



Dear Client

Recent weeks have been tough for all of us. Our hearts go out to all those who have been impacted in this difficult time and we want to assure you that our team is there for you.

The Civil Aviation Authority announced that during the lockdown period, they have implemented an online application system, to assist with high volume Licence applications, to reduce the backlog caused by Covid-19. Licences will be issued, but will not be collected until the next Level is announced.

We are carefully monitoring how to best handle the situation and will advise as the process evolves, until we all can return back to work.

Our company and the SACAA is hopeful that we will be able to return to the office once Level 3 is announced by Government. We will send out a notification as soon as this is final. The SACAA issued an extension enabling licensed personnel whose licences expire after 27 March 2020, to continue using the privileges of their licenses for a period of up to 30 June 2020.

In the meantime, you can email new Licencing applications to us and we will submit and monitor each application on your behalf.

Find below the process to follow:

Please scan and save your complete application under licence number, followed by your initials and surname in one pdf format file. Email the attachment in the following order...

- 1) SACAA prescribed fee – Proof of payment
- 2) Licence application form (CERTIFIED COPY)
- 3) Compulsory, a CERTIFIED COPY of SA Medical (EMPIC medical A4 certificate /copy of A6 medical certificate)
- 4) Any additional documentation, CERTIFIED ON EACH PAGE e.g. English Language Proficiency, Radio, Exam results etc.
- 5) CERTIFIED COPIES of the last 3 pages of logbook entries, including relevant flight entries, dated 12 months summary, endorsement page.

**Only flight tests conducted on the 27th of March 2020 or before will be accepted.*

Please include the proof of payment for our service fee and the courier fee on a separate attachment and remember to include your return address so that we can send your licence once we can collect the documentation

We encourage you to contact us should you need any assistance with fees, forms and requirements. Unfortunately, we are not yet able to collect documentation such as Airworthiness- or Registration certificates from the authority until they open.

Our company is committed to what is most important, our customers, our team and the aviation community.

Best Regards



Civil Aviation Assist & Aviation Courier Services Team

+27 83 442 8452

accounts@aviationassist.co.za / www.aviationassist.co.za

Office : +27 83 442 8452/ info@aviationassist.co.za
2010/105551/23

CSIR Campus, Bldg 8, 2nd Floor, Room 227
Meiring Naude Street, Brummeria



CIVIL
AVIATION
ASSIST



***You Fly...
We Take Care of the Rest!***

Office : +27 83 442 8452/ info@aviationassist.co.za
2010/105551/23

*CSIR Campus, Bldg 8, 2nd Floor, Room 227
Meiring Naude Street, Brummeria*