



To whom it may concern,

Thank you for your interest in operating into the Cayman Islands. Attached you will find an information package containing the application form, requirement list, schedule of fees and credit card authorization necessary to obtain a non-scheduled operating permit. Once the application form is completed and all documentation is in order, these can be submitted via email (the Civil Aviation Authority of the Cayman Islands does however, reserve the right to request certified copies of all original documents) with the prescribed funds to permits@caacayman.com. The CAACI requires all documents to be submitted in English, for original documents that are originally issued in any language other than English a notarized translation must accompany copies of the original documentation.

Once all documentation has been received we will verify the validity of all documentation and the permit should be emailed to you (with a copy sent to your ground handler and to the Cayman Islands Airport Authority - CIAA) within approximately 24 hours.

Please also be advised that if there is a requirement to operate outside of the CAACI's operating hours Monday – Friday 8:30a.m. – 5:00p.m. or on a public holiday, you should email the required documentation to the above address and a verbal approval will be given to the CIAA and your handler once all documents have been submitted. The physical permit will then be issued once the CAACI offices reopen.

We look forward to being of service to you and if you have any questions please do not hesitate to contact us either by phone 1-345-949-7811 ext 238 (office), 1-345-926-0487 (Elaine Whorm's cell), 1-345-925-5048 (Nikki McCoy's cell) 1-345-949-0761 (fax), or email permits@caacayman.com

Commercial Affairs Regulation & Administration Division
Civil Aviation Authority of the Cayman Islands

Civil Aviation Authority of the Cayman Islands
Unit 2, Cayman Grand Harbour, P. O. Box 10277 Grand Cayman KY1-1003
CAYMAN ISLANDS
Ph: 345-949-7811; Fax: 345-949-0761
www.caacayman.com; E-mail civil.aviation@caacayman.com



APPLICATION FOR NON-SCHEDULED PASSENGER/CARGO FLIGHT/S
(To be completed by aircraft operator)

- 1. Name of Applicant (if body corporate, specify IATA / ICAO operator designator code):
2. Nationality:
3. Country of Registration:
4. Registered business address:
5. Point(s) of origin of flight including ICAO location designator:
6. Destination in the Cayman Islands: MWCR MWCB (please check which applies)
7. Points beyond:
8. Date on which service is to commence:
9. Period for which Permit is required:
10. Type of aircraft Seating capacity:
11. Registration of aircraft :
12. Total number of flights:
13. Proposed dates of operation
14. Proposed arrival / departure times (to be provided to the Cayman Islands Airports Authority):
15. Tour / charter operator (include contact name and business address details) :
16. Handling Agent in the Cayman Islands:
17. Annexures: Proof that the Carrier is Certified, Licensed and Insured for these types of Operations (Certificate of Registration, Insurance and Airworthiness) in accordance with Regulations of the State of Registry. Copy of Ops Specs, Air Carrier (Operator) Certificate (AOC/ACC).

Date: Signature:
Print Name:
Position:

Company billing address (include phone, fax and e-mail):

Email & fax for return of approved permit or correspondence:

- Attached please find credit card authorization form for payment by credit card, payment is requested at the time of application.

Completed Form should be returned giving as much lead time as possible for processing:

Civil Aviation Authority
P.O. Box 10277/ Unit 4 Cayman Grand Harbour
Grand Cayman, KY1 1003, Cayman Islands.
Fax 345 949 0761; Ph. 345 949 7811
e-mail: Elaine.whorms@caacayman.com or permits@caacayman.com
Attn: Elaine Whorms, Air Transport Licensing Officer



Minimum requirements list for non-scheduled/charter air transport operations. All documents must be provided in English or a certified translation along with certified copies of originals.

