



**CAYMAN  
ENTERPRISE  
CITY**  
Special Economic Zone

## **Application Process and Checklist for Issuance of Cayman Islands Air Operator's Certificate for Entities Registered in the Cayman Maritime and Aviation Services Park, Cayman Enterprise City ("CEC")**

Applications for a Cayman Islands Air Operator's Certificate ("**AOC**") can be accepted from Cayman Islands exempted companies which can demonstrate that they have a principal place of business within the Cayman Islands (each an "**Applicant**").

Where an Applicant proposes to set up a new Cayman Islands exempted company within the Cayman Maritime and Aviation Services Park to act as an AOC holder, it must first submit an acceptable AOC Application to the Civil Aviation Authority of the Cayman Islands (the "**CAACI**"). The CAACI would then confirm to CEC that it has received such an application and agrees, in principle that it should move to the next step of the application process, enabling the Applicant to proceed with an application for a Zone Trade Certificate ("**ZTC**") within the Cayman Maritime and Aviation Services Park. CEC would then confirm to the CAACI that the Applicant has been issued a ZTC, enabling the CAACI to undertake an investigative process with the Applicant with a view to issuing an AOC to the Applicant.

### **NOTE:**

- 1. The issuance of a ZTC by CEC does not guarantee the issuance of a Cayman AOC by the CAACI.***
- 2. The Applicant is responsible for obtaining and maintaining any necessary approvals or authorisations to operate in any jurisdiction in which it operates***

The application process for an AOC is divided into three parts as follows:

Part A – The submission of an initial AOC Application for acceptance by the CAACI

Part B – The Submission of ZTC and Zone Employment Certificates Applications for approval by CEC

Part C – On approval of applications made to CEC, applicable application and investigations shall commence for issuance of AOC.

### **NOTE:**

***Under this regime, holding a valid ZTC and Zone Employment Certificates issued by CEC is a prerequisite for the grant of an AOC within the CEC in the Cayman Islands.***

**Part A – An initial application for and approval in principle from the CAACI**

<b>Part A</b>		
<b>Initial Application to CAACI</b>		
1	Name of entity (Operator)	
2	Name Primary Point of Contact (referred to as the Applicant)	
3	Point of Contact; email and contact number	
4	Address of Operation from where principal day to day Operational Control activities will be conducted.	
5	Copy of a business/operational plan of Applicant setting out general intentions	
6	An outline of the Operators Organisational Management and Staffing structure	
7	Details of the accountable manager and each other employee of the Applicant from whom an application for a Cayman Islands Zone Employment Certificate will be made.	
8	Structure chart showing the ownership and control of the entity (Operator to be registered in the CEC).	
9	The number and type of aircraft to be operated by the Applicant under the AOC	
10	The mode of Operation, description of flight scheduling and operations expected to be conducted by the aircraft managed and operated by the Applicant under the AOC	
11	Proposed geographical route network	
12	The business aims of the Operation in respect of the business and its potential client base	
13	Evidence of any previous AOCs or other operating licenses held by the Operator in any other jurisdictions.	
14	An outline of expertise, knowledge and experience of the Applicant, the Accountable Manager and key Post Holders of the Operator.	
15	Details of proposed arrangements for Continuing Airworthiness Management and aircraft Maintenance.	
16	Is there any Safety Management System to be implemented?	
17	Payment of a non-refundable application fee of CI\$500	

**Part B**

**An application for and issuance of a ZTC and Zone Employment Certificates by CEC**

1	Copy of licence agreement for lease of office space with Cayman Enterprise City	
2	Zone Trade Certificate Application	
3	H.M. Customs Trader Registration Identification (TIN) form	
4	Director personal questionnaire (one for each director of the Applicant)	
5	Director resume (one for each director of the Applicant)	
6	Notarized colour copy of a passport photo page (one for each director of the Applicant)	
7	Colour copy of an alternate form of government issued ID (one for each director of the Applicant)	
8	Certified copies of the following documents for the Applicant: (a) Certificate of Incorporation (b) Certificate of good standing (c) Memorandum and Articles of Association (d) Register of Members (e) Required due diligence for Beneficial Owners: <ul style="list-style-type: none"><li>• Color Copy of passport photo page</li><li>• Copy of Utility Bill</li><li>• Bank Reference</li><li>• Resume of the Individual</li></ul> (f) Register of Directors and Officers	
9	AML procedures letter addressed to SEZA on law firm's letterhead	
10	ZTC application cover letter setting out the grounds for licencing into the Cayman Maritime and Aviation Services Park	
11	Immigration employment application form(s) for each non-Caymanian employee of the Applicant to be based in the Territory	
12	Medical questionnaire form (one for each non-Caymanian resident employee of the Applicant, including directors if relevant)	
13	Police clearance certificate (one for each non-Caymanian resident employee of the Applicant, including directors if relevant)	
14	1 full face passport sized photograph	
15	Letter to SEZA explaining the need to hire	
16	Proof of health insurance cover for each resident employee of the Applicant	
17	Proof of pension provision for each resident employee of the Applicant	
18	Cayman Islands law governed employment contracts for each employee of the Applicant to be located in CEC	

