

SAMPLE FORMAL APPLICATION LETTER

(Name of Applicant)
(Appropriate Address)

[Date]
Civil Aviation Authority
Attn: Director Flight Safety Standards and Regulations

Dear (Name):

This letter serves as a formal application for the Authority Air Operator Certificate. (Name of Applicant), initially intends to be certificated and operate as a [scheduled or charter passenger, aerial work cargo, or passenger and cargo] commercial air transport operation under the Civil Aviation Regulations. We intend to use (Number and Type) aeroplane(s) between (location) and (location). We have enclosed a copy of our Air Service License which has been issued by the Authority.

Our company will have its principal base of operations and corporate offices located at (appropriate address). Our maintenance base will be located at (appropriate address). A copy of our contract with (name of approved maintenance organisation) is enclosed. Our management personnel are as follows:

Accountable Manager – Mr. Peter Kamau
Director of Operations – Mr. Peter Smith
Director of Maintenance – Mr. Patrick Oprong
Quality Manager – Mr. Samuel Muthomi
Chief Pilot – Mr. Fredrick Miller
Director of Safety – Mr. Rodney Lewis

Also enclosed is the revised Schedule-of-Events and Initial Statement of Compliance which was agreed to at our last meeting with your representatives. We have retained the services of Mr. Louis Regent (appropriate address) as our agent for service.

Sincerely,

Peter Kamau
Accountable Manager

Encl