export Request Authorisation Cancellation Request / Certified Designee Confirmation Letter Cancellation Request* [delete as applicable] relating to [aircraft manufacturer and model] of [aircraft's manufacturer serial number] bearing [aircraft registration marks].

We certify that the Power of Attorney has been properly executed in accordance with the laws of [name of jurisdiction] and is effective for its purposes under the laws of [name of jurisdiction].

[signed]