<b>Part C</b>		
<b>An application for issuance of an AOC</b>		
1	Standard AOC Application <a href="http://www.caacayman.com">www.caacayman.com</a> Copy of the ZTC of the Applicant issued by CEC	
2	Copy of each Zone Employment Certificate issued by CEC in relation to each employee of the Applicant who is a Cayman Islands resident	
3	Name, address of principal residence in the Cayman Islands and Cayman Islands mobile telephone numbers of each employee of the Applicant who is a Cayman Islands resident: (a) accountable manager of the Applicant; and/or (b) director of the Applicant; and /or (c) (if relevant) agent of the Applicant	
4	Name, address and nationality of each of the shareholders of the Applicant and of the beneficial owners controlling 10% or more of the voting rights of each such shareholder of the Applicant	
5	An undertaking from the Applicant that:  (a) At least the accountable manager (and any other operational managers or post holders as the CAACI shall determine in its discretion) of the Applicant will have Zone Employment Certificates allowing them to be Cayman Islands resident (b) A majority of Board meetings of the Application will be held in the Cayman Islands – the place where the chairman of the meeting is located at the time of the meeting – with at least one being held per annum (c) the books and records of the Company will be held in the Cayman Islands at the principal place of business of the Applicant – where CAACI will have access to the records – these records may be electronic (d) the Operational and safety records of the Applicant will be maintained in the Cayman Islands – where CAACI will have access to the records – these records may be electronic (e) the Applicant will maintain a principal place of business in the Cayman Islands (f) at least the accountable manager and any other employees of the Applicant as determined by the CAACI in its sole discretion from time to time, holding zone employment certificates it will attend meetings at the request of the CAACI in the Cayman Islands as follows: (i) in the first 12 months of the issuance of the Cayman AOC – such number of meetings as shall be determined by the CAACI in its sole discretion (ii) after the first 12 months of the issuance of the Cayman AOC – such number of meetings as shall be determined by the CAACI in its sole discretion (iii) at any time at the request of the CAACI (g) the accountable manager and any other post holder holding a zone employment certificate will maintain a Cayman Islands telephone number on which they may be contacted (h) Promptly notify the CAACI in writing of any amendments or changes to any of the information or documentation provided and provide copies (certified, where relevant) of any amended or replacement documentation which has been put in place as a result of such changes (i) to promptly notify the CAACI in writing of any changes to the business plan(s) previously submitted by the Applicant, including the number and/or type of aircraft	

	<p>to be operated by the Applicant under the AOC and/or the purpose and description of flights and operations conducted by the aircraft managed and operated under the AOC</p> <p>(j) to promptly notify the CAACI in writing of any changes to the safety management system plan previously submitted by the Applicant</p> <p>(k) to promptly notify the CAACI in writing of any changes to the security programme previously submitted by the Applicant</p> <p>(l) to promptly notify the CAACI of any other material changes to any information previously provided by the Applicant in support of its original application which may affect the ability of the CAACI to continue to maintain the Applicant's AOC</p> <p>(m) to promptly notify the CAACI of the termination of its licence agreement with CEC</p> <p>(n) to promptly notify the CAACI of the termination of the trade certificate or any zone employment certificate issued by CEC</p> <p>(o) to maintain all insurance coverage as required to carry on its operations</p>	
6	<p>Not later than the anniversary of the date of grant of the AOC in each calendar year, provide:</p> <p>(a) a copy of the certificate of good standing of the Applicant</p> <p>(b) written confirmation from a director of the Applicant that there have been no changes to any of the information or documentation provided in respect of the application for the Cayman AOC since the date of the original application/previous disclosure or, where there have been changes to any such information, details of the correct/updated information along (where relevant) with copies of any updated/replacement documentation</p>	
7	<p>Promptly notify the CAACI in writing of any amendments or changes to any of the information or documentation provided and provide copies (certified, where relevant) of any amended or replacement documentation which has been put in place as a result of such changes</p>	
8	<p>Promptly notify the CAACI in writing of any changes to the business plan(s) previously submitted by the Applicant, including the number and/or type of aircraft to be operated by the Applicant under the AOC and/or the purpose and description of flights and operations conducted by the aircraft managed and operated under the AOC</p>	
9	<p>Promptly notify the CAACI in writing of any changes to the safety management system plan previously submitted by the Applicant</p>	
10	<p>Promptly notify the CAACI in writing of any changes to the security programme previously submitted by the Applicant</p>	
11	<p>Promptly notify the CAACI of any other material changes to any information previously provided by the Applicant in support of its original application which may affect the ability of the CAACI to continue to maintain the Applicant's AOC</p>	
12	<p>Payment of application fee in accordance with ANOTO</p>	

For more information, please contact:

CAACI – Guy Healey, Manager, Technical Programs & Regulatory Initiatives Phone: (345) 949-7811

Email: [guy.healey@caacayman.com](mailto:guy.healey@caacayman.com)

CEC – Charlie Kirkconnell, CEO Cayman Enterprise City.

Phone: (345) 815-7106

Email: [c.kirkconnell@caymanenterprisecity.com](mailto:c.kirkconnell@caymanenterprisecity.com)