



APPLICATION FORM
AIR SERVICE LICENCE
(RCARs Part 37-Licensing of Air Services)

Print or type. Do not write in the shaded area, these are for RCAA use only. Submit original application only and if additional space is required, use attachment

Important Notice

Please read these notes together with Rwanda Civil Aviation Regulations (RCARs) Part 37 before attempting to complete the form: –

- (i) When filled, this form should be submitted to the Rwanda Civil Aviation Authority (RCAA) P.O. Box 1122 Kigali.
- (ii) This application must comply with the relevant provisions of RCARs Part 37 when it is submitted to RCAA.
- (iii) Particulars to be furnished in connection with this applicant, please refer to RCARs Part 37
 - a. Appendix 1 To 37.180: Particulars to Be Given by Holder of Licences and Operating Authorizations in Monthly Returns (Except Where Otherwise Specified).
 - b. Appendix 1 to 37.085: Information for use in association with Financial Fitness of Air Carriers.
 - c. Appendix 1 To 37.030: Particulars to be furnished in connection with an Application for a Licence.
- (iv) The application must be signed by –
 - (a) the applicant/licensee, if a natural person;
 - (b) each partner, if the application is on behalf of a partnership; or
 - (c) the officer(s) duly authorised to execute documents on its behalf, if the applicant/licensee is a company, close corporation or organisation.
- (v) Where the required information cannot be furnished in the space provided on this form, the information must be submitted as a separate memorandum and attached hereto.
- (vi) This application form duly filled, must reach the RCAA not less than 60 days before the date of commencement of the proposed air service.
- (vii) Filing fees may be required, see filing fee on AIP Rwanda document found on the RCAA website. Application and filing fee payment confirmation (if applicable) should be submitted together.
- (viii) Partnership- If applicable state firm name and style of partnership and furnish copy of partnership registration.
- (ix) Corporations/Companies/Organizations- Furnish a copy of the Certificate of Incorporation accompanied by a copy of the Memorandum and Articles of Association.
- (x) Please note that Rwanda Civil Aviation Authority will not undertake a quality assurance role with regard to any form or document submitted in the application package for an Economic Authorization. Documentation that contains errors or does not meet regulatory requirements will be returned for correction. Delays thus incurred are the sole responsibility of the applicant.



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A. PARTICULARS REGARDING THE APPLICANT {APPENDIX 1 TO REGULATION 37.030}		
1. Full name of the organization	2. Trade name (if any)	3. Full address
4. Telephone number	5. Email	
6. Legal status of applicant		
<input type="checkbox"/> Natural Person <input type="checkbox"/> Partnership <input type="checkbox"/> Close Corporation <input type="checkbox"/> Company <input type="checkbox"/> Organization <input type="checkbox"/> Other –Specify		
7. Registration number in the of a close corporation/ company		
8. Enumerate particulars of working arrangements that the applicant has with any other company operating an air service		

B. DIRECTORS INTEGRITY {REGULATION 37.090}				
1. Full Particulars of each Director/Shareholder/Partner Member/Office Bearer				
Name	Position	Nationality	Country of Permanent Residence	
(1)				
(2)				
(3)				
(4)				
(5)				
(6)				
2. Full Particulars in Respect of Direct or Indirect Voting and Convertible Rights and in Whom such Voting and Convertible Rights are Vested				
Name	Nationality	Type of Rights	Country of Permanent Residence	% of Total
(1)				
(2)				
(3)				
(4)				
(5)				
(6)				
3. Full particulars of the nature and extent of any financial interest held by the applicant in any other international air service or organisation which has a financial interest in any air operation				



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C. PARTICULARS REGARDING NATURE OF AIR SERVICE

1. Proposed type of service (Check as applicable)			
1) <input type="checkbox"/> Domestic	2) <input type="checkbox"/> International-scheduled	3) <input type="checkbox"/> International Non-scheduled/Chartered	4) <input type="checkbox"/> Cargo
5) <input type="checkbox"/> Aerial Work (Select Type)			
(a) <input type="checkbox"/> Advertising	(b) <input type="checkbox"/> Mapping	(c) <input type="checkbox"/> Sightseeing	(d) <input type="checkbox"/> Surveying <input type="checkbox"/> External Load
(e) <input type="checkbox"/> Fire Fighting	(f) <input type="checkbox"/> Spraying	(g) <input type="checkbox"/> Photography	
(i) <input type="checkbox"/> Parachute Jumping	(j) <input type="checkbox"/> Flying Instruction	(k) <input type="checkbox"/> Inspection and Surveillance	

