

REQUIREMENTS MANUAL

JAC-001



Version 7.0.

CONTROL DE CAMBIOS

Version	1.0
Date	May, 2010
Main modified points	initial version ipsum
Summary of the Modification	Does not apply

Version	2.0
Date	September 2010
Main modified points	Operation Permit (Foreign Air Operator), Item q) of the documents to be attached. Approved by Resolution No. 104- (2010).
Summary of the Modification	The requirements for issuing the Operating Permits were simplified. The provisions of Law No. 479-08, on Commercial Companies and Individual Limited Liability Companies, were added.

Version	3.0
Date	August, 2011
Main modified points	Certificate of Economic Authorization. Approved by Resolution No. 161- (2011).
Summary of the Modification	Changes in the request for the requirement of the Certification issued by the Specialized Corps regarding Civil Aviation Security, as well as the reinsertion of the requirement of domicile setting.

Version	4.0
Date	September, 2014
Main modified points	<ul style="list-style-type: none"> • The amendment of the Consignee License is included. • The Service Request Form is included. • An Affidavit is included for Economic Authorization Certificates, in case of accident investigation or serious aviation incident. • Table of costs and terms of services is included. • Forms of the International Civil Aviation Organization (ICAO), related to air transport information, are attached. <p>Approved by Resolution No. 2500 (2014).</p>
Summary of the Modification	All service requirements were reviewed, in some cases, requirements were removed or added.

Version	5.0
Date	September, 2015
Main modified points	<ul style="list-style-type: none"> • The phase system for the processes is implemented. • Suitability Requirements are included. • Points related to economic and financial requirements are modified. • Some formalities of the legal documents are expressly included. • The requirement of the Subscribed and Paid Capital Required is modified. • The requirement on Working Capital and the Guarantee Account (trust account) is included. <p>Approved by Resolution No. 205- (2015).</p>
Summary of the Modification	<p>The wording of the requirements was improved.</p> <p>All service requirements were reviewed, in some cases, requirements were removed or added.</p>

Version	6.0
Date	January, 2017
Main modified points	<ul style="list-style-type: none"> • The reference to Law No. 140-15, on Notaries, is removed from the Submission. • Law No. 633-44 on Public Accountants is removed from the Presentation. • An explanatory text is added in the introductory part on the deadlines for the provision of services and the reasons for filing a service request file. • The orientation meeting with the technical staff of the JAC is established as an initial requirement for the issuance of a CAE. • Phases for the issuance of a CAE are eliminated. • There is a reclassification of the types of national operators, according to their capacity, for the economic and financial requirements in the issuance of a CAE. • The minimum required of Subscribed and Paid Capital for the issuance of a CAE is included. • The Notarized Affidavit where the air operator is responsible for the expenses in case of an accident or serious incident, for the investigation by the Aviation Accident Investigation Commission (CIAA), in the issue of a CAE is eliminated. • The requirement of a cash deposit in a bank account for working capital for the issuance of a CAE is eliminated. Which can be demonstrated through another financial instrument. • They are included for the issuance of a CAE, as evidence of liquidity for the start of operations: credit availability, bank certification, financial instrument or combinations of the above. • The possibility of providing evidence of the process before the CESAC and of an Insurance Policy Proposal is included in the CAE expedition, for the purpose of processing the application. • Legal and economic-financial requirements for the renewal of a CAE are eliminated, and documentation updates will only be requested, if applicable

Version	6.0
Date	January, 2017
Main modified points	<p>Point 9 of the corporate requirements for the issuance of a PO is eliminated, regarding that the applicant when stamping his signature knows and is subject to the provisions of Dominican laws, especially Law No. 491-06, its modifications and other valid regulations.</p> <ul style="list-style-type: none"> • Some of the General Notes for the renewal of an Operation Permit are eliminated, remaining the one related to documentation update and the payment of the service. • The IDAC Certification is transferred from legal to economic requirements, in the process of amending the Operating Permit. • The amount of the Special Drawing Right (SDR) is updated, as published by the International Monetary Fund. • The Renminbi, Chinese currency, is added as part of the International Monetary Fund's currency basket. • Note on coverage of damages to third parties is added to the Table of Compensatory Amounts. • A Note regarding the acceptance of the currencies that make up the SDR valuation basket and Dominican Peso. • It is added in the Notes to the Table of Compensation Amounts, exemption from the coverage of Articles 19 and 22 of the Montreal Convention, in favor of national air operators under RAD135 for air taxi in internal operations. • Annexes B and C are deleted. • The text referring to the Combined Single Limit is modified from the Insurance Notes, indicating that it must comply with the Montreal Convention, 1999. • The General Note that was in all the services, relative to the fact that applications would not be accepted without all the required documentation, is eliminated. • The requirements for the application for a Special Permit are added. <p>Approved by Resolution No. 106- (2017).</p>

