



Advisory Circular

Subject: Authorized Operation of a Leased Aircraft by a Non-registered Owner

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1.0 Introduction

- (1) This Advisory Circular (AC) is provided for information and guidance purposes. It describes an example of an acceptable means, but not the only means, of demonstrating compliance with regulations and standards. This AC on its own does not change, create, amend or permit deviations from regulatory requirements, nor does it establish minimum standards.

1.1 Purpose

- (1) The purpose of this AC is to provide guidance to Canadian aircraft operators who wish to obtain a Leasing Authorization issued under Subpart 203 of the Canadian Aviation Regulations (CARs) to:
 - (a) Lease an aircraft that is registered to another Canadian Air Operator without changing the aircraft's registration,
 - (b) Lease one of their aircraft to a Foreign Operator without changing the aircraft's registration, or
 - (c) Lease a foreign-registered aircraft without changing the aircraft's registration.

1.2 Applicability

- (1) This AC is applicable to:
 - (a) Canadian Air Operator Certificate holders,
 - (b) Canadian Flight Training Unit Operator Certificate holders,
 - (c) Canadian Private Operator Registration Document holders, and
 - (d) Canadian Manufacturer Certificate holders.
- (2) This document applies to Transport Canada Civil Aviation (TCCA) personnel, delegates, and the aviation industry.

1.3 Description of changes

- (1) Not applicable.

2.0 Reference documents

- (1) It is intended that the following reference materials be used in conjunction with this document:
 - (a) [Aeronautics Act](#) (R.S.C., 1985, c. A-2)
 - (b) [Access to Information Act](#) (R.S.C., 1985, c. A-1)
 - (c) [Canada Transportation Act](#) (S.C. 1996, c. 10)
 - (d) [Transportation Appeal Tribunal of Canada Act](#) (S.C. 2001, c. 29)
 - (e) [Privacy Act](#) (R.S.C., 1985, c. P-21)
 - (f) [Personal Information Protection and Electronic Documents Act](#) (S.C. 2000, c. 5)
 - (g) Part II, Subpart 3 of the [Canadian Aviation Regulations](#) (CARs) – Operation of a Leased Aircraft by a Non-Registered Owner
 - (h) [Standard 223 of the CARs – Operation of a Leased Aircraft by a Non-registered Owner](#)

- (i) Transport Canada form number [26-0348](#) — Application for an Authorization to Operate an Aircraft dry leased from a Canadian Air Operator lessor to a Canadian Air Operator lessee (LF-1)
- (j) Transport Canada form number [26-0347](#) — Application for an Authorization to dry lease a Canadian-registered aircraft to a Foreign Air Operator lessee (LF-2)
- (k) Transport Canada form number [26-0346](#) — Application for an Authorization to dry lease a foreign-registered aircraft (LF-3)
- (l) Transport Canada form number [26-0498](#) – Application for an Authorization for a Canadian Manufacturer to dry lease a Canadian-registered aircraft to a Foreign Air Operator lessee (LF-4)
- (m) Transport Canada form number [26-0496](#) – Advisory – Aircraft Leasing Operation (LF-5)

2.2 Cancelled documents

- (1) As of the effective date of this document, the following document is cancelled:
 - (a) Transport Canada Publication (TP) 13090 Edition 01, 2006-11-01 — Aircraft Leasing Procedures Manual.
- (2) By default, it is understood that the publication of a new issue of a document automatically renders any earlier issues of the same document null and void.

2.3 Definitions and abbreviations

- (1) The following definitions are used in this document:
 - (a) **Aircraft model:** a distinct sub-set or variant of an aircraft type as listed on the aircraft's Canadian Type Certificate Data Sheet. (e.g.: DeHavilland DHC-7-150; Type – DeHavilland DHC-7, Model = DHC-7-150).
 - (b) **Canadian air operator:** the holder of:
 - (i) An Air Operator Certificate issued under Part VII of the CARs,
 - (ii) The holder of a Flight Training Unit Operator Certificate issued under Part IV – Personnel Licensing and Training of the CARs, and
 - (iii) The holder of a private operator registration document issued under Part VI – General Operating Flight Rules of the CARs.
 - (c) **Charter, Extended Charter:** an arrangement where the aircraft is provided to another operator complete with crew. Referred to as “wet lease” in other countries. Not applicable to the activities described in this document.
 - (d) **Convention, ICAO Convention, the:** the Convention on International Civil Aviation signed at Chicago on 7 December 1944, also known as the Chicago Convention, establishing the International Civil Aviation Organization (ICAO).
 - (e) **Custody and Control:** physical possession of, and the legal authority to manage, maintain and operate an aircraft, as established by a document.
 - (f) **Damp lease:** an arrangement where an aircraft is leased with partial crew. CARs Subpart 203 authorizations are not issued for damp lease arrangements.
 - (g) **Dry lease:** an arrangement whereby an aircraft is leased without crew and is operated under the Operating Certificate of the lessee.
 - (h) **Lease:** means an agreement in respect of the operation of an aircraft that

- (i) specifies a commencement and a termination date,
 - (ii) gives the lessee legal custody and control, and the right to exclusive possession and use, of the aircraft during its term, and
 - (iii) may include provisions respecting the operation of the aircraft for hire or reward.
- (i) **Lease interchange:** the temporary transfer of the custody and control of a leased Canadian aircraft back to its lessor during the term of the lease.
- Note:** This differs from the ICAO definition of interchange: a regularly scheduled, single-plane through service linking a route of one air operator at the interchange point to a route of a second air operator, with the same aircraft being crewed by and under the operational control of the respective authorized operator on each route.
- (j) **Leasing Advisory:** A notification to TCCA using form LF-5 that an arrangement to lease an aircraft from one Canadian Air Operator to another meets the criteria listed in CAR 203.03(1) and does not require Authorization.
- (k) **Dry Leasing Authorization:** An authorization issued to a qualified Canadian Air Operator under Subpart 203 of the CARs.
- (l) **Lessee:** A person who acquires an aircraft from a lessor under a lease agreement.
- (m) **Lessor:** A person who transfers an aircraft to a lessee under a lease agreement.
- (n) **LF:** Leasing Forms, the forms used to apply for a leasing authorization or to make a leasing advisory. These forms are commonly referred to as “LF” forms and have forms catalogue numbers in the 26-xxxx series.
- (o) **Manufacturer:** The holder of a type certificate for an aeronautical product at its time of manufacture, or where no type certificate has been issued by the Minister, the maker of the aeronautical product.
- (p) **Minister:** The Minister of Transport, or a delegated officer of the Minister of Transport.
- (q) **Owner:** a person who has legal custody and control of the aircraft as substantiated by a document. This person may or may not be the aircraft’s title holder (the person who owns the aircraft as property). The title holder may or may not be the aircraft’s Registered Owner.
- (r) **Registered:** in respect of a Canadian aircraft, means:
- (i) Details of the aircraft’s identification, marking, and the owner have been entered in the Canadian Civil Aircraft Register, and
 - (ii) A Certificate of Registration has been issued.
- (s) **State of Operator:** the State where the operator’s principal place of business is located.
- (t) **State of Registry:** the State on whose register an aircraft is entered.
- (u) **Type Certificate:**
- (i) A document, including a type approval issued before October 10, 1996, under section 214 of the Air Regulations, issued by the Minister to certify that the type design of an aircraft, aircraft engine or propeller identified in the document meets the applicable standards for that aeronautical product recorded in the type certificate data sheets, or
 - (ii) A document issued by the foreign airworthiness authority having jurisdiction over the type design of an aeronautical product that is equivalent to a document