D. PARTICULARS REGARDING THE EXTENT OF THE AIR SERVICE {REGULATION 37.180}

1. In respect of an application for a scheduled public air transport service licence	
(a) Route(s) and airport(s) to be used	(b) Frequency and timetables according to which the air service will be operated.
(c) State the fares and rates to be charged and the manner in which they are to be determined	
2. In respect of an application for a non-scheduled air transport service licence, state the area(s) to be served:	
3. In respect of any application, state airport(s) to be used as base(s) of operation:	
4. In respect of an application for flying instructions, state the type and nature of the instruction to be carried out and the places the proposed service is to be operated	

D. PARTICULARS REGARDING EQUIPMENT {REGULATION 37.100 AND 37.105}

1. Particulars regarding the number and kind of aircraft to be used
2. Particulars regarding the ownership of the aircraft listed in D1.
3. Particulars regarding the registration of the aircraft listed in D.1



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E. PARTICULARS REGARDING FINANCIAL FITNESS {REGULATION 37.085}
1. Details of the significant changes in operator financial fitness:
2. State if the operator is capable of continuing operations for the next 12 months without compromising on safety
3. State if the operator is considering or has already filed for bankruptcy

F. AIR SERVICE AGREEMENT PROVISIONS REGARDING FREEDOM OF THE AIR (TICK THE APPROPRIATE)
1. <input type="checkbox"/> First Freedom of the Air - the right or privilege, in respect of scheduled international air services, granted by one State to another State or States to fly across its territory without landing (also known as a First Freedom Right).
2. <input type="checkbox"/> Second Freedom of the Air - the right or privilege, in respect of scheduled international air services, granted by one State to another State or States to land in its territory for non-traffic purposes (also known as a Second Freedom Right).
3. <input type="checkbox"/> Third Freedom of The Air - the right or privilege, in respect of scheduled international air services, granted by one State to another State to put down, in the territory of the first State, traffic coming from the home State of the carrier (also known as a Third Freedom Right).
4. <input type="checkbox"/> Fourth Freedom of The Air - the right or privilege, in respect of scheduled international air services, granted by one State to another State to take on, in the territory of the first State, traffic destined for the home State of the carrier (also known as a Fourth Freedom Right).
5. <input type="checkbox"/> Fifth Freedom of The Air - the right or privilege, in respect of scheduled international air services, granted by one State to another State to put down and to take on, in the territory of the first State, traffic coming from or destined to a third State (also known as a Fifth Freedom Right).
6. <input type="checkbox"/> Sixth Freedom of The Air - the right or privilege, in respect of scheduled international air services, of transporting, via the home State of the carrier, traffic moving between two other States (also known as a Sixth Freedom Right). The so-called Sixth Freedom of the Air, unlike the first five freedoms, is not incorporated as such into any widely recognized air service agreements such as the "Five Freedoms Agreement"
7. <input type="checkbox"/> Seventh Freedom of The Air - the right or privilege, in respect of scheduled international air services, granted by one State to another State, of transporting traffic between the territory of the granting State and any third State with no requirement to include on such operation any point in the territory of the recipient State, i.e the service need not connect to or be an extension of any service to/from the home State of the carrier.
8. <input type="checkbox"/> Eighth Freedom of The Air - the right or privilege, in respect of scheduled international air services, of transporting cabotage traffic between two points in the territory of the granting State on a service which originates or terminates in the home country of the foreign carrier or (in connection with the so-called Seventh Freedom of the Air) outside the territory of the granting State (also known as an Eighth Freedom Right or "consecutive cabotage").
9. <input type="checkbox"/> Ninth Freedom of The Air - the right or privilege of transporting cabotage traffic of the granting State on a service performed entirely within the territory of the granting State (also known as a Ninth Freedom Right or "stand alone" cabotage).



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G. GENERAL	
1. Expected date of commencement of air service or each phase thereof:	
2. In the case of an application for a temporary licence, the period or number of return flights for which the licence is sought	
3. Persons whose details are in section 2.1 sign in the space below against their names as a confirmation that information submitted in this form is in compliance with the provisions of RCARs part 37	
Name (s) of Signatory(ies)	Signature(s)
(1)	
(2)	
(3)	
(4)	
(5)	
(6)	

H. DECLARATION	
I/we declare that to the best of my/our knowledge and belief, the statements given in this application and in, the attachment hereto are true in every respect.	
1. Date	2. Name and Signature of the Authorized Person (Accountable Person of the Operator)

I. FOR OFFICIAL USE ONLY		
1. Allocated Docket Number	2. Application received and checked by	3. Date Received
4. The applicant has/has not satisfied provisions of RCARs Part 37 and therefore recommends:		
5. <input type="checkbox"/> Acceptance of Application	6. <input type="checkbox"/> Rejection of Application	
7. Date Processed	8. Name and Signature of the Officer processing the application	