



Advisory Circular

CAA-AC-ATD009

May, 2023

FILING OF MONTHLY AIR TRANSPORT RETURNS

1.0 PURPOSE

- 1.1 The purpose of this advisory circular is to provide guidance information for submission of air transport data in accordance with the regulatory requirements and in the format prescribed by the Authority.

2.0 REFERENCES

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

3.0 4.0 GENERAL

- 3.1 This Advisory Circular applies to holders of operating authorization and air service licence appropriately certificated to carry out air operations.
- 3.2 It is a regulatory requirement that the holder of an air service licence or operating authorization downloads and submits duly filled forms as appropriate.
- 3.3 Forms for submission of air transport data are formatted in MS Excel and accessible on the Authority's website.

4.0 AIR TRANSPORT DATA REPORTING FORMS

- 4.1 Forms to facilitate data reporting by a holder of air service licence or operating authorisation are categorized as follows:
 - 4.1.1 International and / or domestic scheduled air services - KCAA Form 0005/1 - Stat "A";
 - 4.1.2 International and / or domestic non- scheduled /inclusive tour charters/emergency medical air services - KCAA Form 0005/2 - Stat "B";

- 4.1.3 International and / or domestic aerial work services - KCAA Form 0005/3 - Stat “C”;
- 4.1.4 Instructional flying - KCAA Form 0005/4 - Stat “D”.
- 4.2 The holder of a licence or operating authorization is required to note the requirement on submission of a copy of:
 - (i) Current tariffs or schedule of charges for each type of air service rendered to the public;
 - (ii) Current flight timetable.
- 4.3 The holder of a licence or operating authorization with cargo operations is required to note the requirement overleaf the forms on description of all cargo carried by flight stage as appropriate.

5.0 SUBMISSION OF AIR TRANSPORT DATA

- 5.1 The holder of a licence or operating authorization will submit air transport data to the Authority on a monthly basis.
- 5.2 The air transport data submitted to the Authority will be in the format prescribed in No. 5.1 above.
- 5.3 The holder of a licence or operating authorization will ensure that all details in the form are provided as appropriate before submission.
- 5.4 When submitting air transport data, the holder of an air service licence or operating authorization will be required to ensure the following:
 - 5.4.1 Details of the operator or the contact person are provided;
 - 5.4.2 Data format is as prescribed by the Authority;
 - 5.4.3 Data format is not mutilated;
 - 5.4.4 Filling of the form is complete;
 - 5.4.5 A copy of current tariffs or schedule of charges is attached;
 - 5.4.6 Description of cargo carried is provided;
 - 5.4.7 Details of the referral month and year for the returns are specified.
- 5.5 The Authority will only accept the data if it meets the requirements.