

DOMESTIC AIR SERVICES REGULATIONS

Document 1 of 95

Source:

Regulations of South Africa - (Linking to Statutes of SA)/REGULATIONS/1990/AIR SERVICES LICENSING ACT 115 OF 1990/DOMESTIC AIR SERVICES REGULATIONS

DOMESTIC AIR SERVICES REGULATIONS

[Act](#)

Published under

GN R2180 in GG 13507 of 30 August 1991
[with effect from 30 August 1991]

as amended by

GN R1675 in GG 14050 of 19 June 1992

GN R1676 in GG 14050 of 19 June 1992

GN R1584 in GG 15079 of 20 August 1993

GN R750 in GG 15639 of 22 April 1994

GN R866 in GG 15695 of 29 April 1994

GN R1744 in GG 18578 of 24 December 1997

GN R146 in GG 18638 of 30 January 1998

1 Definitions

In these Regulations any word or expression to which a meaning has been assigned in the Act shall have the meaning so assigned to it and, unless the context otherwise indicates-

'aeroplane' means a power-driven heavier-than-air aircraft deriving its lift in flight mainly from aerodynamic reactions on surfaces which remain fixed under given conditions of flight;
[Definition of 'aircraft' inserted by GN R146 of 30 January 1998]

'aircraft' means an aircraft as defined in section 1 of the Aviation Act, 1962 (Act 74 of 1962);

'audited accounts' means accounts audited by an accountant and auditor referred to in section 23 of the Public Accountants' and Auditors' Act, 1951 (Act 51 of 1951), or an accounting officer referred to in section 60 of the Close Corporations Act, 1984 (Act 69 of 1984), as the case may be;

'base of operation'

[Definition of 'base of operation' deleted by GN R866 of 29 April 1994]

'cargo' includes animals;

'certificate of airworthiness' means a standard category certificate of airworthiness, a restricted category certificate of airworthiness or a special category certificate of airworthiness issued in terms of regulation 21.08.6 of the Civil Aviation Regulations, 1997;
[Definition of 'certificate of airworthiness' substituted by GN R146 of 30 January 1998]

'crew member'

[Definition of 'crew member' amended by GN R1675 of 19 June 1992 and deleted by GN R146 of 30 January 1998]

'finance plan'

[Definition of 'finance plan' deleted by GN R866 of 29 April 1994]

'flight crew member' means a person licensed in terms of Part 61, 63 or 64 of the Civil Aviation Regulations, 1997, and assigned by an operator to duty on an aircraft during flight;
[Definition of 'flight crew member' inserted by GN R146 of 30 January 1998]

'general air service' means an air service other than a public air transport service;

'helicopter' means a heavier-than-air aircraft supported in flight mainly by the reactions of the air on one or more power-driven rotors on substantially vertical axes;
[Definition of 'helicopter' substituted by GN R146 of 30 January 1998]

'maximum certificated mass' means the maximum permissible mass shown in the aircraft flight manual or other document associated with the certificate of airworthiness at which an aircraft may commence its take-off under standard atmospheric conditions at sea level;
[Definition of 'maximum certificated mass' substituted by GN R146 of 30 January 1998]

'microlight aeroplane' means an aeroplane the empty mass of which does not exceed 450 kilograms;
[Definition of 'micro-light aeroplane' inserted by GN R1584 of 20 August 1993 and substituted by GN R146 of 30 January 1998]

'non-scheduled public air transport service' means a public air transport service other than a scheduled public air transport service and in connection with which a specific flight or a specific series of flights is undertaken;
[Definition of 'non-scheduled public air transport service' substituted by GN R866 of 29 April 1994]

'operations manual'

[Definition of 'operations manual' deleted by GN R146 of 30 January 1998]

'passenger' means any person other than a crew member, including the baggage of such person;

[Definition of 'passenger' substituted by GN R146 of 30 January 1998]

'public air transport service' means an air service that has as its main purpose the transport of passengers, cargo or mail;

'quality management plan'

[Definition of 'quality management plan' deleted by GN R866 of 29 April 1994]

'scheduled public air transport service' means a public air transport service in connection with which flights are undertaken-

(a) (i) between the same two or more points; or
(ii) with such a slight variation from the same two or more points that each flight can reasonably be regarded as being between the same two or more points;

(b) (i) according to a published timetable; or
(ii) with such a degree of regularity and frequency that they constitute a recognisable systematic series; and

(c) in such a manner that each flight is open to use by members of the public;

'seat' includes any area occupied by a passenger, excluding the area occupied by the baggage of such passenger, inside an aircraft;

'the Act' means the Air Services Licensing Act, 1990 (Act 115 of 1990).

Document 2 of 95

Source:

Regulations of South Africa - (Linking to Statutes of SA)/REGULATIONS/1990/AIR SERVICES LICENSING ACT 115 OF 1990/DOMESTIC AIR SERVICES REGULATIONS/2 Classes of air services

2 Classes of air services

(1) The council shall issue a licence in respect of any of the following classes of air services:

- (a) Class I - scheduled public air transport service;
- (b) class II - non-scheduled public air transport service;
- (c) class III - general air service.

(2) An air carrier's licence which shall in terms of section 33(1) of the Act be deemed to be an air service licence issued in terms of the Act shall-

(a) in the case of a class I air carrier's licence as contemplated in regulation 3 of the Civil Air Services Regulations, 1964, published under Government Notice R449 of 20 March 1964, be deemed to be a class I air service licence;

(b) in the case of a class II air carrier's licence as contemplated in regulation 3 of the Civil Air Services Regulations, 1964, published under Government Notice R449 of 20 March 1964, be deemed to be a class II air service licence; and

(c) in the case of a class III and a class IV air carrier's licence as contemplated in regulation 3 of the Civil Air Services Regulations, 1964, published under Government Notice R449 of 20 March 1964, be deemed to be a class III air service licence.

Document 3 of 95

Source:

Regulations of South Africa - (Linking to Statutes of SA)/REGULATIONS/1990/AIR SERVICES LICENSING ACT 115 OF 1990/DOMESTIC AIR SERVICES REGULATIONS/3 Types of air services

3 Types of air services

The types of air services are-

- (a) in respect of a class I licence-
- (i) type S1 - transport of passengers between two or more specified points; and
 - (ii) type S2 - transport of cargo or mail between two or more specified points;
- (b) in respect of a class II licence-
- (i) type N1 - transport of passengers; and
 - (ii) type N2 - transport of cargo or mail; and
- (c) in respect of a class III licence-
- (i) type G1 - acrobatic operations;
 - (ii) type G2 - advertising operations;
 - (iii) type G3 - aerial patrol, observation and survey;
 - (iv) type G4-aerial recording by photographic or electronic means using the licensee's equipment to produce a pictorial end product;
[Reg. 3 (c) (iv) substituted by GN R866 of 29 April 1994]
 - (v) type G5 - agricultural spraying, seeding and dusting;
 - (vi) type G6 - cloud spraying, seeding and dusting;
 - (vii) type G7-emergency medical service including the provision of casualty equipment and medical personnel;
[Reg. 3 (c) (vii) substituted by GN R866 of 29 April 1994]

- (viii) type G8 - fire spotting, control and fighting;
 - (ix)
- [Reg. 3 (c) (ix) deleted by GN R146 of 30 January 1998]
- (x) type G10 - game and livestock selection, culling, counting and herding;
 - (xi) type G11 - parachute dropping operations;
 - (xii) type G12 - semi-acrobatic operations;
 - (xiii) type G13 - spraying, seeding and dusting operations other than for agricultural purposes and clouds:
 - (xiv) type G14 - tug operations;
 - (xv) type G15 - undersling and winching operations; and
 - (xvi) type G16 - other general air service operations as specified on the licence.
-

Document 4 of 95

Source:

Regulations of South Africa - (Linking to Statutes of SA)/REGULATIONS/1990/AIR SERVICES LICENSING ACT 115 OF 1990/DOMESTIC AIR SERVICES REGULATIONS/4 Categories of aircraft

4 Categories of aircraft

The categories of aircraft are-

- (a) category A1 - any aircraft, excluding a helicopter, with a maximum certificated mass exceeding 20 000 kilograms;
 - (b) category A2 - any aircraft, excluding a helicopter, with a maximum certificated mass exceeding 5 700 kilograms but not exceeding 20 000 kilograms;
 - (c) category A3 - any aircraft, excluding a helicopter, with a maximum certificated mass exceeding 2 700 kilograms but not exceeding 5 700 kilograms;
 - (d) category A4 - any aircraft, excluding a helicopter, with a maximum certificated mass of 2 700 kilograms or less;
 - (e) category H1 - any multi-engine helicopter; and
 - (f) category H2 - any single-engine helicopter.
-

Document 5 of 95

Source:

Regulations of South Africa - (Linking to Statutes of SA)/REGULATIONS/1990/AIR SERVICES LICENSING ACT 115 OF 1990/DOMESTIC AIR SERVICES REGULATIONS/5 Insurance

5 Insurance

(1) A licensee shall at all times be insured for the following minimum amount, irrespective of the class of licence held by him:

(a) in respect of passenger liability, R1 000 000 per seat, irrespective of the category of aircraft, excluding a micro-light aeroplane, for the total number of seats authorised by the certificate of airworthiness applicable to the aircraft concerned, except where the licence held by him does not authorise the transport of any passenger for reward;

(b) in respect of cargo liability, R50 per kilogram of cargo calculated according to the total possible mass of cargo which can be carried by the aircraft concerned, except where the licence held by him does not authorise the transport of any cargo for reward; and

(c) in respect of third party liability-

(i) in relation to an aircraft with a maximum certificated mass exceeding 20 000 kilograms, R50 000 000 per aircraft;

(ii) in relation to an aircraft with a maximum certificated mass exceeding 5 700 kilograms but not exceeding 20 000 kilograms, R20 000 000 per aircraft;

(iii) in relation to an aircraft with a maximum certificated mass exceeding 2 700 kilograms but not exceeding 5 700 kilograms, R10 000 000 per aircraft;

(iv) in relation to an aircraft with a maximum certificated mass of 2 700 kilograms or less, excluding a micro-light aeroplane, R2 500 000 per aircraft; and

(v) in relation to a micro-light aeroplane, R500 000 per micro-light aeroplane.

(2) The sum total of the minimum amounts of coverage required for passengers and cargo and for third party liability may be insured for a combined single limit of insurance per any one occurrence.

(3) The council shall advise the Minister every three years on the desirability of revising the minimum amounts referred to in subregulation (1).

[Reg. 5 amended by GN R1584 of 20 August 1993 and substituted by GN R866 of 29 April 1994]

Document 6 of 95

Source:

Regulations of South Africa - (Linking to Statutes of SA)/REGULATIONS/1990/AIR SERVICES LICENSING ACT 115 OF 1990/DOMESTIC AIR SERVICES REGULATIONS/6 Manner and form of application for a licence

6 Manner and form of application for a licence

(1) An application-

(a) for a licence or an amendment thereof contemplated in section 14(1) and (2) of the Act shall be made in sevenfold on a form prescribed in Annexure A;

(b) for an exemption referred to in section 14(3) of the Act shall be made in sevenfold on a form prescribed in Annexure A;

(c) for an exemption referred to in section 16(5) of the Act shall be made in sevenfold on a form prescribed in Annexure B, which form shall accompany the application for a licence.

[Reg. 6(1) substituted by GN R1744 of 24 December 1997]

(2) An application for an exemption referred to in section 16(5) of the Act, if any, shall accompany the relevant application for a licence.

(3) Where an applicant wishes to operate more than one class of air service, a separate application shall be made in respect of each class of air service.

(a) Documents in support to the satisfaction of the council of the manner in which the applicant will comply with the provisions of section 16(4) (d) of the Act;

(b) (i) a plan setting out in detail the manner in which the applicant will ensure that a safe and reliable air service is operated;

(ii) proof that the applicant is financially capable of operating an air service;

(c) a certified true copy of-

(i) the existing licence held by the applicant, where applicable;

(ii) in the case of a company-

(aa) its memorandum of association and certificate to commence business; and

(bb) the authorising resolution concerned;

(iii) in the case of a close corporation-

(aa) its founding statement; and

(bb) the authorising resolution concerned;

(iv) in the case of a voluntary association-

(aa) its constitution; and

(bb) the authorising resolution concerned; and

(v) in the case of any other applicant, the document referred to in subparagraph (i), and the partnership agreement or other founding documents and the authorising resolution concerned; and

(d) in the case where the applicant will use an aircraft which is not registered in his name in the operation of his air service, a certified true copy of the agreement concerned under which the applicant is entitled to use the aircraft.

[Reg. 6(4) substituted by GN R866 of 29 April 1994]

(5) For the purposes of subregulation (4) (b) (ii) an applicant shall submit to the council-

(a) a set of audited accounts of the most recently completed financial year: Provided that a set of management accounts, the contents of which have been certified by the applicant's auditor or chief executive officer as being a true

reflection of the affairs of the applicant, shall be submitted if a set of audited accounts covering the most recently completed financial year, is not available;

(b) in the event of the applicant being a company or close corporation established for the purpose of operating the air service to be provided, a certified *pro forma* balance sheet reflecting the opening balances as at the projected date of commencement of the air service to be provided together with explanatory notes which shall refer to the operating capital and the cash resources available to the applicant at the outset;

(c) in the event of the applicant being an individual or a partnership, a certified statement of personal assets and liabilities in respect of that individual or each partner, together with acceptable documented proof of adequate cash resources which will be available at the outset to fund the air service to be provided; and

(d) in the case of an application to operate a Class I air service, full particulars with regard to the following aspects:

(i) Projections of the income statement, cash flow and balance sheet in respect of the air service to be provided and the assumptions on which the projections are based, for a period of 12 months following the date of application;

(ii) in respect of the income statement referred to in subparagraph (i)-

(aa) the proposed tariffs;

(bb) forecast revenue;

(cc) forecast yields, passenger numbers and cargo volumes, if applicable; and

(dd) flying hours;

(iii) in respect of the cash flow referred to in subparagraph (i)-

(aa) revenue;

(bb) trading costs by main category and receipts by operation;

(cc) fixed asset expenditure;

(dd) debtor, creditor and stock assumptions;

(ee) finance raised and repaid;

(ff) financing costs and taxation; and

(gg) opening and closing balances;

(iv) in respect of the balance sheet referred to in subparagraph (i)-

(aa) in relation to sources of finance-

(A) equity;

(B) short, medium and long-term loan facilities;

(C) securities for finance; and

(D) encumbered assets;

(bb) in relation to shares-

(A) shareholders and proposed shareholders;

(B) nationality of shareholders and proposed shareholders;

(C) types of shares; and

(D) number and value of issued shares;

(cc) in relation to assets, including aircraft, engines and spares-

(A) capital costs;

(B) financing arrangements, including deposit, amount of finance and repayments; and

(C) leasing arrangements; and

(v) a sensitivity analysis of the assumptions referred to in subparagraph (i) with regard to possible adjustments and the consequences which such adjustments may have on the projections referred to in that subparagraph.

[Reg. 6(5) substituted by GN R866 of 29 April 1994]

(6) In the event of an applicant being part of a group of companies, the information referred to in subregulation (5) (a) shall be submitted in respect of both the applicant and the group of companies.