referred to in paragraph (a) and that has been accepted by the Minister for the purpose of issuing a certificate of airworthiness.

- (v) **Wet Lease:** See Charter / Extended Charter.
- (2) The following **abbreviations** are used in this document:
- (a) **AC:** Advisory Circular
 - (b) **AMO:** Approved Maintenance Organization
 - (c) **AOC:** Air Operator Certificate
 - (d) **CAA:** Civil Aviation Authority
 - (e) **CAR or CARs:** Canadian Aviation Regulation(s)
 - (f) **CAD:** Canadian Aviation Document
 - (g) **CCAR:** Canadian Civil Aircraft Register
 - (h) **CFR: (U.S.A.)** Code of Federal Regulations
 - (i) **CofR:** Certificate of Registration
 - (j) **EDTO:** Extended Diversion Time Operations
 - (k) **ELT:** Emergency Locator Transmitter
 - (l) **FTU OC:** Flight Training Unit Operator Certificate
 - (m) **ICAO:** International Civil Aviation Organization
 - (n) **IDERA:** Irrevocable De-registration and Export Request Authorization
 - (o) **LF:** Leasing Forms
 - (p) **MEL:** Minimum Equipment List
 - (q) **NAPA:** National Aeronautical Product Approval
 - (r) **NICO:** National Aeronautical Product Approval (NAPA) Issued Certificates Online
 - (s) **PMI:** Principal Maintenance Inspector
 - (t) **POI:** Principal Operations Inspector
 - (u) **PORD:** Private Operator Registration Document
 - (v) **RVSM:** Reduced Vertical Separation Minima
 - (w) **STC:** Supplemental Type Certificate
 - (x) **STO:** Service Team Officer
 - (y) **TCCA:** Transport Canada Civil Aviation
 - (z) **TCDS:** Type Certificate Data Sheet
 - (aa) **U.S.:** United States
 - (bb) **TP:** Transport Canada Publication

3.0 Background

3.1 General

- (1) A Canadian Air Operator is usually the registered owner of the aircraft they are operating.
- (2) When custody and control of an aircraft is transferred to or from a Canadian Air Operator the Certificate of Registration is normally cancelled per section 202.35 of the CARs, and the aircraft cannot be operated until it is registered to its new owner.
- (3) Subpart 203 of the CARs provides a way for Canadian Air Operators to be authorised to operate, during the period of a lease, an aircraft when they are not the registered owner of the aircraft, or to lease their aircraft to other Air Operators, without affecting the aircraft's Certificate of Registration.
- (4) This AC explains how to obtain from TCCA an authorisation to lease an aircraft, and a specific circumstance whereby an authorisation is not required. Conditions of issue of the authorisation are discussed, as well as the transfer of responsibilities for operation, crewing and maintenance.
- (5) A CAR 203 Leasing authorization should not be confused with the more common situation: a lease for the purpose of changing the aircraft's registration under CAR 202; where the lessee registers the aircraft in their own name.
- (6) For information on changing an aircraft's registration on the basis of a lease agreement, refer to AC 202-002 – Aircraft Registration.

3.2 Dry and Wet Leasing, Charter

- (1) A Dry Lease is an arrangement whereby the aircraft is provided without crew and is operated under the Operating Certificate of the lessee.
- (2) All Canadian aircraft leasing operations under CAR Subpart 203 are Dry leasing, since in all cases the flight crew must be employed by the lessee.
- (3) A "Wet Lease" is generally understood to be an arrangement where the aircraft is leased with a flight crew supplied by the lessor.
 - (a) The term "Wet Lease" is not used in the CARs.
 - (b) An air operator operating their own, registered aircraft, on behalf of another air operator is referred to as "Extended Charter" and is regulated under section 700.06 of the CARs.
 - (c) Although often referred to a Lease, there is no transfer of custody and control of the aircraft under an extended charter; the registered owner retains full responsibility for the operation and maintenance of the aircraft including provision of flight crew.

Note: "Damp" leasing - a wet lease that excludes the cabin crew - and other forms of hybrid leasing are not permitted under the CARs.

- (4) A CAR 203 Leasing Authorization cannot be issued in respect of a "Wet" lease or a contract for Charter.

3.3 Dry Leasing under CAR Subpart 203

- (1) Aircraft may be dry leased only by Canadian entities which are:
 - (a) Air Operator Certificate holders,
 - (b) Flight Training Unit Operator Certificate holders,
 - (c) Private Operator Registration Document holders, or

- (d) Manufacturer Certificate holders.
- (2) A dry leasing authorization may be issued under CAR Subpart 203 to allow a Canadian Air Operator or FTU OC holder to temporarily transfer custody and control of an aircraft to a foreign Air Operator without affecting the aircraft's Certificate of Registration.
- (3) A dry leasing authorization may be issued under CAR Subpart 203 to allow a Canadian Air Operator or FTU holder to temporarily operate a foreign-registered aircraft.
- (4) Coordination with the foreign civil aviation authority (CAA) is required when an aircraft is leased into or out of Canada under a dry leasing authorization.

4.0 Authorization – Canadian Air Operator Dry Leasing a Canadian Aircraft from Another Canadian Air Operator (LF-1)

4.1 Application

- (1) An application is made using the most recent version of Transport Canada form LF-1 — Application for an Authorization to Operate an Aircraft Dry Leased from a Canadian Air Operator lessor to a Canadian Air Operator lessee.
- (2) A copy of the full lease agreement is to be submitted with the application. An unsigned copy is acceptable however a signed copy is to be submitted to TCCA before the aircraft is operated by the lessee.
- (3) Refer to section 9.1 – Sending information to TCCA.
- (4) The application fee is to be paid at the time of application. Refer to section 9.2 – Service Fees.

