



Sierra Leone Civil Aviation Authority - SLCAA

**Guidelines for the Registration of
Travel Agency**

1.0 Procedures for Application

- 1.1 Application for registration of Travel Agent shall be made in writing to the **Director General, Sierra Leone Civil Aviation Authority (SLCAA), 21/23 Siaka Stevens Street NDB Building Freetown.**
- 1.2 The Application shall be signed by the person applying for it or a duly authorized person.
- 1.3 Each applicant shall make a payment of a non-refundable fee of **Six Million Four Hundred Thousand Leone** (Le 6,400,000) to the Sierra Leone Civil Aviation Authority's Account in respect of registration.
- 1.4 The sum of \$100 or its equivalent in Leones shall be paid for inspection.

2.0 General Requirements

- 2.1 The application letter must contain the following documents:
 - a. Name and address of the applicant
 - b. Type/s of services being offered
 - c. Number of offices owned by the applicant
- 2.2 The following supporting documents must be submitted to SLCAA before processing of the application can commence.
 - a. Valid Certificate of Incorporation of Company
 - b. Valid Certificate of Registration
 - c. Memorandum and Articles of Association of the Company with minimum share capital of Le 150,000,000 (**One Hundred and Fifty Million Leones**)
 - d. Curriculum Vitae of the Directors/Managers
 - e. Evidence of approval by IATA (**if any**)
 - f. Evidence of Agency Appointment by Airlines (**if any**)
 - g. Corporate profile in respect of all aviation related services being performed by the applicant/company

- h. Valid Registration with Reputable Insurance Company for coverage under the Default Insurance Programme (DIP)
- i. Valid Certificate of TIN Registration (NRA)
- j. Valid Domestic Tax Clearance Certificate (NRA)
- k. Valid Licence from National Tourist Board (NTB)
- l. Valid City Council Certificate
- m. Valid NASSIT Clearance Certificate
- n. Two photographs of both the interior and exterior of the office premises
- o. Duly completed application form will be sent by SLCAA for onward processing.

2.3 Each applicant shall make available its office premises for inspection by officials of the Sierra Leone Civil Aviation Authority.

2.4 Applicant must have at least two (2) full-time qualified personnel, who must have successfully completed a course related to Sales Agent or its equivalent in a recognised Training Institution. In addition, the personnel must have a minimum of at least (2) years working experience with related services. However, no Agency personnel will be deemed qualified, if he/she has not spent minimum of 90 days with Sales Agent 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 published in the Newspaper.

- 3.3 Any duly register/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 Sales 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 and shareholding in the company must be made know to SLCAA within 30 days.