

DUE DILIGENCE REQUIREMENT CHECKLIST

PENDING VP-C

1. **Aircraft Registration Application** (Form CAY/ADMIN/007/Issue1).
NB: a scanned e-mailed/faxed copy will suffice in order to initiate the Due Diligence
2. **Payment of a deposit of 50%** of the initial Certificate of Airworthiness. Billing will be rendered by CAACI after e-mailed/faxed copy received.
3. **Company Identification documents**
A certified true copy of the Certificate of Incorporation or similar document that identifies the name of the company under which the aircraft is to be registered and/or operated. A Certificate of Good Standing may be required depending on the age of the company and at the discretion of the CAACI.
4. **Transparent overview of the Company's business activities**
A transparent overview by a beneficial owner or authorized officer of the Company stating the source of funds and business of the beneficial owner(s) (stating that the company has been formed to operate the aircraft is **not** sufficient). Please provide any relevant website links indicating the business operations and source of funds of the beneficial owners.

Submission of an "Eligible Introducers" letter from the law firm submitting the application may satisfy this requirement.(At the discretion of CAACI)
5. **Disclosure of the beneficial owner(s)**
NB To satisfy this requirement, supply the following three items:
 - (i) A notarized document indicating the beneficial owner(s) of the aircraft – this can be a register of members or a declaration by an officer of the company
 - (ii) A clearly legible and notarized copy (color preferred) of their passport photo page and,
 - (iii) Evidence of their permanent residence, i.e. copy of a driver's license and a utility bill.
6. **Company Directors/Officers**
A list of the Company Directors required if beneficial owner is a company. Yes/No.
If yes, the list shall be provided along with a legible and notarized copy of the passport photo page (color preferred) for each director.
7. **A signed declaration by the beneficial owner/authorized officer of the Company**
 - committing to the operation of the aircraft in the Private Category.
 - stating the intended use of the aircraft along with the following points adequately addressed:
 - (i) operational management of the aircraft
 - (ii) geographic areas of operation