

REPUBLIC OF RWANDA



Rwanda Utilities Regulatory Agency

APPLICATION FORM

The information requested below is required by RURA to assist in determining the eligibility of the applicant for the issuance of Air Transport Operations' Licence. Type or write clearly the answers to all questions on this form. Where additional space is required, or where you wish to supplement your answer and there is insufficient space, attach to this form additional sheet containing the data. Retain a copy of this application for your permanent records at the company location.

SECTION 1 - IDENTIFICATION OF COMPANY LOCATION

1.1. Legal name:

1.2 Trade name, if different from 1.1 above:

1.3 Full address of the office for which the application is made

	Telephone N0:
	Telefax N0:
	Generic E-Mail:
	Website:

1.4 If registration is required by law in your country, give:

- 1) the trade registration or license number of the company;
- 2) the date this was granted:
- 3) please attach a copy of the official certificate of registration

SECTION 2 - GENERAL INFORMATION

2.1. Is the application for?

- a) A head office location YES NO
b) A branch office location YES NO

If Yes for b:

2.1.2.1 Give name, address, telephone number, e-mail address and location of the Head Office

	Telephone N0:
	Telex N0:
	E-Mail:
	Telefax N0:

2.1.2.2 Is the branch office

- (i) Wholly owned by this Head Office? YES NO
(ii) Wholly managed by this Head Office? YES NO

2.2. Specify legal status:

- sole proprietorship partnership limited liability company
 Other (describe).....

2.3 If your company is owned by an organization other than the head office mentioned above, answer the following with respect to the parent organization:

- 1) What is its legally registered name and address?
- 2) What is the principal business of this organization?

SECTION 3 - FINANCIAL INFORMATION OF BUSINESS ENTITY

Specify as applicable:

3.1 Registered capital:

3.2 Paid-up capital:

3.3. Minimum paid-up capital required by the law of your country:

3.4. VAT number

3.5 Attach a copy of your current financial statements including balance sheet and profit and loss account certified by a chartered, certified public or certified general accountant.

SECTION 4 - BUSINESS ENTITY OF THE COMPANY

4.1 If SOLE OWNER

Name	Address and telephone number	% of time devoted to the agency business

4.2 If PARTNERSHIP

Name and title partners	Address and telephone number	% of time devoted to the agency business	Financial interest %

4.3 If CORPORATION:

1) When and where incorporated

Name of shareholders *	Address	% of time devoted to the agency business	Financial interest % (i.e. shareholding)

** Except where your organization is a legal entity whose shares are listed on a securities exchange or are regularly traded in an 'over-the-counter' market.*

3) Name and Titles of Directors and Officers

4.4 IF NONE OF ABOVE APPLIES, fully describe the type of business entity, when and where organized and the names and titles of persons holding a financial or managerial interest in the business, the nature and extent of their interest, their address and telephone numbers and percentages of their time devoted to the company business:

SECTION 5 - DETAILS OF OWNERS, MANAGERS AND STAFF OF AGENCY

5.1. Attach a list setting forth the names and experience in the Air transport industry of managerial personnel and other full-time staff members qualified and competent to sell international air transportation and issue travel documents, giving details as follows:

- 1) Name of manager or staff;
- 2) Position or title;
- 3) Date joined company;
- 4) Name of previous employer(s) and address (es). If previous employer(s) were in Air transport industry, indicate them
- 5) Date(s) of previous employment (month/year);

6) Position held during previous employment.

NOTE List relevant qualifications (Diploma/Certificate certifying the successful completion of an air transport industry training like IATA/UFTAA training course or equivalent).

