



## **AIR SERVICES LICENSING COUNCIL (ASLC) AND INTERNATIONAL AIR SERVICE COUNCIL (IASC) APPLICATION REQUIREMENTS**

### **NEW APPLICATION**

- ALL APPLICATIONS MUST BE SUBMITTED IN A PRESENTABLE MANNER (binded documents, cover page, letter with company letterhead, table of contents and pages must numbered for easy reference).
- Clearly indicate what you are applying for: ( class, type, category etc,)
- Application must be submitted in seven folds (original and six (6) copies)
- TV 339 / TV 295 APPLICATION FORM (a prescribed form with the ASLC/IASC logo, fully completed, signed and stamped by the commissioner of oaths)
- APPLICATION FEE (proof of payment must be attached on the application)
- AUTHORISING RESOLUTION (for a person who prepares, submit and present the application before the council)
- MANAGEMENT PLAN (Initialized each page and accompanied by the CV's of personnel, certified copies of ID's, certified copies of qualifications, all personnel must sign acceptance of responsibilities and the organogram indicating the reporting lines)
- PRO FORMA BALANCE SHEET ( in case of new company)
- COMPANY DOCUMENTS (Certificate of registration, Certificate to commence business, memorandum of association and memorandum of incorporation)
- AIRCRAFT DOCUMENTS
  - Certificate of registration
  - Certificate of airworthiness
  - Certificate of release to service
  - AMO certificate

- Radio station license
- Lease agreement (for leased aircrafts with name/ id no's/ reg. No's of the lessee and the lessor; aircraft registration number; rental rates and signed by lessee and lessor)
- INSURANCE CERTIFICATE
- TAX CERTIFICATE
- BBB-EE CERTIFICATE and BBB-EE Plan for the company.

### AMENDMENT APPLICATION

- ALL APPLICATIONS MUST BE SUBMITTED IN A PRESENTABLE MANNER (binded documents, cover page, letter with company letterhead, table of contents and pages must numbered for easy reference).
- Clearly indicate what you are applying for: ( class, type, category etc,)
- Application must be submitted in seven folds (original and six (6) copies)
- TV 339 / TV 295 APPLICATION FORM (a prescribed form with the ASLC/IASC logo, fully completed, signed and stamped by the commissioner of oaths)
- APPLICATION FEE (proof of payment must be attached).
- AUTHORISING RESOLUTION (for a person who prepares, submit and present the application before the council)
- MANAGEMENT PLAN (Initialized each page and accompanied by the CV's of personnel, certified copies of ID's, certified copies of qualifications, all personnel must sign acceptance of responsibilities and the organogram indicating the reporting lines).
- AUDITED FINANCIAL STATEMENTS/ TWELVE (12) MONTHS FINANCIAL PROJECTION
- COMPANY DOCUMENTS (Certificate of registration, Certificate to commence business, memorandum of association and memorandum of incorporation)
- AIRCRAFT DOCUMENTS

NB: (if amendment application is for changes: To personnel, addition of type or category, kindly provide documents for aircraft to be used)

NB: IASL Application: (addition of frequencies kindly provide information on market analysis and aircraft documents)

- Certificate of registration
- Certificate of airworthiness
- Certificate of release to service
- AMO certificate
- Radio station license
- Lease agreement (for leased aircrafts with name/ id no's/ reg. No's of the lessee and the lessor; aircraft registration number; rental rates and signed by lessee and lessor)
- INSURANCE CERTIFICATE

- TAX CERTIFICATE
- BBB-EE CERTIFICATE and BBB-EE Plan for the company.