**Republika e Kosovës**

Republika Kosova - Republic of Kosovo

*Qeveria – Vlada – Government*

***Ministria e Infrastrukturës***

 *Ministarstvo Infrastrukture - Ministry of Infrastructure*

**APPLICATION FORM FOR NON ECAA FLIGHTS**

|  |
| --- |
| **Request for the issuance of a Decision on Operating Permit for carriage by air of persons, baggage, cargo and mail pursuant to Law on Civil Aviation No.03/L–051 and Regulation 02/2015 of the Ministry of Infrastructure. This form shall be used for series of non scheduled flights to/from Prishtina** |

|  |
| --- |
| **1.**Air Carrier**Full Name Carrier****1.1****Address of head Office****1.2****1.6****E-mail Address****1.5****AFTN / SITA Address****Telefax****1.4****Telephone****1.3** |

###### Route(s) and schedule

**Proposed route (s)**

**2.1**

**2.**

**2.2**

**Annex 1**

**Filing of schedule**

**The complete schedule must be filed on form Annex 1, indicating flight number, effective date, expiry date, days of operation, type of aircraft, aircraft operator as well as any restriction on traffic rights imposed by foreign authorities.**

###### Proposed effectiveness-date

**3.**

**Annex 2**

###### Or a declaration of competency from the appropriate aeronautical authorities of the State in which the air carrier is incorporated and has its principal place of business confirming that the air carrier is entitled to operate international air services in the category it has applied for.

###### Operating License

###### Pursuant to Regulation (EC) No 1008/2008. If your licensing country does not issue such license then please provide financial fitness information about the air carrier pursuant to Articles 5 and 8, as listed in Annex 1 and 2 of Regulation (EC) No 1008/2008

###### Third party liability insurance

###### Aircraft

###### Aircraft to be used

**Annex 4**

###### All aircraft to be used on the proposed route(s) to and from Kosovo have to be listed on form “aircraft list” , certificate of registration and airworthiness attached to this application

###### Third party liability insurance must be placed, covering the liability for damages to third persons and property on the ground.

**6.**

**Annex 5**

**Annex 3**

**7.**

**5.**

###### Air Operator Certificate (AOC)

**4.**

**Annex 8**

**Annex 6**

**Annex 7**

###### Air carrier aviation security programme

**12**

###### Air carrier representative

**11**

**10**

**9.**

###### A representative of the air carrier shall be designated through a Power of Attorney

###### Confirmation from the Appropriate Authority for Aviation Security of the State of domicile that the air carrier’s aviation security program is approved/validated.

###### A list of slots at Prishtina International Airport for which the air carrier claims historical precedence.

###### History of operations at Prishtina International Airport

###### A sufficient passenger cargo, mail and airline general liability insurance has to be placed.

###### Passenger, cargo, mail and airline general liability insurance

###### A sufficient third party liability insurance has to be placed, including AVN 52D

###### Third Party liability insurance AVN 52 D

**Annex 10**

**Annex 9**

**8.**

###### General Information about the air carrier

**Annex 11**

**13**

###### Corporate Structure, effective control and ownership of assets, type of operations, network alliances, partnerships, most recent financial statements…

**14**

###### Information on the Tour Operator

**Annex 12**

###### Air carriers should attach a certified/notarized copy of a contract or contracts with tour operators for intended flights to Kosovo