5.2 If any of the questions below are answered in the affirmative, give the name(s) of the company or companies and location(s) involved, the relationship of the individual(s) with the company or companies, the date of the bankruptcy or default and all pertinent details:

1) If a sole proprietor, have you;

- (a) Been involved in bankruptcy proceedings? YES NO
If so are you now legally and fully discharged of their
Obligations by the court involved? YES NO
- (b) At any time been a director or had a financial interest or a
Position of management in a company that has been removed
from the list of licenced companies or which was under notice
of default and still has outstanding debts or whose debts were
met by recourse to a financial bond or guarantee? YES NO
- (c) Been found guilty of willful violations of fiduciary obligations
In the course of business? YES NO

2) If an unincorporated firm, partnership or association, have any partners or any individual having authorization to act and sign on behalf of such firm, partnership, or association:

- (a) Been involved in bankruptcy proceedings? YES NO
If so, are they now legally and fully discharged of their
Obligations by the court involved? YES NO
- (b) At any time been a director or had a financial interest or a
Position of management in a company that has been removed
From the list of licenced companies or which was under notice
Of default and still has outstanding debts or whose debts were
Met by recourse to a financial bond or guarantee? YES NO
- (c) Been found guilty of willful violations of fiduciary obligations
In the course of business? YES NO

3) If a corporation, have any officers, directors or managers;

- (a) Been involved in bankruptcy proceedings? YES NO
If so, are they now legally and fully discharged of their
Obligations by the court involved? YES NO
- b) At any time been a director or had a financial interest or a
Position of management in a company that has been removed
From the list of licenced companies or which was under notice
Of default and still has outstanding debts or whose debts were
Met by recourse to a financial bond or guarantee? YES NO

(c) Been found guilty of willful violations of fiduciary obligations
In the course of business?

YES NO

SECTION 6 - PREMISES OF COMPANY LOCATION

6.1 What are the normal business hours and days of the week that the office is open:

6.2 Are the premises located at an airport? YES NO

6.3 Describe the means by which the premises are identified as an air transport company:

6.4 Attach a photograph of the exterior and of the interior of the location

SECTION 7 - SECURITY OF TRAFFIC DOCUMENTS AND AIRLINE IDENTIFICATION PLATES

Applicants will be required to provide evidence at the time of inspection that they meet the requisites for Traffic Document security, as advised by the Agency Administrator/Services Office.

7.1 Describe the type of facility you have in the company for the storage of your on-premises working supply of Traffic Documents or other accountable documents:

7.2 Provide the name and address of the bank, or equivalent off-premises facility, with which you have made security arrangements for the storage of your reserve supply of Traffic Documents:

SECTION 8 - OTHER INFORMATION

8.1 Is the company a General Sales Agent for any IATA or non-IATA airline? YES NO

If yes, specify:

1) Name of airline(s):

2) Scope of operation:

3) GSA territory:

8.2 Provide the names of individuals authorized to sign, on behalf of the applicant, documents which relate to the day-to-day operations of the company:

8.3 Submit in accordance with the attached format, a statement of your current international air transportation sales

8.4 If approved as an air transport company, what do you estimate will be the gross amount of international air transportation sales at the location for which approval is requested?

a) In your first year?

(b) In your second year?

8.5 Is your company an IATA registered? YES NO
If so, name under which it is registered:

IATA Numeric code.....

8.6 Attach a sample of your agency's letterhead.

I hereby certify that the foregoing statements (including statements made in any attachment hereto) are true and correct to the best of my knowledge and belief, and that I am authorized by the organization identified in the answer to 1.1 above to make these statements and file this document.

It is hereby agreed that this application shall become a part of every company Agreement signed with other members in air transport industry, and as such, all information contained herein will be treated as confidential (excluding the information contained in Section 1). Notwithstanding the foregoing, the applicant authorizes RURA to use and process the information contained in Sections 2.1.2.2, 2.2, 4, 5.1.1 and 5.1.2, in order to produce and distribute databases amount to the industry participants.

The applicant hereby expressly waives any and all claims, causes of action or rights to recovery and agrees to indemnify and hold harmless RURA or any of its Members, their officers, employees, agents or servants, for any loss, injury or damage based upon libel, slander or defamation of character by reason of any action taken in good faith pursuant to this application, including but not limited to a notice of disapproval.

The applicant understands and agrees that, he will not claim any commission, remuneration or compensation for the services rendered during the period the application was under consideration.

The applicant understands and agrees to pay the application entry and annual fees, in the amounts determined by the Regulatory Agency in consultation with stakeholders and as advised by the Government, for inclusion and retention on the Agency List. If the application is rejected, the entry and initial annual agency fees shall be returned to the applicant.

Signature of Applicant

Country

Print/Type Name of Applicant

Date

Title/Position