

# KENYA CIVIL AVIATION AUTHORITY

## APPLICATION FOR THE VARIATION OF AN AIR SERVICE LICENCE

**When Completed this Form should be sent in triplicate  
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**

1. Name of Operator .....

2 a) Full Name and Address of Licence Holder .....

b) Telephone Number: ..... Fax Number: .....

E-mail Address: .....

3. Licence Number .....

4. Description of existing licence .....

5. Description of licence if variation is granted .....

6. Give concise description, including terminal points, of service authorized by existing licence:-

7. If application is for the variation of a licence give particulars of variations required to be made to:-

a) The terms(s) and conditions(s) which it is proposed should be varied

b) Intended effect of variation .....

8. Give full reasons in support of the application .....

9. If the application is for the revocation of an air service licence, state date from which it is proposed the revocation should be effective .....

10. If the application is for suspension of variation of an existing licence, state the period for which such variation is required to take effect.

11. Commencing .....

12. End

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

I enclose herewith crossed Cheque/Bankers Draft for (Amount). .....  
.....  
in payment of the necessary fee.

Dated this .....Day of ..... 20.....

Signature .....

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

Position .....

On behalf of .....

**FOR OFFICIAL USE ONLY**

Applicant Number .....

Date Received .....

Date published .....

Objections by .....

Date of objections .....

Application checked by .....

Fee paid .....

Received by .....

Receipt number .....

Decision of Licensing Authority .....

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**ATTACH THE FOLLOWING DOCUMENTS**

1. Letter providing reasons for variation of licence
2. Operations Statistics (Last one year)
3. Audited Accounts for the previous financial year
4. Insurance including third party liability
5. Air Operators Certificate
6. Any other additional document to support the application.
7. All copies of attached documents should be certified by an advocate/commissioner for oaths