4.2 Eligibility

- (1) The aircraft is to be registered to the Canadian lessor.
- (2) If the aircraft's Certificate of Registration is based on a lease, that lease should allow the proposed sub-leasing activity and the requested period of authorization should not extend beyond the term of the lease on which the registration to the lessor is based.
- (3) If the aircraft is registered to the lessor subject to an Irrevocable De-registration and Export Request Authorization (IDERA), the authorized party named on the IDERA needs to consent to the transfer of custody and control to the lessee.
- (4) The lessee should be Canadian as defined in CAR 101.01 and Section 55 of the *Canada Transportation Act*. A lessee that does not meet the percentage of ownership requirements is a non-Canadian and must apply with form LF-2 and meet Standard 223.03(2). Refer to section 5.0 Authorization – Canadian Air Operator Dry Leasing a Canadian Aircraft to a Foreign Air Operator (LF-2).
- (5) The lease agreement should:
 - (a) Identify the start and end dates of the lease,
 - (b) Identify the lessor by their legal name as shown on their Canadian Air Operator Certificate,
 - (c) Identify the lessee by their legal name as shown on their Canadian Air Operator Certificate,
 - (d) Identify the aircraft by its name of manufacturer, model designation, serial number and Canadian registration marks as shown on its Certificate of Registration,

- (e) State that the aircraft is in the legal custody and control of the lessee during the term of the lease, and
 - (f) Clearly describe the terms of any interchange agreement between the lessee and the lessor.
- (6) The lease agreement should not allow sub-leasing to another lessee.
 - (7) The lessee is to have a maintenance schedule that is approved by TCCA in respect of the aircraft in accordance with section 605.86 of the CARs.
 - (8) All aircraft crew members are employed by the lessee.

4.3 Authorization

- (1) The authorization is to be carried on board the aircraft during the term of the lease.
- (2) The authorization expires on the earliest of:
 - (a) The date on which the lease is terminated,
 - (b) The date specified by TCCA in the authorization,
 - (c) The date on which the certificate of registration of the aircraft is cancelled,
 - (d) The date on which the operator certificate is suspended or cancelled, and
 - (e) The date on which there is a change in any of the information that was submitted in support of the application and on which the issuance of the authorization was based.
- (3) The authorization will cease to be valid if there is a change in any of the information that was submitted in support of the application, including failing to adhere to any operating conditions attached to the authorization.
- (4) The authorization cannot be extended. If the lessee and lessor wish to extend the lease beyond the end of the authorization period they are to submit a new application for authorization, including the application fee.
- (5) The lessee should advise their POI that they wish to have the aircraft added to their fleet.
- (6) The lessor is to advise their POI when the lease ends and they regain custody and control of the aircraft.
- (7) Despite the change of custody and control, the aircraft will continue to appear on the Canadian Civil Aircraft Register (CCAR) public website as being registered to the lessor.

4.4 Beacon Registry

- (1) All 406 MHz Emergency Locator Transmitters (ELTs) are to be registered with the Canadian Beacon Registry, or with the appropriate authority of the aircraft's State of Registry.
 - (a) Contact the Canadian Beacon Registry:
 - (i) Online at www.cbr-rcb.ca
 - (ii) Telephone: 1-877-406-SOS1 (7671)
 - (iii) Fax: 1-877-406-FAX8 (3298)
 - (iv) Email: cbr@sarnet.dnd.ca, or
 - (v) By post: Canadian Beacon Registry
BFC Trenton, PO Box 1000
Stn. Forces Astra
Ontario, K0K 3W0

- (b) It is important that the information be accurate. Any time an aircraft is transferred to or from a lessee, the information at the Canadian Beacon Registry should be updated.

5.0 Authorization – Canadian Air Operator Dry Leasing a Canadian Aircraft to a Foreign Air Operator (LF-2)

5.1 Application

- (1) An application is made using Transport Canada form LF-2 – Application for an Authorization to Dry Lease a Canadian-registered Aircraft to a Foreign Air Operator Lessee.
- (2) Required supporting documents:
 - (a) A copy of the full lease agreement. An unsigned copy is acceptable however a signed copy is to be submitted to TCCA before the aircraft is operated by the lessee,
 - (b) Written consent to the proposed operation from the foreign CAA,
 - (c) Written authorization for Transport Canada Air Carrier Operations and Airworthiness Inspectors to conduct necessary inspections of personnel, aircraft maintenance facilities and/or documents as necessary,
 - (d) A copy of the foreign lessee's maintenance control manual, and
 - (e) A copy of the foreign lessee's Air Operator Certificate or equivalent document.
- (3) Refer to section 9.1 – sending information to TCCA.
- (4) The application fee is to be paid at the time of application. Refer to section 9.2 – Service Fees.

5.2 Eligibility

- (1) The aircraft is to be registered to the Canadian lessor.
- (2) If the aircraft's Certificate of Registration is based on a lease, that lease should allow the proposed sub-leasing activity and the requested period of authorization should not extend beyond the term of the lease on which the registration to the lessor is based.
- (3) If the aircraft is registered to the Canadian lessor subject to an IDERA, the authorized party named on the IDERA will need to consent to the transfer of custody and control to the lessee.
- (4) The aircraft has been issued a valid Canadian Certificate of Airworthiness.
- (5) The lease agreement will:
 - (a) Identify the start and end dates of the lease,
 - (b) Identify the Canadian lessor by their legal name as shown on their Canadian Air Operator Certificate,
 - (c) Identify the foreign lessee by their legal name as shown on their Air Operator Certificate or equivalent document,
 - (d) Identify the aircraft by its name of manufacturer, model designation, serial number and Canadian registration marks as shown on its Certificate of Registration,
 - (e) State that the aircraft is in the legal custody and control of the foreign lessee during the term of the lease, and
 - (f) Clearly describe the terms of any interchange agreement between the foreign lessee and the Canadian lessor.

- (6) The lease agreement to be authorized will not allow sub-leasing to another lessee.
- (7) The type of operation must be one which would be acceptable in Canada.
- (8) The foreign lessee's main operations base will be in their state of incorporation.
- (9) All aircraft crew are to be employed by the foreign lessee.
- (10) All flight crew must have a Canadian licence or a Canadian Foreign Licence Validation Certificate and the appropriate Canadian rating.
- (11) The Canadian lessor may not lease more than 25% of their fleet to foreign operators. Refer to section 5.8 – Maximum number of aircraft leased to foreign operators.

