



**Application for issue, renewal or amendment of a Regulated Air  
Cargo Agent Certificate under Civil Aviation Rules, Part 109**

**Application requirements and instructions for completing the form**

- a) Please ensure all documents and applicable fees are enclosed. No application will be processed until all required documentation and applicable fees are received.
- b) The application must include
  - a completed rule compliance matrix [24109/02](#) for **initial issue and renewal**;
  - a complete exposition for **initial issue and renewal**, or the relevant amended pages for **amendment**, as required by rule 109.71.
- c) The charge payable in advance is 33,000vt, VAT excluded.
- d) Additional charges are at the [current standard hourly rate of 8250vt \(VAT excluded\)](#) for the time taken to assess and process the application.

**1. Organisation Details**

CAA Participant Number (if known)

Legal Name of Organisation

A certificate will be issued only to a registered company, a partnership, a sole trader or an incorporated society. For a registered company, submit a copy of the **Companies Office Certificate of Incorporation** for initial issue or for an amendment involving a change to the legal name of the organisation.

Trading name (if any)

Address for Service

The Civil Aviation Act, Part 2, s8, requires applicants to provide an address for service in Vanuatu (i.e. a physical address, not a P.O. Box) and to promptly notify the Director of any changes.

Postal Address

(if different from Address for Service)


Post Code

Post Code

Tel

Tel

Fax

Fax

Email

Email

Your reference – or –

Details of the person who may be contacted for further information

Name

Position

Tel

Mobile

Fax

Email

## 2. Reason for Application

Indicate the type of application being made. Please then complete the relevant sections of the form.	Initial issue of certificate	<input type="checkbox"/>	Complete all sections
	Renewal of certificate	<input type="checkbox"/>	Complete sections 1 - 7
	Amendment requiring prior CAA acceptance as per 109.105(b)	<input type="checkbox"/>	Complete sections 1, 2, 7, and only those sections appropriate to the amendment request

## 3. Questionnaire

These two questions must be answered for the initial issue and for the renewal of a certificate.	Has the organisation been convicted for any transport safety offence in the last five years or is the organisation presently facing charges for a transport safety offence?	Yes / No
	Has the organisation previously had an application for an aviation document rejected or has an aviation document held by the organisation been suspended or revoked?	Yes / No
<b>Note</b>	If "Yes", please provide details with this application on separate sheets.	

## 4. Locations

Please list the facilities required under CAR 109.53


## 5. List of Senior Persons

For initial issue, renewal, or amendment, separate forms must accompany this application for each of the nominated senior persons as shown below.

**Initial issue:**

Form [CAA 24FPP](#) or [24FPPDEC](#), and CV

**Amendment:**

Form [CAA 24FPP](#) or [24FPPDEC](#), and CV

**Renewal:**

- Changed persons:

Form [CAA 24FPP](#) or [24FPPDEC](#), and CV

- Unchanged persons:

Their names and titles must be confirmed in this section and form [CAA 24FPP](#) or [24FPPDEC](#) must be included.

They need not submit a CV where they are continuing in their CAA accepted senior person role.

Nominated persons area(s) of responsibility as per 109.51(a)	Name & company title	Participant No. (if known)
Chief Executive		

Please also indicate any senior persons that are being removed from the organisation's certificate.

**Removed persons**


## 6. Exposition

<p>Please list the manuals that constitute the <b>exposition</b> required by CAR 109.71</p> <p>For <b>renewal</b> list the publications already held by CAA and their latest amendment status.</p>	Manual Titles	Amendment No. and date

## 7. Declaration by Chief Executive

<p>The provision of false information or failure to disclose information relevant to the grant or holding of an aviation document constitutes an offence under Part 6 of the Civil Aviation Act 1999 and is subject, in the case of a body corporate, to a maximum fine of 1000,000VT.</p>	<p>I have obtained a current copy of NZCAR Part 109, and have read and understood the contents as they apply to this application. I also have a current copy of CAR Parts 1 and 12 as applicable.</p> <p>This application is made for and on behalf of the organisation identified above. I certify that I am empowered by the organisation to ensure that all activities undertaken by the organisation can be financed and carried out to the standard required by the Authority.</p>	
	<p>I declare that to the best of my knowledge and belief the statements made and the information supplied in this application and the attachments are complete and correct.</p>	
	<p><b>Full Name of Chief Executive</b></p>	<p><b>Participant Number (if known)</b></p>
<p><b>Signature</b></p>	<p><b>Date of application</b></p>	

## 8. Applicant's Checklist

<p>Please ensure all documents are enclosed. Applications which are incomplete or lacking any required documents will not be processed.</p>	1. All necessary sections completed	<input type="checkbox"/>
	2. Completed rule compliance matrix enclosed	<input type="checkbox"/>
	3. Completed or amended company exposition enclosed	<input type="checkbox"/>
	4. CAA 24FPP/24FPPDEC and CV for the nominated senior persons enclosed	<input type="checkbox"/>
	5. Fees and charges details completed or payment included	<input type="checkbox"/>

Submit the completed application together with the appropriate fee and supporting documentation to:

The Director  
Civil Aviation Authority of Vanuatu  
PMB 9068  
Port Vila  
Vanuatu

Use this sheet if you need to provide further information or explanations that do not fit in the original sections of the form.

Section	Additional details or explanations

---

**CAA OFFICE USE ONLY**

1. Received by: ..... 2. Date received. .... 3. Receipt No: .....

4. Job No: ..... 5. Completed by: ..... 6. Certificate issue date: .....