



APPLICATION FOR VARIATION OF AIR SERVICE LICENCE

Notes:

1. *When completed this Form should be submitted in **Duplicate** to The Director General, Kenya Civil Aviation Authority (KCAA)- Air Transport Department, with the requisite documents listed at the end of this form*
2. *The Form should be accompanied by an application fee of US \$500*
3. *All parts/sections of the application must be filled as indicated if and when Applicable*
4. *This application must be signed by:*
 - i) *the owner, in the case of a sole proprietor,;*
 - ii) *a director or an authorized officer, in the case of a body corporate,*
 - iii) *a partner or an authorized officer, in the case of a partnership,*
5. *Where the required information cannot be furnished in the space provided on this form, the information must be submitted as annexures.*
6. *Copies of documents to be attached to the application should be certified by a Commissioner for Oaths.*
7. *Application should bear the Company's Seal and/or Stamp*

PART A: PARTICULARS REGARDING THE APPLICANT

1. Name of Licence Holder.....

2. Business Postal Address
3. Registered Office/Physical Address
4. Postal Address of Correspondence.....
.....
(f) Tel.....
(g) Fax.
(h) Email

5. Particulars in respect of each shareholder

Name	Postal Address	Nationality /Citizenship	Number of shares held	Country of Permanent residence

6. Particulars in respect of each Director

Name	Position/Title	National Identification Card/Passport Number	Nationality/Citizenship	Country of Permanent residence

7. Where a shareholder is a company incorporated in Kenya or elsewhere provide details of individual directors/shareholders

Name	Postal Address	Nationality /Citizenship	Number of shares held	Country of Permanent residence

8. If the applicant is a corporate body or a company (public or private) give the following:
- (a) Authorised Share Capital Kshs.....
 - (b) Total number of Shares.....
 - (c) Value of each share in Kshs.....
 - (d) Total number of Shares Issued.....
 - (i) For Cash.....
 - (ii) Otherwise than for cash (state nature of shares).....

PART B: EXPERIENCE

9. Give the particulars of any experience in air transport operations or any other relevant experience in aviation of the Directors and Senior management accountable for the safety and reliability of the air service (a list of qualifications and experience of personnel to be attached).

Name	Position/Title	Experience

PART C: PARTICULARS REGARDING THE VARIATION

10. Indicate the Number of the existing Licence to be varied;
- (i) KCAA/LAS/.....

(ii) KCAA/LAS/.....

11. i) Indicate the variation being made (Tick as applicable)

- a) Type of Air Service
- b) Route(s)
- c) Geographical Area
- d) Type of Aircraft
- e) Base of operation

i) In respect of the variation selected in 11 (i) above, tick the block/provide details to be included in the licence being varied as appropriate;

a) In respect of Type of Air Service

Scheduled Air Service

- i) Domestic
Passenger.....Cargo......Mail...
- ii) International
Passenger.....Cargo......Mail...

Non-scheduled Air Service

- i) Domestic
Passenger.....Cargo......Mail...
- ii) International
Passenger.....Cargo......Mail...
- iii) Emergency Medical Service
- iv) Self-Fly Hire

Aerial Work Service

- i. Acrobatic operations
- ii. Advertising operations
- iii. Aerial patrol/observation/surveys
- iv. Aerial photography/sightseeing
- v. Agricultural spraying/seeding/dusting
- vi. Cloud spraying
- vii. Fire spotting/control/fighting
- viii. Game and Livestock selection/culling/herding
- ix. Parachute jumping/Tag operations

b) In respect of Route(s) state the routes proposed

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.....

c) In respect of Geographical Area(s) state the proposed area(s)

- Kenya
- East Africa
- Eastern Africa
- Central Africa
- Western Africa
- Southern Africa
- Northern Africa
- Indian Ocean Islands
- Middle East
- Europe
- Asia
- Far East
- North America
- Central America
- South America

d) In respect of Type of Aircraft state the type(s) to be included

Type, Model and Series	Registration	Name of Owner	Capacity for Pax	Capacity for cargo	Max Take off weight

e) In respect of Base of operation state the new base(s)

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ii) Give justification/reason(s) in support of the application

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12. State the aircraft in the current licence and the aircraft intended to be included (if applicable). Give particulars as follows:-

Number of Aircraft	Type, Model and Series	Registration	Ownership	Capacity Pax/cargo	Max Takeoff weight

PART D: LIABILITY FOR LOSS OR DAMAGE

13. Provide the following details:

a) The name(s) of the Insurance Policy Provider (Company)

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b) The amount of coverage provided in the Insurance Policy against liability in respect of

loss or damage to:-.....

i) Passengers and their baggage US\$.....

ii) Cargo and/or mail US\$.....

iii) Third party liabilities US\$.....

that may occur in connection with aircraft operated by the applicant.

c) In the case of a combined single limit liability, please state the risks covered including the amount

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Note: *Insurance cover to be provided must be as prescribed in the Civil Aviation (Licensing of air Services Regulations 2018)*

PART E: STAFFING, ORGANIZATION AND KENYANIZATION

14. State the number of staff currently employed. The number of Kenyans and non-Kenyan citizens should be given in each case.

Staff	No. of Kenyans	No. of Non Kenyans
Flight crew		
Flight engineers		
Cabin Crew		
Ground Engineers		
Other staff		
Total		

DECLARATION

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

I enclose herewith crossed Cheque/Banker's Draft/ Cash of
US\$......being payment of the application fee.

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

Signature.....

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

Position.....

...

On behalf
of.....

Attach the following documents as appropriate:

1. Operations statistics for the preceding one year
2. Audited financial accounts for one year preceding the application submission
3. Aircraft Insurance Certificate rance and Policy
4. Air Operators Certificate
5. Most recent Company Registration Form 12 (CR12)
6. Copy of national identity card or passport and two passport size photographs in respect of each of the directors of the company
7. Any other additional document to support the application