(6A) A plan contemplated in subregulation (4) (b) (i) shall contain full particulars and information on the following aspects in respect of the air service to be provided:

(a) The description and objectives of the air service to be provided;

(b) the full name and surname, qualifications and experience of each of the following officials:

(i) The chief executive officer;

(ii) the responsible person: Flight Operation;

(iii) the responsible person: Aircraft; and

(iv) the Air Safety Officer;

(c) a statement of the responsibility and accountability for the duties of each official mentioned in paragraph (b) and a written acceptance thereof by such official;

(d) a line management diagram indicating to whom each official mentioned in paragraph (b) reports and the subordinate managerial positions;

(e) an outline of the engineering, maintenance and flight operation management practices; and

(f) the management practices indicating the manner in which procedures will be updated.

[Reg. 6(6A) inserted by GN R866 of 29 April 1994]

(7) Upon the grant of an amendment to a licence, the licensee shall submit the original licence to the council for purposes of cancellation, whereupon a new licence shall be issued to him.

(8)

[Reg. 6(8) inserted by GN R750 of 22 April 1994 and deleted by GN R1744 of 24 December 1997]

(9)

[Reg. 6(9) inserted by GN R750 of 22 April 1994 and deleted by GN R1744 of 24 December 1997]

Document 7 of 95

Source:

Regulations of South Africa - (Linking to Statutes of SA)/REGULATIONS/1990/AIR SERVICES LICENSING ACT 115 OF 1990/DOMESTIC AIR SERVICES REGULATIONS/6A Requirements for the operation of an air service in a safe and reliable manner

6A Requirements for the operation of an air service in a safe and reliable manner

An applicant who applies for a licence to operate a class I air service, or an amendment thereof, shall, in addition to the information to be furnished for the purposes of section 16(4) (a) of the Act-

(a) submit, to the satisfaction of the council, a guarantee for the total sum of cash receipts as envisaged in the plan referred to in regulation 6(4) (b) (ii) for services in respect of the transport of passengers or cargo, where such services have already been sold but not yet rendered by the applicant and which the council deems to be a fair representation of that component of the applicant's projected cash flow; and

(b) at all times make his financial accounting system available to the council, or a person designated by the council, for inspection: Provided that the details concerning such financial accounting system shall not be made public without the consent of the applicant.

[Reg. 6A inserted by GN R866 of 29 April 1994]

Document 8 of 95

Source:

Regulations of South Africa - (Linking to Statutes of SA)/REGULATIONS/1990/AIR SERVICES LICENSING ACT 115 OF 1990/DOMESTIC AIR SERVICES REGULATIONS/7

7

[Reg. 7(2) deleted by GN R866 of 29 April 1994]

[Reg. 7 withdrawn by GN R146 of 30 January 1998]

Document 9 of 95

Source:

Regulations of South Africa - (Linking to Statutes of SA)/REGULATIONS/1990/AIR SERVICES LICENSING ACT 115 OF 1990/DOMESTIC AIR SERVICES REGULATIONS/8 Contents of notices of application

8 Contents of notices of application

(1) A notice in the *Gazette* of an application for a licence referred to in section 15(1) (b) of the Act shall contain the following particulars:

- (a) The full name and, if any, the trade name of the applicant;
- (b) the full business or residential address of the applicant;
- (c) the class of licence applied for;
- (d) the type of air service to which the application applies; and
- (e) the category of aircraft to which the application applies.

(2) A notice in the *Gazette* of an application for an amendment to a licence referred to in section 15(1) (b) of the Act shall contain the following particulars:

- (a) The full name and, if any, the trade name of the applicant;
- (b) the full business or residential address of the applicant;
- (c) the class of licence in respect of which the amendment is sought;
- (d) the type of air service and the amendment thereto which is being applied for;

[Reg. 8(2) (d) amended by GN R1744 of 24 December 1997]

(e) the category of aircraft and the amendment thereto which is being applied for; and

[Reg. 8(2) (e) amended by GN R1744 of 24 December 1997]

(f) in the case of any amendment referred to in section 14(2) (b) to (e) of the Act, the particulars or other amendments contemplated in that section.

[Reg. 8(2) (f) inserted by GN R1744 of 24 December 1997]

Document 10 of 95

Source:

Regulations of South Africa - (Linking to Statutes of SA)/REGULATIONS/1990/AIR SERVICES LICENSING ACT 115 OF 1990/DOMESTIC AIR SERVICES REGULATIONS/9 Contents of notice of issuing or amendment of licence

9 Contents of notice of issuing or amendment of licence

(1) A notice under section 16(8) of the Act of the issuing of a licence shall contain the following particulars:

- (a) The class and number of the licence which was issued;
- (b) the full name and surname and the trade name, if any, of the licensee;
- (c) the type of air service in respect of which the licence was issued; and
- (d) the category of aircraft in respect of which the licence was issued.

(2) A notice under section 16(8) of the Act of an amendment to a licence shall contain the following particulars:

- (a) The class and number of the licence in respect of which the amendment was made;
- (b) the full name and surname and the trade name, if any, of the licensee;
- (c) the type of air service in respect of which the amendment was made;
- (d) the category of aircraft in respect of which the amendment was made;
- and
- (e) in the case of any amendment referred to in section 14(2) (b) to (e) of the Act, the particulars or other amendments contemplated in that section.
- [Reg. 9 deleted by GN R866 of 29 April 1994 and inserted by GN R1744 of 24 December 1997]
-

Document 11 of 95

Source:

Regulations of South Africa - (Linking to Statutes of SA)/REGULATIONS/1990/AIR SERVICES LICENSING ACT 115 OF 1990/DOMESTIC AIR SERVICES REGULATIONS/9A Contents of notice of granting of exemption

9A Contents of notice of granting of exemption

A notice under section 12(4) of the Act of the granting of an exemption shall contain the following particulars:

- (a) The full name and surname and the trade name, if any, of the person to whom the exemption was granted;
- (b) the type of air service in respect of which the exemption was granted;
- (c) the category of aircraft in respect of which the exemption was granted;
- (d) the period for which the exemption was granted; and
- (e) the conditions under which the exemption was granted.

[Reg. 9A inserted by GN R1744 of 24 December 1997]

Document 12 of 95

Source:

Regulations of South Africa - (Linking to Statutes of SA)/REGULATIONS/1990/AIR SERVICES LICENSING ACT 115 OF 1990/DOMESTIC AIR SERVICES REGULATIONS/10

10

[Reg. 10 amended by GN R1675 of 19 June 1992 and withdrawn by GN R146 of 30 January 1998]

Document 13 of 95

Source:

Regulations of South Africa - (Linking to Statutes of SA)/REGULATIONS/1990/AIR SERVICES LICENSING ACT 115 OF 1990/DOMESTIC AIR SERVICES REGULATIONS/11 Form of temporary licence

11 Form of temporary licence

A temporary licence contemplated in section 17(1) of the Act shall-

- (a) in the case of a class I licence, be issued on a form as prescribed in Annexure D;
 - (b) in the case of a class II licence, be issued on a form as prescribed in Annexure E; and
 - (c) in the case of a class III licence, be issued on a form as prescribed in Annexure F.
-

Document 14 of 95

Source:

Regulations of South Africa - (Linking to Statutes of SA)/REGULATIONS/1990/AIR SERVICES LICENSING ACT 115 OF 1990/DOMESTIC AIR SERVICES REGULATIONS/12 Form of licence

12 Form of licence

A licence contemplated in section 17(1) of the Act shall-

- (a) in the case of a class I licence, be issued on a form as prescribed in Annexure G;
 - (b) in the case of a class II licence, be issued on a form as prescribed in Annexure H; and
 - (c) in the case of a class III licence, be issued on a form as prescribed in Annexure I.
-

Document 15 of 95

Source:

Regulations of South Africa - (Linking to Statutes of SA)/REGULATIONS/1990/AIR SERVICES LICENSING ACT 115 OF 1990/DOMESTIC AIR SERVICES REGULATIONS/13

13

[Reg. 13 withdrawn by GN R146 of 30 January 1998]

Document 16 of 95

Source:

Regulations of South Africa - (Linking to Statutes of SA)/REGULATIONS/1990/AIR SERVICES LICENSING ACT 115 OF 1990/DOMESTIC AIR SERVICES REGULATIONS/14 Form of surrender of licence

14 Form of surrender of licence

(1) The form referred to in section 21 of the Act shall be as prescribed in Annexure K.

(2) The form contemplated in subregulation (1) shall, in the case of a company, close corporation or organisation, be accompanied by a certified true copy of the relevant authorising resolution.

Document 17 of 95

Source:

Regulations of South Africa - (Linking to Statutes of SA)/REGULATIONS/1990/AIR SERVICES LICENSING ACT 115 OF 1990/DOMESTIC AIR SERVICES REGULATIONS/15 Form of summons

15 Form of summons

A summons issued under section 11(1) of the Act shall be in a form as prescribed in Annexure L.

Document 18 of 95

Source:

Regulations of South Africa - (Linking to Statutes of SA)/REGULATIONS/1990/AIR SERVICES LICENSING ACT 115 OF 1990/DOMESTIC AIR SERVICES REGULATIONS/16 Manner and form of notification

16 Manner and form of notification

(1)

[Reg. 16(1) deleted by GN R1744 of 24 December 1997]

(2)

[Reg. 16(2) deleted by GN R146 of 30 January 1998]

(3) A notification of any change to the operation of the air service, or any part thereof, contemplated in section 24(1) (d) of the Act shall-

- (a) be made on a form prescribed in Annexure M; and
- (b) be accompanied by a certified true copy of the licence concerned.

[Reg. 16(3) substituted by GN R1744 of 24 December 1997]

Document 19 of 95

Source:

Regulations of South Africa - (Linking to Statutes of SA)/REGULATIONS/1990/AIR SERVICES LICENSING ACT 115 OF 1990/DOMESTIC AIR SERVICES REGULATIONS/17 Contents of representations

17 Contents of representations

(1) Representations against or in favour of an application for a licence or an amendment thereto in accordance with section 15(3) of the Act shall include:

- (a) The full name of the person making the representations;
- (b) the full business or residential address, and the postal address and telephone and telefax numbers of such person; and
- (c) grounds for the applicant's inability or ability to comply with the requirements referred to in section 16(4) of the Act.

(2) Representations contemplated in subregulation (1) shall be made to the council by means of an affidavit.

Document 20 of 95

Source:

Regulations of South Africa - (Linking to Statutes of SA)/REGULATIONS/1990/AIR SERVICES LICENSING ACT 115 OF 1990/DOMESTIC AIR SERVICES REGULATIONS/18 Submission of statistical information

18 Submission of statistical information

(1) The submission of statistical information in accordance with section 24(1) (b) of the Act shall-

- (a) in the case of a licensee who-
 - (i) holds a class I licence; or
 - (ii) holds a class I licence and a class II licence; and

(iii) operates a total fleet of aircraft which aggregate maximum certificated mass exceeds 200 tonnes, be furnished on forms prescribed in Annexures N, O, P, Q and R, as the case may be;

(b) in the case of a licensee who-

(i) holds a class II licence; or

(ii) holds a class II licence and a class III licence; and

(iii) operates a total fleet of aircraft which aggregate maximum certificated mass exceeds 200 tonnes, be furnished on forms prescribed in Annexures S, T and U, as the case may be; and

(c) in the case of a licensee who operates a total fleet of aircraft which aggregate maximum certificated mass is 200 tonnes or less, irrespective of the class of licence held by the licensee, be furnished on a form prescribed in Annexure V.

[Reg. 18(1) substituted by GN R866 of 29 April 1994 and by GN R1744 of 24 December 1997]

(2) The licensee shall furnish the council with the statistical information referred to in subregulation (1)-

(a) in the case of the statistical information to be furnished on the form prescribed in Annexure N in respect of each 90 day period, within 30 days from the last day of the period;

(b) in the case of the statistical information to be furnished on the form prescribed in Annexure O in respect of each calendar year, within 60 days from the last day of the calendar year;

(c) in the case of the statistical information to be furnished on the form prescribed in Annexure P in respect of each 90 day period, within 30 days from the last day of the period;

(d) in the case of the statistical information to be furnished on the form prescribed in Annexure Q in respect of each calendar year, within 30 days from the last day of the calendar year;

(e) in the case of the statistical information to be furnished on the form prescribed in Annexure R in respect of each financial year, within 90 days from the last day of the financial year;

(f) in the case of the statistical information to be furnished on the form prescribed in Annexure S in respect of each calendar year, within 30 days from the last day of the calendar year;

(g) in the case of the statistical information to be furnished on the form prescribed in Annexure T in respect of each calendar year, within 60 days from the last day of the calendar year;

(h) in the case of the statistical information to be furnished on the form prescribed in Annexure U in respect of each financial year, within 90 days from the last day of the financial year; and

(i) in the case of the statistical information to be furnished on the form prescribed in Annexure V in respect of each calendar year, within 60 days from the last day of the calendar year.

[Reg. 18(2) amended by GN R866 of 29 April 1994 and substituted by GN R1744 of 24 December 1997]

(3) The council shall not, without the written permission of a licensee, disclose the statistical information referred to in subregulation (1) in such a manner as to identify the activities of the licensee.

Document 21 of 95

Source:

Regulations of South Africa - (Linking to Statutes of SA)/REGULATIONS/1990/AIR SERVICES LICENSING ACT 115 OF 1990/DOMESTIC AIR SERVICES REGULATIONS/19 Register of licences

19 Register of licences

(1) The register of licences referred to in section 18(1) of the Act shall contain the following particulars:

- (a) The full name and, if any, the trade name of the licensee;
 - (b) the full business or residential address of the licensee;
 - (c) the postal address of the licensee;
 - (d) the number of the licence issued to the licensee;
 - (e) the date on which the licence was issued;
 - (f) the class of licence issued to the licensee;
 - (g) particulars of the type of air service for which the licence was granted;
- and
- (h) particulars of the category of aircraft for which the licence was granted.

(2) The particulars referred to in subregulation (1) shall be recorded in the register of licences within 30 days from the date of receipt thereof by the council.

(3) The register of licences shall be kept in a safe place at the office of the council.