5.3 Maintenance Control System

- (1) All Canadian-registered aircraft that are operated by Foreign Air Operators are to be maintained in accordance with a maintenance control system that is accepted by TCCA.
- (2) The Foreign Air Operator's Maintenance Control System needs to be reviewed by TCCA to ensure it contains acceptable procedures to ensure that the aircraft is maintained in accordance with the CARs, and in particular, procedures to ensure that they may only operate the Canadian registered aircraft when:
 - (a) All maintenance has been performed and recorded in accordance with Part V and VI of the CARs,
 - (b) All maintenance is performed by an AMO (as required by CAR 571) and released by a person in accordance with section 571.11 of the CARs,
 - (c) The operational and emergency equipment necessary for the intended flight is installed or carried on board and is serviceable,
 - (d) Any unserviceability affecting airworthiness is recorded and rectified, and where required, reported to TCCA,
 - (e) All TCCA approved CAR 605.86 maintenance schedule tasks are complete, and
 - (f) In accordance with section 605.84 of the CARs, the aircraft meets the requirements of any applicable Airworthiness Directives.

5.4 Maintenance schedule

- (1) All Canadian-registered aircraft are to be maintained in accordance with a maintenance schedule that is approved by TCCA in respect of the aircraft in accordance with section 605.86 of the CARs.

5.5 Forwarding of Airworthiness Directives

- (1) The Canadian lessor is responsible for immediately forwarding any Airworthiness Directives that are applicable to the aircraft to the foreign lessee to ensure completion.

5.6 State of Operator Responsibilities

- (1) As State of the Operator, the foreign CAA is responsible for approving aspects of the aircraft's operation including, as applicable:
 - (a) Procedures for flight and cabin crew training,
 - (b) Procedures for operational control, dispatch and flight watch,

- (c) Procedures for crew member scheduling,
 - (d) The method for establishing minimum flight altitudes,
 - (e) The method of determining aerodrome operating minima,
 - (f) Flight time, flight duty periods and rest periods,
 - (g) Extended Diversion Time Operations (EDTO),
 - (h) Aircraft-specific minimum equipment list (MEL),
 - (i) Performance-based navigation operations,
 - (j) Reduced Vertical Separation Minima (RVSM) operations,
 - (k) Procedures for electronic navigation data management,
 - (l) Training in the transport of dangerous goods,
 - (m) Pilot-in-command area, route and aerodrome qualifications,
 - (n) Use of flight simulation training devices, and
 - (o) Other mandatory Approvals, Special Authorisations and Specific Approvals.
- (2) When a Canadian aircraft is added to a foreign air operator's fleet, these aspects and others must be evaluated by the foreign CAA for acceptance or approval as applicable in accordance with the Foreign CAA's established guidance and procedures.

5.7 Flight Permit (Ferry)

- (1) If the aircraft requires a flight permit, one must be issued by TCCA and be validated by the CAA of the foreign air operator and any other state of overflight before the aircraft is operated.
- (2) A foreign operator who holds authority to issue Flight Permit Authorization for their own aircraft does not have the authority to issue a Flight Permit for a Canadian registered aircraft.

5.8 Maximum number of aircraft leased to foreign operators

- (1) A Canadian operator may lease up to 25% of their Canadian-registered fleet to foreign operators, rounded to the next whole number, for example:
 - (a) 2 – 4 Canadian-registered aircraft = 1 aircraft may be leased to a foreign operator,
 - (b) 5 – 8 Canadian-registered aircraft = 2 aircraft may be leased to foreign operators,
 - (c) 9 – 12 Canadian-registered aircraft = 3 aircraft may be leased to foreign operators,
 - (d) 13 – 16 Canadian-registered aircraft = 4 aircraft may be leased to foreign operators.
- (2) A Canadian operator may not lease their only aircraft to a foreign operator.

5.9 Authorization

- (1) The authorization is to be carried on board the aircraft during the term of the lease.
- (2) The authorization expires on the earliest of:
 - (a) The date on which the lease is terminated,
 - (b) The date specified by TCCA in the authorization,
 - (c) The date on which the certificate of registration of the aircraft is cancelled,
 - (d) The date on which either operator's certificate is suspended or cancelled, or

- (e) The date on which there is a change in any of the information that was submitted in support of the application and on which the issuance of the authorization was based.
- (3) The authorization will cease to be valid if there is a change in any of the information that was submitted in support of the application, including failing to adhere to any operating conditions attached to the authorization.
- (4) The authorization cannot be extended. If the lessee and lessor wish to extend the lease beyond the end of the authorization period they must submit a new application for authorization, including the application fee.
- (5) The Canadian lessor will advise their POI when the lease ends and they regain custody and control of the aircraft.
- (6) Despite the change of custody and control, the aircraft will continue to appear on the CCAR public website as being registered to the Canadian lessor.

5.10 Beacon Registry

- (1) All 406 MHz ELTs are to be registered with the Canadian Beacon Registry. The Canadian Beacon Registry must be advised of the lease so that the ELT's Registration and emergency contact information can be revised. This can be done through a transfer of responsibility that will revert once the lease has ended.
 - (a) Contact the Canadian Beacon Registry:
 - (i) Online at www.cbr-rcb.ca
 - (ii) Telephone: 1-877-406-SOS1 (7671)
 - (iii) Fax: 1-877-406-FAX8 (3298)
 - (iv) Email: cbr@sarnet.dnd.ca, or
 - (v) By post: Canadian Beacon Registry
BFC Trenton, PO Box 1000
Stn. Forces Astra
Ontario, K0K 3W0
 - (b) It is important that the information be accurate. Any time an aircraft is transferred to or from a lessee, the information at the Canadian Beacon Registry should be updated.

6.0 Authorization – Canadian Air Operator Dry Leasing a Foreign Registered Aircraft (LF -3)

6.1 Application

- (1) An application is made using the most recent version of Transport Canada form LF-3 – Application for an Authorization to Dry Lease a Foreign-registered Aircraft.
- (2) Required supporting documents:
 - (a) A copy of the full lease agreement. An unsigned copy is acceptable; however, a signed copy is to be submitted to TCCA before the aircraft is operated by the lessee,
 - (b) A copy of the foreign Certificate of Registration,
 - (c) A copy of the Certificate of Airworthiness issued by the state of registration,
 - (d) A copy of the foreign maintenance programme (maintenance schedule) approved by the foreign CAA, and

- (e) Written consent to the proposed operation from the foreign CAA.
- (3) The lease agreement should:
 - (a) Identify the start and end dates of the lease,
 - (b) Identify the foreign lessor by their legal name,
 - (c) Identify the Canadian lessee by their legal name as shown on their Air Operator Certificate,
 - (d) Identify the aircraft by its name of manufacturer, model designation, serial number and registration marks as shown on its Certificate of Registration,
 - (e) State that the aircraft is in the legal custody and control of the Canadian lessee during the term of the lease.
- (4) Refer to section 9.1 – sending information to TCCA.
- (5) The application fee is to be paid at the time of application. Refer to section 9.2 – Service Fees.

