

KENYA CIVIL AVIATION AUTHORITY

APPLICATION FOR AN AIR SERVICE LICENCE OR RENEWAL OF AN AIR SERVICE LICENCE

When completed this Form should be sent in triplicate to The Director General, **Kenya Civil Aviation Authority, P. O. Box 30163, NAIROBI, KENYA**. The Form should be accompanied by an application fee of US \$500 for renewal and US \$1,500 for new applications. Before completing the Form the applicant is requested to read carefully the notes attached herewith.

PART A: GENERAL INFORMATION

1. Name of Applicant.....
2. Business Address of Applicant.....
3. If the Applicant is a Company, the following particulars should be given:-
 - (a) Registered Office.....
 - (b) Company Registration No.....
 - (c) Date of incorporation.....
 - (d) Operating or Business Name.....
 - (e) Address of Correspondence.....
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 - (f) Tel.....
 - (g) Fax.....
 - (h) Email
4. Nationality of Applicant.....
5. State the type of service applied for (i.e Whether Scheduled Air Service, Non-scheduled Air Service, Aerial Work Service, Flying Instructions, etc)
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6. List all other air services operated by the Applicant at the time of this application and give the relevant licence numbers
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7. Enumerate particulars of working arrangements that the Applicant has with any other company operating an air service (excluding financial particulars - See Part B).
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PART B: FINANCIAL PARTICULARS

8. State particulars of any financial interest that any other person providing transport facilities or controlling the business or any person providing such facilities may have in the business of the applicant

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9 State particulars of any financial interest which the Applicant has in any other under-taking providing transport facilities or controlling the business of any person providing such facilities.

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10 State the nature of the person making the application (whether an individual or a partnership or a corporate body, (public or private) with or without limited liability)

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11. If the applicant is a corporate body or a company (public or private) give the following:

(a) Authorised Share Capital Kshs.....

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(b) Shares Issued.....

(i) For Cash.....

(ii) Otherwise than for cash (state nature of consideration).....

(c) Full names , private address and citizenship of all the Directors with details of shares, Debentures or Loan Capital beneficially owned by each.

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(d) If the applicant is a subsidiary of another company, give the name of the parent company with information as in paragraph 2 or 4 above.

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(e) Date Financial Year ends.....

(f) Period covered by the latest audited accounts.....

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(12) If the applicant is an individual or a partnership

(a) State his or her name(s) in full, private address and citizenship

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(b) State their financial resources and value of assets

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PART C: STAFFING, ORGANIZATION AND KENYANIZATION

(13) State the number of staff usually employed. The total number of the citizens of Kenya should be given in each case.

- (1) Aircrew including Flight engineers but excluding Cabin Staff
- (2) Ground Engineering Staff
- (3) Other Staff.....
- (4) Total Staff.....

(14) State whether and how the Government Policies on Kenyanization are being or have been implemented and attach a list of all directors and employees giving details of nationality and positions held and particulars of work permits where necessary.

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PART D: TERMS AND CONDITIONS OF EMPLOYMENT

(15) State whether the terms and conditions of employment of persons you employ conform to those in force in the State in which your business is located.

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PART E: EXPERIENCE

(16) Give the particulars of any experience of air transport operations or any other relevant experience of the Directors and Senior management employees of the Company.

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PART F: AIRCRAFT AND EQUIPMENT

(17) State the market, types and numbers of all aircraft operated during the last three years and the geographical areas served.

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(18) State the aircraft which you employ or intend to employ on air services applied for giving particulars as follows:-

Number of Aircraft	Type	Registration	Ownership	Capacity	Take off weight

PART G: LIABILITY FOR LOSS OR DAMAGE

(19) State the nature and extent of provisions made against liability in respect of loss or damage to persons or property that may occur in connection with aircraft operated by the applicant.

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(20) State what provisions have been made either by insurance or other means, to meet third party liabilities on the ground.

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PART H: TO BE COMPLETED IN RESPECT OF SCHEDULED AIR SERVICES

- (21) If the application is for a licence to operate scheduled air service.
- (1) Spell out the routes to be served enumerating all the places on the sectors over which traffic rights are required.
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 - (2) Give the times and frequencies for each service to be operated on the routes specified on paragraph 21 (1) above.
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 - (3) Give any other relevant information concerning each route for the period the service has been operated or for the last twelve months, whichever is the less
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PART I: TO BE COMPLETED IN RESPECT OF AIR SERVICES OTHER THAN SCHEDULED AIR SERVICES AND FLYING INSTRUCTION

- (22) If the application is for a licence to operate air services other than scheduled air services or flying instruction,
- (1) State the types of work to be performed and the geographical areas in which it is proposed to operate each type of service.
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PART J: TO BE COMPLETED IN RESPECT OF FLYING INSTRUCTION

- (23) If the application is for a licence to carry out Flying Instruction.
- (1) State the types and nature of the instruction to be carried out and the places the proposed service is to be operated.
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 - (2) Give other relevant information for each type of instruction carried out for the period of operation or for the last twelve months, whichever is the less.
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PART K: TO BE COMPLETED IN RESPECT OF ALL APPLICATIONS

- (24) State type and volume of loads (passengers, cargo, etc) to be carried on each separate service and attach statistics of aircraft movement and load factors for the past one year .
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- (25) State the fares and rates to be charged and the manner in which they are to be determined.
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- (26) If the application is for a new licence, give the date when service is intended to commence and the duration of the licence.
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- (27) If the licence is required in continuation of or substitution for an existing air service licence, give:
- (1) Licence number.....
 - (2) Period for which granted.....
 - (3) Expiry Date.....
 - (4) AOC number
 - (5) Issuing State
 - (6) Expiry Date
- (28) State whether the applicant has satisfied himself that adequate aerodrome and other ground facilities are already available for use by the proposed aircraft at all places to be served. (Answer YES or NO). If the answer is NO state what the deficiencies are.
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- (29) Give a concise indication of the existing or potential need or demand for the proposed service and attach an extra sheet if necessary.
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- (30) Give particulars of any capital expenditure incurred, financial commitments made or commercial agreements concluded by the Applicant in respect of the proposed air service
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- (31) Attach audited accounts for the previous financial year in the case n application for substituting an existing air service licence,
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- (32) Attach details of existing and projected sources of finance in the case of a new service
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- (33) Attach a business plan in the case of a new service

DECLARATION

I, the undersigned, hereby declare that to the best of my knowledge and belief, the statements given in this application and in the attachments hereto are true in every respect.

I enclose herewith crossed Cheque/Bankers Draft for KShs.....
in payment of the application fee.

Dated this.....Day of.....Year.....

Signature.....

Signatory's Name in Block letters.....

Position.....

On behalf of.....

FOR OFFICIAL USE ONLY

Application Number.....

Date Received.....

Date Published.....

Date of Objections.....

Application Checked by.....

Received by.....

Receipt Number.....

Decision of Licensing Authority.....

ATTACH THE FOLLOWING DOCUMENTS AS APPROPRIATE

1. Operations Statistics (Last one year)
2. Audited Accounts for the previous financial year
3. Insurance including third party liability
4. Air Operators Certificate
5. Business Plan (New applicant)
6. Certificate of Incorporation (New applicant)
7. Memos and articles of association (New applicant)
8. Source funding (New applicant)
9. Any other additional document to support the application.
10. All copies of attached documents should be certified by an advocate/commissioner for oaths