

## **Application for Air Operator Certificate**

According to paragraph 1 of part 1 of Article 43 of the Law on Aviation of the Republic of Armenia, the following legal persons and entities can apply to Civil Aviation Committee (CAC) to obtain an air operator certificate:

- 1) The legal entities registered in the Republic of Armenia, at least 51 percent of shares (or shares of stock, share contributions, i.e.) of which shall belong by right of ownership to the citizens of RA and/or to the legal entities established in RA,
- 2) authorized bodies of the Government of RA.

In order to obtain an Air Operator Certificate (AOC) for the first time, the applicant shall submit the application to CAC at least 90 days before the intended date of the operations, and not later than 60 days before the expiration of the validity period of AOC for its prolongation, in compliance with EASA AIR-OPS. The applicant shall attach the following documents to the application:

1. The state registry number of the company,
2. A reference about the availability of financial means, bank deposits or bank guarantee (the original) to ensure its capability to hold an office, staff and arrange for staff training,
3. the guidance material on international or internal air operations in accordance with the requirements of ICAO DOC 9376 (the applicant can present this document within 30 days after submitting the application but not later than 60 days before the intended date of the operations)
4. Continuing Airworthiness Management Exposition (CAME) (the applicant can present this document within 30 days after submitting the application but not later than 60 days before the intended date of the operations),
5. Aviation Security Program of the air operator,
6. Copy of the State Registration Certificate of the aircraft,
7. Copy of Airworthiness Certificate of the aircraft,
8. Copies of the document on the proprietary rights on aircraft or the leasing and subleasing agreement, or the memorandum of intentions on aircraft purchase, lease or sublease,
9. The application foreseen under EASA PART-M,
10. The necessary documents for aircraft technical operation,
11. The copy of the agreement between the applicant and maintenance company in case the maintenance will not be carried out by the applicant.

11. To obtain an AOC, the legal persons and entities foreseen under par. 1 of part 1 of Article 43 of the Law on Aviation of the Republic of Armenia can apply to CAC, and they shall:

- 1) Not be a holder of AOC granted by aviation authorities of other states,
- 2) Be owner or lessee (sub-lessee) of at least one airworthy aircraft or have concluded a memorandum of intentions on aircraft purchase, leasing or subleasing.

12. Within 90 days after the application and the attached documents have been received by the CAC, the latter makes a decision concerning the approval of issuing the AOC or its refusal, in accordance with (EASA) AIR-OPS.

13. After the application and attached documents has been received by CAC, the appropriate departments carry out pre-evaluation and give their conclusions. In the result of this pre-evaluation, the applicant is informed in written about revealed deficiencies and/or inaccuracies within 3 business days after they are revealed by the appropriate department.

14. In the case of the application and documents being incomplete, the application shall be considered to be received after all the required documents have been submitted to CAC.

15. After pre-evaluation of application and attached documents, the CAC within 3 business days based on conclusion given by the appropriate CAC departments, makes a preliminary brief conclusion on the possibility of the operations requested by the application.

16. After the above mentioned preliminary brief conclusion is made, the applicant shall be informed about the dates and subject matters of the upcoming inspections and examinations to be carried out by the CAC in respect of the applicant.

**WITH APPLICATION AND DOCUMENTS YOU SHOULD ALSO SEND COVER LETTER** - The official letter should be addressed to the Chair of the Civil Aviation Committee, Mr. Mihran Khachatryan.

The official letter together with the copies of needed documents and the Form of Request should be sent to [gdca@gdca.am](mailto:gdca@gdca.am) , or you can send hard copies of needed documents with the official letter and Form of Request to the following address: Armenia, 0042, Yerevan, "Zvartnots" Airport (Malatia-Sebastia adm. district), tel: working hours: +374 60 434 205 ; non working hours: +374 60 434 295 ; +374 10 283 429