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| ***KCAA/ATD/FM/02*** |
| ***APPLICATION FOR VARIATION OF AIR SERVICE LICENCE*** |
| *The form should be accompanied with an application fee of* ***USD 500*** *only* |
| **1** | **Name of Applicant** |  |
| **State of Applicant Registration/Incorporation** |  |
| **2**  | **Physical Address** |  |
| **Correspondence Address** | **Postal Address** |  |
| **Telephone** |  |
| **Email** |  |
| **3** | **Shareholder(s):***(Provide an attachment in the format below for each company/shareholder as appropriate)*  |
| **Name** | **Citizenship** | **Shares** |
|  |  |  |
|  |  |  |
| **Authorized Share Capital** | **Total number of shares** | **Shares issued** | **Value of each share** |
|  |  |  |  |
| **4** | Indicate below the additional aircraft type, route, geographical area or operation base desired to be included in the Air Service Licence being varied: *(Provide attachment with additional details where applicable. For geographical area refer to Appendix 1)* |
| **Aircraft type\*** |  |
| **Route** |  |
| **Geographical area** |  |
| **Base** |  |
| *\* For aircraft type variation, provide an attachment in the format below* |
| Aircraft type | Aircraft registration | Owned/Leased | Passenger capacity | Cargo capacity | Type of air service |
|  |  |  |  |  |  |
| **5** | **Number of personnel employed and nationality:**  |
| **Staff** | **Kenyans** | **Non-Kenyans** |
| Flight Crew |  |  |
| Flight Engineers |  |  |
| Cabin Crew |  |  |
| Ground Engineers |  |  |
| Other Staff |  |  |
| Total |  |  |
| **6** | **State whether the applicant is satisfied that aerodrome and other ground facilities are available and adequate for use by the proposed aircraft at all places to be served?** AnswerYES or NO ………………………. |
| **If the answer is NO, state what the deficiencies are:** |
| I, the undersigned, hereby apply for the grant of an Air Service Licence and I declare that, to the best of my knowledge, the statements given in this application are true and that the particulars entered on this application are accurate.I understand that the Licensing Authority may require additional information that may be considered necessary for determining this application and may refuse to proceed with this application if the information is not provided to its satisfaction. |
| Name of authorized representative: |  | Position in company: |  |
| Signature  |  | Email: |  |
| Date: |  | Company stamp/seal: |  |

**Appendix:**

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| 1. **Geographical area**
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| G1 | Kenya |
| G2 | East African Community |
| G3 | Africa |
| G4 | Rest of the world |
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| 1. **Documents to be attached by local applicants**
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|  |  |
| --- | --- |
| 1 | Certified true copy of most recent company registration form 12 (CR12) |
| 2 | Certified true copy of certificate of incorporation |
| 3 | Copy or copies of aircraft certificate(s) of registration and duly executed lease agreement where applicable |
| 4 | Certified true copy of aircraft insurance certificate(s) |
| 5 | Shareholder details as per Part 3 |
| 6 | Variation details as per Part 4 |
| 7 | Copy of AOC/ATO and operations specifications |
| 8 | Certified true copy of national identity card or passport and two passport size photographs in respect of each of the directors of the company |
| 9 | Certified true copy of most recent audited financial accounts |
| 10 | Monthly operating statistics for the 12 months preceding the application |
| 11 | Any other document in support of the variation application |

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| 1. **Documents to be attached by foreign applicants**
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| 1 | Certified true copy of most recent company registration form with the shareholder details |
| 2 | Certified true copy of certificate of incorporation |
| 3 | Copy of AOC and operations specifications |
| 4 | Copy or copies of aircraft certificate(s) of registration |
| 5 | Certified true copy of aircraft insurance certificate(s) |
| 6 | Shareholder details as per Part 3 |
| 7 | Variation details as per Part 4 |
| 8 | Certified true copy of most recent audited financial accounts |
| 9 | Monthly operating statistics for the 12 months preceding the application |
| 10 | Certified true copy of charter agreement for ITC applicants |
| 11 | Any other document in support of the variation application  |

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**Civil Aviation Authority**