- a. [] **COPY OF AIR OPERATING CERTIFICATE**
- b. [] **COPY/PROOF OF CERTIFICATE OF INSURANCE**
- c. [] **COPY OF CERTIFICATE OF AIRWORTHINESS**
- d. [] **COPY OF REGISTRATION CERTIFICATE**
- e. [] **OPS SPECS – ORGANIZATION STRUCTURE AND CONTACTS**, list of aircraft covered under the current AOC and designated areas of operation.
- f. [] **Proof of permission by the state of registry to offer non-scheduled air transport operations or air ambulance operations (if applicable)**
- g. [] **COPY OF NOISE CERTIFICATE**
- h. [] **A STATEMENT THAT THERE ARE NO DANGEROUS GOODS, WEAPONS OR MUNITIONS OF WAR BEING CARRIED ON THE FLIGHT(S)**. If dangerous goods are being carried the airline operator must provide confirmation that it has an "exemption" issued by the CAA.
- i. [] **A STATEMENT THAT THE AIRCRAFT ARE FITTED WITH AIRBORNE COLLISION AVOIDANCE SYSTEM (ACAS) II VERSION 7.**
- j. [] **A STATEMENT THAT THE AIRCRAFT COMPLY WITH THE FM IMMUNITY REQUIREMENTS IN PARAGRAPH 3.1.4 OF VOL.1 OF ANNEX 10 TO THE CHICAGO CONVENTION.**



Fees applicable to the application and processing of operating permits

Excerpt from the Air Navigation Fees 2006

25. When an application is made for permission to operate an aircraft registered in a foreign country to take on board or discharge any passenger or cargo in the Cayman Islands pursuant to Article 135 of the Order, the applicant shall pay the following fees:

Description	Fees CI\$	Fees US\$
(1) In the case of scheduled journeys to be provided over a period not exceeding six months-		
(i) for aircraft with twenty seats or less, or in the case of a cargo aircraft a certified maximum take-off weight not exceeding 5,700 kg, a fee of	\$1,000	\$1219.51
(ii) in any other case, a fee of		
	\$2,500	\$3048.78
(2) In the case of non-scheduled journeys to be provided:		
(i) if it involves not more than one flight in any one direction -		
(a) for an aircraft with twenty seats or less, or in the case of a cargo aircraft a certified maximum take-off weight not exceeding 5,700 kg, a fee of	\$200	\$243.90
(b) in any other case, a fee of	\$250	\$304.88
(ii) if it involves more than one flight in any one direction and is to be provided during a period not exceeding thirty days -		
(a) for aircraft with twenty seats or less, or in the case of a cargo aircraft a certified maximum take-off weight not exceeding 5,700 kg, a fee of	\$500	\$609.76
(b) in any other case, a fee of	\$1,000	\$1219.51
(iii) in the case of any other service to be provided during a period of not more than six months -		
(a) for an aircraft with twenty seats or less, or in the case of a cargo aircraft a certified maximum take-off weight of not more than 5,700 kg, a fee of	\$1,500	\$1829.27
(b) in any other case, a fee of	\$2,000	\$2439.02

Effective from November 1, 2006



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e-mail: accounts@caacayman.com
www.caacayman.com

CREDIT CARD AUTHORIZATION FORM
(PLEASE PRINT CLEARLY)

I _____ duly authorize the Civil Authority of the
(Please print name)
Cayman Islands to debit my Credit Card Account as follows:

SERVICE REQUESTED: _____

AIRCRAFT REGISTRATION NUMBER _____

AIRCRAFT OPERATING AGENCY NAME AND APPLICANT REQUESTING CHARTER:

INVOICE # _____ **AMOUNT AUTHORIZED US\$** _____

AMOUNT IN WORDS: _____

VISA # _____ **Expiration date:** _____

MASTER CARD # _____ **Expiration date:** _____

AMERICAN EXPRESS # _____ **Expiration date:** _____

CARDHOLDER NAME: _____

CREDIT CARD BILLING ADDRESS AND CORPORATION NAME _____

MAIL RECEIPT TO: _____ **same as above** _____

CONTACT NUMBERS: TEL _____ **FAX** _____

CARDHOLDER EMAIL: _____

SIGNATURE OF CARD HOLDER: _____