Version	6.0
Date	January, 2017
Summary of the Modification	<p>All the requirements of the services were reviewed, in some cases, requirements were eliminated or added, or the wording of them was improved.</p> <p>Reasons for filing a service request were included.</p> <p>The CAE expedition was the service subject to further modifications.</p> <p>The requirements for the application for a Special Permit were included.</p>

Version	7.0
Date	November, 2019
Main modified points	<p>It is added to the Requirements Manual:</p> <ul style="list-style-type: none"> • List of Services • Glossary of terms. • Presentation • Methodology for obtaining and executing work. • Introduction • Objective • Foreword • Reception Policy <p>Applicable to all services, the Civil Aviation Board in cases where there is a cooperation agreement, may require other institutions of public administration, information on the requirements that users must meet to obtain one or more services. The part of the Orientation Meeting is transferred under the title of the policy of receiving documents and granting services.</p> <p>CAE Expedition.</p> <p>The definition of CAE is changed.</p> <p>Note I of the CAE forwarding services is modified, and it is established that evidence will be accepted that the applicant has submitted its safety program to the CESAC for approval.</p> <p>The table on Subscribed and Paid Capital Required to national companies was modified.</p> <p>The possibility of consulting through digital means or through email prior to the conclusion of a cooperation agreement, the validity and validity of the PSEA security program issued by CESAC is established.</p> <p>In the CAE renewal process, it is eliminated that the deadlines are contained in the Commitment Letter.</p> <p>Compliance requirement is added to the continuous requirements for the CAE Amendment.</p> <p>Note II, changes were made to the delivery of the proposal for a Civil Responsibility Insurance Policy.</p> <p>It is proposed to obtain information from the DGII, relative to operators, air operators, who do not violate the duty of reservation provided by Article 47 of the Tax Code.</p>

Version	7.0
Date	November, 2019
Main modified points	<p>The requirement to deposit the last three (3) Financial Statements is modified, by depositing the last fiscal period, audited by an Authorized Public Accountant (PCA).</p> <p>It is proposed to eliminate the presentation of the IDAC Certification and that this information be supplied by the institution that produces it through a cooperation agreement.</p> <p>The requirement that for regular routes, the company deposit its compensation policy to the client, when requesting the issuance of the CAE or a P.O. and in the continuous requirements in the cases that undergo some modification.</p> <p>As a way of guiding the nature and scope of the Operation Permit, a definition of what this authorization consists of is added, prior to listing the requirements for the issuance, renewal and amendment of the permit. The definition of consignee license has been added and placed on a page to establish it in an introductory way.</p> <p>A section on (Common Services for National and Foreign Air Operators) was added to the Requirements Manual.</p> <p>Included in the services was the granting of authorizations for the commercialization in the national territory of charter flights to foreign air operators when the route is not served by a regular operator.</p> <p>Annex A (Request for Approval of the Civil Liability Insurance Policy for national and foreign air operators) was modified and the Compensatory Amounts were divided into two tables, in International and Domestic operations).</p> <p>Registration of flight itinerary and fares was added as a service.</p> <p>It is proposed to include considerations on the granting of an extension by the JAC.</p> <p>Bibliography is included.</p> <p>It is included in Annex B, model of statements of financial position and information to be disclosed in the explanatory notes of the financial statements.</p> <p>Annex C, Income Statement model and information to be disclosed in the explanatory notes of the Income Statements are added.</p>

Version	7.0
Date	November, 2019
Summary of the Modification	<p>Coordination mechanisms are established with other government entities for the compilation of information that are held by the public administration.</p> <p>Point 2, CAE renewal,</p> <p>Section 5 economic requirements for issuing CAE 135, up to nine passengers and point 3 economic requirements for CAE 121 are modified.</p> <p>The financial requirements for national air operators are modified.</p> <p>In section 4 of the continuous economic requirements, it is proposed that the verification of the up-to-date balance of national, foreign and consignee airlines issued by the IDAC can be consulted through an expedited and digital way through an inter-institutional cooperation agreement with that institution.</p> <p>A requirement on compensation policies is included.</p> <p>A new service is included, to increase connectivity and passenger traffic. Sections 6 and 7 and the note on page 22 (Requirements Manual 6.0) were deleted, as the information is included in the compensation amounts table</p>