6.2 Qualification

- (1) A leased foreign-registered aircraft may not be operated under a Private Operator Registration Document (PORD) issued under Part VI of the CARs.
- (2) The aircraft model should be type certified in Canada. Refer to section 6.4 – Type Design Requirements.
- (3) The aircraft has to have a valid certificate of registration in the name of the Foreign lessor. The Foreign rules should allow the aircraft to be leased to a Canadian operator without affecting the certificate of registration.
- (4) The aircraft has to have a valid certificate of airworthiness issued by its state of registration. The Foreign rules should allow the aircraft to be leased to a Canadian operator without affecting the certificate of airworthiness.
- (5) The lease must give the Canadian lessee exclusive custody and control of the aircraft. The aircraft cannot be sub-leased or leased to any other party during the term of the authorization.
- (6) The Canadian lessee should hold an operator certificate for the specific aircraft model or should have applied for it to be added to their operator certificate.
- (7) All aircraft crew members should be employed by the Canadian lessee.
- (8) Every flight crew member assigned to the aircraft should hold either a valid licence appropriate to the crew member's duties issued by the State of Registry of the aircraft, or a Canadian licence rendered valid by the State of Registry of the aircraft.
- (9) The Foreign CAA should provide written consent for this operation, including their acceptance of the Canadian lessee's maintenance control system. Refer to section 6.5 – Maintenance Control Manual.
- (10) The leasing authorization must not exceed the maximum number of aircraft or the maximum period of operation limitations. Refer to section 6.11 – Maximum number of leased foreign aircraft and 6.12 – Maximum period of operation of foreign aircraft.

6.3 State of Operator Responsibilities

- (1) As State of the Operator, TCCA is responsible for approving aspects of the aircraft's operation including, as applicable:
 - (a) Procedures for flight and cabin crew training,

- (b) Procedures for operational control, dispatch and flight watch,
 - (c) Procedures for crew member scheduling,
 - (d) The method for establishing minimum flight altitudes,
 - (e) The method of determining aerodrome operating minima,
 - (f) Flight time, flight duty periods and rest periods,
 - (g) Extended Diversion Time Operations (EDTO),
 - (h) Aircraft-specific minimum equipment list (MEL),
 - (i) Performance-based navigation operations,
 - (j) Reduced Vertical Separation Minima (RVSM) operations,
 - (k) Procedures for electronic navigation data management,
 - (l) Training in the transport of dangerous goods,
 - (m) Pilot-in-command area, route and aerodrome qualifications,
 - (n) Use of flight simulation training devices, and
 - (o) Other mandatory Approvals, Special Authorisations and Specific Approvals.
- (2) When a foreign-registered aircraft is added to a Canadian air operator's fleet these aspects and others will be evaluated in accordance with TP 4711 – Air Operator Certification Manual.

6.4 Type Design Requirements

- (1) As a condition for issuance of a CAR Subpart 203 authorization, the type design of the aircraft should have been certified or accepted by TCCA.
- (2) A person considering applying for a CAR Subpart 203 authorization should establish that a type certificate has been issued or accepted by TCCA for the aircraft model. The applicant may contact TCCA for assistance.
- (3) A model is a sub-set of a type; often some models of a type are listed on a type certificate data sheet (TCDS) while others are not. Type certificates are model specific and may be specific to a serial number range. If the TCDS does not include the model and serial number of the aircraft in question, this means TCCA has not issued (or accepted) a type certificate that covers that particular aircraft.
- (4) The Transport Canada National Aeronautical Product Approval (NAPA) system maintains an online listing called NAPA Issued Certificates Online (NICO). https://wwwapps.tc.gc.ca/saf-sec-sur/2/nico-celn/c_s.aspx?lang=eng
- (5) NICO provides access to the searchable database for the TCDS associated with type certificates issued or accepted by TCCA. A TCDS is part of the Type Certificate and describes the conditions and limitations under which the product for which the Type Certificate was granted meets the standards of airworthiness required by the Canadian Aviation Regulations.
- (6) There are some older U.S. designed and manufactured aircraft models whose type designs were accepted on the basis of their FAA Type Certificate, rather than TCCA performing a separate certification exercise. The list of these aircraft can be found on Transport Canada's web page titled "U.S. Eligible Aircraft List". <https://tc.canada.ca/en/aviation/aircraft-airworthiness/aircraft-certification/us-eligible-aircraft-list>
- (7) In the NICO database, a search for a TCDS for an aircraft on the "U.S. Eligible Aircraft List" will display that "Transport Canada has accepted the foreign certificate without issuing its own certificate".

- (8) It is not necessary for a Canadian Supplementary Type Certificate (STC) to have been issued or validated for each major modification incorporated on the aircraft. The aircraft's foreign Certificate of Airworthiness is recognized as valid for flight in Canada in accordance with Article 33 of the Convention.
- (9) Airworthiness aspects of repairs and modifications incorporated on a foreign-registered aircraft are the responsibility of the aircraft's State of Registry. The aircraft's foreign Certificate of Airworthiness is recognized as valid for flight in Canada in accordance with Article 33 of the Convention.

6.5 Maintenance Control System

- (1) All foreign-registered aircraft that are operated by Canadian Air Operators are to be maintained in accordance with the Canadian operator's TCCA approved maintenance control system, as reviewed and accepted by the CAA of the aircraft's state of registry, to ensure that the aircraft are operated only when:
 - (a) All maintenance has been performed in accordance with the state of registry regulatory requirements,
 - (b) A maintenance release has been signed in accordance with the state of registry requirements,
 - (c) The operational and emergency equipment necessary for the intended flight is serviceable,
 - (d) Any unserviceability affecting airworthiness is recorded and rectified,
 - (e) It is maintained in accordance with a maintenance schedule that has been approved by the state of registry and by TCCA, and
 - (f) In accordance with the state of registry requirements, the aircraft meets the requirements of any applicable Airworthiness Directives.

