

SLCAA SERVICE CHARTER

The SLCAA is poised to provide an independent professional oversight of international and domestic air transport and cargo services in compliance with international agreements and obligation relating to civil aviation

NO	SERVICES	REQUIREMENT	PROCEDURES/TIMELINES	WEIGHT/FEES
1	Request for Over Flying And Landing Permits	<ul style="list-style-type: none"> ➤ Name of the Operator ➤ Aircraft Type ➤ Registration Marks/Call Sign ➤ Numbers, Names and Nationality of Crew ➤ Purpose of flight to be stated fully ➤ Names, Nationality, Passport Number of passengers ➤ Name and full address of Receiving party in Sierra Leone ➤ Written confirmation by Receiving Party in Sierra Leone ➤ Evidence of payment of processing fee (attach copy of receipt) 	All non-scheduled flights shall be required to obtain a LANDING PERMIT at least 72 hours prior to date of intended landing at FNA.	<ol style="list-style-type: none"> 1. Up to 1000 kg MTOW-200 2. Exceeding 1,000kg but not above 2,500kg = \$ 200 3. Exceeding 2,500kg but not above 5,700kg = \$ 200 4. Exceeding 5,700kg but not above 10,000kg = \$ 500 5. Exceeding 10,000kg but not above 25,000kg = \$ 800 6. Exceeding 25,000kg but not above 40,000kg = \$ 1,000 7. Exceeding 40,000kg but not above 140,000kg = \$ 1,500 8. Exceeding 140,000kg but not above 240,000kg = \$ 2,000 9. Exceeding 240,000kg \$ 3,000

2	Request for Medical Evacuations Landing Permits	<ul style="list-style-type: none"> ➤ Name of the Operator ➤ Aircraft Type ➤ Registration Marks/Call Sign ➤ Numbers, Names and Nationality of Crew ➤ Purpose of flight to be stated fully ➤ Names, Nationality, Passport Number of passengers ➤ Name and full address of Receiving party in Sierra Leone ➤ Written confirmation by Receiving Party in Sierra Leone ➤ Evidence of payment of processing fee (attach copy of receipt) 	Exceptions to the 72 hour prior requirement for request	Medical Evacuation = \$ 200
3	Technical Stops for Refueling and Emergency Landing	No prior submission of document for requirement required	Exceptions to the 72 hour notice	
4	Request for Government Aircraft Landing Permits	<ul style="list-style-type: none"> ➤ Name of the Operator ➤ Aircraft Type ➤ Registration Marks/Call Sign ➤ Numbers, Names and Nationality of Crew ➤ Purpose of flight to be stated fully ➤ Names, Nationality, Passport Number of passengers ➤ Name and full address of Receiving party in Sierra Leone ➤ Written confirmation by Receiving Party in Sierra Leone ➤ Evidence of payment of processing fee (attach copy of receipt) 	All Government requests must be channeled through the Ministry of Transport and Aviation	FREE
5	Diplomatic	<ul style="list-style-type: none"> ➤ Name of the Operator 	All Diplomatic requests must be	

	Requests	<ul style="list-style-type: none"> ➤ Aircraft Type ➤ Registration Marks/Call Sign ➤ Numbers, Names and Nationality of Crew ➤ Purpose of flight to be stated fully ➤ Names, Nationality, Passport Number of passengers ➤ Name and full address of Receiving party in Sierra Leone ➤ Written confirmation by Receiving Party in Sierra Leone ➤ Evidence of payment of processing fee (attach copy of receipt) 	channeled through the Ministry of Foreign Affairs and International Cooperation.	FREE
6	Overflying	Details of the Aircraft date of overflying in Sierra Leone, point of departure and point of destination.	All OVERFLYING ONLY flights shall be required to obtain an overflying Permit at least 24 hours before date of flight.	FREE
7	Air Transport License	<p>1 General Procedure</p> <p>(i) Application for grant of an Air Transport License (ATL) shall be made in writing to the Director General, Sierra Leone Civil Aviation Authority (SLCAA).</p> <p>(ii) The application shall be signed by a person duly authorized by the applicant.</p> <p>(iii) The application shall be submitted to the Director General, Sierra Leone Civil Aviation Authority (SLCAA) on or before</p>		

a date not less than six (6) months to the expected date of utilization of the ATL.

2. Information and Supporting Documents

(i) The application letter for the grant of ATL must contain

the following particulars:

- (a) Name and address of applicant;
 - (b) Type(s) of air services to be provided;
 - (c) Proposed operational base of applicant;
 - (d) Details of proposed routes to be operated where applicable;
 - (e) Number and types of proposed aircraft to be utilized; and
 - (f) Time and frequency of the services.
- (ii) The following supporting documents are required for processing the Application:
- (a) Four (4) copies of the Certificate of Incorporation of the company
 - (b) Four (4) copies of certified true