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GLOSSARY OF TERMS

1. **Certificate of Economic Authorization (CAE):** The certificate issued by the Civil Aviation Board when verifying that the interested party has economic and financial capacity to perform air transport services.
2. **Annexes to the Chicago Convention:** Documents issued by the International Civil Aviation Organization (ICAO), containing international standards, recommended methods and procedures, applicable to civil aviation.
3. **Civil Aviation:** The operation of any civil aircraft for the purpose of conducting general aviation operations, aerial work or commercial air transport operations.
4. **Air Operator Certificate (AOC):** The certificate issued by the Director or General Director of the Dominican Institute of Civil Aviation (IDAC), which authorizes a national air operator to perform certain commercial air transport operations.
5. **Chicago Convention:** The International Civil Aviation Convention signed in 1944, which entered into force in 1947, whose provisions govern the actions of the Contracting States in matters of international civil aviation security through the annexes to said Agreement.
6. **Specialized Corps in Airport and Civil Aviation Security (CESAC):** It is the competent authority on civil aviation security, designated by the Dominican State to be responsible for the preparation, implementation and compliance of the national security program of civil aviation.
7. **Dominican Institute of Civil Aviation (IDAC):** Autonomous public entity created under Law No. 491-06 of Civil Aviation of the Dominican Republic in charge of the supervision and control of civil aviation in the Dominican Republic, except for the powers conferred by this law to the JAC

8. **Civil Aviation Board (JAC):** The Advisory body of the Executive branch in relation to the National air transport policy, as well as regulator and executor of the economic aspects of said transport.

9. **Consignee License of Aircraft of Foreign Air Operators on Non-Regular or Charter Flights:** Authorization issued by the Civil Aviation Board to a legal person, so that it can function as such.

10. **Aircraft Operator Safety Program (PSEA):** This is the aviation security document, which must be developed by aircraft operators, in order to establish how they will comply with the requirements of the national civil aviation security program and the airport security program.

11. **ICAO:** The abbreviation for "International Civil Aviation Organization".

12. **National Air Operator:** Any national organization dedicated or engaged in internal or international commercial air transport, directly or indirectly, or by leasing or any other arrangement.

13. **Foreign Air Operator:** Any operator that is not national, that is responsible, directly or indirectly, or by leasing or any other agreement, to carry out commercial air transport operations from or to any point of the Dominican Republic, either based on regular or non-regular flights.

14. **Operation Permit:** The permit issued by the Civil Aviation Board to foreign air operators.

15. **National Civil Aviation Security Program (PNSAC):** This is the civil aviation security document, aimed at the application of the standards and methods recommended in Annex 17 (Security), of the International Civil Aviation Convention; as well as ; of the provisions contained in the annexes, other related documents and conventions, regarding civil aviation security.

PRESENTATION

The Civil Aviation Board based on the powers granted by Law no. 491-06, of Civil Aviation of the Dominican Republic, modified, from its formation to the present, has been implemented more and more effective mechanisms for the provision of the services offered to the public or interested party, which have tried to be more effective in each version offered in the Requirements Manual.

It is no coincidence that these changes have occurred in the national regulations of air transport on a continuous basis, since they are the result of a management focused on the service and the dynamics of the activity, the growth of international, economic and international markets. the impulse to the regularization of the activity emanated from the International Civil Aviation Organization (ICAO).

In this new version of the Requirements Manual (JAC-001) version 7.0, the Civil Aviation Board takes into consideration the general interest and the necessary transformations that must occur in the public administration as of the enactment of Law No. 1-12, of National Development Strategy 2030 of January 25, 2012, which pursues the creation of the basic conditions that foster synergy between public and private actions for the achievement of the Vision of the Long Term Nation and the Objectives and Goals of said Strategy for the promotion and production of goods and services, driven more recently by Decree Nos. 252-18 dated July 11, 2018 and 53-18 dated December 29, 2018. This Law in Article 2 urges public and private institutions to collaborate in the implementation of initiatives and programs that foster innovation and innovation Competitiveness.

