### **Variation of Air Service Licence Application Form**

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| ***APPLICATION FOR VARIATION OF AIR SERVICE LICENCE*** |
| ***KCAA/ATD/FM/02*** |
| *The form should be accompanied with an application fee of* ***USD 500*** *only* |
| **1** | **Name of Applicant** |  |
|  | **State of Applicant Registration/Incorporation** |  |
| **2 a** | **Physical Address** |  |
| **2 b** | **Correspondence Address** | **Postal Address** |  |
| **Telephone** |  |
| **Email** |  |
| **2 c** | **Type of Air Service being varied** | **ASL No.** | **Validity from** | **Validity to** |
|  |  |  |  |
| **2 d** | **Current AOC/ATO Number** | **Validity from** | **Validity to** |
|  |  |  |
| **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** |
|  |  |  |  |
| **5.** | **Number of personnel employed and nationality**  |
|  | **Staff** | **Kenyans** | **Non Kenyans** |
| **Flight Crew** |  |  |
| **Cabin Crew** |  |  |
| **Flight Engineers** |  |  |
| **Ground Engineers** |  |  |
| **Others** |  |  |
|  |  |  |
|  |  |  |
| **6.** | Indicate below the additional aircraft type, route, geographical area or operation base desired to be included in the Air Service Licence being varied: |
| **Aircraft type** |  |
| **Route** |  |
| **Geographical area** |  |
| **Base** |  |
| **7.** | **Number of personnel employed and nationality:**  |
| **Staff** | **Kenyans** | **Non-Kenyans** |
| Flight Crew |  |  |
| Flight Engineers |  |  |
| Cabin Crew |  |  |
| Ground Engineers |  |  |
| Other Staff |  |  |
| **Total** |  |  |
| 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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| **Geographical area** |
| G1 | Kenya |
| G2 | East African Community |
| G3 | Africa |
| G4 | Rest of the world |
|  |  |
| **Documents to be attached by local applicants**  |
| 1 | Certified true copy of most recent company registration form 12 (CR12) or Business Registration Service Form |
| 2 | Certified true copy or copies of the applicant’s certificate(s) of registration for aircraft owned and intended for the operation and/or a duly executed dry lease agreement; |
| 3 | Certified true copy of the insurance policy or insurance arrangements in place where applicable; |
| 4 | Copy of Air Service Licence being varied |
| 5 | A business plan for a period of two years in the format prescribed in the 5th schedule of the Licensing of Air Service Regulations, where applicable |
| 6 | Documentary evidence of existing and projected sources of funds where applicable |
| 7 | Any other document in support of the application for the air service |

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| **Documents to be attached by foreign applicants**  |
| 1 | A copy of Air Operator Certificate issued by the State of the applicant; |
| 2 | Certified true copy of audited financial accounts for twelve months preceding the application; |
| 3 | Certified true copy of the insurance policy; |
| 4 | A copy or copies of certificate(s) of registration of aircraft where applicable; |
| 5 | For inclusive tour charter applicants, also a copy of the charter agreement;  |
| 6 | Any other document in support of the application for the air service. |
| 7 | A copy of Air Operator Certificate including operations specifications, issued by the State of the applicant; |

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**Civil Aviation Authority**