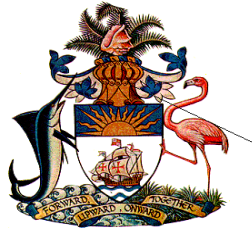


Ref. No.: CAD/Form-009

Telephone (242) 326-0345/6
Facsimile (242) 326-3592

Department of Civil Aviation
Seaban House, Crawford St.
Oakes Field
P. O. Box N975



Date of Issuance:

**DEPARTMENT OF CIVIL AVIATION
NASSAU, N. P., THE BAHAMAS**
AIR TRANSPORT LICENCE NOTICE

APPLICATION FOR RENEWAL LICENCE or PERMIT

BAHAMIAN OPERATORS or AIR CARRIERS

Air Transport Licences and or Permits are granted under S.I. 62/1988; S.I. 105/1976, Civil Aviation Act, Chapter 284, Civil Aviation (Licencing of Air Services) Regulations, (Section 5), [Commencement 7th October, 1976].

Application must be read in its entirety prior to entering information.

In the Department of Civil Aviation's endeavour to minimize delays and to facilitate the renewal process, applicants shall submit to the Department of Civil Aviation a completed application, indicating the items of particular interest and ensure that the renewal request is in the Department of Civil Aviation's possession not less than fourteen (14) days prior to the expiration of the licence and or permit.

Date...

Section 1.

Name of Applicant:	
Name of Operator or Carrier :	
1. Indicate exactly which renewal is being requested:	
2. Indicate the exact period being applied for:	

Section 2.

3. The following shall be submitted as attachments:

- (a) Current Certificate of Insurance.
- (b) Quarterly activities report on passengers transported (to / from) within The Bahamas.
- (c) A cheque for five hundred dollars (**\$500.00**). Made out to the Public Treasury.
- (d) Details of any **fin**es levied by aviation authorities for violations or incidents or any litigation brought against the company during the past year.
 - (i) details of all violations that occurred during the last fiscal period.
 - (ii) details of all accidents, incidents and or occurrences that occurred during the last fiscal period.
- (e) A letter from the Department of Civil Aviation's Accounts, confirming that the operator/Carrier has no outstanding debt with the Department of Civil Aviation.
- (f) A copy of the receipt from the Department of Civil Aviation confirming payment for the licence and permit issued for the previous year.

Section 3.

4. Details on whether there has been any changes in the beneficial owners of the operator and or carrier.

5. List of ALL aircraft in fleet, authorized by the Minister to operate commercially in The Bahamas during validity period of the licence and or permit.

Section 4.

6.

- (a) A copy of the Operator's Licence.
- (b) A copy of the Federal Aviation Administration approval for Maintenance Programme and Minimum Equipment List, pursuant to Federal Air Regulation (FAR 129.14) (for US registered aircraft).
- (c) A copy of a satisfactory annual technical assessment report from the Airworthiness Division of the Department of Civil Aviation, for each aircraft in fleet.
- (d) Written proof that the flight Operations Division of the Department of Civil Aviation has approved:-
 - (i) The Operator and or Carrier's Operations Manual.
 - (ii) Approved annual revision and amendments.
- (e) Submit the **names** and **date of birth** of ALL permanent and part-time pilots: their qualifications and date of last proficiency check.
- (f) Submit a copy of ALL Pilots' licences.
- (g) Submit a copy of ALL Pilots current medical certificates.
- (h) Submit a copy of the Operator's balance sheet for the last fiscal period a bank reference letter shall be included.
- (i) A copy of a Business Licence or receipt thereof.
- (j) A copy of the receipt of purchase of the following Documents: The Bahamas Civil Aviation Act, Chapter 284, The Bahamas Civil aviation (Air Navigation) Regulation, 2001, The Bahamas Civil Aviation (safety) Regulations, 2001, The Bahamas Aeronautical Publication (AIP).

Section 5.

7. To achieve the following applicants shall submit ALL of the above requirements in a timely manner.

- (a) Renewal delays could be minimized.
- (b) Approval and issuance of licence and or permit could be timely.
- (c) Alleviate/eliminate extended periods of operating beyond the expiration date of the licence and or permit without being in possession of the renewal certificate of the licence and or permit.

Section 6.

8. Applicants shall be cognizant of the following: Applicants who fail to respond to, or comply promptly to the renewal submission requirements, shall discover, that its belated application will be given a lower priority.

9. Additionally, be aware the **Renewal Notice** is ATTACHED to the primary certificate and subsequent certificates.

Signature

Date