



Civil Aviation Authority of Fiji
APPLICATION TO BECOME A REGULATED CARGO AGENT

Form
SF 102B

Please read these notes carefully before filling in the form.

- If you wish to be included on the list of approved air cargo regulated 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 certificate 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. <input style="width: 150px;" type="text"/>

***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"/>		
	<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
- Details of any criminal convictions
- A statement of your current security policy
- Details of previous applications for certificate

then send it to:

**Controller
Aviation Safety & Security
Civil Aviation Authority of Fiji
Private Mail Bag NAP 0354
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 Certificate

Allocated Number

Date of renewal

Date application refused

Reason for refusal

Date refusal notified to applicant