

2026

Dear Valued Client:

I would like to take this opportunity, to once again thank you for considering our service.
Civil Aviation Assist is a friendly, professional and efficient consultation and courier service since 2008, when we started to service the South African Civil Aviation Community in South Africa and to the rest of the world.

Herewith an explanation of Civil Aviation Assist Services' services - please read carefully to avoid any delays in the delivery of your licenses / documentation.

How does it work?

We submit the documents to the SACAA - ***only if there is proof of payment accompanying the documents***. As soon as we receive the issued license back from the SACAA we will courier it back to your organization. Our annual fee increase will take place 1 March 2027.

Cost for the procedure
Licensing Application Service fee: R570.00 per applicant.
Aircraft Application Service fee: R590.00 per application.
Courier Service per parcel: R175.00 PostNet Services or R260.00 The Courier Guy Courier Service (SA). Courier services may vary due to Petrol increases.
International courier fees will be quoted through DHL

The processing and issuing of your documentation at SACAA, takes 10 - 14 working days. Therefore, please ensure that renewals are submitted well in advance of the expiring date. License holders may apply for renewal in accordance with SACARS regulations up to three months prior to the expiry date of their license without affecting its validity. However, we strongly recommend submitting renewal applications at least 40 working days before the expiry date to allow sufficient time for processing and to avoid any disruptions.

Please note

- If a Medical Certificate is included together with an application, no add. fee will be requested for the medical, but when a medical certificate is submitted on its own a service fee of R430.00 will be charged.
- *Collections only (No processing) R430*.00 (excluding courier)
- *We do provide a special Tariff for Bulk clients*

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 as reference for the SACAA. These details are compulsory. Without these details your payment will not be accepted by the SACAA).

Our service fee must be deposited into our bank account, details below: You are welcome to make ONE payment into our account, that means the SACAA currency fee plus our service fee, and we will pay the SACAAon your behalf.

Please take note of our banking details below, PLEASE type your initials and surname as reference for our bank account

Name of account:

CIVIL AVIATION ASSIST PTY LTD

Bank Nedbank
Account No. 1004403410
Branch. The Grove
Code 169745
Current Account

Ref: Please type your Surname and Initials as reference. (VERY IMPORTANT)

Important Points to remember when sending your documentation.

1. Application forms are available on the SACAA website www.caa.co.za or on our website. SACAA will accept a copy of the completed application forms, the original documentation must be kept safe by license holder. Each application must be submitted with the prescribed SACAA fee proof of payment.
2. Please read the fine print on the application form for your information and requirements.
   No tippex may be used on the application forms. If a mistake has been made, re-write the form. No amendments will be accepted without the applicant/instructor's signature.
3. Logbook: All Applications should be accompanied by copies of the last 3 pages of your logbook and a dated flight summary or a 12-month summary (depending on the application) appearing on the last page, with the period included…From – To ". Pilots won't have to submit certified copies.
4. Any "flight test entry" must be endorsed by the instructor in the back of the logbook and a copy of the endorsement page must also be sent with the logbook.
5. Any "flight test" application must be initialed by the instructor and the applicant on each page.
6. Please include a valid medical certificate, the complete A4 certificate.
7. SACAA will only accept documentation within 30 days of completion of the flight test, no acceptations.
8. Please provide Civil Aviation Assist with a physical address for courier delivery. Courier delivery takes 1 – 2 days to deliver. Most main depos will be delivered overnight.
9. 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.
10. ***Civil Aviation Assist is not allowed to complete hours or make any alterations on behalf of the client on test forms or any documents.***
11. ***Please make sure you submit applications on time, turnaround time may increase due to unforeseen circumstances. Applications will only be considerate to be escalated with supporting motivation from***

employer including flight schedule, proof of air tickets and accommodation bookings. No exceptions will be granted without valid supporting documentation.

12. ***Each application must be submitted with a SACAA POPI consent form which will be provided by our company.***

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



Kind Regards
Civil Aviation Assist
Mare Pretorius – Operations Manager 083 442 8452 / info@aviationassist.co.za

For ACCOUNT queries please contact:
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