



Civil Aviation Authority of Sri Lanka

Guide to Obtain Air Transport Providers License (Issued Under Act. No. 55 of 1992)

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Guide to Obtain Air Transport Providers Licence

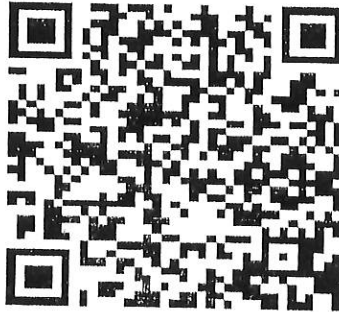




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Foreword

The Civil Aviation Authority promotes safe and secure operations of Aircraft within Sri Lanka's territory. In furtherance of this objective the CAASL has introduced a licensing regime for Air Transport Providers in terms of the Civil Aviation Act No. 14 of 2010 and the regulations made in terms of the Air Navigation (Special Provisions) Act No. 55 of 1992. Accordingly, it is mandatory for organizations and persons carrying on the business of transportation of passengers, mail and cargo to obtain a licence from the Director General of Civil Aviation.

The government authorization to carry on such business is confirmed by this license. This book contains general information about the licensing process and necessary regulatory requirements that need to be complied to obtain an Air Transport Providers (Passenger) Licence from the Civil Aviation Authority (CAASL).

The CAASL is of the view that this information booklet will provide adequate information to the applicants about the Licensing process involved in obtaining an Air Transport Providers Passenger License and will in turn facilitate the creation of a better regulated Air Transport industry.

H.M.C. Nimalsiri
Director General of Civil Aviation/
Chief Executive Officer.
15th June 2016



The Authority

Civil Aviation Authority of Sri Lanka was established on 27th December 2002 in pursuance of the Civil Aviation Authority of Sri Lanka Act No 34 of 2002. The Civil Aviation Authority replaced the Department of Civil Aviation and took over all the duties and functions of the department.


This Authority was instituted due to the Government's acceptance of a recommendation made by International Civil Aviation Organization (ICAO) to establish an autonomous body for the effective discharge of the State's responsibility cast in terms of the Convention on International Civil Aviation (Chicago Convention - 1944). As a signatory to the Convention on international Civil Aviation (Chicago Convention), Sri Lanka has a compelling obligation to ensure a safe, secure, efficient and regular air transport service in the country conforming to applicable international standards and recommended practices and local legislative requirements.

Air Transport & Economic Regulation.

The Air Transport & Economic Regulation Section in the Authority, is responsible for inter-alia Air transport related activities. It also issues the Air Transport Providers Licence (ATPL).

Air Transport Providers Licence

This licence is issued to a person or an organization to carry on the business of air transportation. Business of Air Transportation means making available, as the operator of an aircraft or as principle or agent, accommodation for the carriage of persons or cargo or mail, by aircraft.

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Who should obtain this licence?

This is a legal document the Authority issues in terms of the Air Navigation (Special Provisions) Act No. 55 of 1992 and the Civil Aviation Act No 14 of 2010 by the Director General of Civil Aviation to a prospective applicant for carrying on the business of air transportation in Sri Lanka.

Any person(s), Partnership or company who/which intend to carry on the business of air transportation must obtain this License.

Categorization of Licences

There are two categories of licences viz. Group A and Group B depending on the Paid up Capital/Share Capital/Capital Contribution of the Institution.

Difference between two categories

A holder of a Group 'A' Licence may deal directly with an airline or General Sales Agent of an airline in the transaction of any of its business relating to the carriage of airline passengers.

A holder of a Group 'B' Licence shall not deal directly with an airline in the transaction of any of its business relating to the carriage of airline passengers.

A holder of a **Group 'B'** Licence shall transact such business only with or through a **Group 'A'** Licence holder.



Group 'A' Licence

- (A). A company registered under the Companies Act No. 07 of 2007, having a paid up capital of Rs. 500,000/- or higher
- (B). A Partnership registered under the Business Names Ordinance (Chapter 149), having a capital contribution of Rs. 500,000/- or higher.
- (C). Sole proprietor, registered under the Business Names Ordinance having a capital contribution of Rs. 500,000/- or higher.
- (D). An Airline that holds a valid **Foreign Air Operator Certificate (FAOC)**,

Will be entitled to apply for a Group 'A' license.