Document 22 of 95

Source:

Regulations of South Africa - (Linking to Statutes of SA)/REGULATIONS/1990/AIR SERVICES LICENSING ACT 115 OF 1990/DOMESTIC AIR SERVICES REGULATIONS/20

20

[Reg. 20 amended by GN R1675 of 19 June 1992 and withdrawn by GN R146 of 30 January 1998]

Document 23 of 95

Source:

Regulations of South Africa - (Linking to Statutes of SA)/REGULATIONS/1990/AIR SERVICES LICENSING ACT 115 OF 1990/DOMESTIC AIR SERVICES REGULATIONS/21 Fees

21 Fees

(1) The following fees shall be payable when application is made for-

	R
(a) a class I air service licence-	5
(i) for a category A1 aircraft	000.00
(ii) for a category A2 aircraft	4
(iii) for a category A3 aircraft	000.00
(iv) for a category A4 aircraft	3
(v) for a category H1 aircraft	000.00
(vi) for a category H2 aircraft	2
	000.00
	3
	000.00
	2
	000.00
(b) a class II or III air service licence-	3
(i) for a category A1 aircraft	000.00
(ii) for a category A2 aircraft	2
(iii) for a category A3 aircraft	000.00
(iv) for a category A4 aircraft	1
(v) for a category H1 aircraft	000.00
(vi) for a category H2 aircraft	500.00
	1
	000.00
	500.00
(c) an amendment of any licence in terms of section 14(2) (a) of the Act-	1
(i) for a category A1 aircraft	000.00
(ii) for a category A2 aircraft	750.00
(iii) for a category A3 aircraft	500.00
(iv) for a category A4 aircraft	250.00
	500.00

(v) for a category H1 aircraft	250.00
(vi) for a category H2 aircraft	
(d) an amendment of any licence in terms of section 14(2) (b) , (c) , (d) or (e) of the Act, irrespective of the class of licence for or the category of aircraft in respect of which application is made	500.00
(e) a temporary licence, irrespective of the class of licence for or the category of aircraft in respect of which application is made	100.00
(f) the furnishing of information from the register of licences [section 18(3)]	100.00
(g) a copy of an application for a licence [section 15(2)]	50.00
(h) the furnishing of reasons for the approval or refusal of an application for a licence [section 16(7)]	200.00
(i) a copy of the record of the proceedings of a meeting of the council [section 8(11)]	200.00
(j) a new licence by a licensee by virtue of an application for an exemption in terms of section 16(6) of the Act	10.00

[Reg. 21(1) substituted by GN R146 of 30 January 1998]

(2) In the event of an application referred to in subregulation (1) being made for more than one category of aircraft in respect of any of the said classes of air services, the highest of the fees leviable in respect of the class of air service and category of aircraft in respect of which the application is made, shall be payable.

Document 24 of 95

Source:

Regulations of South Africa - (Linking to Statutes of SA)/REGULATIONS/1990/AIR SERVICES LICENSING ACT 115 OF 1990/DOMESTIC AIR SERVICES REGULATIONS/22 Passenger air transport tickets

22 Passenger air transport tickets

(1) The holder of a class I and II licence shall issue or cause to be issued a passenger air transport ticket to each passenger to be transported.
[Reg. 22(1) amended by GN R866 of 29 April 1994 and substituted by GN R146 of 30 January 1998]

(2) A passenger air transport ticket issued in terms of subregulation (1) shall contain the following particulars:

(a) The name or the trade name of the licensee who issues the passenger air transport ticket;

(b) the name of the passenger to be transported;

(c) the date of issue and the period of validity of the passenger air transport ticket;

(d) particulars of the places of departure and destination;

(e) the place of issue of the passenger air transport ticket;

(f) the serial number of the passenger air transport ticket; and

[Reg. 22(2) (f) amended by GN R866 of 29 April 1994]

(g) the name, the trade name or the designated IATA code of the licensee who transports the passenger;

[Reg. 22(2) (g) amended by GN R866 of 29 April 1994]

(h)

[Reg. 22(2) (h) deleted by GN R866 of 29 April 1994]

(i)

[Reg. 22(2) (i) deleted by GN R866 of 29 April 1994]

(j)

[Reg. 22(2) (j) deleted by GN R866 of 29 April 1994]

(k)

[Reg. 22(2) (k) deleted by GN R866 of 29 April 1994]

(3) A passenger air transport ticket issued in terms of subregulation (1) shall contain an endorsement to the effect that the licensee referred to in subregulation (2) (g) is duly licensed in terms of the Act and that he complies with the requirements prescribed.

[Reg. 22(3) substituted by GN R866 of 29 April 1994]

(4) A licensee shall keep a copy of each passenger air transport ticket issued by him in terms of subregulation (1) in a safe place for a period of at least 12 months as from the date on which the flight to which it relates has taken place.

(5) On the written request of the council or the Commissioner for Civil Aviation, a licensee shall, subject to the provisions of subregulation (4), forthwith furnish the council or the Commissioner for Civil Aviation with copies of any passenger air transport tickets, or any information thereon, issued by the licensee for such period as may be determined by the council or the Commissioner for Civil Aviation, as the case may be.

[Reg. 22(5) amended by GN R1675 of 19 June 1992]

Document 25 of 95

Source:

23 Air waybills

(1) The holder of a Class I and a Class II licence shall issue or cause to be issued an air waybill in respect of each consignment of cargo to be transported.

(2) An air waybill issued in terms of subregulation (1) shall contain the following particulars:

- (a) The name or the trade name of the licensee who issues the air waybill;
- (b) particulars of the contents of such consignment of cargo;
- (c) particulars of the mass and volume of such consignment of cargo;
- (d) particulars of the places of departure and destination;
- (e) the serial number of the air waybill;
- (f) the name, the trade name or the designated IATA code of the licensee who transports the cargo; and
- (g) in the case of a holder of a Class I licence, the cargo tariff.

(3) A licensee shall keep a copy of each air waybill issued by him in terms of subregulation (1) in a safe place for a period of at least 12 months as from the date on which the flight to which it relates, has taken place.

(4) On the written request of the council or the Commissioner for Civil Aviation, a licensee shall, subject to the provisions of subregulation (3), forthwith furnish the council or the Commissioner for Civil Aviation with copies of any air waybills issued by the licensee for such period as may be determined by the council or the Commissioner for Civil Aviation, as the case may be.

[Reg. 23 amended by GN R1675 of 19 June 1992 and substituted by GN R866 of 29 April 1994]

Document 26 of 95

Source:

Regulations of South Africa - (Linking to Statutes of SA)/REGULATIONS/1990/AIR SERVICES LICENSING ACT 115 OF 1990/DOMESTIC AIR SERVICES REGULATIONS/24 Passenger lists

24 Passenger lists

(1) The holder of a class I and a class II licence shall before each flight compile or cause to be compiled a passenger list in respect of the flight and shall keep such list in a safe place for a period of at least 12 months as from the date on which the flight to which it relates has taken place.

(2) A passenger list compiled in terms of subregulation (1) shall at least contain the name of each passenger.

[Reg. 24(2) substituted by GN R866 of 29 April 1994]

(3) On the written request of the council or the Commissioner for Civil Aviation, a licensee shall, subject to the provisions of subregulation (1), forthwith furnish the council or the Commissioner for Civil Aviation with copies of any passenger lists compiled by the licensee for such period as may be determined by the council or the Commissioner for Civil Aviation, as the case may be.

[Reg. 24(3) amended by GN R1675 of 19 June 1992]

Document 27 of 95

Source:

Regulations of South Africa - (Linking to Statutes of SA)/REGULATIONS/1990/AIR SERVICES LICENSING ACT 115 OF 1990/DOMESTIC AIR SERVICES REGULATIONS/24A Manner of appeal

24A Manner of appeal

An appeal contemplated in section 25(1) of the Act shall be noted and prosecuted as if it were an appeal against a judgment of a magistrate's court in civil proceedings.

[Reg. 24A inserted by GN R1744 of 24 December 1997]

Document 28 of 95

Source:

Regulations of South Africa - (Linking to Statutes of SA)/REGULATIONS/1990/AIR SERVICES LICENSING ACT 115 OF 1990/DOMESTIC AIR SERVICES REGULATIONS/25 Advertisement

25 Advertisement

Any advertisement advertising the class of air service operated by any licensee shall reflect the number of the licence issued to such licensee.

[Reg. 25 substituted by GN R146 of 30 January 1998]

Document 29 of 95

Source:

Regulations of South Africa - (Linking to Statutes of SA)/REGULATIONS/1990/AIR SERVICES LICENSING ACT 115 OF

1990/DOMESTIC AIR SERVICES REGULATIONS/26 Short title and commencement

26 Short title and commencement

These Regulations shall be called the Domestic Air Services Regulations, 1991, and shall come into operation on the date of publication of these Regulations.

Document 30 of 95

Source:

Regulations of South Africa - (Linking to Statutes of SA)/REGULATIONS/1990/AIR SERVICES LICENSING ACT 115 OF 1990/DOMESTIC AIR SERVICES REGULATIONS/ANNEXURE A

ANNEXURE A

[Annexure A substituted by GN R866 of 29 April 1994 and by GN R1744 of 24 December 1997]

TV 339



AIR SERVICE LICENSING COUNCIL
AIR SERVICES LICENSING ACT, 1990 (ACT 115 OF 1990)
APPLICATION FOR A TEMPORARY AIR SERVICE LICENCE [SECTION 14(1)]
APPLICATION FOR AN AIR SERVICE LICENCE [SECTION 14(1)]
APPLICATION FOR AN AMENDMENT TO AN AIR SERVICE LICENCE
[SECTION 14(2)]
APPLICATION FOR AN EXEMPTION FROM SECTION 12(1) [SECTION 12(2)]
APPLICATION FOR AN EXEMPTION FROM SECTION 16(4) (e) [SECTION
14(3)]

Notes:

- (i) *This application must comply with the relevant provisions of regulation 6 when it is submitted to the Air Service Licensing Council.*
- (ii) *The original application together with all annexures, accompanied by six copies of both the application and the annexures, must be submitted to the Air Service Licensing Council.*

- (iii) Sections 1(1.1 to 1.14) and 7 must be completed in all cases.
- (iv) All other sections must be completed as indicated in respect of each section if and when applicable.
- (v) The application/notification must be signed by-
 - (a) the applicant/licensee, in the case of a natural person;
 - (b) each partner, if the application/notification is on behalf of a partnership;
 or
 - (c) the officer(s) duly authorised to execute documents on its behalf, if the applicant/licensee is a company, close corporation or organisation.
- (vi) Where the required information cannot be furnished in the space provided on this form, the information must be submitted as a separate memorandum and attached hereto.
- (vii) * Delete if not applicable.

Mark the applicable block:

APPLICATION FOR:

Application for a temporary air service licence
(Complete sections 1 to 7)

Application for an air service licence
(Complete sections 1 to 7)

APPLICATION FOR AN AMENDMENT TO:

Type of air service
(Complete sections 1.1 - 1.14; 2; 3; 4; 6 and 7)

Category of aircraft
(Complete sections 1.1 - 1.14; 2; 3; 4; 6 and 7)

Particulars as contained in section 14(2) (b) - (e)
(Complete sections 1 and 7)

APPLICATION FOR AN EXEMPTION FROM:

Section 12(1)
(Complete sections 1.1 - 1.14; 5 and 7)

Section 16(4) (e)

(Complete sections 1 to 7)

1 PARTICULARS REGARDING THE APPLICANT

1.1 Full name:

1.2 Trade name (if any):
--

1.3 Full * business/residential address: (underline if particulars changed)

1.4 Postal address: (underline if particulars changed) Postal code:
--

1.5 Telephone number:

1.6 Telefax number:

1.7 SITA code (if any):

1.8 Telex number:

1.9 Legal status of applicant (natural person / partnership / close corporation / company / organisation / other - specify)
--

1.10 Registration number in the case of a * close corporation / company
--

1.11 Full particulars in respect of the individual / each
 * director / shareholder / partner / member / office bearer:

Name	Position	Identity number	Nationality	Country of permanent residence
.....
.....
.....
.....
.....
.....
.....
.....

1.12 Full particulars in respect of direct or indirect voting and convertible rights and in whom such voting and convertible rights are vested:

Name	Nationality	Country of permanent residence	Type of rights	Percentage of total
.....
.....
.....
.....
.....
.....
.....
.....
.....

1.13 Full particulars of the nature and extent of any financial interest held by

the applicant in any other air service or organisation which has a financial interest in any air operation

.....

.....

.....

.....

.....

.....

.....

1.14 Full particulars in respect of the prescribed personnel appointed by the licensee to be responsible and accountable for the safety and reliability of the air service.

(Management Plan and list of qualifications and experience of personnel to be attached)

Name	Nationality	Country of permanent residence	Identity number	Position
.....
...
.....
...
.....
...
.....
...
.....
...
.....
...

2 PARTICULARS REGARDING THE NATURE OF THE AIR SERVICE

2.1 Class of air service [regulation 2(1)]:

Only one class may be marked

- Class I
- Class II
- Class III

2.2 Type of air service (regulation 3)

2.2.1 In respect of a scheduled public air transport service (Class I)
Mark the applicable block(s)

- Type S1
- Type S2

2.2.2 In respect of a non-scheduled public air transport service (Class II)

Mark the applicable block(s)

- Type N1
- Type N2

2.2.3 In respect of a general air service (Class III)

Mark the applicable block(s)

- Type G1
- Type G2
- Type G3
- Type G4
- Type G5

<input type="checkbox"/>	Type G6
<input type="checkbox"/>	Type G7
<input type="checkbox"/>	Type G8
<input type="checkbox"/>	Type G9
<input type="checkbox"/>	Type G10
<input type="checkbox"/>	Type G11
<input type="checkbox"/>	Type G12
<input type="checkbox"/>	Type G13
<input type="checkbox"/>	Type G14
<input type="checkbox"/>	Type G15
<input type="checkbox"/>	Type G16 - specify

2.3 Categories of aircraft (regulation 4)

Mark the applicable block(s)

<input type="checkbox"/>	Category A1
<input type="checkbox"/>	Category A2
<input type="checkbox"/>	Category A3
<input type="checkbox"/>	Category A4
<input type="checkbox"/>	Category H1
<input type="checkbox"/>	Category H2



3 PARTICULARS REGARDING THE EXTENT OF THE AIR SERVICE

3.1 In respect of an application for a scheduled public air transport licence (Class I):

3.1.1 Route(s) and airport(s) to be used:

.....

.....

.....

.....

3.1.2 Frequency and timetables according to which the air service will be operated:

.....

.....

.....

.....

.....

.....

3.2 In respect of an application for a non-scheduled public air transport service licence (Class II) or a general air service licence (Class III):

3.2.1 Airport(s) to be used as base(s) for providing the air service and a facility to operate such air service and to deal with the public:

.....

.....
.....
.....
.....
.....
.....
.....

4 PARTICULARS REGARDING EQUIPMENT

4.1 Particulars regarding the make, model and series of each aircraft to be used:
.....
.....
.....
.....
.....

4.2 Particulars regarding the ownership of the aircraft listed in 4.1:
.....
.....
.....
.....

4.3 Particulars regarding the registration of the aircraft listed in 4.1 and (or) particulars regarding the aircraft in respect of an exemption from section 16(4) (e) :
.....
.....
.....
.....

4.4 Particulars regarding the aircraft maintenance organisation responsible for the airworthiness of each aircraft listed in 4.1 whether within the applicant's organisation or directly contracted or contracted by the owner if the aircraft is hired:

.....
.....

.....
.....

.....
.....

.....
.....

5 PARTICULARS REGARDING APPLICATION FOR EXEMPTION FROM SECTION 12(1)

5.1 Motivation in respect of basis and grounds of operation:

.....
.....

.....
.....

.....
.....

.....
.....

6 GENERAL

6.1 Expected date of commencement of air service or each phase thereof:

.....
.....

.....
.....
.....
.....
.....

6.2 In the case of an application for a temporary licence the period or number of return flights for which the licence is sought:

.....
.....
.....
.....
.....
.....
.....

