**REPORTING ON ADMINISTRATIVE AND OTHER NON-JUDICIAL ACTIVITY**

Following an administrative or other non-judicial activity related to the Cape Town Convention and its Aircraft Protocol (CTC) or interaction with an administrative agency in connection with establishing rights under the CTC, all parties involved in such activity or the related transaction (lawyers, commercial parties, or government officials) are invited to complete and submit this reporting form via **email to** **kyleb22@uw.edu** **copying** **jawool@uw.edu****.**

The report must be factual and objective, and may not include speculation, opinion, or any commercial or proprietary information or materials. All other relevant parties should be identified in the report. Any official documents issued by governmental authorities should also be included as appendices and should be cited in the report.

The Cape Town Convention Academic Project (the Project) will review the submitted report against the above terms of reference, and will seek any required revisions.

Once the initial report *prima facie* conforms with the terms of reference, the Project will assign a reference number based on the state and the year in which the activity occurred. The Project will then notify the other relevant parties for which it has contact information, seeking their comments on the report. Those parties will have three weeks to reply or indicate a prompt timeframe to reply. Comments should reference the part of the report to which they refer. Comments must also conform with the terms of reference setout above.

The Project will then attempt to harmonise the contents of the report and any comments into an activity summary (Summary). If the relevant parties approve the Summary (within a three week period), it will be included in the database. If no consensus is reached, the report and all comments will be included in the database, except any information which does not *prima facie* conform with the terms of reference.

In connection with the foregoing notification procedures, please provide contact information for other relevant parties involved in the reported activity.

Please note that no compensation will be provided for your work on reporting or commenting as such is part of the Cape Town Convention Academic Project’s ongoing effort to make accurate information about the CTC available to scholars and practitioners.

Capitalised terms used in the report shall have the meanings set forth in the CTC.

**Please send all completed activity reports to the Project Manager at kyleb22@uw.edu, with a copy to the Executive Director at jawool@uw.edu.**

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**I. Report (R)[[1]](#footnote-1)**

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| **Item** | **Factual Information** |
| 1. Date of the transaction |  |
| 2. Creditor |  |
| 3. State of Creditor |  |
| 4. Debtor |  |
| 5. State of Debtor |  |
| 6. State and date of aircraft registration  |  |
| 7. Summary of transaction structure |  |
| 8. Recordation of IDERA |  |
| 9. Registrations with International Registry |  |
| 10. Commencement by Creditor of the exercise of CTC remedies:a) to obtain possession of the aircraft objectb) to deregister the aircraftc) to export the aircraft object |  |
| 11. Completion of the exercise of CTC remedies by Creditor:a) possession of the aircraft objectb) de-registration of the aircraftc) export of the aircraft object  |  |
| 12. Nature of governmental action sought and taken, including by which authority and where and when  |  |
| 13. Related court order, if any, and timing therefor |  |
| 14. Other CTC related **technical information** pertinent to the replies to Questions 8 – 13 above |  |
| 15. List and description of attachments, being official government documents |  |
| 16. List the relevant parties and their conduct details |  |
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**II. Comments on report**

Use this space to submit comments on the report above. Please reference the point(s) in the report to which your comment refers

**III. Comments on comments**

Use this space to submit comments on other comments. Please reference the point(s) in the relevant comment to which your comment refers

**Annex – Instructions and Educational Notes**

**Section I:**

**Question 1:** Insert the closing date of the transaction, including the effective dates of any amendments to transaction documents to the extent relevant to the application of CTC.

**Question 2:** Insert the legal name of the Creditor, as appearing in the transaction documents. Include contact details, if available. A ‘Creditor’ under CTC is a ‘chargee’ (holder of a security interest), a ‘lessor’ (under a leasing agreement), or a ‘conditional seller’ (under a title reservation agreement).