Group 'B' Licence

- (A). A Company registered under the Companies Act No. 07 of 2007, having a paid up capital of not less than Rs. 250,000/-
- (B). Partnerships registered under the Business Names Ordinance (Chapter 149) having a capital contribution of not less than Rs. 250,000/-
- (c). Sole proprietor registered under the Business Names Ordinance having a capital contribution of not less than Rs.250, 000/-

Will be entitled to apply for a Group 'B' license

Method of Application

An "Application Pack", can be collected from the Air Transport & Economic Regulation Section of Civil Aviation Authority. This Pack includes the following.

1. Application Form (**CAASL 09-02**) (06 Pages)
2. Information Booklet (this guide)
3. Applicable Gazette Notifications and Circulars issued by DGCA

Before collecting this Pack '**Initial Application Form**' has to be submitted to the Air Transport Section. (*Already you have passed this stage*) The abovementioned application Pack will cost you Rs. 879/- . (NBT+VAT inclusive)

Payment Summary			
Application Pack	NBT	VAT	TOTAL
Rs. 750.00	Rs. 15.00	Rs.114.00	Rs.879.00

- Receipt will be issued to you for this Transaction.
- The receipt can be used as a Tax Invoice.

An applicant can use this form for either Group 'A' or 'B'. The classification depends on the Paid-up Capital / Share Capital / Capital Contribution.



Submission of Application Forms

Duly filled Application Forms should be submitted to the Air Transport Section of the Authority during normal office hours with all necessary documents. (With photocopies and their originals)

CAA office hours are 0830hrs to 1615hrs Monday to Friday.
Payments can be made up to 1530hrs.

Documents to be submitted

There are few documents an applicant has to submit with the Application Form as per the Air Transport Providers (Passenger) Licensing regulations no 01 of 1993. They are as follows:

1. A letter of appointment from an Airline or an appointed agent of an Airline (General Sales Agent) that the agency has been appointed as an agent or engaged in selling of airline tickets pertaining to that Air Line.
2. The agency should have at least two staff members with IATA/UFTA or any other relevant qualification accepted by DGCA.
3. Agency should have enough office space to continue the business.
4. Documents to prove that the agency has enough capital to continue the business.



5. Certification letter that the agency agreed to inform all the changes within the organization in future to DGCA.
6. Business registration certificate & Articles of the Association (If Applicable)
7. Financial statements for last three years.(if Applicable)
8. A Bank Guarantee.
(Group 'A' – Rs 500,000/- Group 'B' – Rs 250,000/-)

Evaluation & Fee

With effect from 01st August 2014 an evaluation fee (Non-refundable) will be charged for all new applications. CAA will inform the applicant whether the application is in order or not. If the application is not in order, CAA will inform the applicant what additional documents have to be submitted. This will take a maximum of 07 working days.

Group	Evaluation Fee Rs.	NBT Rs.	VAT Rs.	Total Rs.
A	7500.00	153.00	1148.00	8801.00
B	4500.00	92.00	689.00	5281.00

NBT- Nation Building Tax



Registration Fee

There are two different Registration Fees for the two groups of licenses.

Group	Registration Fee (Rs.)	NBT 4% (Rs.)	Stamp Duty (Rs.)	VAT 12.5% (Rs.)	Total (Rs.)
'A'	750.00	15.00	75.00	114.00	954.00
'B'	450.00	9.00	45.00	69.00	573.00

*NBT –Nation Building Tax

Method of Payment

The registration fees can be paid by any of the following ways.

Paying Method	Place of Payment	In favour of
Cash	Shroff of CAASL	-
Cheques	Shroff of CAASL	Civil Aviation Authority of Sri Lanka

After making the payment please obtain a Receipt and forward it to the Air Transport & Economic Regulation Section

Issuance of Licence

If the applicant has submitted all the necessary documents and the payments have been made correctly, the CAA will take two-weeks to issue a new Licence. This depends on the accuracy of the application and attachments

Validity period of a Licence & Amendments



A licence issued by the CAA is valid for one year. But please note that during the period of validity, if any material changes occur in the business activity of the Licence holder it should be forthwith informed in writing to the CAA.