7 DOCUMENTS ATTACHED

Mark the applicable block(s)

- Active control of air service [reg. 6(4) (a)]
- Safe and reliable air service [reg. 6(4) (b) (i)]
- Financial capability [reg. 6(4) (b) (ii)]
- Existing licence [reg. 6(4) (c) (i)]
- Memorandum of association [reg. 6(4) (c) (ii) (aa)]
- Certificate to commence business [reg. 6(4) (c) (ii) (aa)]
- Authorising resolution [reg. 6(4) (c) (ii) (bb)]

- Founding statement [reg. 6(4) (c) (iii) (aa)]
- Authorising resolution [reg. 6(4) (c) (iii) (bb)]
- Constitution [reg. 6(4) (c) (iv) (aa)]
- Authorising resolution [reg. 6(4) (c) (iv) (bb)]
- Existing licence [reg. 6(4) (c) (v)]
- Partnership agreement [reg. 6(4) (c) (v)]
- Other founding documents [reg. 6(4) (c) (v)]
- Authorising resolution [reg. 6(4) (c) (v)]
- Lease agreement [reg. 6(4) (d)]
- Authorising resolution [reg. 16(1) (b)]

Name(s) of signatory(signatories)	Signature(s)
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....

I certify that the deponent(s)
 * has/have acknowledged that
 * he/she knows and understands/they know and understand the contents of this statement, which was signed and

* affirmed/sworn to before me at
..... on
..... 19

.....
Commissioner of Oaths

Full name:
Business address:
.....
.....
.....
Capacity:
Area:

Document 31 of 95

Source:

Regulations of South Africa - (Linking to Statutes of SA)/REGULATIONS/1990/AIR SERVICES LICENSING ACT 115 OF 1990/DOMESTIC AIR SERVICES REGULATIONS/ANNEXURE B APPLICATION FOR EXEMPTION REFERRED TO IN SECTION 16(5)

ANNEXURE B
APPLICATION FOR EXEMPTION REFERRED TO IN SECTION 16(5)

TV/272



THE MINISTER OF TRANSPORT
AIR SERVICES LICENSING ACT 115 OF 1990

Notes:-

- (i) *The original application, accompanied by six copies thereof, must be submitted to the Air Service Licensing Council (regulation 6(1)(b) and (2)).*
- (ii) *Where the required information cannot be furnished in the space provided on this form, the information must be submitted as a separate memorandum and attached hereto.*

(iii) *The application must be signed by-*
 a. *the applicant, if a natural person;*
 b. *each partner, if the application is on behalf of a partnership; or*
 c. *the officer or officers duly authorised to execute documents on its behalf, if the applicant is a company, close corporation or organisation, and must be accompanied by a certified true copy of the relevant authorising resolution.*
 (iv) * *Delete if not applicable.*

1 Particulars regarding the applicant

1.1 Full name

1.2 Trade name (if any)

1.3 Full * business/residential address	1.4 Postal address: Postal code
--	---

1.5 Telephone number:	1.6 Telefax number:
--------------------------------	------------------------------

1.7 Legal status of applicant (natural person/partnership/close corporation/company/organisation/other - specify)

1.8 Registration number in the case of a
 * close corporation/company

1.9 Full particulars in respect of each
 * director/shareholder/partner/member/office-bearer:

Name	Position	Identity number	Nationality	Country of permanent residence
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....

1.10 Full particulars in respect of voting and convertible rights and in whom such voting and convertible rights are vested:

Name	Nationality	Country of permanent residence	Type of rights	Percentage of total
.....
.....

.....

Name(s) of signatory(ies)	Signature(s)
.....
.....
.....
.....
.....

I certify that the deponent(s)
* has/have acknowledged that
* he knows and understands/they know and understand the contents of this
statement, which was signed and
* affirmed/sworn to before me at

..... on
..... 19.....

 Commissioner of Oaths
Full name
Business address:

Capacity:
Area:

**The Chairman
Air Service Licensing Council**

Application for an exemption in terms of section 16(5) of Act 115 of 1990

*** approved subject to the following conditions:**

.....
.....
.....
.....
.....
.....
.....
.....

*** not approved**

*** or**

.....
.....
.....
.....
.....
.....
.....

.....
Minister of Transport

Date:

Document 32 of 95

Source:

Regulations of South Africa - (Linking to Statutes of SA)/REGULATIONS/1990/AIR SERVICES LICENSING ACT 115 OF 1990/DOMESTIC AIR SERVICES REGULATIONS/ANNEXURE C

ANNEXURE C

[Annexure C substituted by GN R866 of 29 April 1994 and withdrawn by GN R146 of 30 January 1998]

Document 33 of 95

Source:

Regulations of South Africa - (Linking to Statutes of SA)/REGULATIONS/1990/AIR SERVICES LICENSING ACT 115 OF 1990/DOMESTIC AIR SERVICES REGULATIONS/ANNEXURE D TEMPORARY CLASS I AIR SERVICE LICENCE

ANNEXURE D

TEMPORARY CLASS I AIR SERVICE LICENCE

TV2/274



AIR SERVICE LICENSING COUNCIL
AIR SERVICES LICENSING ACT 115 OF 1990

Issued in terms of section 17(1) of Act 115 of 1990

Licence Number: TS/

.....
.....

(Name of licensee)

has been authorised by the Air Service Licensing Council to operate the type(s) of air service(s) with the category(ies) of aircraft as specified hereunder:
Type(s) of air service(s):
Category(ies) of aircraft:
This licence is valid for the following period or occasion(s) only:
Issued subject to the following conditions (section 16(5) and (6)):
Issued at PRETORIA on 19
..... AIR SERVICE LICENSING COUNCIL
This licence was issued without any alteration or erasure

Document 34 of 95

Source:

Regulations of South Africa - (Linking to Statutes of SA)/REGULATIONS/1990/AIR SERVICES LICENSING ACT 115 OF 1990/DOMESTIC AIR SERVICES REGULATIONS/ANNEXURE E TEMPORARY CLASS II AIR SERVICE LICENCE

ANNEXURE E
TEMPORARY CLASS II AIR SERVICE LICENCE

TV2/275



AIR SERVICE LICENSING COUNCIL
AIR SERVICES LICENSING ACT 115 OF 1990

Issued in terms of section 17(1) of Act 115 of 1990

Licence Number: TN/

.....
.....
(Name of licensee)

has been authorised by the Air Service Licensing Council to operate the type(s)
of air service(s) with the category(ies) of aircraft as specified hereunder:

Type(s) of air service(s):
.....
.....

Category(ies) of aircraft:
.....
.....

This licence is valid for the following period or occasion(s) only:
.....
.....

Issued subject to the following conditions (section 16(5) and (6)):
.....
.....
.....

Issued at PRETORIA on 19

.....
AIR SERVICE LICENSING COUNCIL

This licence was issued without any alteration or erasure

Document 35 of 95

Source:

Regulations of South Africa - (Linking to Statutes of SA)/REGULATIONS/1990/AIR SERVICES LICENSING ACT 115 OF 1990/DOMESTIC AIR SERVICES REGULATIONS/ANNEXURE F TEMPORARY CLASS III AIR SERVICE LICENCE

ANNEXURE F
TEMPORARY CLASS III AIR SERVICE LICENCE

TV2/276



AIR SERVICE LICENSING COUNCIL
AIR SERVICES LICENSING ACT 115 OF 1990

Issued in terms of section 17(1) of Act 115 of 1990

Licence Number: TG/

.....
.....
(Name of licensee)

has been authorised by the Air Service Licensing Council to operate the type(s) of air service(s) with the category(ies) of aircraft as specified hereunder:

Type(s) of air service(s):

.....
Category(ies) of aircraft:
This licence is valid for the following period or occasion(s) only:
Issued subject to the following conditions (section 16(5) and (6)):
Issued at PRETORIA on 19
..... AIR SERVICE LICENSING COUNCIL
This licence was issued without any alteration or erasure

Document 36 of 95

Source:

Regulations of South Africa - (Linking to Statutes of SA)/REGULATIONS/1990/AIR SERVICES LICENSING ACT 115 OF 1990/DOMESTIC AIR SERVICES REGULATIONS/ANNEXURE G CLASS I AIR SERVICE LICENCE

ANNEXURE G
CLASS I AIR SERVICE LICENCE

TV2/277



AIR SERVICE LICENSING COUNCIL
AIR SERVICES LICENSING ACT 115 OF 1990

Issued in terms of section 17(1) of Act 115 of 1990

Licence Number: S/

.....
.....
(Name of licensee)

has been authorised by the Air Service Licensing Council to operate the type(s)
of air service(s) with the category(ies) of aircraft as specified hereunder:

Type(s) of air service(s):

.....
.....
.....
.....
.....
.....
.....

Category(ies) of aircraft:

.....
.....

Issued subject to the following conditions (section 16(5) and (6)):

.....
.....
.....
.....
.....

Issued at PRETORIA on

..... 19

.....
AIR SERVICE LICENSING COUNCIL

This licence was issued without any alteration or erasure

Document 37 of 95

Source:

Regulations of South Africa - (Linking to Statutes of SA)/REGULATIONS/1990/AIR SERVICES LICENSING ACT 115 OF 1990/DOMESTIC AIR SERVICES REGULATIONS/ANNEXURE H CLASS II AIR SERVICE LICENCE

ANNEXURE H
CLASS II AIR SERVICE LICENCE

TV2/278



AIR SERVICE LICENSING COUNCIL
AIR SERVICES LICENSING ACT 115 OF 1990

Issued in terms of section 17(1) of Act 115 of 1990

Licence Number: N/

.....
.....
(Name of licensee)

has been authorised by the Air Service Licensing Council to operate the type(s) of air service(s) with the category(ies) of aircraft as specified hereunder:

Type(s) of air service(s):
.....
.....

Category(ies) of aircraft:
.....
.....

Issued subject to the following conditions (section 16(5) and (6)):

.....
Issued at PRETORIA on 19
..... AIR SERVICE LICENSING COUNCIL
This licence was issued without any alteration or erasure

Document 38 of 95

Source:

Regulations of South Africa - (Linking to Statutes of SA)/REGULATIONS/1990/AIR SERVICES LICENSING ACT 115 OF 1990/DOMESTIC AIR SERVICES REGULATIONS/ANNEXURE I CLASS III AIR SERVICE LICENCE

ANNEXURE I
CLASS III AIR SERVICE LICENCE

TV2/279



AIR SERVICE LICENSING COUNCIL
AIR SERVICES LICENSING ACT 115 OF 1990

Issued in terms of section 17(1) of Act 115 of 1990

Licence Number: G/

.....

..... (Name of licensee)
has been authorised by the Air Service Licensing Council to operate the type(s) of air service(s) with the category(ies) of aircraft as specified hereunder:
Type(s) of air service(s):
Category(ies) of aircraft:
Issued subject to the following conditions (section 16(5) and (6)):
Issued at PRETORIA on 19
..... AIR SERVICE LICENSING COUNCIL
This licence was issued without any alteration or erasure

Annexure J substituted by GN R1675 of 19 June 1992

Document 39 of 95

Source:

Regulations of South Africa - (Linking to Statutes of SA)/REGULATIONS/1990/AIR SERVICES LICENSING ACT 115 OF 1990/DOMESTIC AIR SERVICES REGULATIONS/ANNEXURE J

ANNEXURE J
[Annexure J substituted by GN R866 of 29 April 1994 and withdrawn by GN R146 of 30 January 1998]

Document 40 of 95

Source:

Regulations of South Africa - (Linking to Statutes of SA)/REGULATIONS/1990/AIR SERVICES LICENSING ACT 115 OF 1990/DOMESTIC AIR SERVICES REGULATIONS/ANNEXURE K SURRENDER OF LICENCE

ANNEXURE K
SURRENDER OF LICENCE

TV2/281



AIR SERVICE LICENSING COUNCIL
AIR SERVICES LICENSING ACT 115 OF 1990

Notes:-

- (i) *Where the required information cannot be furnished in the space provided on this form, the information must be submitted as a separate memorandum and attached hereto.*
- (ii) *The form must be signed by -*
 - a. *the licensee, if a natural person;*
 - b. *each partner, If the licensee is a partnership; or*
 - c. *the officer or officers duly authorised to execute documents on its behalf, if the licensee is a company, close corporation or organisation, and must be accompanied by a certified true copy of the relevant authorising resolution (regulation 14(2)).*
- (iii) *The licence concerned must be attached hereto (section 21).*
- (iv) ** Delete if not applicable.*

1 Particulars regarding the licensee

1.1 Full name
1.2 Trade name (if any)

.....
.....

1.3 Full * business/residential address	1.4 Postal address: Postal code
--	--

1.5 Telephone number:	1.6 Telefax number:
---------------------------------------	-------------------------------------

2 Date on which the air service will be terminated:
.....
.....

Name(s) of signatory(ies)	Signature(s)
.....

Place:
Date:

ANNEXURE L
SUMMONS (SECTION 11)

TV2/282



AIR SERVICE LICENSING COUNCIL
AIR SERVICES LICENSING ACT 115 OF 1990

To the Sheriff:

You are hereby required to summon

.....

.....
of.....

.....

.....

and

.....

.....
of

.....

.....

.....

to appear personally before the council at

..... **(place)** on at

.....
 to give evidence concerning

.....

.....

 and/or to produce the following book(s)

 and/or document(s)

 and/or thing(s) for examination by the Council:

.....

.....

.....
.....
.....
.....

Serve on
* him/each of them a copy of this summons and return to the Council what you have done by virtue hereof.

Dated at this day of
..... 19

.....
Chairman: Air Service Licensing Council

Document 42 of 95

Source:

Regulations of South Africa - (Linking to Statutes of SA)/REGULATIONS/1990/AIR SERVICES LICENSING ACT 115 OF 1990/DOMESTIC AIR SERVICES REGULATIONS/ANNEXURE M

ANNEXURE M
[Annexure M substituted by GN R1744 of 24 December 1997]

TV 340



AIR SERVICE LICENSING COUNCIL
AIR SERVICES LICENSING ACT, 1990 (ACT 115 OF 1990)
NOTIFICATION OF CHANGE TO THE OPERATION OF AN AIR SERVICE
[SECTION 24(1) (d)]

Notes

(i) *Where the required information cannot be furnished in the space provided on this form, the information must be submitted as a separate memorandum and*

attached hereto.

(ii) The notice must be signed by-

(a) the licensee, in the case of a natural person;

(b) each partner, if the licensee is a partnership; or

(c) the officer or officers duly authorised to execute documents on its behalf, if the licensee is a company, close corporation or organisation.

(iii) A certified true copy of the licence must be attached hereto [regulation 16(3)(b)].

(iv) *Delete if not applicable.

1 PARTICULARS REGARDING THE LICENSEE

1.1 Full name:	
1.2 Trade name (if any):	
1.3 Full * business/residential address:	1.4 Postal address: Postal code:
1.5 Telephone number:	1.6 Telefax number:
1.7 Number of the licence to which the notice relates:	

2 PARTICULARS REGARDING THE CHANGE(S) TO THE OPERATION OF THE AIR SERVICE, INCLUDING THE DATE(S) ON WHICH THE CHANGE(S) WILL BE EFFECTED

2.1 In the case of a scheduled public air transport service, any change to the route(s) served:

.....

.....

.....

.....

2.2 In the case of a non-scheduled public air transport service, any change to the airport(s) used as base(s) for providing the air service and a facility to operate such air service and to deal with the public:

.....

.....

.....

.....

2.3 In the case of any air service, any change in the ownership of the aircraft used:

.....

.....

.....

.....

2.4 In the case of any air service, any change to the registration of the aircraft used:

.....

.....

.....

.....

Name(s) of signatory(signatories)	Signature(s)
.....
.....
.....
.....

.....
.....
.....
.....
.....
.....
.....