In the present revision of the Requirements Manual, the provisions of Law no. 107-13 on the Rights and Duties of Persons in their relationship with the Public Administration, whose objective is focused on “removing from formal procedures, purely formal obstacles (bureaucratic download and simplification); ensure that public services are provided in accordance with reasonable quality standards; facilitate the presentation of requests to people, and adopt technological means for processing and resolving requests, allowing the use of alternative means for those who do not have those ”.

METHODOLOGY FOR THE OBTAINING OF INFORMATION AND EXECUTION OF WORK.

Within the methodologies used, in compliance with Articles 30 and 31 of Law no. 107-13, on the Rights of Persons in their Relations with the Administration and Administrative Procedure, for the preparation of this version of the Manual of Requirements of the Civil Aviation Board (JAC-001), we highlight the following:

- 1. Commission Constitution.** For the purposes of having an updated regulatory framework, the Civil Aviation Board, appointed in the Commission, aviation technicians from different areas of the institution, to carry out the revision and adaptation of the Requirements Manual Version 6.0
- 2. Consult the Aeronautical Community.** The Civil Aviation Board consulted the airlines, airline representative, airline association, legal representatives, citizens and interest groups, so that within fifteen (15) working days, make their proposed amendments or comments, the which were considered by the commission in charge of the review.
- 3. Internal worktables.** The designated commission, as well as other collaborators, met on multiple occasions, both in internal meetings, as well as with users and managers of airlines and consignee agents. In that tenor, impressions were also exchanged via emails.
4. Draft modification of the Requirements Manual approved by the Plenary Session of the Civil Aviation Board, was again made available to airlines, airline representative, airline association, legal representatives, citizens and interest groups, for that a reasonable and sufficient term process and analyze the proposed modifications.
5. Socialization of the Requirements Manual JAC-001, Version 7.0.

INTRODUCTION

This Requirements Manual establishes the legal, financial and economic requirements to be met by applicants, users of services and products offered by the Civil Aviation Board.

In an effort to simplify the requirements applicable to services and to exercise its role as a regulator of the economic and financial aspects of air transport, the Civil Aviation Board seeks to simultaneously guarantee the rights of users, stimulate business growth , competition between airlines based on an open skies policy and investment, trying to eliminate as much as possible any requirement that might be considered unnecessary, while guaranteeing the State the fulfillment of the obligations of the subjects of the regulation, since this version It seeks to simplify the regulatory framework and regulatory improvement.

In order to prevent the user or administrator from providing documentation that is already in the hands of the public administration, in this version the information located or obtained through cooperation agreements, single window system or alternative systems have been considered valid, as information published in official portals of other government institutions.

POLICIES FOR RECEPTION OF DOCUMENTS AND GRANTING OF SERVICES

- The services offered by the Civil Aviation Board (JAC) will be provided within the deadlines established in our Commitment Letter, available on the website: www.jac.gob.do.
- Only those service requests that have all the required documentation will be received.
- Any comments on the documentation and information provided will be notified to the applicant by email or in physical communication.
- Duly complete the Application Form F-PSS-01.
- Service requests will be received during business hours from Monday to Friday from 08:00 a.m. to 04:00 p.m.

REASONS TO FILE A SERVICE REQUEST

The Civil Aviation Board (JAC) may file a service request file by one of the following reasons:

1. For not complying with the established economic and legal requirements, or for not having received a response to the observations made on the documentation provided after a period of forty-five (45) days has expired.
2. By express withdrawal of the applicant.

If a new request for the same service is created after the file is filed, the Civil Aviation Board (JAC) will require the client to update the information and documents that have time out or expired.

MECHANISMS OF COORDINATION WITH OTHER GOVERNMENTAL ENTITIES FOR THE COMPILATION OF INFORMATION THAT WORK IN THE HANDS OF THE PUBLIC ADMINISTRATION.

In accordance with the provisions of Law no. 107-13, on the Rights of Persons in their Relations with the Public Administration, Official Gazette, No. 10722 of August 8, 2013, in Article 4, Rights to good administration and rights of persons in relation to Public administration, the Civil Aviation Board will promote its best efforts in concluding cooperation agreements with other public sector institutions.

MEETING OF ORIENTATION TO INTERESTED PARTIES IN OBTAINING A SERVICE FROM THE CIVIL AVIATION BOARD

Any person interested in obtaining a service included in this manual may request a consultation or orientation meeting which may be carried out in person or through an available digital medium.