		<p style="text-align: center;">copies of:</p> <ul style="list-style-type: none">(i) the memorandum and articles of association(ii) Particulars of the Directors of the Company(iii) Statement of Share Capital with minimum PAID-UP share capital of: \$500,000 (five hundred thousand Dollars) for domestic operations; \$1,000,000 (one million Dollars) for regional operations; and \$2,000,000 (two million Dollars) for intercontinental operations. <ul style="list-style-type: none">(c) Four(4) copies of the current tax clearance certificates of the company and of each of the directors (original copies of the documents should be submitted for sighting);(d) Four(4) copies of a detailed business plan of the company indicating among other things, the company's vision, mission, market		
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analysis and strategy, company's ownership structure, personnel plan, fleet acquisition plan, financial plan including source(s) of finance, balance sheet, break-even analysis, pro-forma income projections (profit & loss statements), cash flow analysis, proposed fares for passengers or cargo, etc and other standard business plan requirements showing the road map of the applicant's strategy to provide efficient services in respect of safety, regularity, reliability and profitability of operations.

(e) Publication of Notice of the application in two (2) national daily newspapers. The publication should contain information on the application submitted to the Authority for the grant of ATL.

(f) Evidence of the applicant's financial solvency to undertake

the business. Applicants are expected to prove that they are financially solvent to run operations for a period of three (3) months from the start of operations without resorting to any income from their operations.

- (g) Duly completed application forms (to be obtained from the Authority).
- (h) Duly completed Personal History Statement (PHS) forms and two(2) passport photographs in respect of each of the shareholders of the company having more than five percent (5%) equity shareholding (forms are available at the Authority).
- (i) Receipt of payment of Le10 million non-refundable processing fee. (Bank draft made payable to the Authority).

3Publication in Local Tabloids/Public Objection

The Authority will in the process of carrying out the

technical evaluation of the application cause the notice of application to be published in the local newspapers for any public comments, the fee of which shall be borne by the applicant.

4 Security Clearance

No person shall operate an aircraft in Sierra Leone without a security clearance issued by the Government. Applicants duly completed Personal History Statement (PHS) forms and other relevant documents will be forwarded by the appropriate National Security Agency for security clearance. An objection period of 21 days (as provided in article 18 of ECR1) will be allowed after the publication of any application during which objections or representations may be served on the Authority

5. At least one member of the board of directors must be aviation professional in line with the provisions of the Act. In addition, the majority shareholding shall be held by Sierra Leonean(s);

6 Home/Operational Base of the Airline

		<p>The applicant should liaise with the Sierra Leone Airports Authority</p> <p>Regarding approval of its home/operational base.</p> <p>7 .Additional Information</p> <p><i>On receipt of an application, the Director General may request for additional information from the applicant as deemed necessary.</i></p>		
8	Registration of Travelling Agencies	<p>1.0 REQUIREMENTS</p> <p>2.1 The application letter must contain the following information</p> <ul style="list-style-type: none"> a) Name and address of applicant b) Types of service being offered c) Number of offices owned by the applicant/Company <p>2.2 The following supporting documents must be submitted of SLCAA before processing of the application can commence:</p> <ul style="list-style-type: none"> a) Certificate of Incorporation of Company; b) Memorandum and Articles of Association of the Company with minimum share capital of 	<p>a) Application for registration of Travel Agents shall be made in writing to the Director-General Sierra Leone Civil Aviation Authority (SLCAA).</p> <p>b) The application shall be signed by the person applying for it or a duly authorized person.</p>	

Le150,000,000 (One Hundred and Fifty Million Leone)

- c) Curricula Vitae of the Directors
- d) Evidence of approval by IATA (if any)
- e) Evidence of Agency Appointment by Airlines (if any);
- f) Corporate profile in respect of all aviation related services being performed by the applicant/Company;
- g) Registration with Reputable Insurance Company for coverage under the Default Insurance Programme (DIP).
- h) Two photographs of both the interior and exterior of the office premises;
- i) Duly completed application form; and
- j) Copy of receipt of payment of the non-refundable processing of \$ 1,000 USD and Two million Leone for processing fee.

2.0 GENERAL REQUIREMENT

- 2.1 Each applicant shall make available its office premises for inspection by officials of the SLCAA.
- 2.2 Applicant must have at least two (2) full-time qualified personnel, who must have successfully completed a course in Airlines

Ticketing and reservation in a recognized Training Institution. In addition one of the personnel must have a minimum of at least two (2) years working experience with an IATA Agency or Airline in Ticketing/Reservation. However, no Agency personnel will be deemed qualified, if he or she has not spent minimum of 90 days with the Travel Agency as at the time of inspection by SLCAA.

3.0

ADDITIONAL INFORMATION

- 3.1 On receipt of an application, the Director-General may request for additional information from the applicant as may be deemed necessary.
- 3.2 The Director-General may refuse to register any agent found to have furnished SLCAA with false information or falsified documents. A report of such an Agent shall be forwarded to IATA and be published in the Newspaper.
- 3.3 Any duly registered/accredited Agent should be aware that SLCAA has the continuing responsibility to be satisfied with the conduct of the registered Travel Agent. To this end, SLCAA will monitor the

activities of the Travel Agent to ensure that its operations are in accordance with set standards and regulations guiding the operation.

3.4 Notification of changes such as change of name, location, ownership, shareholding in the Company must be made known to SLCAA within 30 days.