

APPLICATION FOR APPROVAL TO OPERATE AN AIRCRAFT UNDER LEASE

1.0 PURPOSE

- 1.1** This Advisory Circular (AC) provides guidance on the requirements for applying for approval to operate an aircraft under a lease arrangement by a holder of an Air Service Licence.

2.0 REFERENCES

- 2.1** The Civil Aviation Act CAP394
2.2 The Civil Aviation (Licensing of Air Services) Regulations
2.3 The Civil Aviation (Air Operator Certification and Administration) Regulations

3.0 GENERAL

This Advisory Circular is issued by KCAA and contains information on the process for applying for an approval to operate an aircraft under lease.

4.0 GUIDANCE AND PROCEDURE

- 4.1** Application for approval to operate an aircraft under lease will be made as described below:

- 4.1.1** Applicant shall be a holder of an Air Service Licence
4.1.2 The lessee shall be responsible for submitting the 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://aatis.kaa.or.ke>.
4.1.4 An applicant will be required to have an active account as a user in the system to be able to lodge an application

- 4.1.5** During application process the applicant will be required to upload the following documents in PDF format as appropriate;

4.1.5.1 FOR A DRY LEASE



- 4.1.5.1.1 C of R
- 4.1.5.1.2 C of A
- 4.1.5.1.3 Insurance
- 4.1.5.1.4 Lease agreement
- 4.1.5.1.5 Authorization to sub-lease

4.1.5.2 FOR A WET LEASE

- 4.1.5.2.1 C of R
- 4.1.5.2.2 C of A
- 4.1.5.2.3 Insurance covering lessor and lessee
- 4.1.5.2.4 Lease agreement
- 4.1.5.2.5 Lessee's AOC including operations specifications
- 4.1.5.2.6 Lessor's AOC including operations specifications
- 4.1.5.2.7 For a foreign lessor, letter from state of lessor authorizing wet lease out.
- 4.1.5.2.8 A letter explaining the temporary and exceptional circumstances necessitating consideration for wet lease with evidence as appropriate.
- 4.1.5.2.9 During technical evaluation additional documents may be required and the Authority shall inform the applicant.

- 4.2** An approval will be issued within 10 days from the date of submission if the application meets regulatory requirements.
- 4.3** The application may be returned for the applicant to provide additional information, attach missing documents or update invalid documents
- 4.4** The application will not be approved if it does not meet requirements
- 4.5** A record of the application and processing shall be maintained by the Authority
- 4.6** An approved wet lease may be terminated if a formal instruction is received from the lessee/lessor or by a decision of the Authority.



Civil Aviation Authority