The purpose of this meeting will be to inform interested parties or future applicants about the process to follow, documents to be deposited together with the request and considerations about the deadlines to be met by both the JAC and the interested party for an effective development of the process.



Certificate of Economic Authorization (CAE)

Certificate of Economic Authorization (CAE): The certificate issued by the Civil Aviation Board when verifying that the interested party has economic and financial capacity to perform air transport services.

ECONOMIC AUTHORIZATION CERTIFICATE (CAE) REQUIREMENTS FOR THE EXPEDITION, RENEWAL OR AMENDMENTS

The Certificate of Economic Authorization, is the certificate issued by the Civil Aviation Board, prior authorization of the Executive Power, when verifying that the interested party has economic and financial capacity to perform air transport services, in accordance with the requirements established in Act No. .491-06 of Civil Aviation of the Dominican Republic, modified.

REQUIREMENTS FOR THE EXPEDITION OF THE ECONOMIC AUTHORIZATION CERTIFICATE (CAE) - NATIONAL AIR OPERATORS:

1. Duly complete the Application Form F-PSS-01 with the following information:
 - Reason or company name.
 - RNC;
 - Representative.
 - Nature of traffic you wish to exploit, whether regular or non-scheduled, internal flights or international;
 - Routes or areas in which it intends to operate, if applicable, Aerodromes.

LEGAL REQUIREMENTS

2. Original of the Power of Representation before a Notary Public, duly certified by the office of the Attorney General of the Dominican Republic
3. Certified copies of the constituent documents of the company, duly registered by the Office of the Commercial Registry, in accordance with Law No. 3-02.
4. Current certification of no criminal record of each partner, issued by the Attorney General of the Dominican Republic.

5. Copy of the Commercial Registry Certificate (valid), issued in accordance with Law No. 3-02.
6. Proof of approval of the Aircraft Operator Safety Program (PSEA), by the Specialized Corps in Airport and Civil Aviation Security (CESAC).
7. Civil Liability Insurance Policy that complies with the provisions of this manual.
8. Presentation of its Compensation Policy to passengers, which may be provided in physical or digital format. In case the company has a portal or web page, they must indicate to the JAC the electronic address or link where said information is stored. The presentation of this policy implies the consent of the airline for the competent authority to publish the compensation to its passengers on the institution's web portal.

Notes applicable to legal requirements:

- a) The requirement of numeral 2 is exempted, when the request is made by the President of the Governing Body of the commercial company or person designated by the company through a meeting of partners.
- b) The requirement established in numeral 4, when dealing with managers and senior foreign staff, said certification must be issued by the country of nationality or where he has resided for the last five (5) years.
- c) When in the corporate composition of a company, moral persons are listed as associates, they will be the managers or presidents of the Board of Directors who legally represent that company, these persons will be the subjects required to provide the certificate of no judicial background.

- d) For the purpose of processing the application, they may be provisionally accepted, evidence (s) that the applicant has submitted its Security Program to CESAC For approval purposes, this without prejudice to the JAC staff can consult the CESAC website. Information about a process may also be collected through email.
- e) For the purpose of processing the request (s) for issuing a CAE, proposals for a civil liability insurance policy may be accepted in the format established in this Manual in the part related to the acceptance of this document. Before the delivery of the CAE, the user must deposit in original the original of the policy or certificate of their civil liability policy that meets the requirements that have been established.

ECONOMIC AND FINANCIAL REQUIREMENTS:

A.ECONOMIC AUTHORIZATION CERTIFICATE (CAE) FOR OPERATIONS RAD-135 (aircraft with capacity up to nine (9) passengers).

1. Brief description of the business plan for its first year of operations (aircrafts and projection of operations).
2. Financial statements audited by an Authorized Public Accountant (CPA) of the last fiscal period, pursuant to Article 219 of Act No. 491-06 of Civil Aviation of the Dominican Republic, as amended, where it is evidenced that the applicant has levels of liquidity to support its operations.
3. Annual Declaration of Internal Taxes on Corporate Income (IR2), filed with the DGII, in the cases that apply.
4. Certification of the Social Security Treasury (TSS), where it certifies that it is registered at that institution.
5. Copy or evidence of the National Taxpayers Registry (RNC).
6. Certification issued by the General Director of Internal Taxes (DGII), stating that they are up to date on their tax obligations.
7. The Financial Statements of the company Status Statement, the Income Statement and its explanatory notes.