The CAA if necessary will issue an amended Licence. Fees will be charged for effecting these changes as follows:

Group	Amendment Fee Rs.	NBT Rs.	VAT Rs.	Stamp Duty Rs.	Total Rs.
A	1650.00	34.00	252.00	15.00	1951.00
B	1100.00	22.00	168.00	10.00	1300.00


Expiration of Licence

A license holder should renew the license by the expiry date. The holder will also receive a renewal notice along with the renewal application form one (01) month before the expiry date.

Renewing the Licence

The Renewal Application form (**CAASL09-03**), which can be collected from the Air Transport Section of the Authority free of charge.

The renewal application will be posted along with the renewal notice. The dully filled application form with all the documents & applicable fee should be submitted to the section at least 2 weeks prior to the expiration of existing licence.

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Documents to be submitted with the Renewal Application Form

The Following documents have to be submitted with the renewal form.

1. Financial Statements for last financial year with originals or Copies certified by a Chartered Accountant
2. Staff Details (Proof for Experiences & Certificates to prove Qualifications in the Travel Trade) i.e. Must provide copies with originals.

-CERTIFIED COPIES WILL NOT BE ACCEPTED -

- Originals will be returned -

3. Number of tickets issued within preceding year. This should be provided destination wise. (Refer 8 (b) of renewal application form)
4. List according to the No. 12 of Renewal Application form.
5. A Bank Guarantee.
(Group 'A' – Rs 500,000/- Group 'B' – Rs 250,000/-)

PLEASE NOTE that the Memorandum and certificate of Business registration need not be submitted unless there is a material change in the nature or status of the business.

Submission of Renewal Form

The License holder has to submit the Renewal Form at least **Two (02) weeks** prior to the date of expiry of the current licence with all necessary documents and applicable fees.

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Conducting Business with a Lapsed Licence

It is a Punishable Offence and Director General of Civil Aviation will take legal actions as per the provisions laid down in the section 97 of the Civil Aviation Act no. 14 of 2010 against the Air Transport providers who do not have a proper valid licence.

Any Licence that is produced for renewal after the due date of expiry will be charged an additional administrative fee worked out on the following basis, for late submission:

Lapsed Period	Late Submission Fee
Less than 06 months	10% of renewal fee (renewal evaluation + Licence fee) For each month or portion thereof + Taxes
Beyond 06 months	20% of renewal fee (renewal evaluation + Licence fee) For each month or portion thereof + Taxes


License will be renewed for another one year from the date of payment.

Issuance of Renewed Licence

As in the case of the initial license, if all the necessary documents have been submitted and payments have been made correctly, the Authority will take one-week to issue a renewed Licence. Again, this depends on the accuracy of the application and attachments.

Expired Licence

It must be submitted to the Authority and then the renewed licence will be issued.

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Valid Licence

1. The Air Transport Providers Licence must be displayed prominently at the place of business.
2. The licence number should be displayed on any type of hoarding, advertisement, letter heads, website and name boards related to the business.
3. The licence number should be mentioned in all correspondence with the Civil Aviation Authority.

If there is any clarification

Please do not hesitate to contact The Air Transport Section through the following methods if you require any further clarification.

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If there is any clarification

Please do not hesitate to contact The Air Transport Section through the following methods if you require any further clarification.

Telephone: +94 (0)11 2358884/2358881 Ext 888

Facsimile: +94 (0)11 2253985

E-mail: dater@caa.lk mgrastr@caa.lk

Address: **Air Transport & Economic Regulation,**
Civil Aviation Authority of Sri Lanka,
#152/1, Minuwangoda Road
Katunayake
Sri Lanka

Payment Summary

(Inclusive VAT+NBT and Stamp Duty)

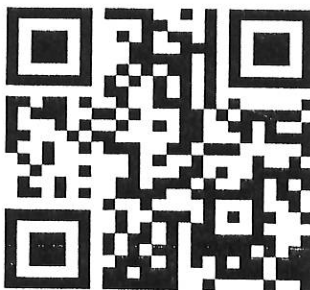
01.	Initial Application Form	Rs. 879/-
02.	Evaluation Fee Group A	Rs. 8801/-
	Group B	Rs. 5274/-
03.	Registration Fee Group A	Rs. 954/-
	Group B	Rs. 573/-
04.	Renewal Fee	
	Group A	Rs. 6503/-
	Group B	Rs. 2602/-
05.	Amendment fee	
	Group A	Rs. 1951/-
	Group B	Rs. 1300/-



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Air Transport & Legal Affairs Section

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