Place

Date

Document 43 of 95

Source:

Regulations of South Africa - (Linking to Statutes of SA)/REGULATIONS/1990/AIR SERVICES LICENSING ACT 115 OF 1990/DOMESTIC AIR SERVICES REGULATIONS/ANNEXURE N

ANNEXURE N

[Annexure N substituted by GN R866 of 29 April 1994 and by GN R1744 of 24 December 1997]

TV 341



AIR SERVICE LICENSING COUNCIL
 AIR SERVICES LICENSING ACT, 1990 (ACT 115 OF 1990)
 SUBMISSION OF STATISTICAL INFORMATION - (SECTION 24(1) (b))
 CLASS I OR CLASS I AND II LICENCE: TRAFFIC

Notes:

(i) The statistical information in respect of each 90 day period (quarter) must be furnished to the Air Service Licensing Council within 30 days from the last day of such period in order that effect can be given to the provisions of Article 67 of the Chicago Convention, 1944, concerning the

filing of statistical information with the International Civil Aviation Organisation.

(ii) This form must be completed by a licensee who operates a total fleet of aircraft which aggregate maximum certificated mass exceeds 200 tonnes.

(iii) Where the required information cannot be furnished in the space provided on this form, the information must be submitted as a separate memorandum and attached hereto.

(iv) The instructions to be followed when completing this form, appear at the end thereof.

Document 44 of 95

Source:

Regulations of South Africa - (Linking to Statutes of SA)/REGULATIONS/1990/AIR SERVICES LICENSING ACT 115 OF 1990/DOMESTIC AIR SERVICES REGULATIONS/ANNEXURE N/PART 1 -

Declaration:

PART 1 - Declaration:

1.1	Full name of licensee:
1.2	Number of licence to which the enclosed statistics relate:
1.3	Quarter and year to which the enclosed statistics relate: 19
1.4	Enquiries in connection with the enclosed statistics may be addressed to:	
1.4.1	Name of person :
1.4.2	Position :
1.4.3	Telephone number :

1.4.4 Fax number :
1.5 I, (name) in my capacity as (position) hereby certify that the statistical information contained on this form is, to the best of my knowledge, correct. Signature: _____ Date: _____

Document 45 of 95

Source:

Regulations of South Africa - (Linking to Statutes of SA)/REGULATIONS/1990/AIR SERVICES LICENSING ACT 115 OF 1990/DOMESTIC AIR SERVICES REGULATIONS/ANNEXURE N/PART 2 - Information regarding scheduled revenue flights:

PART 2 - Information regarding scheduled revenue flights:

Data processing code	Description	Unit	TOTAL ALL SERVICES (Passenger, mail and cargo including all-cargo)	ALL-CARGO SERVICES ONLY (including in column D data)
Classified by flight stage	Classified by flight stage			
A	B	C	D	E
1010	1 Aircraft kilometres	000		
1020	2 Aircraft departures	number		

1030	3 Aircraft hours	number		
1040	4 Passengers transported	number		--
1050	5 Cargo tonnes transported	number		
1060	6 Passenger-kilometres performed	000		--
1070	7 Seat-kilometres available	000		--
1080	8 Passenger load factor	%		--
	9 Tonne-kilometres performed			
1091	(a) passengers (including baggage)	000		--
1092	(b) cargo (including express)	000		
1093	(c) mail	000		
1094	(d) total (9 (a) to (c))	000		
1100	10 Tonne-	000		

	kilometres available			
1110	11 Weight load factor	%		

Document 46 of 95

Source:

Regulations of South Africa - (Linking to Statutes of SA)/REGULATIONS/1990/AIR SERVICES LICENSING ACT 115 OF 1990/DOMESTIC AIR SERVICES REGULATIONS/ANNEXURE N/PART 3 - Information regarding non-scheduled revenue flights:

PART 3 - Information regarding non-scheduled revenue flights:

Data processing code	Description	Unit	TOTAL ALL SERVICES (Passenger, mail and cargo including all-cargo)	ALL-CARGO SERVICES ONLY (including in column D data)
Classified by flight stage	Classified by flight stage			
A	B	C	D	E
2010	12 Aircraft kilometres	000		
2020	13 Aircraft departures	number		
2030	14 Aircraft hours	number		
2040	15 Passengers transported (Total)	number		--

2050	16 Cargo tonnes transported	number		
2060	17 Passenger-kilometres performed (Total)	000		--
2070	18 Seat-kilometres available	000		--
	19 Tonne-kilometres performed			
2091	(a) passengers (including baggage)	000		--
2092	(b) cargo and mail	000		
2094	(c) total (19 (a) and 19 (b))	000		
2100	20 Tonne-kilometres available	000		

Document 47 of 95

Source:

Regulations of South Africa - (Linking to Statutes of SA)/REGULATIONS/1990/AIR SERVICES LICENSING ACT 115 OF 1990/DOMESTIC AIR SERVICES REGULATIONS/ANNEXURE N/PART 4 - Information regarding non-revenue flights:

column D (TOTAL ALL SERVICES), including all cargo services.

(b) Any surface transportation of passengers and cargo arranged by the licensee in connection with a flight should not be included in the data.

(c) Column D data are computed from all domestic flight stages performed during the period for which data are reported.

(d) Data reported in column E (ALL-CARGO SERVICES ONLY) must also be included as a part of the data reported in column D.

1.8 (a) Column E (ALL-CARGO SERVICES ONLY) must be completed by a licensee who operates all-cargo services only.

(b) Data concerning scheduled and non-scheduled flights performed by aircraft transporting loads other than passengers, must be reported.

2 ITEM DEFINITIONS

2.1 The term 'revenue' refers to operations and loads for which reward is received.

2.2 The term 'revenue passengers' refers to passengers paying 25% or more of the normal applicable fare.

2.3 The term 'non-revenue flights' refers to hours flown on test flights, training and all other flights for which no revenue is received.

2.4 The term 'scheduled revenue flights' refers to flights scheduled and performed for reward according to a published timetable, or so regular or frequent as to constitute a recognisable systematic series, which are open to use by members of the public, and extra revenue flights occasioned by overflow traffic from scheduled flights.

2.5 The term 'non-scheduled revenue flights' refers to charter flights and special flights other than those reported under scheduled flights performed for reward on an irregular basis including empty flights related thereto.

3 CALCULATION OF ITEMS

3.1 *Aircraft kilometres (items 1, 12)* - equal the sum of the products obtained by multiplying the number of flights performed on each flight stage by the stage distance.

3.2 *Aircraft departures (items 2, 13)* - equal the number of landings made or flight stages flown.

3.3 *Aircraft hours (items 3, 14, 21)* - must be reported to the nearest hour and must be based on 'block-to-block' time. If a different basis is used, the basis must be indicated under 'Remarks' (Part 5).

3.4 (a) *Passengers transported on scheduled revenue flights (item 4)* - the number of passengers is obtained by counting each passenger on a particular flight (with one flight number) once only and not repeatedly on each individual stage of that flight, with the single exception that a

passenger flying on both international and domestic stages of the same flight must be counted as a domestic passenger.

Passengers paying less than 25% of the normal applicable fare must be excluded.

(b) Passengers transported on non-scheduled revenue flights (item 15) - the number of passengers transported is obtained by counting each passenger on a particular flight (with one flight number) once only and not repeatedly on each individual stage of that flight even when this involves both international and domestic flight stages.

3.5 (a) Cargo tonnes transported on scheduled revenue flights (item 5) - the number of tonnes transported is obtained by counting each tonne of cargo on a particular flight (with one flight number) once only and not repeatedly on each individual stage of that flight, with the single exception that cargo flown on both the international and domestic stages of the same flight must be considered both as a domestic and an international shipment in computation.

(b) Cargo tonnes transported on non-scheduled revenue flights (item 16) - the number of tonnes of cargo transported is obtained by counting each tonne of cargo on a particular flight (with one flight number) once only and not repeatedly on each individual stage of that flight even when this involves both international and domestic flight stages.

3.6 Passenger-kilometres (items 6, 17) - the sum of the products obtained by multiplying the number of revenue passengers transported on each flight stage by the stage distance.

The resultant figure is equal to the number of kilometres travelled by all passengers.

3.7 Seat-kilometres available (items 7, 18) - the sum of the products obtained by multiplying the number of passenger-seats available for sale on each flight stage by the stage distance.

Seats not actually available for the transport of passengers because of the weight of fuel or other load must be excluded from the calculations.

3.8 Passenger load factor (item 8) - passenger-kilometres (item 6) expressed as a percentage of seat-kilometres available (item 7).

Factor must be reported to one decimal (the nearest tenth of a percentage point).

3.9 Tonne-kilometres performed (items 9, 19) - the sum of the products obtained by multiplying the number of tonnes of revenue load transported on each flight stage by the stage distance. Separate calculations must be made for:

Items 9(a) and 19(a) passengers - free and excess baggage must be included.

Item 9(b) cargo - express and diplomatic bags must be included.

Item 9(c) mail - all classes of mail must be included.

Item 19(b) cargo and mail - the guidelines for items 9 (b) and (c) above apply.

3.10 Tonne-kilometres available (items 10, 20) - the sum of the

products obtained by multiplying the number of tonnes available for the transport of revenue load (passengers, cargo and mail) on each flight stage by the stage distance.

3.11 *Weight load factor (item 11)* - total tonne-kilometres performed (item 9 (d)) expressed as a percentage of tonne-kilometres available (item 10).

Factor must be reported to one decimal (the nearest tenth of a percentage point).

4 LEASED, CHARTERED OR INTERCHANGED AIRCRAFT

Data concerning the operations of leased, chartered or interchanged aircraft must be reported with respect to the entity which leases or charters them and on whose network the aircraft are used, and not with respect to the owner of the aircraft.

5 SYSTEM OF MEASUREMENT

All distance and weight items must be reported to the metric system using the following conversion factors (foot/pound system to metric system):

1 short ton (2 000 lb)	=	0.907 tonnes
1 long ton (2 240 lb)	=	1.016 tonnes
1 statute mile (5 280 feet)	=	1.609 kilometres
1 nautical mile (6 080 feet)	=	1.853 kilometres
1 ton-mile (short tons and statute miles)	=	1.460 tonne-kilometres
1 ton-mile (long tons and statute miles)	=	1.635 tonne-kilometres

6 SYMBOLS TO BE USED

- & Magnitude less than half the unit value of the last digit shown.**
- Magnitude nil.**
- Category not applicable.**
- Data not available.**

7 THOUSANDS

Where figures are shown in thousands, 500 or more must be considered to be one thousand.

Document 50 of 95

Source:

Regulations of South Africa - (Linking to Statutes of SA)/REGULATIONS/1990/AIR SERVICES LICENSING ACT 115 OF 1990/DOMESTIC AIR SERVICES REGULATIONS/ANNEXURE O

ANNEXURE O

[Annexure N deleted by GN R866 of 29 April 1994 and inserted by GN R1744 of 24 December 1997]

TV 342



AIR SERVICE LICENSING COUNCIL
AIR SERVICES LICENSING ACT, 1990 (ACT 115 OF 1990)
SUBMISSION OF STATISTICAL INFORMATION - (SECTION 24(1) (b))
CLASS I OR CLASS I AND II LICENCE: FLEET AND PERSONNEL

otes:

- (i) The statistical information in respect of each calendar year must be furnished to the Air Service Licensing Council within 60 days from the last day of such calendar year in order that effect can be given to the provisions of Article 67 of the Chicago Convention, 1944, concerning the filing of statistical information with the International Civil Aviation Organisation.**
- (ii) This form must be completed by a licensee who operates a total fleet of aircraft which aggregate maximum certificated mass exceeds 200 tonnes.**
- (iii) Where the required information cannot be furnished in the space provided on this form, the information must be submitted as a separate memorandum and attached hereto.**

(iv) The instructions to be followed when completing this form, appear at the end thereof.

Document 51 of 95

Source:

Regulations of South Africa - (Linking to Statutes of SA)/REGULATIONS/1990/AIR SERVICES LICENSING ACT 115 OF 1990/DOMESTIC AIR SERVICES REGULATIONS/ANNEXURE O/PART 1 - Declaration:

PART 1 - Declaration:

1.1	Full name of licensee:
1.2	Number of licence to which the enclosed statistics relate:
1.3	Calendar year to which the enclosed statistics relate: 19
1.4	Enquiries in connection with the enclosed statistics may be addressed to: 1.4.1 Name of person : 1.4.2 Position : 1.4.3 Telephone number : 1.4.4 Fax number :
1.5	I, (name) in my capacity as

(position) hereby certify that the statistical information contained on this form is, to the best of my knowledge, correct.

Signature: Date:

Document 52 of 95

Source:

Regulations of South Africa - (Linking to Statutes of SA)/REGULATIONS/1990/AIR SERVICES LICENSING ACT 115 OF 1990/DOMESTIC AIR SERVICES REGULATIONS/ANNEXURE O/PART 2 - Information regarding fleet:

PART 2 - Information regarding fleet:

Aircraft in fleet by type		Number of aircraft of each type			Size of aircraft		Utilisation of aircraft during the year		
Manufacturer and model	Use/Version code	At the beginning of the year	Changes during the year	At the end of the year	Number of installed passenger seats	Average maximum certificated mass (tonnes)	Number of aircraft departures	Aircraft hours flown	Total aircraft days available
Acquired	Disposed of	Revenue flights		All flights (total)	Revenue flights	All flights (total)			
Scheduled	Non-Scheduled	Scheduled	Non-Scheduled						

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
Total fleet value (in USD)														

Document 53 of 95

Source:
 Regulations of South Africa - (Linking to Statutes of SA)/REGULATIONS/1990/AIR SERVICES LICENSING ACT 115 OF 1990/DOMESTIC AIR SERVICES REGULATIONS/ANNEXURE O/PART 3 - Information regarding personnel:

PART 3 - Information regarding personnel:

Data processing code	Category of personnel	Number of personnel			Total annual expenditures for each category Currency: _____
		Mid-year	Year-end		
	A	B	C	D	
1	Pilots and co-pilots				
2	Other cockpit personnel				
3	Cabin crew				
5	Maintenance and overhaul personnel				
	ō (a) Licensed aircraft maintenance engineers				
	ō (b) Other maintenance and overhaul personnel				
7	Ticketing and sales personnel				
8	All other personnel				
9	Total				

Document 54 of 95

Source:

Regulations of South Africa - (Linking to Statutes of SA)/REGULATIONS/1990/AIR SERVICES LICENSING ACT 115 OF

1 PART 2 - FLEET

1.1 Data for the total fleet operated by the licensee, irrespective of whether the aircraft are operated in scheduled or non-scheduled services, must be reported.

1.2 A separate line entry must be made for each different type of aircraft in the fleet. This means that data for each different make and model of aircraft in each use/version category must be reported on one line.

1.3 The data for aircraft of each type acquired by the licensee for a limited period of time from another entity must be reported separately, and identified under 'Remarks' (Part 4).

1.4 (a) Aircraft type, Manufacturer and model (column A) - an aircraft must be reported by its complete model designation.

(b) Aircraft type, Use / Version category (column B) - one of the following codes must be reported for each aircraft entry in column A:

P - Passenger version of aircraft

F - Freighter version of aircraft, no provision for passengers

C - Convertible version of aircraft (aircraft readily convertible to transport all-cargo loads or passenger loads)

O - Aircraft used for other purposes.