**Annex 13**

###### Tour Operator’s activity in Kosovo

**15**

**Please attach a certificate of the tour operator’s business registration or of its branch in Kosovo**

**Place and Date Stamp and Signature**

**------------------------------ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Please send the request to:**

**MINISTRY OF INFRASTRUCTURE**

**CIVIL AVIATION DEPARTMENT**

**Government Building, ‘Nena Tereze’ Avenue, 10000 Prishtina, Republic of Kosovo**

**Tel: (+381) 38 200 28 105; e-mail: trafficrights@rks-gov.net**

***Annex 1***

###### Date

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  |  | **Flight number** |  |  |  |
|  |  |  | **Date effective** |  |  |  |
|  |  |  | **Valid until** |  |  |  |
|  |  |  | **Days of operation** |  |  |  |
|  |  |  | **Type of aircraft** |  |  |  |
|  |  |  | **Aircraft operator** |  |  |  |
|  |  |  | Airport |  |  |  |
|  |  | dep | arr |  |  |
|  |  | arr | Airport | dep |  |  |
|  |  | dep | arr |  |  |
|  |  | arr | Airport | dep |  |  |
|  |  | dep | arr |  |  |
|  |  | arr | Airport | dep |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  | **Flight number** |  |  |  |
|  |  |  | **Date effective** |  |  |  |
|  |  |  | **Valid until** |  |  |  |
|  |  |  | **Days of operation** |  |  |  |
|  |  |  | **Type of aircraft** |  |  |  |
|  |  |  | **Aircraft operator** |  |  |  |
|  |  |  | Airport |  |  |  |
|  |  | dep | arr |  |  |
|  |  | arr | Airport | dep |  |  |
|  |  | dep | arr |  |  |
|  |  | arr | Airport | dep |  |  |
|  |  | dep | arr |  |  |
|  |  | arr | Airport | dep |  |  |
|  |  |  |  |  |  |

###### SCHEDULE FILING

###### Civil Aviation Department comment: /decision

***Annex 2***

###### Air Operators Certificate or a declaration of competency from the appropriate aeronautical authorities of the State in which the air carrier is incorporated and has its principal place of business confirming that the air carrier is entitled to operate international air services in the category it has applied for.

Full name of Air carrier

### Please attach:

### Air Operators Certificate

***Annex 3***

Operating License pursuant to Chapter II of the Regulation (EC) No 1008/2008 on common rules for the operation of air services in the Community

**Please attach:**

**Operating License**

***Annex 4***

|  |
| --- |
| AIRCRAFT LIST**Carrier name** |

**Noise Category**

**Type** **/ Series**

**Registration**

**Configuration**

# F

# Y

# C

|  |
| --- |
| **Date** |

COMPANY STAMP

**Filing instructions see reverse side**

***Annex 4 continued***

###### AIRCRAFT LIST

SPECIMEN

**Configuration**

**Type** **/ Series**

# Y

# C

# F

**Noise Category**

**Registration**

STARTUP AIRWAYS

**Carrier name**

**III**

98

24

8

Boeing 737-4B3

YY-XZX

STARTUP AIRWAYS

COMPANY STAMP

15 January 1999

**Date**

***Annex 5***

Proof of Third party liability insurance covering the damages to third persons and property on the ground

Full name of Air carrier

### Please attach:

### Proof of third party liability insurance of the Air carrier

***Annex 6***

Proof of Third party liability insurance AVN 52D

Full name of Air carrier

### Please attach:

### Proof of third party liability insurance of the Air carrier

***Annex 7***

Proof of Passenger, Cargo, Mail liability insurance

Full name of Air carrier

### Please attach:

### Proof of passenger liability insurance of the air carrier

***Annex 8***

History of operations at Prishtina Airport

Full name of Air carrier

### Please attach:

### List of slots at Prishtina Airport for which the air carrier claims historical precedence.

***Annex 9***

## Power of Attorney

Hereinafter, the employee……………………..……………………………..is assigned for working in Prishtina – Kosovo

POC (Point of contact) numbers are:

Phone: …………………….……..

Fax: ……………………….……..

E-mail: …………………….…….

**1.**

The above-appointed person will remain in Prishtina – Kosovo commencing the period

from …..…. / …../ ……... to …..…. / …../ …..….

**2.**

The above person is authorized to represent the company as agent vis-à-vis governmental and administrative bodies including in court proceedings as well as accept service of legal documents on behalf of the carrier. He will accept services such as court documents and will represent them in court.

### MI reserves rights to refuse the designee based on educational, professional background, his/her track record of airport operations, or the number of air carriers that may have designated him/her as a representative in Kosovo

 In accordance with the close coordination to the management of (name of the company)

Official Stamp

and signature

***Annex 10***

Air Carrier Aviation Security Programme

Full name of Air carrier

### Please attach:

###### Confirmation from the Appropriate Authority for Aviation Security of the State of domicile that the air carrier’s aviation security programme is approved/validated.

***Annex 11***

General information about the air carrier

Full name of Air carrier

### Please attach:

### Corporate Structure, effective control and ownership of assets, type of operations, network alliances, partnerships, most recent financial statements…

***Annex 12***

Information on the Tour Operator

Full name of Air carrier

### Please attach:

### A certified/notarized copy of a contract or contracts with tour operators for intended flights to Kosovo

***Annex 13***

Tour Operator’s activity in Kosovo

Full name of Air carrier

### Please attach:

### A certificate of the tour operator’s business registration or of its branch in Kosovo.