

Organization Details					
Name of organization (Certificate will be issued in this name)					
Address for service				Postal address	
Tel:		Fax:		Email:	
AIS organization structure diagram (provide on separate sheet and attached with this application)					
Reason for Application – Mark appropriate box					
Initial issue		Renewal			
Questionnaire - *Delete as applicable. If answering “Yes”, please provide details on separate sheet					
The following questions must be answered: -					
(a) Has the organization been convicted for any transport safety offence in the last five years or is the organization presently facing charges for a transport safety offence?				Yes/	No*
(b) Has the organization previously had an application for an aviation document rejected or has an aviation document held by the organization been suspended or revoked?				Yes/	No*
(c) Has the organization contracted out services?				Yes/	No*
(d) Has the organization been contracted to provide services?				Yes/	No*
Aeronautical Information Service to be provided					
Aeronautical Information Publication			AIP & Supplements Amendment Service		
AIP Supplements			NOTAMs		
Pre-flight Information Bulletin			Checklists and List of Valid NOTAMs		
Aeronautical Charting					
Location					
For each service applied for indicate as applicable the name of the aerodrome/airspace being serviced. Where new airspace or a change in classification of existing airspace is proposed include full details.					
Services		Aerodrome/Airspace			

<i>Use an additional sheet if necessary and submit a separate application for each separate AIS unit</i>				
Senior Personnel				
List of Senior Persons and their areas of responsibility.				
<i>Name</i>	<i>Job Title</i>	<i>Areas of responsibility</i>		
Personnel				
Indicate number of persons to be employed in the organization.				
Aeronautical Information Services personnel:				
1-5	6-10	11-50	51-100	>100
Training				
Indicate type of training to be undertaken within the organization for personnel.				
Basic Air Traffic Control (ICAO 052)		Fundamentals of Aeronautical Information Service		
Aeronautical Cartography		ICAO Pans-Ops Instrument Flight Procedure Design OJT (On-the-Job Training)		
Exposition / AIS Manual				
This must be provided with initial application and updated as required by SD-AIS.				
Industry Consultation				

Does the applicant wish to (continue to) participate in the **Industry Consultation** process?

Please TICK one : Yes No

If uncertain, details of the process is available in an AIC available on the Authority's website; www.caaf.org.fj

If the applicant wishes to participate or continue participating, please provide details of your representatives below –

Name	Title	Email	Phone	Specialization

Please note that you may have more than one nominated representative and may nominate that different representatives should be consulted on different matters – the choice of topics is the subject matters of various ICAO Annexes – as described in the AIC on the Industry Consultation Process.

It is recommended that you have more than one nomination so that you do not lose a consultation opportunity should one person not be available for technical or other reasons.

(CAAF GSD – refer industry consultation details to Standards to update the nominated person's details)

Declaration

This application is made for and on behalf of the organization identified above. I certify that I am empowered by the organization to ensure that all activities undertaken by the organization can be financed and carried out to the standard required by the Authority.

I certify that the above information provided is true and correct and the enclosed copies of the attached documents submitted with this application are authentic. I authorize the Authority to use the information on this form or attached hereto for any purpose as required or authorized by law. I further authorize such information to be disclosed by the Authority to any person who requires such information to carry out as lawfully directed by the Authority

I consent to the disclosure by Fiji Police of any details of any convictions I may have pursuant to application, to the Civil Aviation Authority of Fiji.

Full name of (nominated) Chief Executive / Accountable Manager:	
Signature of (nominated) Chief Executive / Accountable Manager and Company Stamp:	
Date of application:	

Notes:

- (a). *The provision of false information or failure to disclose information relevant to the grant or holding of an aviation document constitutes an offence of Air Navigation Regulations No. 128.*
- (b) *Name of organization: A certificate will be issued only to a registered company, a partnership, a sole trader or an incorporated society. For a registered company, submit a copy of the company's office Certificate of Registration.*
- (c) *For initial issue or for a change of Senior Persons, a declaration form prescribed by 9.2 will need to accompany this application for each of the senior persons nominated in the form.*
- (d) *The completed application and supporting documentation, should be submitted to:*
- Chief Executive
Civil Aviation Authority of Fiji
Private Bag, Nadi Airport, Republic of Fiji*