6.6 Maintenance Schedule

- (1) All foreign-registered aircraft that are operated by Canadian air operators must be maintained in accordance with a maintenance schedule that is approved by TCCA in respect of the aircraft in accordance with section 605.86 of the CARs.
- (2) This requirement is in addition to the ICAO requirement for the aircraft to be maintained in accordance with a maintenance schedule that is approved by the CAA of the aircraft's State of Registry.
- (3) Before it is operated in Canada, a maintenance schedule for the aircraft must be approved by the Principal Maintenance Inspector (PMI) for the Canadian lessee.

6.7 Airworthiness Directives

- (1) The Canadian operator must ensure that the foreign-registered aircraft conforms with all applicable airworthiness directives that would be required by the foreign state of registry, as well as any TCCA airworthiness directives that would be applicable if the aircraft was registered in Canada.

6.8 Minimum Equipment List (MEL)

- (1) In most types of operation, the Canadian operator will have a TCCA approved MEL for the aircraft model.

- (2) A foreign approved MEL is not valid for use by a Canadian operator.
- (3) It is the responsibility of the Canadian lessee to determine the requirements of the foreign authority and TCCA for the use of a MEL on the leased aircraft.

6.9 Flight Permit (Ferry)

- (1) If the aircraft requires a flight permit, one must be issued by the CAA of the aircraft's state of registry and be validated by TCCA before the aircraft is operated in Canadian airspace.
- (2) An operator who holds authority to issue Flight Permit Authorization under Subchapter F of Airworthiness Manual Chapter 505 does not have the authority to issue a Flight Permit for a foreign registered aircraft.

6.10 United States of America (U.S.) registered aircraft

- (1) A Canadian Air Operator applying for an authorization to operate an aircraft that is registered in the U.S. should first verify that the aircraft is eligible.
- (2) Some U.S. aircraft are registered under U.S. Code of Federal Regulations (CFR) § 47.9 – Corporations not U.S. citizens.
 - (a) This rule allows for U.S. registration to a corporation when the controlling interest of the corporation is not owned by citizens of the U.S.
 - (b) One of the conditions of the rule is that the aircraft must be based and primarily used in the U.S.
 - (c) This rule effectively prohibits operation of these aircraft under a Canadian 203 leasing authorization, since doing so would invalidate the U.S. aircraft registration.
- (3) U.S. aircraft that are maintained per an inspection program in accordance with CFR § 91.409 will not be eligible for a CAR Subpart 203 leasing authorization unless the Canadian lessee can demonstrate that the complete aircraft has been inspected to the extent necessary to then be maintained in accordance with a TCCA approved maintenance schedule, and that the time in service of each life-limited part does not exceed its maximum permitted life.

6.11 Maximum number of leased foreign aircraft

- (1) A Canadian operator's fleet may only have up to 25% foreign-registered aircraft, rounded to the next whole number, for example:
 - (a) 1 – 4 Canadian-registered aircraft = 1 foreign-registered aircraft may be leased,
 - (b) 5 – 8 Canadian-registered aircraft = 2 foreign-registered aircraft may be leased,
 - (c) 9 – 12 Canadian-registered aircraft = 3 foreign-registered aircraft may be leased,
 - (d) 13 – 16 Canadian-registered aircraft = 4 foreign-registered aircraft may be leased.

6.12 Maximum period of operation of foreign aircraft

- (1) A Canadian operator can only use foreign-registered aircraft temporarily. An authorization will not be issued if it would result in the Canadian operator using foreign-registered aircraft for more than 24 months in any 30-month period.
- (2) A foreign-registered aircraft can only be operated in Canada temporarily. An authorization will not be issued if it would result in the aircraft being operated in Canada by one or more operators for more than 24 months in any 30-month period.

6.13 Authorization

- (1) The authorization is to be carried on board the aircraft during the term of the lease.
- (2) The authorization expires on the earliest of:
 - (a) The date on which the lease is terminated,
 - (b) The date specified by TCCA in the authorization,
 - (c) The date on which the certificate of registration of the aircraft is cancelled,
 - (d) The date on which the foreign flight authority becomes invalid or is not renewed,
 - (e) The date on which the operator certificate is suspended or cancelled, or
 - (f) The date on which there is a change in any of the information that was submitted in support of the application and on which the issuance of the authorization was based.
- (3) The authorization will cease to be valid if there is a change in any of the information that was submitted in support of the application and on which the issuance of the authorization was based, including failing to adhere to the operating conditions attached to the authorization.
- (4) The authorization cannot be extended. If the lessee and lessor wish to extend the lease beyond the end of the authorization period they must submit a new application for authorization, including the application fee.
- (5) The lessee should apply to their POI to have the aircraft added to their fleet.
- (6) Despite the change of custody and control, the aircraft will not appear on the CCAR public website as being registered to the Canadian lessor.

6.14 Beacon registry

- (1) All 406 MHz ELTs are to be registered with the appropriate authority of the aircraft's State of Registry.
- (2) The Canadian Beacon Registry should be advised so that the ELT's Registration and emergency contact information can be revised. This can be done through a transfer of responsibility that will revert once the lease has ended.

7.0 Authorization - Canadian Manufacturer Dry Leasing a Canadian Aircraft to a Foreign Air Operator (LF-4)

7.1 Application

- (1) An application is made using Transport Canada form (LF-4) — Application for an Authorization for a Canadian Manufacturer to dry lease a Canadian-registered aircraft to a Foreign Air Operator Lessee.
- (2) Required supporting documents:
 - (a) A copy of the full lease agreement. An unsigned copy is acceptable however a signed copy is to be submitted to TCCA before the aircraft is operated by the lessee,
 - (b) Written consent to the proposed operation from the foreign CAA,
 - (c) Written authorization for Transport Canada Air Carrier Operations and Airworthiness Inspectors to conduct necessary inspections of personnel, aircraft maintenance facilities and/or documents as necessary,
 - (d) A copy of the foreign lessee's maintenance control manual, and

- (e) A copy of the foreign lessee's Air Operator Certificate or equivalent document.
- (3) Refer to section 9.1 – sending information to TCCA.
- (4) The application fee is to be paid at the time of application. Refer to section 9.2 – Service Fees.

