

	<p style="text-align: center;">TANZANIA CIVIL AVIATION AUTHORITY</p> <p style="text-align: center;">AIR TRANSPORT</p>	<p style="text-align: right;">Revision: 0</p>
<p>Document No: TCAA/FRM/ER/AT-03</p>	<p style="text-align: center;">Title: Application For A Licence To Operate Ground Handling Service</p>	<p style="text-align: right;">Page 1 of 7</p>

When completed, this form should be sent in duplicate to the Authority of Tanzania Civil Aviation Authority, P.O. Box 2819 Dar es Salaam, Tanzania. The form should be accompanied by an application fee of TShs./US DollarsBefore completing the Form, the applicant is advised to read it carefully and to answer all the questions.

PART A: GENERAL INFORMATION

1. Name of applicant.....
2. Business Address of Applicant.....
3. If the Applicant is a company, the following particulars should be given:
 - (a) Registered Office
 - (b) Company Registration No.....
 - (c) Date of Incorporation.....
 - (d) Operating or Business Name.....
 - (e) Address for Correspondence.....
 - (f) Telephone Number.....
 - (g) Fax Number.....
 - (h) Email address
4. Nationality of the Applicant
5. State the type of service applied for.....
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6. List all other aviation-related services operated by the Applicant at the time of this application and give the relevant licence numbers
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<p>Document No: TCAA/FRM/ER/AT-03</p>	<p style="text-align: center;">Title: Application For A Licence To Operate Ground Handling Service</p>	<p style="text-align: right;">Page 2 of 7</p>

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7. Enumerate particulars of working arrangements that the applicant has with any other company operating a ground handling service (excluding financial particulars see part B, below).....
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PART B: FINANCIAL PARTICULARS

8. State particulars of any financial interest that any other person providing air transport facilities or controlling the business of any person providing such facilities may have in the business of the applicant
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9. State particulars of any financial interest which the applicant has in any other undertaking providing or controlling the business of air transport
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10. State the nature of the person making the application (whether an individual or a partnership of a corporate body, public or private, with or without limited liability).....
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If the applicant is body corporate (public or private) give the following information:

- (a) Authorized share capital Tshs./USD
- (b) Shares issued:
- (i) For cash:

	<p>TANZANIA CIVIL AVIATION AUTHORITY</p> <p>AIR TRANSPORT</p>	<p>Revision: 0</p>
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(ii) Other than for Cash and State nature of consideration.

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(c) Full Names, private addresses and citizenship of all the Directors, with details of Shares. Debentures or Loan Capital beneficiary by each.....

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(d) If applicant is a subsidiary of another company, give the name of the parent company with information as in paragraphs 2 to 4 above.

(e) Date Company Financial Year ends

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(f) Period covered by the latest audited accounts submitted to the Authority

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12. If the applicant is an individual or a partnership:

(a) State his or owner's name (s) in full, private address and citizenship.....

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(b) State their financial resources and value of assets

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PART C: STAFFING, ORGANISATION AND TECHNOLOGY TRANSFER

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<p>Document No: TCAA/FRM/ER/AT-03</p>	<p style="text-align: center;">Title: Application For A Licence To Operate Ground Handling Service</p>	<p style="text-align: right;">Page 4 of 7</p>

13. State the number of staff usually employed.

(a) Tanzanian Citizens.....

(b) Foreigners

14. State whether and how the Government's policies on technology transfer are being or have been implemented.....

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PART D: TERMS AND CONDITIONS OF EMPLOYMENT

15. State whether the terms and conditions of employment of persons you employ conform to those in the United Republic

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PART E: EXPERIENCE

16. Give particulars of any experience in ground handling services or any other relevant experience of the Directors and other Senior Employees of the Company.....

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PART F: TO BE COMPLETED IN RESPECT OF ALL APPLICATIONS

17. State type and volume of traffic (passengers, cargo, mail etc) expected to be handled on each separate service

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<p>Document No: TCAA/FRM/ER/AT-03</p>	<p>Title: Application For A Licence To Operate Ground Handling Service</p>	<p>Page 5 of 7</p>

18. If the application is for a new ground handling licence, give the date when service is intended to commerce, and the period for which the ground handling licence is required.

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19. If the ground handling licence is required in continuation of or substitution for an existing ground handling service, give.

(a) Ground handling licence Number.

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(b) Period for which required.

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(c) Expiry date.

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20 Give concise indication of the existing or potential need or demand for the proposed service.

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21. Give particulars of any capital expenditure incurred, financial commitment made or commercial agreement concluded by the applicant in respect of the proposed ground handling service.

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DECLARATION:

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I, the undersigned, hereby apply for ground handling service licence as described in this application and I declare that to the best of my knowledge and belief, the statements given in this application and in, the attachment here to, are true in every respect.

I enclose herewith a crossed Cheque/Bankers Draft for Tsh./USD..... in payment of the application fee.

Dated this: day of200.....

Signatory's name in Block Letters.....

Signature:

Position:

On behalf of

FOR OFFICIAL USE ONLY:

DATE RECEIVED

DATE PUBLISHED.....

DATE FOR OBJECTIONS OR REPRESENTATIONS.....

APPLICATION RECEIVED AND CHECKED BY.....

DATE.....

RECEIPT NUMBER

DECISION OF THE AUTHORITY OF ISSUING THE GROUND HANDLING LICENCE

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	<p>TANZANIA CIVIL AVIATION AUTHORITY</p> <p>AIR TRANSPORT</p>	<p>Revision: 0</p>
<p>Document No: TCAA/FRM/ER/AT-03</p>	<p>Title: Application For A Licence To Operate Ground Handling Service</p>	<p>Page 7 of 7</p>

REGULATION (7)
Information to be Provided by Applicants

Part A

INFORMATION TO BE PROVIDED BY A FIRST-TIME APPLICANT FROM A FINANCIAL FITNESS POINT OF VIEW:

1. The most recent internal management accounts and, if available, audited accounts for the previous financial year.
2. A projected balance sheet, and income statements for the following first three years.
3. The basis for projected expenditure and income figures on such items as fuel, charges and rates, salaries, maintenance, depreciation, exchange rate fluctuations, airport charges, insurance, traffic, revenues, etc.
4. Details of the start up costs to be incurred in the period from submission of application to commencement of operations and an explanation of how the applicant is proposing to finance these costs.
5. Details of existing and projected sources of finance.
6. Details of shareholders, including nationality and type of shares to be held, and the Articles of Association. If part of a group of undertaking, information to be provided on the relationship between them.
7. Projected cash flow statements and liquidity plans for the first three years of operation.
8. Details of the financing of ground handling equipment purchase or lease including, in the case of leasing, the terms and conditions of lease agreement.