



**CIVIL AVIATION ASSIST**  
*Your Aviation Specialist*  
Reg no: 2010/10551/23

CSIR Campus, Meiring Naude Street  
Building 8, 2<sup>nd</sup> Floor, Room227  
Brummeria 0184  
[info@aviationassist.co.za](mailto:info@aviationassist.co.za)  
Office: +27 (0)83 442 8452

2020

Dear Client:

Herewith an explanation of Civil Aviation Assist's services - please read carefully to avoid any delay.

**How does it work?**

Please submit your application by email. Once your application is received in order, we will submit the documentation to the SACAA.

**Costs**

Civil Aviation Assist cc service fee for delivery & collection from

Service Fee for Applications R370.00

SACAA Aircraft Registration R400.00

Collection Fee (no handling of application, just collection) R270.00

Courier fee (SA only) R155-00

\*Contact us for a delivery quote outside South Africa

The processing of your documentation at SACAA, takes minimum 10 -17 working days (turnaround may increase due to the backlog caused by the lockdown period).

**Banking Details**

SACAA banking details are available on any SACAA application form on the top of the page under the address.

(Please type your license number or Aircraft registration letters as reference. These details are compulsory. Without these details your payment will not be accepted at the SACAA)

Our service fee can be deposited into the account below: .

Civil Aviation Assist cc

**Nedbank**

**Branch Code -169745**

**Account No – 1004403410**

**Current Account**

**Ref: Please type your Surname and Initials as reference.**

Please make sure that both the proof of payments to Civil Aviation Assist & SACAA is attached to your email. (Civil Aviation Assist's pop must be scanned in a separate attachment).

*No licence will be processed without the correct payment included.*

**How do I send the documentation to Civil Aviation Assist cc?**

**Please email copies of the application to [online@aviationassist.co.za](mailto:online@aviationassist.co.za) in one pdf file (Licence number and Name).  
The proof of payment for our service must be sent in a separate attachment.**

*If you don't have access to an email account, you are welcome to send the original documentation to us by Courier or by PostNet :*

PostNet C/O Civil Aviation Assist (083 442 8452)

*Please send to Postnet Equestria, Shop 11A Equestria Centre, Cnr of Simon Vermoten & Furrow Road, Die Wilgers, Pretoria for counter pick-up (012) 807 3280/0866*

Courier

CSIR Campus

Building 8, 2<sup>nd</sup> Floor, Room 227

Meiring Naude Street

Brummeria

Pretoria

0184

At: Mare' Pretorius (083 442 8452)

***Important Points to remember when sending your documentation.***

1. Application forms are available on the SACAA website [www.caa.co.za](http://www.caa.co.za). (Alternatively can the forms also be subtracted from our own website : [www.aviationassist.co.za](http://www.aviationassist.co.za).)
2. Please read the fine print on the application form for your information and requirements.  
*No amendments will be accepted without the applicant/instructor's signature. Hours must be completed on test forms.*
3. **SACAA will only accept documentation within 30 days of completion. Submission of the complete application will be the responsibility of the applicant.**
4. **If outstanding documentation requested by our company is not received within the 30-day period in order for us to submit the application in time, we will not take responsibility for lapsed Competency/Skills tests and any costs thereof.**
5. Please provide Civil Aviation Assist cc with a physical address for courier delivery or the name of a Postnet branch.
6. **Civil Aviation Assist does not make use of the Postal Services/Speed Services & will not take any responsibility for documents lost or delayed when using postal services.**
7. **Civil Aviation Assist will not make any alterations on behalf of the client on documents.**
8. **Civil Aviation Assist is forbidden by the SACAA to scan and email any processed legal licence to any client.  
Should we contravene any of these rules and regulations we stand in breach, and may lose our trading licence.**
9. Annual increase will take place 1 April 2021.

*Please do not hesitate to contact us should you have any queries regarding the above.*

Kind Regards

Civil Aviation Assist Team

083 442 8452 / 0826534734