The codes 'P', 'F' and 'C' must be applied to aircraft used for commercial air transport. These codes refer to the version of physical characteristics of the aircraft (for example, a 'freighter' would have cargo doors and no provision for seating or accommodating passengers).

For aircraft not used for commercial air transport, such as aircraft used for pilot training or transport of personnel, the code 'O' must be placed in column B.

1.5 (a) Size of aircraft, Number of installed passenger seats (column G) - for each type of aircraft, the number of passenger seats with which the aircraft are equipped, must be reported.

Where aircraft of the same type have different numbers of installed seats, for example, 80 - seaters, 90 - seaters and 100 - seaters, the range may be reported thus : 80-90-100.

(b) Size of aircraft, Average maximum certificated mass (column H) - for each type of aircraft, the average of the maximum certificated mass according to the certificates of airworthiness, the flight manuals or other official documents, must be reported.

Aircraft mass must be reported in metric tonnes to the nearest tenth of a tonne. Factors to convert pound system to metric system are:

1 short ton (2 000 lb) = 0.907 tonnes

1 long ton (2 240 lb) = 1.016 tonnes.

1.6 Statistics on aircraft departures and hours flown must be reported in the following categories:

- Scheduled revenue flights - Flights scheduled and performed for reward according to a published timetable, or so regular or frequent as to constitute a recognisable systematic series, which are open to use by members of the public, extra revenue flights occasioned by overflow traffic from scheduled revenue flights, and preliminary revenue flights on planned new air services

- Non-scheduled revenue flights - Flights for reward other than those reported under scheduled revenue flights which are performed on an irregular basis including empty flights related thereto

- All flights (total) - This includes all flights, both revenue and non-revenue (for example, testing, training and other such flights).

1.7 (a) *Number of aircraft departures (columns I, J and K)* - the total number of aircraft departures on both revenue and non-revenue flights must be reported in column K. The number of departures for scheduled and non-scheduled revenue flights must be reported in columns I and J. If the exact data for revenue flights are not available, make estimates if possible, and place asterisks beside the estimated figures.

(b) *Number of hours flown (columns L, M and N)* - the total number of aircraft hours, both revenue and non-revenue, for all flights, must be reported in column N. The breakdown of hours flown in scheduled and non-scheduled revenue flights must be reported in columns L and M. If the exact data for revenue flights are not available, make estimates if possible, and place asterisks beside the estimated figures.

Aircraft hours must be reported to the nearest hour based on 'block-to-block' time. If a different basis is used, such basis must be indicated under 'Remarks' (Part 4).

(c) *Aircraft days available during the year (column O)* - aircraft days available must be the sum of the number of days each aircraft is available for use during the period in question. The following days must be excluded from the days available:

- Days between the date of purchase and the date actually placed in service
- Days after its last revenue flights prior to disposal
- Days out of service due to major accidents or conversion
- Days when an aircraft is in the possession of others
- Days when an aircraft is not available because of government action.

All other days must be considered as days available, even days required for maintenance and overhaul.

2 PART 3 - PERSONNEL

(1) *Personnel for which reporting is required (columns B and C)* - data concerning all personnel, whether temporary or permanent, on the payroll

of the licensee at the middle and the end of the year being reported, must be reported.

(2) *Total annual expenditures for each category of personnel (column D)* - the total annual expenditures for the salaries and allowances of all employees in each of the six categories must be reported. Gross salary (before deduction of income tax, pension and other payments), overtime pay, flying pay and subsistence allowances, such as cost-of-living and station allowances must be included. Expenses for travelling, moving, training, uniforms, etc., should not be included.

(3) *Categories of personnel (column A)* :

(a) Pilots and co-pilots (self-explanatory)

(b) Other cockpit personnel - flight engineers, radio operators and flight navigators must be included

(c) Cabin crew - all cabin crew members must be reported

(d) Maintenance and overhaul personnel - ground personnel including supervisory, planning and inspection personnel at maintenance and overhaul shops must be included. Stores and supplies personnel, timekeepers and accounting personnel at overhaul and maintenance shops must also be included. Engineers must be reported separately under item (a) and other personnel under item (b)

(e) Ticketing and sales (also promotional) personnel - personnel engaged in ticketing, sales and promotional activities

(f) All other personnel - personnel not included in any of the above five categories such as administrative personnel at head office.

Document 56 of 95

Source:

Regulations of South Africa - (Linking to Statutes of SA)/REGULATIONS/1990/AIR SERVICES LICENSING ACT 115 OF 1990/DOMESTIC AIR SERVICES REGULATIONS/ANNEXURE P

ANNEXURE P

[Annexure P deleted by GN R866 of 29 April 1994 and inserted by GN R1744 of 24 December 1997]

TV 343



AIR SERVICE LICENSING COUNCIL

AIR SERVICES LICENSING ACT, 1990 (ACT 115 OF 1990)
SUBMISSION OF STATISTICAL INFORMATION - (SECTION 24(1) (b))
CLASS 1 LICENCE: IN-FLIGHT ORIGIN AND DESTINATION TRAFFIC

**CONFIDENTIAL: SECTION 24(2) OF THE AIR SERVICES
LICENSING ACT, 1990**

Notes:

- (i) The statistical information in respect of each 90 day period (quarter) must be furnished to the Air Service Licensing Council within 30 days from the last day of such period in order that effect can be given to the provisions of Article 67 of the Chicago Convention, 1944, concerning the filing of statistical information with the International Civil Aviation Organisation.*
- (ii) This form must be completed by a licensee who operates a total fleet of aircraft which aggregate maximum certificated mass exceeds 200 tonnes.*
- (iii) Where the required information cannot be furnished in the space provided on this form, the information must be submitted as a separate memorandum and attached hereto.*
- (iv) The instructions to be followed when completing this form, appear at the end thereof.*

Document 57 of 95

Source:

Regulations of South Africa - (Linking to Statutes of SA)/REGULATIONS/1990/AIR SERVICES LICENSING ACT 115 OF 1990/DOMESTIC AIR SERVICES REGULATIONS/ANNEXURE P/PART 1 - Declaration:

PART 1 - Declaration:

Document 58 of 95

Source:

Regulations of South Africa - (Linking to Statutes of SA)/REGULATIONS/1990/AIR SERVICES LICENSING ACT 115 OF 1990/DOMESTIC AIR SERVICES REGULATIONS/ANNEXURE P/Title page

1.1	Full name of licensee:
1.2	Number of licence to which the enclosed statistics relate:
1.3	Quarter and year to which the enclosed statistics relate: 19
1.4	Enquiries in connection with the enclosed statistics may be addressed to: 1.4.1 Name of person : 1.4.2 Position : 1.4.3 Telephone number : 1.4.4 Fax number :
1.5	I, (name) in my capacity as (position) hereby certify that the statistical information contained on this form is, to the best of my knowledge, correct. Signature: _____ Date: _____

Document 59 of 95

Source:

Regulations of South Africa - (Linking to Statutes of SA)/REGULATIONS/1990/AIR SERVICES LICENSING ACT 115 OF

.....
.....
.....

Document 61 of 95

Source:

Regulations of South Africa - (Linking to Statutes of SA)/REGULATIONS/1990/AIR SERVICES LICENSING ACT 115 OF 1990/DOMESTIC AIR SERVICES REGULATIONS/ANNEXURE P/INSTRUCTIONS TO BE FOLLOWED WHEN COMPLETING THIS FORM

INSTRUCTIONS TO BE FOLLOWED WHEN COMPLETING THIS FORM

The data reported on this form shall be kept confidential.

1 COLUMNS

Data must be reported in columns A to D as follows:

1.1 *City-pair (column A)* - all the city-pairs served by the licensee during the quarter and for which actual revenue traffic (passengers, cargo and mail) were recorded, must be listed in alphabetical order:

(a) Each city-pair must be listed twice - first in one direction and then in the reverse direction

(b) City-pairs containing traffic data but which are in fact deviations from the domestic air service as scheduled must be included marked with an asterisk.

(c) Traffic data performed over identical city-pairs by two or more flights may be consolidated (so that one line entry on the form covers all the traffic performed by the licensee over identical city-pairs during the quarter concerned)

1.2 *Revenue passengers (column B)* - relates to passengers for whose transport a fare is paid, but excludes passengers who pay less than 25% of the normal applicable fare.

1.3 *Revenue cargo - tonnes (column C)* - includes express but not passenger baggage.

1.4 *Revenue mail - tonnes (column D)* - dispatches of correspondence and other objects tendered by and intended for delivery to postal administrations.

Data for cargo and mail must be reported in metric tonnes and must be given to three decimal places.

2 ITEM DEFINITIONS

2.1 The term 'revenue' refers to loads for which reward is received.

2.2 The term 'in-flight origin and destination traffic' refers to the traffic on a given flight subdivided by city-pairs in accordance with point of embarkation and point of disembarkation. In relation to passengers, it refers to the point of embarkation and the point of disembarkation of the passenger covered-by one flight coupon.

2.3 The term 'city-pair' refers to two cities between which travel is authorised by a passenger ticket or part of a ticket or between which shipments are made in accordance with a shipment document or a part thereof (air waybill or mail delivery bill).

2.4 The term 'flight' refers to the operation of an aircraft on a stage or number of stages with an unchanging flight number.

2.5 The term 'stage' refers to the operation of an aircraft from take-off to its next landing.

2.6 The term 'flight coupon' refers to each component part of a ticket containing separate travel authority for subdivisions of the total travel covered by the passenger ticket.

2.7 The term 'revenue scheduled service' refers to flights scheduled and performed for reward according to a published timetable, or so regular or frequent as to constitute a recognisable systematic series, which are open for use by members of the public, and extra revenue flights occasioned by overflow traffic from scheduled flights.

3 LEASED, CHARTERED OR INTERCHANGED AIRCRAFT

Revenue traffic data (passengers, cargo and mail) concerning the operations of leased, chartered or interchanged aircraft must be reported with respect to the entity which leases or charters them and on whose network the aircraft are used, and not with respect to the owner of the aircraft.

4 BLOCKED-SPACE ARRANGEMENTS / JOINT SERVICES

4.1 A licensee who buys part of the space of a flight of another licensee for re-sale to the public, must report the revenue traffic which it sells.

4.2 A licensee who sells such space must report the remaining part of the revenue traffic performed.

5 SYSTEM OF MEASUREMENT

5.1 Weight must be reported in the metric system using the following conversion factors (foot/pound system to metric system):

1 short ton (2 000 lb) = 0.907 tonnes

1 long ton (2 240 lb) = 1.016 tonnes.

5.2 The number of tonnes reported in columns C and D must be given to three decimal places.

6 SYMBOLS TO BE USED

- X Deviation from timetable.
- Magnitude nil.
- Category not applicable.
- Data not available.

Document 62 of 95

Source:

Regulations of South Africa - (Linking to Statutes of SA)/REGULATIONS/1990/AIR SERVICES LICENSING ACT 115 OF 1990/DOMESTIC AIR SERVICES REGULATIONS/ANNEXURE Q

ANNEXURE Q

[Annexure Q inserted by GN R1744 of 24 December 1997]

TV 344



AIR SERVICE LICENSING COUNCIL
AIR SERVICES LICENSING ACT, 1990 (ACT 115 OF 1990)
SUBMISSION OF STATISTICAL INFORMATION - (SECTION 24(1) (b)) CLASS
1 LICENCE: TRAFFIC BY FLIGHT STAGE

Notes:

(i) The statistical information in respect of each calendar year must be furnished to the Air Service Licensing Council within 30 days from the last day of such calendar year in order that effect can be given to the provisions of Article 67 of the Chicago Convention, 1944, concerning the filing of statistical information with the International Civil Aviation Organisation.

(ii) This form must be completed by a licensee who operates a total fleet of aircraft which aggregate maximum certificated mass exceeds 200 tonnes.

(iii) Where the required information cannot be furnished in the space provided on this form, the information must be submitted as a separate memorandum and attached hereto.

(iv) The instructions to be followed when completing this form, appear at the end thereof.

Document 63 of 95

Source:

Regulations of South Africa - (Linking to Statutes of SA)/REGULATIONS/1990/AIR SERVICES LICENSING ACT 115 OF 1990/DOMESTIC AIR SERVICES REGULATIONS/ANNEXURE Q/PART 1 - Declaration:

PART 1 - Declaration:

1.1	Full name of licensee:
1.2	Number of licence to which the enclosed statistics relate:
1.3	Calendar year to which the enclosed statistics relate: 19
1.4	Enquiries in connection with the enclosed statistics may be addressed to: 1.4.1 Name of person :

(a) Each service must be shown by listing the individual stages of the itinerary in one direction and then in the reverse direction. In the event that more than one flight number is used for the same itinerary, the data may be reported by flight number or consolidated by itinerary

(b) Flight stages which are deviations from the service as scheduled (thus not included under A) must be listed immediately after the service to which they relate and marked with an 'X'

(c) All-cargo services must be reported separately, and not consolidated with passenger or combined (passenger/cargo) services in reporting. All-cargo services relate to flights performed by aircraft carrying loads other than passengers (i.e. cargo and mail). All flights carrying one or more revenue passengers, and flights listed in schedules as providing any passenger service, must be excluded.

1.2 Type of aircraft (Column B) :

The designation code (for example, B707, DC-8, VC10, S210) of the type of aircraft used between each pair of stations must be reported. When more than one type has been used, the different types of designations must be entered.

1.3 Number of flights (Column C) :

The number of flights actually performed during the calendar year between each pair of stations listed in Column A, must be reported. When more than one type of aircraft was used, the number of flights flown by each type must be reported.

1.4 Capacity available (Columns D and E) :

(a) Passenger seats - the total number of passenger seats available for sale during the calendar year between each pair of stations listed in Column A must be reported. The seats not actually available for the transport of passengers because of the weight of fuel or other load, must be excluded.

(b) Total payload capacity - the total capacity (in metric tonnes) available during the calendar year for the transport of revenue load (passengers, baggage, cargo and mail) between each pair of stations listed in Column A, must be reported.

1.5 Revenue traffic (Columns F, G and H) :

The total revenue traffic carried on each flight stage, whatever the origin or destination of the traffic, must be reported. The word 'revenue' as applied to-

(a) passengers, relates to passengers for whose transportation a fare is paid, but excludes passengers who pay less than 25% of the normal applicable fare; and

(b) cargo, express and mail, relates to revenue transport only, but must not include excess baggage.

2 ITEM DEFINITIONS

2.1 The term 'flight stage' refers to the operation of an aircraft from take-off to its next landing.

2.2 The term 'scheduled revenue flights' refers to flights scheduled and performed for reward according to a published timetable, or so regular or frequent as to constitute a recognisable systematic series, which are open to use by members of the public, and extra revenue flights occasioned by overflow traffic from scheduled flights.

3 LEASED, CHARTERED OR INTERCHANGED AIRCRAFT

Data concerning the operations of leased, chartered or interchanged aircraft must be reported with respect to the entity which leases or charters them and on whose network the aircraft are used, and not with respect to the owner of the aircraft.

4 BLOCKED-SPACE ARRANGEMENTS / JOINT SERVICES

A licensee who buys part of the space of another licensee for re-sale to the public, must report this traffic.