**Question 3:** Insert the State where the Creditor is incorporated or formed.

**Question 4:** Insert the legal name of the Debtor, as appearing in the transaction documents. Include contact details, if available. A ‘Debtor’ under CTC is a ‘chargor’ (granting a security interest), a ‘lessee’ (under a leasing agreement), or a ‘conditional buyer’ (under a title reservation agreement).

**Question 5:** Insert the State where Debtor is incorporated or formed, and, if the report addresses insolvency related items, the State in which its centre of main interests is situated. If the foregoing is not the basis of CTC application, add the other State or States in which the Debtor is situated for purposes of Article 4 of the Convention.

**Question 6:** Insert the State where the aircraft is registered under the Chicago Convention of 1944 and the date on which it was registered in that State. If there was an earlier agreement to register the aircraft in that State, add that fact and the date of such agreement. If the aircraft has changed registrations during the term of the transaction, add the prior State of registration and the date of registration and de-registration in that State.

**Question 7:** Insert a simple and basic summary of the transaction structure, using CTC defined terms. For example: ‘party X as debtor (chargor) entered into a security agreement (international interest) with party Y as creditor (chargee) on date 1, then as creditor (lessor) entered into a leasing agreement (international interest) of the aircraft that was subject to that security agreement with an airline, party Z as debtor (lessee), on date 2. Party X is situated in Singapore, party y is situated in the US, and party Z is situated in China. The aircraft was registered in the US on date 1 and re-registered in China on date 2. Include actual names, dates, and aircraft object type (manufacturer name, model, and serial number). It would be helpful to annex a schematic of the transaction structure depicting CTC relevant facts.

**Question 8:** Insert whether an IDERA was recorded, and, if so, when and in which State. Where the base of operation and the State of Registration are different, add a statement to that effect. Include any significant delay between submission and recordation of the IDERA.

**Question 9:** Insert the type of registrations made with the International Registry and the dates made. Include a description of any delays or inability to obtain AEP codes to make registrations.

**Question 10:** Insert the dates when, and place where, the Creditor took affirmative legal steps to actually exercise CTC remedies seeking: a) possession, b) de-registration, and/or c) export. List these dates and places separately. Do not include dates of notices of default which were not conjoined with such actual exercise of CTC remedies.

**Question 11:** Insert the dates when, and place where, the Creditor obtained: a) possession (actual or constructive), b) de-registration, and c) export. List these dates and places separately.

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**Question 12:** Insert the specific government action sought and taken, including the name and place of the government entity and the relevant dates.

**Question 13:** If the Creditor sought a court order, insert a statement, if applicable, that a court order was sought and/or issued, including the nature of the court order (for example, was it an order under Article 13 of the Convention) and the relevant dates.

**Question 14:** Insert CTC-related **technical information** which is pertinent to the replies to other questions. Only technical information may be included. Here are three examples. Ex. I: Possession was not obtained for 60 days given the applicability of an enforcement stay during bankruptcy proceedings. Ex. II: Possession was delayed given that airport X asserted a right of detention under Article 39(1)(b) of the Convention. Ex. III: No IDERA was recorded as State x did not have procedures in place to record IDERAs. Important note: **the Project will not include any information submitted under Question 13 if it is not *prima facie* factual, technical information**.

**Question 15:** Insert references to, and, if possible, attach copies of official government documents relevant to questions 8 – 14 above and the schematic noted in respect of question 7 above.

**Question 16:** Insert the names and contact details of the relevant parties, meaning, the parties to the reported transaction **and** the government authority taking CTC-related action. Include email addresses (which will not be made public).

**Section II:**

Insert comments on questions 1-15 of the report specifically identifying the sub-section of the report the comment refers to. The comments must be limited to factual and technical information.

**Section III:**

Insert comments on comments provided in Section II specifically identifying the sub-section of the report the comment refers to. The comments must be limited to factual and technical information.

1. Instructions and educational notes are included in the Annex. [↑](#footnote-ref-1)