

Private Aviation Company License

Aviation Operation Directorate

Ministry of Aviation and Transport

Ariana Intersection

Telephone number: 07028555

Aviation Law

Documentation required:

1. Application letter from the investor.
2. Official letter from the Office of Administrative Affairs and the Council of Ministers Secretariat.

The process is the same for national and foreign investors. The length of time needed to acquire this license varies greatly from only days into years. Six to eight signatures are required, the final one being that of the Minister or the Deputy Minister of Aviation & Transport

Cost (Fee): \$25,000

Every year or every two years the license must be renewed. Renewal is free.

Step by step process of acquiring the license:

1. The investor who wants to set up Aviation Company submits an application to the President.
2. The president's order is obtained by Office of Administrative Affairs and Council of Ministers Secretariat.
3. The investor's application, which contains the Presidential Order, is given to the investor who takes it to Ministry of Aviation and Transport attached with an official letter from the Office of Administrative Affairs.
4. In the Office of Administrative Affairs and Council of Ministers Secretariat's letter there are included the Presidential Order and the appropriate actions to be taken by the Ministry of Transport and Civil Aviation.
5. The Minister reviews the letters and, if the application is under the mandate of the Ministry, writes an order on the letter to the Aviation

- Operative Directorate to take action and gives the letter to the investor.
6. Department of Flights Safety of the Aviation Operative Directorate gives the investor a “Requirement Form” that contains all requirements necessary for setting up an airline, such as the airline technical equipment, communications equipment, expert and administrative personnel, the office, airports that can be utilized, etc.
 7. The investor fills out this form and makes commitments on each of the aspects of the investment as contained in this form.
 8. The Aviation Operative Directorate assigns a panel of three experts, two experts from the Operation Directorate and one expert from the Flight Safety Department.
 9. The panel reviews all the equipment and technical issues contained in the “Requirement Form” and presents its assessment and comments to the Minister of Aviation and Transport.
 10. The Minister refers the issue to another authorized Commission for full comments. The Commission consists of the Director of Legislation, Director of Operations, and Director of the Climatology Section.
 11. The Commission provides an overview of the impact of this application and comments on whether or not the company should be issued a license. The Commission presents its comments to the Operations Directorate.
 12. When the application is approved by the Commission saying that the investor can be issued a license, the Operations Directorate provides the investor with a questionnaire about the company’s operations:
 - a. Types of the airplanes that the company will utilize
 - b. Types of operations (only passengers or freight as well)
 - c. Does the company own the planes or rent them?
 - d. Educational documents (certificates) of pilots, co- pilots, assistant pilots and other personnel
 - e. Airline’s destinations (countries to which the company will have flights), and
 - f. Issues such as the acceptance of the responsibility of obtaining flight permission from those countries to which the company will have flights
 - g. Provision of company’s Articles of Association.
 13. The investor makes written commitments with regards to these questions on the questionnaire, called the “Operational Documentation”.
 14. In order to determine a “Letter Code” for the private aviation corporation and its registration with the Flight Safety Department, the Operations Directorate officially requests the International Aviation Institution (ICAO) for code letters. An international panel of that

institution determines three codes of three English letters and two codes of two English digits and officially informs the Directorate. These codes are recorded by the Department of Flight Safety.

15. An official letter from that department is given to the investor to take to AISA asking for confirmation of the amount of invested capital, the Director and Deputy Director of the company, and the provision of AISA's license.
16. Department of Flight Safety keeps a copy of AISA's license and files all the documentation completed to date and sends the whole file attached with a covering official letter to Office of Administrative Affairs to obtain Presidential approval.
17. When the investment has been approved by the President, the investor pays \$25,000 to the Department of Flight Safety and obtains the license of the company signed by the Minister or Deputy Minister.