|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| *KCAA/ATD/FM/04B* | | | | | | | | | | | | | | | | | | | | | | |
| ***APPLICATION FOR RENEWAL 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** | **Type of air service (s) applied for (refer to attached appendix)** | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | |
| **a) SCHEDULED AIR SERVICE** | | | | | | | | | | | | | | | | | | | | | |
| Tick type of air service | | | | | | | | | | | | | | | | | | | | | |
| [A1]  □ Pax □ Cargo □ Mail | | | | | | | | | | [A2]  □ Pax □ Cargo □ Mail | | | | | | | | | | | |
| Operation base(s) | | | | | | | |  | | | | | | | | | | | | | |
| **i) Routes:** *(Provide an attachment in the format below)* | | | | | | | | | | | | | | | | | | | | | |
| Origin | | | | | Destination | | | | | | | | Flights per week | | | | | | | Effective date | |
|  | | | | |  | | | | | | | |  | | | | | | |  | |
| **ii) Aircraft:** (*Provide an attachment in the format below)* | | | | | | | | | | | | | | | | | | | | | |
| Aircraft type | | | Aircraft registration | | | | | Owned/Leased | | | | | Passenger capacity | | | Cargo capacity | | | Type of air service | | |
|  | | |  | | | | |  | | | | |  | | |  | | |  | | |
| **b) INCLUSIVE TOUR CHARTERS / INTERNATIONAL NON SCHEDULED AIR SERVICE (FOREIGN OPERATORS)** | | | | | | | | | | | | | | | | | | | | | |
| Tick type of air service | | | | | | | | | | | | | | | | | | | | | |
| [Inclusive Tour Charters]  □ | | | | | | | | | | | | | [International Non-scheduled]  □ Pax □ Cargo □ Mail | | | | | | | | |
| Operation base(s) | | | | | | | | | | | | |  | | | | | | | | |
| **i) Routes:** *(Provide an attachment in the format below)* | | | | | | | | | | | | | | | | | | | | | |
| Origin | | | | | | | | Destination | | | | | Flights per week | | | | | | Effective date | | |
|  | | | | | | | |  | | | | |  | | | | | |  | | |
| **ii) Aircraft:** (*Provide an attachment in the format below)* | | | | | | | | | | | | | | | | | | | | | |
| Aircraft type | | | Aircraft registration | | | | | Owned/Leased | | | | | Passenger capacity | | | Cargo capacity | | | Type of Air Service | | |
|  | | |  | | | | |  | | | | |  | | |  | | |  | | |
| **c) OTHER AIR SERVICES** (Non-Scheduled, Aerial Work, Flying Instructions and Recreational Flying) | | | | | | | | | | | | | | | | | | | | | |
| **i) Tick type of air service and indicate geographical area** *(Refer to Appendix 1 and 2)* | | | | | | | | | | | | | | | | | | | | | |
| **Service** | | **G. Area** | | **Service** | | | | | | **G. Area** | | **Service** | | **G. Area** | | | **Service** | | | **G. Area** | |
| [B1] | |  | | [B2] | | | | | |  | | [B3] | |  | | | [B4] | | |  | |
| [B5] | |  | | [B6] | | | | | |  | | [C1] | |  | | | [C2] | | |  | |
| [C3] | |  | | [C4] | | | | | |  | | [C5] | |  | | | [C6] | | |  | |
| [C7] | |  | | [C8] | | | | | |  | | [C9] | |  | | | [D1] | | |  | |
| [E1] | |  | | [E2] | | | | | |  | |  | |  | | |  | | |  | |
| Operation base(s) | | |  | | | | | | | | | | | | | | | | | | |
| **ii) Aircraft:** *(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 | | | | | | | | |  | | | | | | |  | | | | | |
| Cabin Crew | | | | | | | | |  | | | | | | |  | | | | | |
| Flight Engineers | | | | | | | | |  | | | | | | |  | | | | | |
| Ground Engineers | | | | | | | | |  | | | | | | |  | | | | | |
| Others | | | | | | | | |  | | | | | | |  | | | | | |
| Total | | | | | | | | |  | | | | | | |  | | | | | |
| **6** | Have you introduced a new aircraft type, air service, route, geographical area or operation base in this application which are not in the current licence? If yes, indicate below: | | | | | | | | | | | | | | | | | | | | | |
| **Aircraft type** | | | | | | |  | | | | | | | | | | | | | | |
| **Air service** | | | | | | |  | | | | | | | | | | | | | | |
| **Route** | | | | | | |  | | | | | | | | | | | | | | |
| **Geographical area** | | | | | | |  | | | | | | | | | | | | | | |
| **Base** | | | | | | |  | | | | | | | | | | | | | | |
| **7** | **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:**

|  |  |
| --- | --- |
| 1. **Geographical area** | |
| G1 | Kenya |
| G2 | East African Community |
| G3 | Africa |
| G4 | Rest of the world |
|  | |
| 1. **Type of service** | |
| A1 | International scheduled air service for passengers or cargo or mail or a combination thereof |
| A2 | Domestic scheduled air service for passengers or cargo or mail or a combination thereof |
| B1 | International non-scheduled air service for passengers, or cargo or mail or combination thereof |
| B2 | International non-scheduled air service for air ambulance service |
| B3 | International non-scheduled air service for self-fly hire |
| B4 | Domestic non-scheduled air service for passengers, or cargo or mail or combination thereof |
| B5 | Domestic non-scheduled air service for air ambulance service |
| B6 | Domestic non-scheduled air service for self-fly hire |
| C1 | Aerial work service for advertising operations/banner towing |
| C2 | Aerial work service for aerial patrol/observation/surveys |
| C3 | Aerial work service for aerial photography/sightseeing |
| C4 | Aerial work service for agricultural spraying/seeding/dusting |
| C5 | Aerial work service for cloud spraying/seeding |
| C6 | Aerial work service for fire spotting/control/fighting; disaster and emergency relief |
| C7 | Aerial work service for game and livestock selection/culling/counting/herding |
| C8 | Aerial work service for parachute jumping/tag operation |
| C9 | Aerial work service for rotorcraft external operations |
| D1 | Flying instructions |
| E1 | Paragliding |
| E2 | Acrobatic operations |
|  | |
| 1. **Documents to be attached by local applicants** | |

|  |  |
| --- | --- |
| 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 | Route schedule and list of aircraft 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 application |

|  |
| --- |
| 1. **Documents to be attached by foreign applicants** |

|  |  |
| --- | --- |
| 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 | Route schedule and list of aircraft 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 application |

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Civil Aviation Authority**