

To whom it may concern,

Thank you for your interest in operating into the Cayman Islands. Please note that all air transport operations into the Cayman Islands are subject to regulation under the UK's Air Navigation (Overseas Territories) Order, AN(OT)O 2013 and as amended and updated from time to time. In particular Article 135 which provides that all foreign registered aircraft operating into the territory for valuable consideration be licensed to do so by the UK Secretary of State. This authorization has been delegated (as of September 2004) to the Governor and thereby to the Director-General of Civil Aviation for the Cayman Islands.

As such, it is vital that all aircraft operating into the territory for this purpose meets the rigid and strict safety standards and economic licensing requirements to ensure the utmost in safety for the general public being transported on these flights.

I would also like to bring to your attention that Article 94 (5) of the UK's Air Navigation (Overseas Territories) Order [AN(OT)] and which stipulates "(5) No person shall hold himself or any other person out as being a person who may offer flights on an aircraft registered in the Territory for the purpose of commercial air transport unless he or (as the case may be) that other person holds a valid air operator's certificate granted under this article."

And

Article 135 of the UK's Air Navigation (Overseas Territories) Order, [AN(OT)O], and now also provides that no operator or charterer of an aircraft to which this article applies (foreign registered aircraft) shall hold himself out as a person who may offer to take onboard or discharge any passenger or cargo in the Territory for valuable consideration unless:

- a) he does so in accordance with the permission granted under this article; and
- b) he does so in accordance with any conditions to which such permission may be subject.

**As such no person or company may sell tickets for flights unless the aircraft/tour operator is holding an operating permit issued by the Civil Aviation Authority of the Cayman Islands granting them permission to operate such air transport operations.**

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](mailto: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. Provision of all items on this checklist is a pre-requisite for consideration for the grant of an operating permit.

Please note where a statement of compliance is acceptable, that statement must be on company letter head and include any and all aircraft itemised by registration number for which the statement is intended to cover. Please see the below example for your reference.

It is also a prerequisite that the attached credit card authorisation form be completed and returned for each and every operating permit as the fees will be collected prior to the grant of the operating permit.

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 2 days. Applications that are incomplete or missing supporting documents will not be considered for processing, please reference the requirements checklist below when applying.

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 [Elaine.whorms@caacayman.com](mailto:Elaine.whorms@caacayman.com) copying [permits@caacayman.com](mailto:permits@caacayman.com) 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 Whorms's cell), 1-345-925-5048 (Nikki McCoy's cell) or email [permits@caacayman.com](mailto:permits@caacayman.com)

Economic 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](http://www.caacayman.com); E-mail [civil.aviation@caacayman.com](mailto:civil.aviation@caacayman.com)

## Company Letterhead

Air Carrier Licensing Officer  
Civil Aviation Authority of the Cayman Islands  
Via Email: [elaine.whorms@caacayman.com](mailto:elaine.whorms@caacayman.com) / [permits@caacayman.com](mailto:permits@caacayman.com)

This letter is to confirm that (Company Name) will not transport Hazardous Materials/ Dangerous Goods or munition of war. The aircraft to be operated is equipped with Airborne Collision Avoidance System (ACAS) II version 7 or the equivalent.

Aircraft to which this statement pertains includes the following:

< Insert itemized list of aircraft registration numbers >

Regards,

Company representative  
Title  
Contact info



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 or MTOW (if cargo):
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), Noise Certificate and Dangerous Goods/Munitions of War/ACAS Compliance Statement

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 2 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.**



Fees applicable to the application and processing of operating permits

Excerpt from the Air Navigation Fees 2010

24. 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 135/137 of the Order, the applicant shall pay the following fees:

| <b>Description</b>   | <b>Fees CI\$</b>  | <b>Fees US\$</b>  |
|--|---|---|
| <b>(a) In the case of scheduled journeys to be provided over a period not exceeding six months-</b><br><br><b>(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</b><br><br><b>(ii) in any other case, a fee of</b>   | <br><br><b>\$1,000</b><br><br><br><br><b>\$2,500</b>  | <br><br><b>\$1219.51</b><br><br><br><br><b>\$3048.78</b>  |
| <b>(b) In the case of non-scheduled journeys to be provided:</b><br><br><b>(i) if it involves not more than one flight in any one direction -</b><br><br><b>(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</b><br><br><b>(b) in any other case, a fee of</b><br><br><b>(ii) if it involves more than one flight in any one direction and is to be provided during a period not exceeding thirty days -</b><br><br><b>(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</b><br><br><b>(b) in any other case, a fee of</b><br><br><b>(iii) in the case of any other service to be provided during a period of not more than six months –</b><br><br><b>(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</b><br><b>Per fleet of five aircraft or part thereof</b><br><br><b>(b) in any other case, a fee of</b><br><b>Per fleet of five aircraft or part thereof</b> | <br><br><b>\$300</b><br><br><br><br><b>\$400</b><br><br><br><br><b>\$1000</b><br><br><br><br><b>\$1,500</b><br><br><br><br><b>\$2,500</b><br><br><br><br><b>\$3,000</b> | <br><br><b>\$365.85</b><br><br><br><br><b>\$487.80</b><br><br><br><br><b>\$1219.51</b><br><br><br><br><b>\$1829.27</b><br><br><br><br><b>\$3048.78</b><br><br><br><br><b>\$3,658.54</b> |

Effective from November 1, 2010



Unit 2 – Grand Harbour,  
PO Box 10277, Grand Cayman, Cayman Islands KY1-1003  
PH: 345-949-7811: Fax 345-949-0761  
e-mail: [accounts@caacayman.com](mailto:accounts@caacayman.com)  
[www.caacayman.com](http://www.caacayman.com)

## **CREDIT CARD AUTHORIZATION FORM**

Note: Please complete the below as appropriate.

I \_\_\_\_\_ duly authorize the Civil Aviation Authority of the Cayman Islands to debit my Credit Card Account as follows:

**SERVICE REQUESTED:** \_\_\_\_\_

\_\_\_\_\_

**CUSTOMER NAME/AIRCRAFT REGISTRATION NUMBER:** \_\_\_\_\_

\_\_\_\_\_

**AIRCRAFT OPERATING AGENCY NAME/APPLICANT REQUESTING CHARTER:**

\_\_\_\_\_

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

**AMOUNT IN WORDS:** \_\_\_\_\_

**VISA/MASTERCARD PAYMENTS ARE NOW MADE ONLINE AT THE CAA WEBSITE**

<https://www.caacayman.com/payments/>

**AMERICAN EXPRESS #** \_\_\_\_\_ **Expiration date:** \_\_\_\_\_

**CARDHOLDER NAME:** \_\_\_\_\_

**CREDIT CARD BILLING ADDRESS AND CORPORATION NAME** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**MAIL RECEIPT TO:** \_\_\_\_\_

\_\_\_\_\_

**CONTACT NUMBERS: TEL** \_\_\_\_\_ **FAX** \_\_\_\_\_

**CARDHOLDER EMAIL:** \_\_\_\_\_

**SIGNATURE OF CARD HOLDER:** \_\_\_\_\_