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

* If you wish to be certified as an Aviation Security Service Organization,

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 operate from.***

How many staff do you employ in your company for AVSEC operational duties? i.e. acceptance, preparation, packing & delivery.

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?

|  |
| --- |
|        |

1. a sole proprietor [ ]

Full name

|  |
| --- |
|        |

Trading as

or

1. 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 operate from.***

How many staff do you employ in your company for AVSEC operational duties? i.e. acceptance, preparation, packing & delivery.

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 aviation security business.

|  |  |
| --- | --- |
| Name |       |
| Position in Company |       |
| Official address |       |
|  |       |
|  |       |
| Telephone No. |       | Postcode |       |
|  |  | Fax No. |       |

# 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.

|  |  |  |
| --- | --- | --- |
|   | Dated  |  Click or tap to enter a date. |

Signed

Name

|  |
| --- |
|        |

(CAPITAL

LETTERS)

|  |
| --- |
|        |

Position in

Company

**Now return the completed application form together with the following:**

[ ]  Copy of Organisation Exposition, QA System, Safety Management System.

[ ]  An address list of all premises where you will be operating from.

[ ]  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**

|  |  |
| --- | --- |
|

|  |
| --- |
|  Click or tap to enter a date. |

Date application received  |

 New application? Yes [ ]  No [ ]

 Re-application after refusal? Yes [ ]  No [ ]

 Renewal Yes [ ]  No [ ]

|  |
| --- |
|  Click or tap to enter a date. |

Date sent to CAAF

|  |
| --- |
|  Click or tap to enter a date. |

Date received at CAAF

|  |
| --- |
|  Click or tap to enter a date. |

Date of listing

|  |
| --- |
|  Click or tap to enter a date. |

Allocated Number

|  |
| --- |
|  Click or tap to enter a date. |

Date of renewal

|  |
| --- |
|  Click or tap to enter a date. |

Date application refused

Reason for refusal

|  |
| --- |
|                  |

|  |
| --- |
|  Click or tap to enter a date. |

Date refusal notified to applicant