7.2 Eligibility

- (1) The Canadian Manufacturer must be the registered owner of the aircraft.
- (2) If the aircraft is registered to the lessor subject to an IDERA, the authorized party named on the IDERA will need to consent to the transfer of custody and control to the lessee.
- (3) The aircraft has been issued a valid Canadian Certificate of Airworthiness.
- (4) The lease agreement should:
 - (a) Identify the start and end dates of the lease,
 - (b) Identify the lessor by their legal name as shown on their Manufacturer Certificate,
 - (c) Identify the lessee by their legal name as shown on their Air Operator Certificate or equivalent document,
 - (d) Identify the aircraft by its name of manufacturer, model designation, serial number and Canadian registration marks as shown on its Certificate of Registration,
 - (e) State that the aircraft is in the legal custody and control of the foreign lessee during the term of the lease, and
 - (f) Clearly describe the terms of any interchange agreement between the lessee and the lessor.
- (5) The lease agreement should not allow sub-leasing to another lessee.
- (6) The type of operation needs to have the consent of the responsible TCCA inspector for the Canadian lessor. The application will be rejected if the operation would not be acceptable in Canada.
- (7) The lessee's main operations base should be in their state of incorporation.
- (8) The foreign CAA must have provided written authorization for TCCA to perform on-site inspections.
- (9) All flight crew should be employed by the foreign lessee.
- (10) All flight crew must have a Canadian licence and rating or a Canadian Foreign Licence Validation Certificate and the appropriate Canadian rating.

7.3 Maintenance Control System

- (1) All Canadian-registered aircraft that are operated by Foreign Air Operators should be maintained in accordance with a maintenance control system that is accepted by TCCA.
- (2) The Foreign Air Operator's Maintenance Control System needs to be reviewed by TCCA to ensure it contains acceptable procedures to ensure that the aircraft is maintained in accordance with the CARs, and in particular, procedures to ensure that they may only operate the Canadian registered aircraft when:
 - (a) All maintenance has been performed and recorded in accordance with Part V and VI of the CARs,
 - (b) All maintenance is performed by an AMO (as required by CAR 571) and released by a person in accordance with section 571.11 of the CARs,

- (c) The operational and emergency equipment necessary for the intended flight is installed or carried on board and is serviceable,
- (d) Any unserviceability affecting airworthiness is recorded and rectified, and where required, reported to TCCA,
- (e) All TCCA approved CAR 605.86 maintenance schedule tasks are complete, and
- (f) In accordance with section 605.84 of the CARs, the aircraft meets the requirements of any applicable Airworthiness Directives.

7.4 Maintenance schedule

- (1) All Canadian-registered aircraft are to be maintained in accordance with a maintenance schedule that is approved by TCCA in respect of the aircraft in accordance with section 605.86 of the CARs.

7.5 Forwarding of Airworthiness Directives

- (1) The Canadian manufacturer is responsible for immediately forwarding any Airworthiness Directives that are applicable to the aircraft to the foreign operator to ensure completion.

7.6 State of Operator Responsibilities

- (1) As State of the Operator, the foreign CAA is responsible for approving aspects of the aircraft's operation including, as applicable:
 - (a) Procedures for flight and cabin crew training,
 - (b) Procedures for operational control, dispatch and flight watch,
 - (c) Procedures for crew member scheduling,
 - (d) The method for establishing minimum flight altitudes,
 - (e) The method of determining aerodrome operating minima,
 - (f) Flight time, flight duty periods and rest periods,
 - (g) Extended Diversion Time Operations (EDTO),
 - (h) Aircraft-specific minimum equipment list (MEL),
 - (i) Performance-based navigation operations,
 - (j) Reduced Vertical Separation Minima (RVSM) operations,
 - (k) Procedures for electronic navigation data management,
 - (l) Training in the transport of dangerous goods,
 - (m) Pilot-in-command area, route and aerodrome qualifications,
 - (n) Use of flight simulation training devices, and
 - (o) Other mandatory Approvals, Special Authorisations and Specific Approvals.
- (2) When a Canadian aircraft is added to a foreign air operator's fleet these aspects and others must be evaluated by the foreign CAA for acceptance or approval as applicable in accordance with the Foreign CAA's established guidance and procedures.

7.7 Flight Permit (Ferry)

- (1) If the aircraft requires a flight permit, one must be issued by TCCA and be validated by the CAA of the State of the operator and any other state of overflight before the aircraft is operated.
- (2) A foreign operator who holds authority to issue Flight Permit Authorization for their own aircraft does not have the authority to issue a Flight Permit for a Canadian registered aircraft.

7.8 Authorization

- (1) The authorization is to be carried on board the aircraft during the term of the lease.
- (2) The authorization expires on the earliest of:
 - (a) The date on which the lease is terminated,
 - (b) The date specified by TCCA in the authorization,
 - (c) The date on which the certificate of registration of the aircraft is cancelled,
 - (d) The date on which the operator certificate is suspended or cancelled, and
 - (e) The date on which there is a change in any of the information that was submitted in support of the application and on which the issuance of the authorization was based.
- (3) The authorization will cease to be valid if there is a change in any of the information that was submitted in support of the application and on which the issuance of the authorization was based, including failing to adhere to any operating conditions attached to the authorization.
- (4) The authorization cannot be extended. If the lessee and lessor wish to extend the lease beyond the end of the authorization period they must submit a new application for authorization, including the application fee.

7.9 Beacon registry

- (1) All 406 MHz ELTs are to be registered with the Canadian Beacon Registry. The Canadian Beacon Registry must be advised of the lease so that the ELT's Registration and emergency contact information can be revised. This can be done through a transfer of responsibility that will revert once the lease has ended.
 - (a) Contact the Canadian Beacon Registry:
 - (i) Online at www.cbr-rcb.ca
 - (ii) Telephone: 1-877-406-SOS1 (7671)
 - (iii) Fax: 1-877-406-FAX8 (3298)
 - (iv) Email: cbr@sarnet.dnd.ca, or
 - (v) By post: Canadian Beacon Registry
BFC Trenton, PO Box 1000
Stn. Forces Astra
Ontario, K0K 3W0
 - (b) It is important that the information be accurate. Any time an aircraft is transferred to or from a lessee, the information at the Canadian Beacon Registry should be updated.

8.0 Leasing Advisory (LF-5)

8.1 General

- (1) If two Canadian AOC or FTU holders operate identical aircraft models and have equivalent maintenance control systems and schedules, one of the operators may lease the other's aircraft by means of a CAR Subpart 203 leasing advisory, without having to obtain an authorisation as described in section 4.0 above.
- (2) The advisory is a notification to TCCA that for a certain time, the registered owner will transfer to the lessee an aircraft of a type and model that the lessee already operates and maintains. The aircraft's Certificate of Registration will not be affected; despite the change of custody and control, the aircraft will continue to appear on the CCAR public website as being registered to the lessor.
- (3) If the lessee and lessor wish to operate under a leasing advisory, it is their responsibility to ensure that their leasing arrangement is eligible.
- (4) If there is doubt about whether the leasing arrangement is eligible, the lessee and lessor should apply for a CAR Subpart 203 dry leasing authorization instead.