B.ECONOMIC AUTHORIZATION CERTIFICATE (CAE) FOR REGULAR NATIONAL AND INTERNATIONAL AIR OPERATIONS OR CHARTER UNDER RAD-135 (Aircraft with capacity from - ten (10) - to twenty-nine (29) passengers).

1. Presentation of Business Plan for a period of one (1) year, containing the following:

Brief description of the company and its business objective.

- a) Market Study, which contains: Historical market demand and supply and operations projections.
 - b) Structure and operational resources, (types of aircraft, seating and cargo capacity and infrastructure).
 - c) Financial study, projection of costs and estimated expenses and income.
1. Financial statements audited by an Authorized Public Accountant (CPA) of the last fiscal period, pursuant to Article 219 of Act No. 491-06 of Civil Aviation of the Dominican Republic, amended, where it is evidenced that the applicant has levels of liquidity to support its operations.
 2. Copy or evidence of the National Taxpayers Registry (RNC),,
 3. Annual Declaration of Internal Taxes on Corporate Income (IR2), filed with the DGII, in the cases that apply.
 4. Certification issued by the General Directorate of Internal Taxes (DGII), stating that they are up to date on their tax obligations.
 5. Certification of the Social Security Treasury (TSS), where it certifies that it is registered at that institution.

Explanatory notes to the financial economic requirements for operations Under RAD 135 with aircraft up to 29 passengers.

The Financial Statements must include, the Statement of Situation, the Statement of Income, Statement of Cash Flow and its explanatory notes.

C. ECONOMIC AUTHORIZATION CERTIFICATE (CAE) FOR REGULAR NATIONAL AND INTERNATIONAL AIR OPERATIONS or CHARTERS, UNDER RAD-121

1. Presentation of the Business Plan for a period of one (1) to three (3) years, containing the following:
 - a) Brief description of the company and its business objective.
 - b) Market Study containing historical demand and supply of the market and projections of operations.
 - c) Structure and operational resources (types of aircraft, seating and cargo capacity, and infrastructure).
 - d) Financial study, projection of costs and estimated expenses and income for three years (Financial Statements projected under NICA 3400).
2. Copy or evidence of the National Taxpayers Registry (RNC).
3. Annual Declaration of Internal Taxes on Corporate Income (IR2), filed with the DGII, in the cases that apply.
4. Certification issued by the General Directorate of Internal Taxes (DGII), stating that they are up to date on their tax obligations.
5. Certification of the Social Security Treasury (TSS), where it certifies that it is registered at that institution.
6. Financial statements of the last fiscal period, audited by an Authorized Public Accountant (CPA).
7. For the start of operations, the requesting company must submit at least ten (10) working days in advance, proof that it has a liquidity level equivalent to at least three (3) months of operations, This certificate may be presented in the form of: Bank Certification, Financial Instrument, Credit Availability or a combination of the above.

Explanatory notes to financial economic requirements for operations Under RAD 121 with aircraft from 30 passengers.

- a) The Financial Statements must include, the Statement of Situation, the Statement of Income, Statement of Cash Flow and its explanatory notes.
- b) In the case of charter air operators under RAD-121, they must have a liquidity level equivalent to two (2) months of operations.

On the Subscribed and Paid Capital Required for companies to obtain and maintain of a CAE Economic Authorization Certificate.

Applicants for a Certificate of Economic Authorization (CAE), for the realization of air transport services for passengers or cargo, must have a Subscribed and Paid Capital according to the complexity of their Business Plan. This Capital must be reflected in the Financial Statements that it presents initially and continuously in the Civil Aviation Board.

For the issuance of a CAE, the following companies will be considered in accordance with the Law on Commercial Companies and Limited Liability Companies No. 479-08 as amended.

