



Ethiopian Civil Aviation Authority

Competency Criteria

for

Business Licensing

on

Flight Support and Facilitation

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ESIC Code 73081

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ECAA
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1. Objectives:

- 1.1 To establish a transparent & fair regulatory framework for processing of flight permit and ground support requests by air operators &/or their agents
- 1.2 To avoid illegal practices of the aviation personnel in handling flight permit and ground support processing for remuneration
- 1.3 To generate state revenue

2. Scope of flight support and facilitation services

- 2.1 Over flight and landing permits processing
- 2.2 Customs and Immigration arrangements
- 2.3 Hotel accommodation and travel arrangements through (IATA) approved travel agency
- 2.4 Transport service facilitation for passengers and crew
- 2.5 Facilitate aircraft refuelling arrangements
- 2.6 Briefings, to the client, about the actual experience of operations and procedures
- 2.7 Settling aeronautical and non aeronautical charges related to the service
- 2.8 Other flight arrangements made on the clients' behalf with trusted third-party suppliers
- 2.9 Other related activities as verified by the Authority

3. Business Licensing Requirements for Flight Support & Facilitation

Licensing exclusively reserved for Ethiopian Nationals (citizenship) only.

3.1 Where business is to be made by individual person

- a) Fill and submit the Application Form as issued by the CAA;
- b) Photocopy of newly issued or renewed commercial registration certificate;
- c) Tax Payer Identification Number;
- d) Photocopy of identity card or a photocopy of identity card evidencing his domestic investor status;
- e) The applicant's or the manager's passport size photographs taken within six months time;
- f) Registered/authorized capital of not less than ETB 150,000.00 evidencing the financial capacity of an applicant initially to run the business ;
- g) A profile of the applicant and its technical personnel with certificate of competency at least in one of civil aviation fields with a minimum of 5 years experience;
- h) A copy of Employment Contract attesting with whom and how many employees the company is to run the business;
- i) A document attesting permanent address and a recommendation given by competent government office testifying that the premise in which the business is to be made is suitable for the intended business;

3.2 Where business is to be made by a business organization¹

- a) Fill and submit the Application Form as issued by CAA;
- b) Photocopy of newly issued or renewed commercial registration certificate;
- c) Tax Payer Identification Number;
- d) Authenticated original copies of Memorandum and Articles of Association of the company;
- e) Passport size photographs of the manager taken within six months time;
- f) Registered/authorized capital of not less than ETB 500,000.00 evidencing the financial capacity of an applicant initially to run the business;
- g) A document attesting permanent address and a recommendation given by competent government office testifying that the premise in which the business is to be made is suitable for the intended business;
- h) A profile of the company's shareholders and its technical personnel with certificate of competency at least in one of civil aviation fields with a minimum of 5 years experience;
- i) A copy of Employment Contract attesting with whom and how many employees the company is to run the business;

References:

1. Investment Proclamation No.769/2012
2. Commercial Registration and Business Licensing Proclamation No.980/2016
3. Profile of previously licensed(currently revoked)domestic investors
4. United Aviation Services: <http://www.uas.aero>
5. HADID International Services ,(<http://www.hadid.aero>)
6. Air Centre South Pacific and Asia Flight Facilitation Services (<http://www.aircenterone.co.nz>)

¹ “a business organization may have Ethiopian Nationality provided that its total capital is owned by Ethiopian Nationals” (Article 3(2) of Council of Ministers Regulation (No.270/2012) on Investment Incentives and Investment Areas Reserved for Domestic Investors.)