Note: Operators who only hold Private Operator Registration Documents are not eligible to operate under a CAR Subpart 203 leasing advisory.

- (5) Operators who are transferring aircraft under a leasing advisory must do so in consultation with their Principal Operations Inspectors (POI) and their PMI.
- (6) Since TCCA does not provide a certificate or other document in respect of the leasing advisory, it may not be recognized by foreign authorities. If formal documentation is required, a leasing authorization may be obtained. Refer to section 4.0 - Authorization – Canadian Air Operator Dry Leasing a Canadian Aircraft from Another Canadian Air Operator (LF-1).

8.2 Eligibility for Leasing Advisory

- (1) The crew members are to be employed by the lessee.
- (2) Passing custody and control back and forth between lessor and lessee (lease interchange) cannot take place under a leasing advisory. If a lease interchange arrangement is desired a leasing authorization may be obtained. Refer to section 4.0 - Authorization – Canadian Air Operator Dry Leasing a Canadian Aircraft from Another Canadian Air Operator (LF-1).
- (3) The aircraft must be Canadian registered.
- (4) The lessee and lessor shall:
 - (a) Both be Canadian as defined in Subsection 101.01(1) of the CARs,
 - (b) Both hold a Flight Training Unit Operator Certificate issued under Part IV of the CARs, or both hold an Air Operator Certificate issued under the same Subpart of Part VII of the CARs, and
 - (c) Both already have the aircraft model on their Operator Certificate.
- (5) The lessor and lessee are to have equivalent maintenance control systems. For the purposes of evaluating equivalence, the maintenance control systems:
 - (a) Have both been approved under CAR 406.35, or
 - (b) Have both been approved under CAR 706.02.
- (6) The lessor and lessee are to ensure they have equivalent approved maintenance schedules for the aircraft. For the purposes of evaluating equivalence, the approved schedules:
 - (a) Are to be based on similar requirements such as calendar time, individual task intervals, or progressive type schedules,

- (b) Are approved for the same aircraft model,
 - (c) Are for aircraft in similar operational roles, and
 - (d) Are to contain similar special maintenance requirements for any EDTO, RVSM or other Operations Specifications.
- (7) If the aircraft is registered to the lessor subject to an IDERA, the authorized party named on the IDERA must consent to the transfer of custody and control to the lessee.

8.3 Advisory

- (1) The registered owner (lessor) is to inform TCCA in writing, no later than seven days after the lease commences, of:
- (a) The registration mark, manufacturer, model designation and serial number of the aircraft,
 - (b) The names, addresses and contact details of the registered owner and the lessee,
 - (c) The Canadian operator certificate number and the approved maintenance organization certificate numbers of the lessor and the lessee,
 - (d) The commencement and termination dates of the lease,
 - (e) The name of the person who is responsible for the maintenance of the aircraft during the term of the lease, and
 - (f) The address of the main maintenance base for the aircraft.
- (2) The registered owner should use TC Form [26-0496 \(LF-5\)](#) to provide the required information.
- (3) The leasing advisory (LF-5) is to be sent to a TCCA regional office for processing. Refer to section 9.1 – Sending Information to TCCA. A copy of the lease agreement is also required.
- (4) As well as sending the Advisory to the regional office, the POIs for the lessor and the lessee are to be notified of the transfer of the aircraft.
- (5) The lessee should apply to their POI to have the aircraft added to their fleet.
- (6) There is no fee for making a leasing advisory.
- (7) If the lease is extended, TCCA is to be informed of the new termination date. A new leasing advisory (LF-5) showing the new termination date is to be sent to a TCCA regional office for processing, and the two POIs notified.
- (8) A copy of the leasing advisory that was submitted to TCCA by the lessor is to be carried on board the aircraft during the term of the lease.
- (9) The lessor will advise TCCA when the lease ends and they regain custody and control of the aircraft.

8.4 Beacon registry

- (1) All 406 MHz ELTs are to be registered with the Canadian Beacon Registry, or with the appropriate authority of the aircraft's State of Registry.
- (a) Contact the Canadian Beacon Registry:
 - (i) Online at www.cbr-rcb.ca
 - (ii) Telephone: 1-877-406-SOS1 (7671)
 - (iii) Fax: 1-877-406-FAX8 (3298)
 - (iv) Email: cbr@sarnet.dnd.ca, or

- (v) By post: Canadian Beacon Registry
BFC Trenton, PO Box 1000
Stn. Forces Astra
Ontario, K0K 3W0
- (b) It is important that the information be accurate. Any time an aircraft is transferred to or from a lessee, the information at the Canadian Beacon Registry should be updated.

9.0 Information management

9.1 Sending information to TCCA

- (1) **Note: Do not send original documents to TCCA.**
- (2) General email inboxes
 - (a) Atlantic Region - aviation.atl@tc.gc.ca
 - (b) Quebec Region - aviation.que@tc.gc.ca
 - (c) Ontario Region - aviation.ont@tc.gc.ca
 - (d) Prairie and Northern Region - aviation.pnr-rpn@tc.gc.ca
 - (e) Pacific Region - aviation.pac@tc.gc.ca
- (3) To ensure most efficient processing:
 - (a) Include manufacturer, model, serial number and registration marks of the subject aircraft, if known.
 - (b) Email subject lines should be brief but informative, e.g.: CAR 203 Leasing application C-Gxxx Canadian AOC# to Canadian AOC#.
- (4) Email messages, including any attachments, should be smaller than 20MB in size.
- (5) Compressed “Zip” files are blocked and will not be received by TCCA.
- (6) TCCA Headquarters does not process lease advisories or applications for lease authorization.
- (7) Secure electronic delivery is available for sensitive personal information such as copies of identity documents or financial information. Contact the nearest regional office for details.
- (8) Toll-free telephone number for all regions: 1-800-305-2059.

9.2 Service fees

- (1) Service fees apply to applications for leasing authorization.
- (2) To view the currently applicable service fees, search for “leasing” at <https://tc.canada.ca/en/corporate-services/transparency/transport-canada-s-service-fees>
- (3) The service fee is to be paid at the time of application.
- (4) Service fees are non-refundable. Authorizations will only be issued where the application meets all conditions of issue.
- (5) Payment of the service fee does not guarantee an authorization will be issued.

10.0 Document history

- (1) Not applicable.

11.0 Contact us

For more information, please contact:

Operational Airworthiness Division, Standards Branch (AARTM)

E-mail: AirRegFax@tc.gc.ca

We invite suggestions for amendments to this document. Submit your comments to:

E-mail: AARTDocServices-ServicesdocAART@tc.gc.ca

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Civil Aviation