



**CIVIL AVIATION AUTHORITY OF BANGLADESH
HEADQUARTERS, KURMITOLA, DHAKA**

No. CAAB/1703/AT/1546

Date: 16-05-2004

AIR TRANSPORT CIRCULAR NO. 2/2004

**Subject: Procedure for Operation of scheduled international air services by
Foreign Operator/Carrier.**

This is for information and compliance of all concerned that for Operation of scheduled international air services by Foreign Operator/Carrier, the under mentioned procedures shall be followed:

- A. The airline shall be formally designated in accordance with the provision of the Bilateral Air Services Agreement concluded between Bangladesh and the country concerned. A copy of the letter designating the airline shall be submitted with the application.
- B. Application for permission for Operation of scheduled international air transport services by designated airline shall be submitted to the Chairman, Civil Aviation Authority of Bangladesh through Diplomatic Channel.
- C. The original and two copies of the application along with the following information with supporting documents shall be submitted at least 45 (Forty Five) days before starting the operation.

01. General:

- 1.1 The full name of the applicant
- 1.2 The nature of the organization (Government, Private, Public Limited etc.)
- 1.3 The name of the country under the law of which it is organized.
- 1.4 Names and nationality of the Directors and Shareholders and their usual residential addresses. (Attach duly attested copies of the Nationality Certificate of Directors & Shareholders and copy of the Memorandum of Article of Association of the organization.)
- 1.5 Capital, Number of shares, share distribution.
- 1.6 Addresses of Principal office and operational offices including Telephone, Fax & Email numbers.
- 1.7 Proposed service: Passenger Cargo Passenger, Cargo & Mail
- 1.8 Audited Reports of the Organization and the Balance sheet.
- 1.9 Particulars regarding local agent or branch in Bangladesh.

02. Technical:

- 2.1 Copy of the valid Air Operator Certificate or equivalent document issued by the State of the Operator authorizing the airline to operate scheduled international air services as well as a copy of the air transport license, if any, issued by the State designating the airline.
- 2.2 Copy of the Operational Manual approved by the competent authority of the State of the Operator.
- 2.3 Copy of the Certificate of Registration of the aircraft.
- 2.4 Copy of the valid Certificate of Airworthiness of the aircraft.
- 2.5 A certificate from the airworthiness and licensing authorities of the airline that ICAO standards in the matter of licensing of personnel, airworthiness and operation of aircraft are being followed.
- 2.6 Details of the aircraft mentioning Type & Design of Aircraft, Type & number of engine installed, including rated horse power of each engine, Maximum Take-off weight & Landing weight of the aircraft, ACN, Seat & Cargo Capacity, Maximum authorized airspeed at Cruising, Climbing & Descending and Maximum authorized flying altitude when passenger are carried and when empty.
- 2.7 Number, type and model designation of all communication and radio or radar navigation equipment, information regarding frequency range available for both transferring and receiving.
- 2.8 Detail of the Airline Security Program.
- 2.9 Details of the laws relating to the liability of the carriers towards passengers, cargo, baggage and third party being followed by the airline and copies of the insurance policy.
- 2.10 An undertaking by the Chief Executive of the Airline/Operator that, airline shall conduct its air transport operations so as not to involve breach of any obligations imposed upon the Government of Bangladesh under any agreement with another Government.

Any changes in clause 1 & 2 must be notified at least 15 days before become effective.

03. Tariff

Pursuant to the provisions of Rule 289 of CAR, 1984 the Airline/Operator shall submit for prior approval of the Chairman, CAAB all proposals for fare/tariff to be charged for the carriage of passengers and freight on each route to be operated by it. Such fare/tariff shall not be published without prior approval of the Chairman and any proposal for their change shall be submitted to the Chairman, CAAB for approval.

04. Routes & Timetable

The airline/Operator shall submit timetable for operation of air transport services on specified routes for approval of the Chairman, CAAB. No alteration in the timetable shall be allowed without approval of the Chairman, CAAB and any proposal for their change shall be submitted to the Chairman, CAAB for approval.

05. Carriage of Dangerous Goods

The airline/Operator shall have to obtain a separate Competency Certificate from the Chairman for carriage of Dangerous Goods.

06. Statistics

The airline/Operator shall submit monthly return of statistics on movement of traffic, passengers, cargo & mail in a prescribed form to the Chairman, CAAB within 10 days of the following month.

07. Charges

The airline/Operator shall pay all aeronautical & non-aeronautical charges according to the rates mentioned in the Schedule IV of Rule 269 of Civil Aviation Rules, 1984 (CAR'84) and the rates prescribed by the Chairman.

D. Civil Aviation Authority of Bangladesh will assign an inspection team to visit and inspect the facilities of the operators at its principal place of business and operations base.

E. Civil Aviation Authority of Bangladesh reserves the right to seek any information in respect of particulars mentioned above and any other relevant information so as to satisfy itself that the designated airline continues to meet all the requirements on the fulfillment of which the operating permit granted at any time.

F. Chairman, CAAB may revoke or suspend such operation as he thinks fit, if he is satisfied that any of the conditions thereof has not been complied with or that the failure to comply is due to any willful act or has been so frequent, or is due to such negligence on operator's part that the permission for operation should, in the public interest, be revoked, or as the case may be, suspended.

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Air Cdre. Zahed Kuddus
Chairman

Civil Aviation Authority of Bangladesh

Distribution:

01. The Secretary, Ministry of Civil Aviation & Tourism, Bangladesh Secretariat, Dhaka, Bangladesh.
02. Member (Operations & Planning), CAAB HQ's, Kurmitola, Dhaka.
03. Director (Flight Safety & Regulations), CAAB HQ's, Kurmitola, Dhaka.
04. All concerned Airlines/Operators