

AIRCRAFT LEASING

1.0 PURPOSE

- 1.1 This Advisory Circular (AC) provides guidance on the requirements for approving lease arrangements by a licenced air operator.

2.0 REFERENCES

- 2.1 The Civil Aviation Act
2.2 The Civil Aviation (Licensing of Air Services) Regulations

3.0 GENERAL

- 3.1 This Advisory Circular is issued by KCAA and contains information on the process of application for aircraft lease approval.

4.0 GUIDANCE AND PROCEDURE

- 4.1 Application for aircraft lease approval to the Authority will be made as described **below**:
- 4.1.1 Applicant(s) should be holders of an Air Service Licence
 - 4.1.2 The lessee shall be responsible for submitting the lease application
 - 4.1.3 The application will be made through the Authority's online system, Advanced Air Transport Information System (AATIS), which is accessible through the link <https://aatiss.kcaa.or.ke>.
 - 4.1.4 An applicant will be required to have registered as a user in the system to lodge an application
 - 4.1.5 The Authority will activate the account upon the applicant's registration meeting the requirements.
 - 4.1.6 During application process the applicant will be required to upload the requisite documents in PDF format as prompted by the system.
 - 4.1.7 An approval will be issued within 10 days from the date of submission only after the Authority is satisfied that the application meets regulatory requirements.

4.2 DRY LEASE

The following documents, as applicable, shall be attached:

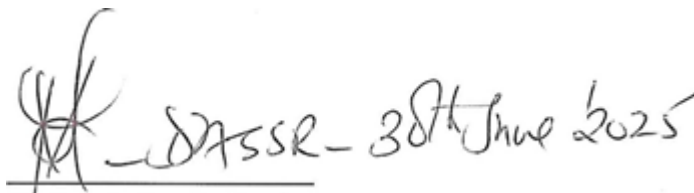
- 4.2.1 C of R
- 4.2.2 C of A
- 4.2.3 Insurance
- 4.2.4 Lease agreement
- 4.2.5 Authorization to sub-lease
- 4.2.6 Termination of lease approval
- 4.2.7 Copy of ASL

4.3 WET LEASE

The following documents, as applicable, shall be attached:

- 4.3.1 C of R
- 4.3.2 C of A
- 4.3.3 Insurance
- 4.3.4 Lease agreement
- 4.3.5 Lessee's AOC including operations specifications
- 4.3.6 Lessor's AOC including operations specifications
- 4.3.7 A letter explaining the temporary and exceptional circumstances necessitating consideration for wet lease with evidence as appropriate.
- 4.3.8 For a one term extension of the lease, the following documents/information shall be attached:
 - (i) A statement justifying extension;
 - (ii) Insurance policy
 - (iii) Air transport statistics for the preceding six months reflecting consistent and substantial operations; and
- 4.3.9 Air Service Licence

4.4 The applicable processing fee will be paid and the receipt uploaded in the system before the application can be processed



A handwritten signature in dark ink, followed by the text "D75SR-30th June 2025". The signature is stylized and appears to be a cursive or semi-cursive script. The text is written in a clear, legible font.

Civil Aviation Authority