



Application for issue or renewal of a Aeronautical Information Service Certificate CAR Part 175

Application requirements and instructions for completing this form – please read

- a. For initial issue or renewal of a CAR Part 175 Certificate, the following must accompany this application:
 - An exposition as specified in Part 175.69, and a [CAA Part 175 Rule Compliance Matrix](#)
 - For each of the senior persons nominated in Section 5, [CAA 24FPP Fit & Proper Person Questionnaires](#) and CVs. Note also the [Transition Provisions](#) related to SMS in Part 175.301.
- b. Applicants for initial issue must submit a completed Application for approval of SMS Implementation Plan form [24100/01](#), with an SMS Implementation Plan. Current certificate holders have until the dates detailed in [Transition requirements](#) to submit a plan.
- c. Please ensure all relevant sections of this application form and supporting forms / documents are completed and enclosed. Applications that are incomplete or lacking any documents will be returned without being actioned.
- d. For further information about completing this application, please contact the Aeronautical Services Unit.
- e. The CAA Standard Rate hourly charge applies.

1. Organisation Details

(a) Legal name of organisation:			
<i>The certificate will be issued in this name</i>			
(b) Trading or Division name:			
(c) Client No: (if known)			
Address for Service			
<i>Applicants to provide an address for service in Mongolia (ie, a physical address) and to promptly notify the Director of any changes.</i>			
Tel:		Fax:	Email:
Postal Address: <i>(if different from Address for Service)</i>			
Tel:		Fax:	Email:
(g) Your reference:			
<i>(Order number/contact person or other reference)</i>			

2. Reason for Application - Mark appropriate box

Initial issue: <input type="checkbox"/>	Renewal: <input type="checkbox"/>
---	-----------------------------------

3. Questionnaire

The following questions must be answered for initial issue and for renewal:	Yes *	No
(a) 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?	<input type="checkbox"/>	<input type="checkbox"/>
(b) 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?	<input type="checkbox"/>	<input type="checkbox"/>
* If answering "Yes" please provide details on separate sheets.		

4. Service types applied for

AIP Service <input type="checkbox"/>	NOTAM service <input type="checkbox"/>	Pre-flight information service <input type="checkbox"/>
--------------------------------------	--	---

5. List of Senior Persons and their areas of responsibility (ref CAR Part 175.51(a)(2))

Note also the Transitional Provisions related to SMS in Part 175.301

6. Number of Persons to be employed (Ref CAR Part 171.51(a)(3))

1-5 <input type="checkbox"/>	6-10 <input type="checkbox"/>	11-50 <input type="checkbox"/>	51-100 <input type="checkbox"/>	>100 <input type="checkbox"/>
------------------------------	-------------------------------	--------------------------------	---------------------------------	-------------------------------

Declaration

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.

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.

Full name of (nominated) Chief Executive: _____

Signature of (nominated) Chief Executive: _____

Date of application: _____

NOTES:

1. *The provision of false information or failure to disclose information relevant to the grant or holding of an aviation document constitutes an offence under the Civil Aviation Act and is subject into a fine.*
2. *For initial issue or for a change of Senior Persons, separate form CAA24FPP will need to accompany this application for each of the senior persons nominated in Section 5.*

The completed application together with the appropriate fee and supporting documentation, should be submitted to:

ANS.
Civil Aviation Authority
PO-34, Box-6,
Ulaanbaatar 17120,
Mongolia

ANS@mcaa.gov.mn

OFFICE USE ONLY

1 Received by: _____ 2. Date Received: _____ 3. Receipt No: _____
4. Job No: _____ 5. Completed by: _____ 6. Certificate issue date: _____
