



**Civil Aviation Authority of Fiji**  
**APPLICATION TO BECOME A CARGO HANDLING AGENT**

Form  
**SF 102A**

**Please read carefully before filling in the form.**

- If you wish to be included on the list of approved Air Cargo Handling Agent and;
  - you handle cargo which will be carried on a civil aircraft
  - cargo handled by you is for carriage from any aerodrome in Fiji to a destination outside Fiji
  - you or another person acting on your behalf deliver cargo direct to an aircraft operator.

You should fill in this form.

- Please print clearly in black/blue ink
- Please  the relevant boxes.

- Have you applied for certification before?     Yes     No  
 If **Yes**, please give details including allocated number, on a separate sheet.
- Are you a registered company?                      Yes     No   
 If **Yes**, please complete Part A. If **No**, please complete Part B (overleaf).

**PART A**

Company Name			
Registration No			
Trading as			
VAT Reg No.			
Registered Office Address			
	Postcode		
Telephone No.		Fax No.	

**\*Please attach an address list of all premises where you will handle cargo during and after screening.**

How many staff do you employ to handle cargo? i.e. prepare manifests and/or receive/pack/store/deliver.

0-25                       26-50                       51-75                       76-100                       100+

How many staff are responsible for screening or searching cargo and ensuring that screened cargo is protected from interference?

0-25                       26-50                       51-75                       76-100                       100+

Does any member of your company have any criminal convictions?                      Yes                       No   
 If **Yes** please attach full details on a separate sheet

**➔ Now go to Part B**

**PART B**

Are you?

**(a)** a sole proprietor

Full name

Trading as

or **(b)** a partnership or association

Full names of all partners or associates

Continued on a separate sheet ...

Trading as

For **(a)** or **(b)**

VAT Reg No.

Address of principal office   
  
Postcode

Telephone No.

Fax No.

**\*Please attach an address list of all premises where you will handle cargo during and after screening.**

How many staff do you employ to handle cargo? i.e. prepare manifests and/or receive/pack/store/deliver.

0-25       26-50       51-75       76-100       100+

How many staff are responsible for screening or searching cargo and ensuring that screened cargo is protected from interference?

0-25       26-50       51-75       76-100       100+

Does any member of your company have any criminal convictions?      Yes       No

If **Yes** please attach full details on a separate sheet

 Now go to **Part C**

**PART C**

Please give details of the individual in your company who will officially accept any written or verbal communication from the Authority relating to air cargo business.

Name	<input type="text"/>		
Position in Company	<input type="text"/>		
Official address	<input type="text"/>		
	<input type="text"/>		
			Postcode
Telephone No.	<input type="text"/>	Fax No.	<input type="text"/>

**PART D**  **Now please sign and date the form**

I declare that the information I have given is, to the best of my knowledge true and correct.

Signed	<input type="text"/>	Dated	<input type="text"/>
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Name (CAPITAL LETTERS)	<input type="text"/>
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Position in Company	<input type="text"/>
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**Now return the completed application form together with the following:**

- Copy of your Regulated Agent Security Programme
- An address list of all premises where you will handle cargo during and after screening
- A statement of your current security policy
- Details of previous applications for listing

then send it to:  
**Controller  
Aviation Safety & Security  
Civil Aviation Authority of Fiji  
Private Mail Bag  
Nadi Airport**

**For Office Use Only**

Date application received

New application? Yes  No

Re-application after refusal? Yes  No

Renewal Yes  No

Date sent to CAAF

Date received at CAAF

Date of listing

Allocated Number

Date of renewal

Date application refused

Reason for refusal

Date refusal notified to applicant