The report must include both the capacity purchased (Columns D and E) and the revenue traffic (Columns F, G and H) of any such blocked-space purchased by the licensee.

The remainder of the capacity available for the licensee's own use (Columns D and E) and its own revenue traffic carried (Columns F, G and H), as well as the type(s) of aircraft (Column B) and the number of flights (Column C), must be reported.

The licensee who buys such space must identify those flight stages which involve blocked-space arrangements by a footnote under 'Remarks'.

A licensee who sells part of its space to another licensee for re-sale to the public, must identify those flight stages which involve blocked-space arrangements by a footnote under 'Remarks'.

5 SYSTEM OF MEASUREMENT

Weight must be reported in metric system, rounding tonnes to the nearest whole number for the data in Columns E, G and H, and using the following conversion factors (foot/pound system to metric system):

1 short ton (2 000 lb) = 0.907 tonnes

1 long ton (2 240 lb) = 1.016 tonnes.

6 SYMBOLS TO BE USED

- X Deviation from timetable.
 - Magnitude nil.
 - Category not applicable.
 - Data not available.
-

Document 67 of 95

Source:

Regulations of South Africa - (Linking to Statutes of SA)/REGULATIONS/1990/AIR SERVICES LICENSING ACT 115 OF 1990/DOMESTIC AIR SERVICES REGULATIONS/ANNEXURE R

ANNEXURE R

[Annexure R inserted by GN R1744 of 24 December 1997]

TV 345



AIR SERVICE LICENSING COUNCIL
AIR SERVICES LICENSING ACT, 1990 (ACT 115 OF 1990)
SUBMISSION OF STATISTICAL INFORMATION - (SECTION 24(1) (b)) CLASS
I OR CLASS I AND II LICENCE: FINANCIAL DATA
CONFIDENTIAL: SECTION 24(2) OF THE AIR SERVICES LICENSING ACT,
1990

Notes:

- (i) The statistical information in respect of each financial year must be furnished to the Air Service Licensing Council within 90 days from the last day of such financial year in order that effect can be given to the provisions of Article 67 of the Chicago Convention, 1944, concerning the filing of statistical information with the International Civil Aviation Organisation.**
- (ii) This form must be completed by a licensee who operates a total fleet of aircraft which aggregate maximum certificated mass exceeds 200**

tonnes.

(iii) *Where the required information cannot be furnished in the space provided on this form, the information must be submitted as a separate memorandum and attached hereto.*

(iv) *The instructions to be followed when completing this form, appear at the end thereof.*

Document 68 of 95

Source:

Regulations of South Africa - (Linking to Statutes of SA)/REGULATIONS/1990/AIR SERVICES LICENSING ACT 115 OF 1990/DOMESTIC AIR SERVICES REGULATIONS/ANNEXURE R/PART 1 - Declaration:

PART 1 - Declaration:

1.1	Full name of licensee:
1.2	Number of licence(s) to which the enclosed statistics relate:
1.3	Financial year to which the enclosed statistics relate: 19
1.4	Enquiries in connection with the enclosed statistics may be addressed to:
1.4.1	Name of person :
1.4.2	Position :
1.4.3	Telephone number :
1.4.4	Fax number :

1.5 I,

(name) in my
 capacity as (position)
 hereby
 certify that the statistical information contained on this form is, to the best of my
 knowledge, correct.

Signature: Date:

Document 69 of 95

Source:

Regulations of South Africa - (Linking to Statutes of SA)/REGULATIONS/1990/AIR SERVICES LICENSING ACT 115 OF 1990/DOMESTIC AIR SERVICES REGULATIONS/ANNEXURE R/PART 2 - Profit and loss statement:

PART 2 - Profit and loss statement:

DESCRIPTION		AMOUNTS	
SUB-ACCOUNTS	MAIN ACCOUNTS AND RESULTS		
REVENUES		1 Scheduled services (total)	
	1.1 Passenger		
	1.2 Excess baggage		

1.3	Cargo, express and diplomatic bags		
1.4	Mail		
2	Non-scheduled flights (total)		
2.1	Passenger and excess baggage		
2.2	Cargo (including express and diplomatic bags) and mail		
3	Incidental revenues (total)		
3.1	Air transport activities (gross)		
3.2	Other (net)		
4	TOTAL OPERATING REVENUES		
EXPENSES		5	Flight operations (total)
	5.1	Flight crew salaries and expenses	

5.2	Aircraft fuel and oil	
5.3	Flight equipment insurance and uninsured losses	
5.4	Rental of flight equipment	
5.5	Flight crew training (when not amortised)	
5.6	Other flight expenses	
6	Maintenance and overhaul	
7	Depreciation and amortisation (total)	
7.1	Normal depreciation of flight equipment	
7.2	Normal depreciation of ground property and equipment	
7.3	Extra depreciation (in excess of cost)	
7.4	Amortisation of development and pre-operating costs	
7.5	Flight crew training (when amortised)	
8	User charges and station expenses (total)	
8.1	Landing and associated airport charges	
8.2	Route facility charges	

8.3	Station expenses		
9	Passenger services		
10	Ticketing, sales and promotion		
11	General and administrative		
12	Other operating expenses		
13	TOTAL OPERATING EXPENSES		
O.R.	14 OPERATING RESULT		
NON-OPERATING	15 Retirement of property and equipment		
16	Interest		
17	Payments from public funds not allocated elsewhere (total)		
17.1	Direct subsidies		
17.2	Other payments		
18	Affiliated companies		
19	After non-operating items		
20	NON-OPERATING ITEMS		

Document 70 of 95

Source:

Regulations of South Africa - (Linking to Statutes of SA)/REGULATIONS/1990/AIR SERVICES LICENSING ACT 115 OF 1990/DOMESTIC AIR SERVICES REGULATIONS/ANNEXURE R/PART 3 - Balance sheet:

PART 3 - Balance sheet:

ASSETS	AMOUNTS
SUB-ACCOUNTS	MAIN ACCOUNTS AND TOTALS
1 Current assets	
2 Equipment purchase funds	
3 Other special funds	
4 Flight equipment before depreciation	
4.1 Less : Reserve for depreciation	
4.2 Flight equipment after depreciation (item 4 minus item 4.1)	
5 Ground property and equipment before depreciation	
5.1 Less : Reserve for depreciation	
5.2 Ground property and equipment after depreciation (item 5 minus item 5.1)	
6 Land	
7 Investments in affiliated companies	
8 Deferred charges (total)	

8.1	Development and pre-operating costs	
8.2	Other deferred charges	
9	Intangible assets	
10	Other assets	
11	TOTAL ASSETS (equal to item 24 below)	

LIABILITIES		AMOUNTS
SUB-ACCOUNTS		MAIN ACCOUNTS AND TOTALS
12	Current liabilities (other than reported in item 13)	
13	Unearned transport revenues	
14	Deferred credits	
15	Operating reserves	
16	Self-insurance reserves	
17	Other reserves (specify)	
18	Advances from affiliated companies	
19	Other liabilities	
20	Long-term debt	
21	Capital stock	
22	Capital surplus	

2	Adjustments to previous year's retained earnings (total)		
2.1	Transfer to reserves		
2.2	Amount paid as bonus, dividends, etc		
2.3	Other (specify)		
2.4	Other (specify)		
3	Profit or loss (-) after income taxes for this financial year (as shown in item 23 of Profit and Loss Statement)		
4	Appropriations (total)		
4.1	(Specify)		
4.2	(Specify)		
4.3	(Specify)		
5	Dividends		
6	Net balance of unappropriated retained earnings for the current and previous financial years (same as item 23 of balance sheet)		

Remarks : (including mention of any unavoidable deviation from reporting instructions):

.....

.....

.....

.....

.....

.....

.....

.....
.....
.....
.....
.....
.....

Document 72 of 95

Source:

Regulations of South Africa - (Linking to Statutes of SA)/REGULATIONS/1990/AIR SERVICES LICENSING ACT 115 OF 1990/DOMESTIC AIR SERVICES REGULATIONS/ANNEXURE R/INSTRUCTIONS TO BE FOLLOWED WHEN COMPLETING THIS FORM

INSTRUCTIONS TO BE FOLLOWED WHEN COMPLETING THIS FORM

1 PART 2 - PROFIT AND LOSS STATEMENT

This statement concerns the revenues, expenses and financial results of the licensee for the financial year. It is preferred that this statement be prepared on an accrual basis rather than on a cash realised basis in all cases where it is convenient to do so.

Operating revenues and expenses are those arising from the operation of domestic public air transport services, and any services incidental thereto.

1.1 *Operating revenues (Items 1 to 4) :*

(a) *Scheduled services :*

Revenues earned in services scheduled and performed according to a published timetable (or from services so regular or frequent as to constitute a recognisable systematic series), which are open to use by members of the public, must be reported, including revenue earned from extra flights occasioned by overflow traffic from such scheduled services, and from preparatory revenue flights on planned scheduled services, subdivided as follows:

(i) *Passenger* includes the revenue from the transport of passengers on scheduled flights only after the deduction of applicable discounts and rebates.

It does not include the value of passenger tickets sold in advance - the value of such tickets must be carried forward until such time as the flight takes place or the value is refunded.

It does not include taxes on sales of passenger transport. Cancellation fees must be included as 'Incidental revenues' under item 3.1.

Revenues from the sale of food and drinks not included in the price of the ticket must be excluded and reported as 'Incidental revenues' under item 3.

Revenues from nominal service charges for persons travelling on a non-revenue basis (such as personnel) must be excluded and reported as 'Incidental revenues' under item 3.1.

Passenger revenue must not be charged with payments made for ground transport, commission on sales or other expenses connected with passenger handling or interrupted flights. Such expenses must be charged to appropriate expenditure accounts.

(ii) *Excess baggage* must include revenue arising from the transport of passenger baggage in excess of the fixed free weight and fixed valuation allowance.

(iii) *Cargo* must include revenue, after deduction of applicable discounts and rebates, on the basis of published tariffs and agreed inter-line prorates of through-tariffs.

Cargo revenue must also include 'Express' revenue.

Where the licensee's personnel has the privilege of sending personal consignments at reduced rates, such revenue must be taken as normal cargo revenue.

(iv) *Mail* must include payments received from the transport of all domestic mail at prevailing rates, irrespective of the fact that such rates may be fixed in advance or in arrears.

(b) *Non-scheduled flights* :

Must include revenue derived from all flights performed for reward, including empty flights related thereto, other than those on scheduled services.

Must include revenues from sales of the whole capacity of an aircraft (as in charter sales) when the responsibility for the performance of transport is that of the licensee.

In the case of inclusive tour revenues for non-scheduled services the total revenues must be allocated between air transport service and 'other, if possible. The air transport service portion must be included under this heading and the 'other' category must be included under the 'incidental revenue' heading, if possible. If this cannot be done and a significant portion of the non-scheduled flight revenues include total receipts for inclusive tours, this must be noted under 'Remarks'.

The gross revenues related to non-scheduled flights must be reported, subdivided as follows:

(i) *Passenger and excess baggage* must include gross revenues derived from the air transport of passengers and excess baggage on non-scheduled flights.

(ii) *Cargo and mail* must include gross revenues derived from the air transport of cargo, including express and diplomatic bags, and mail.

(c) *Incidental revenues*

Must include incidental revenues from a licensee's own air transport

activities (to be reported gross), from the provision of services to third parties and from non-transport activities (both to be reported net).

Expenses directly related to a licensee's own air transport activities (item 3.1) must be reported under the relevant expense item.

(i) *Air transport revenues* must include gross revenues from passengers paying less than 25% of the normal applicable fare, commissions received on sale of transport on other licensees or holders of foreign operator's permits, 'no-show' and cancellation fees, revenues from the provision of aircraft to other licensees or parties for operations under their control, such as in chartering, interchange or operating lease agreements, revenues from the sale of capacity to other licensees or parties on aircraft operated by the reporting licensee (such revenues must be identified separately by footnote), and any other revenues not classified in items 1 or 2 and related to air transport activities of the reporting licensee.

(ii) *Other incidental revenues* must include net revenues (gross revenues less related direct expenses) from such sources as handling services from third parties, service and maintenance sales, surface transport, catering services, property, and sources other than air transport.

(d) *Total operating revenues* :

The sum of items 1, 2 and 3.

1.2 *Operating expenses (Items 5 to 13)* :

(a) *Flight operations* :

(i) *Flight crew salaries and expenses* must include pay and allowances, pensions, insurance, travelling and other similar expenses, including crew equipment costs.

Pay, allowances and other related expenses of cabin crew and passenger service personnel must not be charged under this account, but included under 'Passenger services' (item 9). Training must not be included in this item.

(ii) *Aircraft fuel and oil* must include throughput charges, non-refundable duties and taxes.

(iii) *Flight equipment insurance and uninsured losses* must include insurance against accidental damage to flight equipment while in flight and on the ground, insurance against liability occurring from operation of aircraft or, in case of non-insurance, the resulting expenses for which the licensee is liable. Premiums for passenger liability insurance and passenger accident insurance paid by the licensee must be reported in item 9. Training costs must not be included in this item.

(iv) *Rental of flight equipment* must include expenses incurred for the rental of aircraft and crews from other licensees such as in chartering, interchange and operating of short-term lease agreements.

This item must also include payments for the purchase of capacity on aircraft operated by other licensees, identifying the total amount of such payments separately by footnote.

(v) *Flight crew training (when not amortised)* must include the cost of

training flight crew, when separately identifiable, if this cost is not to be amortised over two or more years (see also item 7.5).

(vi) *Other flight expenses* must include expenses pertaining to in flight operation and related standby time of aircraft, which are not classifiable under items 5.1 to 5.5 inclusive.

(b) *Maintenance and overhaul* :

The cost of maintenance for keeping aircraft, engines, components and spares in an operative condition, and the cost of repair and overhaul, and certificate of airworthiness overhaul carried out in terms of the Civil Aviation Regulations, 1997, must be included. The cost of repair, overhaul and maintenance of the flight equipment by outside contractors and manufacturers, must also be included.

Direct and related indirect maintenance of ground facilities must be included under item 8.3.

If they cannot be segregated, they must be included here, with a note to this effect.

If reserves are created for maintenance and overhaul of flight and ground equipment, these reserves must be charged to maintenance and overhaul in each financial year, in proportion to the use made of the equipment.

(c) *Depreciation and amortisation* :

Must include depreciation and amortisation charged to the current financial year (see also items 4.1, 5.1, 8.1, Balance Sheet).

The amounts charged under this general heading must be subdivided as follows:

(i) *Normal depreciation of flight equipment* must include the normal annual depreciation of assets included in item 4 of the Balance Sheet.

(ii) *Normal depreciation of ground property and equipment* must include the normal annual depreciation of assets included in item 5 of the Balance Sheet.

Normal depreciation of an asset is the proportion of the historical cost of the asset which is charged against the operating expenses in a particular financial year.

The accrued normal depreciation of an asset must never exceed the historical cost of that asset.

(iii) *Extra depreciation (in excess of cost)* - if the licensee decides to continue to charge an asset after the accrued normal depreciation has reached the same amount as the historical cost of the asset, the charge must be reported under this operating expense item, which is supplementary to items 7.1 and 7.2.

(iv) *Amortisation of development and pre-operating costs* must include charges for the amortisation of capitalised development and pre-operating costs and other intangible assets applicable to the performance of air transport.

