



The Federal Democratic Republic of Ethiopia
Civil Aviation Authority
 Application Form for Business License and Renewal

FORM-I

PARTICULARS OF THE APPLICATION:

1. The Applicant:

1.1 Sole business person

a. Full name:..... c. Age:.....

b. Nationality:..... d. Sex:.....

1.2 Company/Organization:

a. Name:.....

b. General Manager/CEO/MD.:.....

c. Legal Status:.....

2. Address:

2.1 Business address in Ethiopia:

a. Region:..... Tel:.....

b. Zone:..... Fax:.....

c. Woreda:..... E-mail:.....

d. City/town:..... P.O.Box:.....

e. Sub city:.....

f. Kebele/Woreda.....

g. House/Bldg No.....

2.2 Where it is a foreign established company, address of the parent company outside Ethiopia:

a. Business Name:..... Tel:.....

b. Country:..... Fax:.....

c. State:..... E-mail:.....

d. City:..... Contact (if any).....

e. Avenue/Street Name/No.....

f. Zip/Postal Code:.....

3. Residential address of the sole person or GM/CEO/MD:
 - a. Region:.....Tel:.....
 - b. Zone:.....Cell:.....
 - c. Woreda:.....E-mail:.....
 - d. City/town:.....P.O.Box:.....
 - e. Sub city:.....
 - f. Kebele/Woreda.....
 - g. House/Bldg. No.....
4. Capital issued or allocated for the business:
 - a. Paid-up/allocated capital: ETB.....
 - b. Subscribed capital: ETB.....
5. Trade name (if any):.....
6. Where the Principal registration made at the Federal level, Registration No.:.....
7. Documents to be attached:
 - a. **For the request for new business license:**
 - i. a photocopy of the Identity Card of the Applicant;
 - ii. where an Application is signed by an agent guardian, a photocopy of a power of attorney/guardianship;
 - iii. two recent passport sized photographs of the Applicant/GM/CEO/MD/a guardian;
 - iv. where the Application is previously registered at the Regional level, a photocopy of the Principal registration;
 - v. where the commercial company is registered at the Regional level, a photocopy of its Articles and Memorandum of Association as well as Certificate of the Principal registration shall be submitted;
 - vi. Certificate of tax payer identification.
 - b. **Certificate of Competence or level of Standard to be required for specific fields:**
 - i. a photocopy of bank statement attesting the capital allocated to run the business;
 - ii. where the Application is for passenger &/or cargo services, a photocopy of Air Operator's Certificate and 3rd party insurance coverage;
 - iii. Statement of fulfillment of competence requirements signed by an Applicant;
 - iv. a photocopy of a statement issued by the responsible agency ensuring the place &/or office is suitable to run the business;
 - v. where the Application is for aviation training, a photocopy of Accreditation/Approval Certificate, i.e. ATO(Approved training Organization) and 3rd party insurance coverage;
 - vi. where the Application is for flight facilitation, a profile of technical personnel with certificate of competency at least in one of civil aviation fields with a minimum of 5 years experience;
 - vii. Other competency criteria as may be required by CAA.

c. For Renewal

- a photocopy of renewed Air Operator’s Certificate(AOC) or ATO
- a statement/clearance of tax payment issued by responsible government agency endorsing the renewal of the License shall be submitted.

Declaration:

In accordance with the eligibility criteria and operational requirements to be fulfilled and maintained under the national laws and regulations in force for.....business field I have requested, I the undersign hereby declare that all the above particulars provided by me and the documents attached hereto are true and correct.

Applicant’s Name.....Signature.....Date.....

For Official Use only

1. Verification and declaration:

a. Any previous similar License in the name of the Applicant is

Issued not issued

b. Application for License/ Renewal is

- Accepted and pay ETB.....for the service
- Not accepted (why).....

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Name.....Signature.....Date.....

2. Declaration of the Licensing Head:

a. Application for License is

accepted not accepted

b. Not accepted (why).....

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Name.....Signature.....Date.....