Capacity	Type of Company	Minimun required Subscribed and Paid Capital
Up to 9 passengers in RAD 135	Anonymous Societies Simplified Anonymus Societies Limited Liability Companies	RD\$ 30,000,000.00 RD\$ 4,000,000.00 RD\$ 4,000,000.00
From 10 to 29 passegers in RAD 135	Anonymous Societies Simplified Anonymus Societies Limited Liability Companies	RD\$ 30,000,000.00 RD\$ 10,000,000.00 RD\$ 10,000,000.00
More than 30 passegers on RAD 121	Anonymus Societies	RD\$ 30,000,000.00
For exclusive Cargo Companies	Anonymous Societies Simplified Anonymus Societies Limited Liability Companies	RD\$ 10,000,000.00

Notes:

- If necessary, the Civil Aviation Board may request explanatory information on the deposited documents.
- The documentation provided must prove compliance with Articles 237, 238 and 239 on Substantial Property and Effective Control of Airlines, of Law No. 491-06 of Civil Aviation of the Dominican Republic, and its modifications.
- Before the delivery of the Certificate of Economic Authorization (CAE), it will be verified that the payment of the corresponding right was made before the Dominican Institute of Civil Aviation, (IDAC).
- During the entire certification process and prior to the issuance of the CAE, the interested party must keep updated the legal and financial-economic corporate documents indicated in this Requirements Manual, in order to determine that the conditions of economic and financial suitability.

CONTINUOUS REQUIREMENTS BY THE OWNERS OF AN ECONOMIC AUTHORIZATION CERTIFICATE (CAE).

For the purpose of verifying compliance with Articles 223, 236, 237, 238 and 239, of Act No. 491-06 of Civil Aviation of the Dominican Republic, as amended, each air operator holding a Certificate of Economic Authorization (CAE), you must keep the following documents updated at the Civil Aviation Board:

CONTINUOUS LEGAL REQUIREMENTS:

1. Current Liability Insurance Policy, according to amounts and conditions set forth in Annex A of this Manual.
2. Certification in force, issued by the Specialized Corps in Airport and Aviation Security (CESAC), related to compliance with the Aircraft Operator Safety Program (PSEA), in accordance with the provisions of article 45, numeral 3 of Law 188-11.
3. Valid Commercial Registry Certificate.
4. The Minutes of Ordinary Assemblies.
5. The Minutes of the Extraordinary Assemblies which record the decisions taken by the shareholders of the company that affect the original conditions in which the CAE was issued. The Minutes must be submitted within thirty (30) days after the Assembly is held.
6. Presentation of its Compensation Policy to passengers, which may be provided in physical or digital format. In case the company has a portal or web page, they must indicate to the JAC the electronic address or link where said information is stored. The presentation of this policy implies the consent of the airline for the competent authority to publish the compensation to its passengers on the institution's web portal.

Note: The passenger compensation policy will only be required when there are changes in the version deposited at the time of Issuance of the Certificate of Economic Authorization (CAE) or when it is modified.

CONTINUOUS REQUIREMENTS ON ECONOMIC ASPECTS OF NATIONAL AIR OPERATORS

1. Presentation of the annual Financial Statements no later than four (4) months to its fiscal closure.
2. In conjunction with the Financial Statements, the air operator must deposit a report of management on the annual results of the company.
3. Presentation of Certification of the Social Security Treasury (TSS) in which it is stated that the air operator is up to date in the payment of its commitments with that institution.
4. The applicant must be up-to-date with the payment of their commitments of the payment of aeronautical fees, verifiable either through the presentation of a Certification issued by the Dominican Institute of Civil Aviation (IDAC), or by consultation directly with said institution to through the channels agreed by the Parties.
5. Send the information contained in Forms A, A-S, B, C, E-F and M of the International Civil Aviation Organization (ICAO) within a period not exceeding February of each year, which can be downloaded from the ICAO web portal www.icao.int.

Note:

In accordance with Article 236 of Act No. 491-06 of Civil Aviation of the Dominican Republic, as amended, on continuing requirements, the Civil Aviation Board has the power to request at any time the fulfillment of all the requirements that allow evidence that the CAE holders are suitable, willing and able to properly carry out the transportation indicated in their application.

APPLICATION FOR RENEWAL OF THE ECONOMIC AUTHORIZATION CERTIFICATE (CAE).

The request for the renewal of a Certificate of Economic Authorization (CAE) must be submitted on a stamped sheet, duly signed and stamped, by the representative expressing their renewal interest with sixty (60) days prior to the expiration of the CAE, in accordance with the Article 252 of Act No. 491-06 of Civil Aviation of the Dominican Republic, as amended.

