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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | | | | | | | Form  CAA-FM-ATD02  June, 2025 | | | | | | | | | |
| ***APPLICATION FOR VARIATION OF AIR SERVICE LICENCE*** | | | | | | | | | | | | | | | | |
| *The form should be accompanied with the required documents listed in Appendix 2 and an application fee of* ***USD 500*** *only* | | | | | | | | | | | | | | | | |
| **1** | **Name of Applicant** | | |  | | | | | | | | | | | | |
| **2** | **State of Applicant Registration /Incorporation** | | |  | | | | | | | | | | | | |
| **3** | **Physical Address** | | |  | | | | | | | | | | | | |
| **4** | **Correspondence Address** | | | **Postal Address** | | | | |  | | | | | | | |
| **Town/City** | | | | |  | | | | | | | |
| **Telephone** | | | | |  | | | | | | | |
| **Email** | | | | |  | | | | | | | |
| **5** | **Air Service Licence Number** (*being varied*) | | | **Valid from** | | | | | **Valid to** | | | | | | | |
|  | | |  | | | | |  | | | | | | | |
| **6** | **Current AOC Number** | | | **Valid from** | | | | | **Valid to** | | | | | | | |
|  |  | | |  | | | | |  | | | | | | | |
| **7** | **Current ATO Number** | | | **Valid from** | | | | | **Valid to** | | | | | | | |
|  |  | | |  | | | | |  | | | | | | | |
| **8** | Indicate below the details of the variation | | | | | | | | | | | | | | | |
| 1. **Aircraft** | | | | | | | | | | | | | | | |
| Aircraft type | | | Aircraft registration | | | | Owned /Dry-leased | | | | Passenger capacity | | | | Cargo capacity |
|  | | |  | | | |  | | | |  | | | |  |
|  | | |  | | | |  | | | |  | | | |  |
| 1. **Route** | | | | | | | | | | | | **Flights per week** | | | |
|  | | | | | | | | | | | |  | | | |
| 1. **Geographical area**   *(Tick as appropriate)* | | | □G1 □G2 □G3 □G4 | | | | | | | | | | | | |
| 1. **Operation Bases** | | |  | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | |
| **9** | **Shareholder(s):** | | | | | | | | | | | | | | | |
| **Name** | | | **Citizenship** | | | | | | | | | | **Shares** | | |
|  | | |  | | | | | | | | | |  | | |
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|  | | |  | | | | | | | | | |  | | |
|  | | |  | | | | | | | | | |  | | |
| **Authorized Share Capital** | | **Total number of shares** | | | | | | **Shares issued** | | | | | | **Value of each share** | |
|  | |  | | | | | |  | | | | | |  | |
| *If any shareholder is a company provide shareholding details in the above format* | | | | | | | | | | | | | | | |
|  |  | |  | | | | | |  | | | | | |  | |
| **10.** | **Number of personnel employed and nationality** | | | | | | | | | | | | | | | |
|  | Staff | | | | **Kenyans** | | | | | | **Non Kenyans** | | | | | |
| Flight Crew | | | |  | | | | | |  | | | | | |
| Cabin Crew | | | |  | | | | | |  | | | | | |
| Flight Engineers | | | |  | | | | | |  | | | | | |
| Ground Engineers | | | |  | | | | | |  | | | | | |
| Others | | | |  | | | | | |  | | | | | |
|  | | | |  | | | | | |  | | | | | |
| I confirm that base(s)/aerodrome(s) and ground facilities are available and adequate for use by the aircraft proposed for the service.  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 considered necessary for determining this application and may refuse to process this application if the information is not provided to its satisfaction. | | | | | | | | | | | | | | | | |
| Name of Authorized representative: | |  | | | | Position in company: | | | |  | | | | | | |
| Signature | |  | | | | Email: | | | |  | | | | | | |
| Date: | |  | | | | Company stamp/seal: | | | |  | | | | | | |

**Appendices**

|  |  |
| --- | --- |
| **Appendix 1: Geographical area** | |
| G1 | Kenya |
| G2 | East African Community |
| G3 | Africa |
| G4 | Rest of the world |
|  |  |
| **Appendix 2:**   1. **Documents to be attached by local applicants** | |
| 1 | Copy of the current Air Operator Certificate (AOC) including operations specifications, and/or Approved Training Organization (ATO) including training specifications |
| 2 | Certified true copy of most recent company registration form 12 (CR12) or Business Registration Service Form; |
| 3 | Certified true copy or copies of the applicant’s certificate(s) of registration for all listed aircraft; |
| 4 | Certified true copy of audited financial accounts for twelve months preceding the application; |
| 5 | Monthly returns for the 12 months preceding the application in the format prescribed in the 5th Schedule, if not already submitted |
| 6 | For leased aircraft, duly executed dry lease agreement or lease approval; |
| 7 | Certified true copy of the insurance policy in place; |
| 8 | Copy of Air Service Licence being varied; |
| 9 | Any other document in support of the application for the air service |

|  |  |
| --- | --- |
| 1. **Documents to be attached by foreign applicants** | |
| 1 | A copy of Air Operator Certificate (AOC) and Operations Specifications (OpSpecs) issued by the State of the applicant; |
| 2 | Certified true copy of audited financial accounts for twelve months preceding the application; |
| 3 | Monthly returns for the 12 months preceding the application in the format prescribed in the 5th Schedule, if not already submitted |
| 4 | Certified true copy of the insurance policy; |
| 5 | A copy or copies of certificate(s) of registration of aircraft where applicable; |
| 6 | For inclusive tour charter applicants, also a copy of the charter agreement; |
| 7 | Any other document in support of the application for the air service; |
| 8 | A copy of Air Operator Certificate including operations specifications, issued by the State of the applicant; |

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**Civil Aviation Authority**