(v) *Flight crew training (when amortised)* must include amortised charges for the year for training of flight crew, when separately identifiable, and when amortised over two or more years (see also item 5.5).

(d) User charges and station expenses :

(i) Landing and associated airport charges - all charges and fees related to air traffic operations which are levied against the licensee for services provided at the airport and must include landing charges, passenger and cargo charges, security, parking and hangar charges and related traffic operation charges, excluding fuel and oil throughput charges.

(ii) Route facility charges - includes fees levied against the licensee for the provision of route facilities and services. Where a single charge is levied for both airport and route facilities, the amount must be reported under item 8.1, with a footnote to this effect.

(iii) Station expenses - includes pay, allowances and expenses of all station personnel engaged in handling and servicing aircraft and load, including flight supervisors, dispatchers and ground radio operators, station accommodation costs, maintenance and insurance of airport facilities, where separately assessed, representation and traffic handling fees charged by third parties for handling the domestic air services of the licensee, station stores charges, including local duties on equipment, transport, packing and materials, rental of stores, storekeepers' pay, allowances and expenses.

(e) Passenger services :

Include pay, allowances and expenses of cabin crew and passenger service personnel, including pensions, uniforms, insurance, etc, premiums for passenger liability insurance and passenger accident insurance paid by the licensee, meals and accommodation, including costs of supplies and personal services furnished to passengers, expenses of handling passengers incurred because of interrupted flights, including hotels, meals, taxi fares and other expense items, costs of other services provided for passengers, such as pay, allowances and expenses of room reservation personnel, and all other services provided for the comfort of passengers in transit.

(f) Ticketing, sales and promotion :

Include pay, allowances and related expenses of all personnel engaged in reservations, ticketing, sales and promotion activities, accommodation costs, commissions on ticket sales, agency fees for outside services, advertising and publicity through various media and expenses related thereto.

(g) General and administrative :

Include expenses incurred in performing the general and administrative functions of the licensee and those expenses relating to matters of a general corporate nature, whether separately assessed or apportioned in conformity with the licensee's account practices.

(h) Other operating expenses :

Include operating expenses which cannot be assigned to items 5 to 11. The nature of such expenses must be specified.

(i) Total operating expenses :

The sum of items 5 to 12.

1.3 *Operating result (Item 14) :*

The difference between item 4 'Total operating revenues' and item 13 'Total operating expenses'.

1.4 *Non-operating revenues and expenses (Items 15 to 20) :*

(a) *Retirement of property and equipment :*

Include the balance of gains and losses realised on sales, exchanges or retirement resulting from obsolescence, accident, etc, of flight equipment and other assets.

Gain or loss on retirement is defined as the difference between the depreciated book value of the equipment at date of retirement and the value realised.

(b) *Interest*

Include the balance of receipts and payments (or accruals) on account of interest on long-term and short-term notes receivable or payable, amortisation of debt discount and expenses, amortisation of premium on debt.

The interest element of capital leases paid during the financial year must also be included.

(c) *Payment from public funds not allocated elsewhere :*

Must include-

(i) direct subsidies; and

(ii) other payments made by the Government, not accounted for elsewhere.

(d) *Affiliated companies :*

Must include the balance of all income from affiliated companies, and losses of affiliated companies reimbursed in cash or recorded as a reserve against the investments (item 7 of the Balance Sheet).

(e) *Other non-operating items :*

Must include the balance of dividend income, except from affiliated companies (item 18), profits and losses from non-operating property and equipment, from sales of securities owned, from foreign exchange transactions, from re-sale of long-term notes receivable, held in the licensee's treasury, other income and expenditure of a non-operating nature.

(f) *Balance of non-operating items :*

The net balance of items 15 to 19.

1.5 *Profit or loss (Items 21 to 23) :*

(a) *Profit or loss before income taxes :*

The difference between item 14 'Operating result' and item 20 'Balance of non-operating items'.

(b) *Income taxes :*

Must include central or other governmental taxes, excess profits taxes, taxes on undistributed surplus, and other taxes imposed on net income.

(c) *Profit or loss after income taxes :*

The difference between item 21 'Profit or loss before income taxes' and

item 22 'Income taxes'.

1.6 Special conditions :

(a) Leased, chartered and interchanged aircraft :

Revenues from aircraft chartered, interchanged or based under an operating or short-term lease to another licensee or the holder of a foreign operator's permit must be reported under item 3.1 'Incidental revenues', when the aircraft are not operated under the control of the reporting licensee.

Revenues from the charter sale of the whole capacity of an aircraft to other parties when the transport responsibility is that of the reporting licensee must be reported under item 2 'Non-scheduled flights'.

Regarding aircraft acquired under a capital or finance lease, reference must be made to the guidelines for item 4 (b) of the Balance sheet.

The expenditures involved in obtaining aircraft from other licensees or parties by lease, charter or interchange agreement must be reported under item 5.4 'Rental of flight equipment'.

(b) Blocked-space charters :

A blocked-space charter arises from the blocking-off for charter sales of the whole capacity of a flight published as a scheduled flight and carried out as a charter flight on the same or similar routing and operating time.

Revenues obtained from blocked-off charters must be reported under item 2 'Non-scheduled flights'.

2 PART 3 - BALANCE SHEET

The assets and liabilities as of the end of the financial year must be reported.

The term 'cost' refers to the amount of money actually expended, the money value at the date of acquisition of any consideration other than money actually paid, or the liability incurred, by the licensee-

(a) in the acquisition by purchase, lease or construction; and

(b) in the original installation,

of property, buildings, equipment, materials and services.

It must include transport charges paid to other licensees, customs duties, excise, sales, use and other taxes, but must not include discounts allowed.

2.1 Assets

Item 1 - Current assets

This item must include-

(a) cash and bank balances, including working funds, deposits in transit, special deposits for the payment of debts, dividends and interest;

(b) short-term investments, due within one year from the date of the balance sheet;

(c) current accounts and traffic balances receivable, including net balances, subject to current settlement, receivable from affiliated

companies;

(d) charges to subscribers on transport contracts;

(e) interest and dividends receivable;

(f) notes receivable, due on demand or within one year of the date of the balance sheet, less reserves provided for doubtful accounts;

(g) the cost of materials, stores stock and uncompleted work on stores stock, supplies on hand (such as fuels and oils), shop material, expendable tools, stationery and office supplies, passenger service supplies, restaurant and food service supplies;

(h) the amount expended on uncompleted work for others and also prepayments of rent, insurance, taxes, etc.

This item must not include spare parts, instruments and accessories included in items 4, 5 and 6.

Item 2: Equipment purchase funds

Item 3 : Other special funds

These items must include-

under 2 : funds set aside for the purchase of equipment;

under 3 : funds set aside for special purposes as contractual deposits, deposits in court, pension funds, self-insurance funds, etc.

In the above two items, investment in securities must be recorded at cost and permanent impairment in value of such securities must be written off and included in item 2 of the Statement of Retained Earnings.

These items must not include funds in which the licensee has no beneficial interest and which it holds purely as trustee.

Item 4 : Flight equipment

Item 5: Ground property and equipment

Item 6: Land

This group of items must include generally-

(i) the cost to the reporting licensee of assets used in transport and incidental services;

(ii) when such assets are disposed of by sale, retirement, abandonment, dismantling, etc, the cost thereof must be credited to these accounts, and the 'Reserve for depreciation' must be debited for the amount accrued therein applicable to the retired asset;

(iii) when the renewal to be made to an important structure, or to an item of equipment, will constitute the major portion of its value when renewed, the property to which such renewals will apply, must be considered as retired property. The renewal must be considered as a new unit and the cost thereof, together with the appraised value of the reused material, must be recorded in item 4 or 5.

These items must not include the cost of patents, copyrights or other intangibles which must be charged to 'Intangible assets' (item 9).

Item 4 : Flight equipment

This item must include-

(i) the cost of aircraft, engines, components and spare parts, which have been purchased outright by the reporting licensee;

(ii) the 'cost' of flight equipment acquired by the reporting licensee under a capital or finance lease (a lease for a period considered to be the whole or nearly the whole life of the aircraft). Such an aircraft must be reported in the same manner as if it has been purchased outright, the cost being generally determined as equal to the aggregate value of the capital element of the lease payments (the total payment over the period of the lease minus the specified or implicit interest element. The interest element paid each year must be reported in item 16 of the Profit and Loss Statement.

This item must not include-

(i) flight equipment acquired under an operating or short-term lease (a lease for a period which is substantially less than the normal life of the aircraft, the cost of such lease agreements must be reported in item 5.4 of the Profit and Loss Statement);

(ii) flight equipment which is the property of the reporting licensee but which is leased out under a capital lease agreement.

Item 5 : Ground property and equipment

This item must include-

(i) the cost of passenger service equipment, and hotel, restaurant and food service equipment;

(ii) station communications equipment, meteorological equipment, hangar, shop and ramp equipment, floats, barges and equipment, motorised vehicles and equipment, and motorised marine equipment;

(iii) furniture, fixtures and office equipment;

(iv) medical equipment, engineering equipment, airport and airway lighting equipment, storage and distribution equipment, miscellaneous ground equipment, initial cost of and improvements to leased property, and construction work in progress;

(v) buildings and the value of land which cannot be segregated therefrom;

(vi) improvements to land not owned.

This item must not include improvements to land owned, such as the initial cost of clearing timber and brush, draining, filling, levelling, grading, etc, which must be included in item 6 'Land'.

Items 4.1, 5.1 : Reserve for depreciation

This item must include-

(i) accrued charges representing losses, not replaced by current repairs, occurring in physical property and suffered through current lessening of service value due to wear and tear from use and from the action of time and the elements;

(ii) losses occurring through obsolescence, supersession, new technological development, changes in popular demand, and the requirements of public authority.

Depreciation of flight equipment acquired under a capital lease arrangement should be charged in the same manner as for purchased aircraft of the same type. In some instances the amount of depreciation

charged against such aircraft will equal the annual capital repayment, but in other instances the depreciation period may not be the same as the period of the lease.

In the determination of depreciation rates applicable to buildings and improvements on property not owned by the licensee, consideration must be given to the terms of the agreement under which the property is occupied. Depreciation must not be accrued on expenditure on uncompleted units of property and equipment during the process of manufacture or construction, small units of property subject to constant renewal, and any other physical property which from the nature of its construction or its inherent characteristics is not depreciable.

When changing conditions require revision in rates of depreciation, the new rates must be applied to the revised estimated life of the equipment and they must not be made applicable retroactively to previous periods.

Reserve for depreciation is a reserve account and is shown on the debit side of the balance sheet to facilitate comparison with the historical costs of assets. This reserve item is built up from the amounts shown under 'Depreciation and amortization' in the Profit and Loss Statement (Part 1, items 7.1, 7.2 and 7.3) and from 'Appropriation' of profits (Part 3, item 4 of Statement of retained earnings).

Item 6: Land

This item must include-

- (i) the cost of land (including the cost of land acquired with buildings) used in domestic air transport service;
- (ii) amounts expended for improvements to land owned, such as the initial cost of clearing timber and brush, draining, filling, levelling, grading, etc.

The value of land which cannot be segregated from the value of buildings may be included in item 5.

Item 7 : Investments in affiliated companies

This item must include the investment in stocks, bonds and long-term notes and advances to affiliated companies.

Affiliated and associated companies:

Affiliated companies are defined as companies controlled by the licensee.

Associated companies are defined as companies in which the licensee holds stock without exercising effective control.

Item 8 : Deferred charges

8.1 Development and pre-operating costs:

This item must include expenses pertaining to extension and development projects, the cost of extraordinary training, and other similar expenditure, the disposition of which has been deferred beyond the period of one year, less proportion amortized or otherwise disposed of.

8.2 Other deferred charges :

This item must include-

- (i) unamortized discounts and expenses on the issue of long-term

debt securities by the licensee;

(ii) other expenditure the disposition of which has been deferred beyond the period of one year;

(iii) unadjusted accounts which cannot be cleared as at the date of the balance sheet.

Item 9 : Intangible assets

This item must include-

(i) the excess of the consideration paid on the acquisition of a business over the net value of the assets received;

(ii) any payments made for patents, copyrights, etc.

Item 10 : Other assets

This item must include-

(i) all assets not otherwise reported, including cost of investments in securities and other receivables not included under 'Current assets';

(ii) investments in associated companies (see item 7);

(iii) non-operating property and equipment less reserve for depreciation.

Item 11 : Total assets

The sum of items 1 through 10, which should be equal to item 24.

Liabilities

Item 12 : Current liabilities

This item must include-

(i) current accounts and traffic balances payable, including balances subject to current settlement and payable to affiliated companies;

(ii) salaries and wages accrued and unpaid;

(iii) interest and dividends accrued and unpaid;

(iv) taxes accrued and unpaid;

(v) deposits by subscribers on transport contracts;

(vi) notes payable on demand or within one year from date of balance sheet;

(vii) other current and accrued liabilities.

Item 13 : Unearned transportation revenues

This item must include-

(i) the value of passenger tickets sold for transportation by the licensee which tickets have not been used or refunded as of the date of the balance sheet;

(ii) pro-paid amounts for the transport of baggage, cargo and mail which transport has not been effected as of the date of the balance sheet.

Item 14 : Deferred credits

This Item must include-

(i) unamortized premiums on all classes of long-term debt securities issued or assumed by the licensee;

(ii) other unadjusted accounts which cannot be cleared as at the date of the balance sheet.

Item 15: Operating reserves

This item must include operating reserves, such as for overhaul of flight equipment, etc.

Item 16: Self insurance reserves

Self-explanatory.

Item 17: Other reserves

This item must include reserves for pensions and any other reserves not otherwise provided for. These reserves should be separately identified, to the extent possible.

Item 18 : Advances from affiliated companies

This item must include advances secured or otherwise, from affiliated companies, and not subject to current settlement.

Item 19 : Other liabilities

This item must include liabilities not otherwise provided for.

Item 20: Long-term debt

This item must include the face value (excluding accrued interest) of mortgages, bonds, trust certificates, debentures, receivers' certificates, notes and other long-term debt issued or assumed by the licensee in the hands of others, including the present value of unexpired contracts for the acquisition of aircraft under capital or finance lease arrangements.

Any profit or loss realised on re-sale of long-term debt securities held in the licensee's treasury must be recorded in the profit and loss account.

Item 21 : Capital stock

This Item must include the consideration actually received, not in excess of the par or stated value, for all types of stock outstanding in the hands of the public.

Indicate in the remarks section whether the values reported are based on par value, stated value, or otherwise.

Any premium received over and above the par value, or in the case of no par value stocks, over the stated value, shall be carded in 'Capital surplus'.

Item 22: Capital surplus

This item must include-

- (i) the excess of the asset value of property acquired over the cost to the licensee;
- (ii) excess of book value over cost of shares of affiliated companies;
- (iii) profits or losses on re-sale of own stock held in the licensee's treasury;
- (iv) surplus resulting from reorganization or recapitalization;
- (v) premium received in the initial sale of capital stock over the par value, or in the case of no par value stock, over the stated value;
- (vi) donations by stockholders.

Item 23 : Net balance of unappropriated retained earnings

This item is the final balance on Part 3 (item 6 of the Statement of Retained Earnings) for the current and previous years after all appropriations and dividends have been taken into account.

Item 24 : Total liabilities

The sum of items 12 through 23.