1. Air operators will be required for documents that are outdated and not in force, considering compliance with the continuous requirements, regarding legal and financial documents.
2. Current certification of no criminal record of each partner, issued by the Attorney General of the Dominican Republic, with less than thirty (30) days of issue.
3. Regarding the routes contained in the CAE, in order to remain therein, compliance with Article 253 of Act No. 491-06, as amended, will be verified, in which it states that renewal will be granted when the company has satisfied the obligations of its operation, and the existing conditions advise the maintenance of the routes granted.
4. Before the delivery of the renewed Certificate of Economic Authorization (CAE), it will be verified that the payment of the corresponding fee was made before the Dominican Institute of Civil Aviation, (IDAC).

APPLICATION FOR AMENDMENT OF THE ECONOMIC AUTHORIZATION CERTIFICATE (CAE) TO INCLUDE NEW ROUTES AND / OR SERVICES.

- a) Submit an amendment request indicating the routes or operation of services to be included in the Certificate of Economic Authorization (CAE).
- b) Properly complete the Application Form F-PSS-01.

Legal and economic requirements:

Have met the continuous requirements for updating the file that is indicated in this Manual.

1. Have met the continuous requirements.
2. Presentation of a Market Study, which contains: the requested route (s), projections of passengers and cargoes to be transported (Demand), analysis of competencies, that is, the different lines that cover the origins and destinations (Offer) and market objectives to be supplied (Market Share), route itineraries (frequency and schedules) in which flights will be made.

Notes:

- It will be verified that the traffic rights that have been granted to you before are exploited in the way they were authorized.
- A Market Study will not be required if it is verified that the requested route or routes have been satisfactorily operated on charter flights or by special permits for a minimum period of two (2) months during the last two (2) years prior your request.
- Prior to the delivery of the amended Economic Authorization Certificate (CAE), it will be verified that the payment of the corresponding fee was made before the Dominican Institute of Civil Aviation, (IDAC).
- In cases of route exclusion, it would only be enough to inform the Civil Aviation Board in advance, indicating the date on which that route (s) will cease to operate

Operation Permit



Operation Permit: The permit issued by the Civil Aviation Board to foreign air operators..

APPLICATION FOR THE EXPEDITION OF THE OPERATING PERMIT (PO) - FOREIGN AIR OPERATORS.

REQUIREMENTS FOR THE EXPEDITION OF THE OPERATING PERMIT (PO).

1. Duly complete Application Form F-PSS-01.

Corporate Legal Requirements:

2. Designation and / or authorization of your State for the operation of the requested services.
If there is no formal air transport agreement, indicate the reasons for your request and comply with the provisions of Art. 240 literal b) of Act No. 491-06 of Civil Aviation of the Dominican Republic, as amended.
3. Prove the existence of the company in accordance with the laws of your country. For the purposes, you must deposit your Certificate of Incorporation or equivalent.
4. Original of the special power of legal and / or commercial representation in the country, apostilled, in accordance with the Hague Convention of 1961, or legalized by the corresponding consular authority. Additionally, if necessary, it must be translated into Spanish by a competent judicial interpreter, legalized before the Attorney General's Office.

Note: If the Power of Attorney is granted in Dominican territory, it must be legalized by a Notary Public and certified by the Attorney General's Office

5. Copy of the current Air Transport Certificate or Air Operator Certificate, both or its equivalent, as applicable to the legislation of the country of nationality of the applicant.
6. Original of the Policy or Certification of Insurance on Civil Liability, which complies with what is established in this Manual.
7. Current certification issued by CESAC, where indicated, that have approved the Program of Aircraft Operator Safety (PSEA).
8. Copy or evidence of the National Taxpayers Registry (RNC).
9. Copy of the Commercial Registry Certificate, in accordance with Law No. 3-02.

10. Presentation of its Compensation Policy to passengers, which may be provided in physical or digital format. In case the company has a portal or web page, they must indicate to the JAC the electronic address or link where said information is stored. The presentation of this policy implies the consent of the airline for the competent authority to publish the compensation to its passengers on the institution's web portal.

Notes to the legal requirements of the Operating Permits:

- a) Evidence that the process for obtaining the Aircraft Operator Safety Program (PSEA) has been accepted, before the Specialized Corps in Airport and Civil Aviation Security (CESAC).
- b) The official documents submitted that are in a foreign language must be translated into Spanish by a judicial interpreter.

Economic and Financial Requirements:

- 1. Presentation of a Market Study which contains the following points without limitation:
 - a) Brief description of the company.
 - b) Analysis of the historical demand and supply in the market or requested routes, analysis of the potential market and competition, market to serve, projections of passengers / cargo estimated at one year by route, frequencies, means of commercialization, tariffs, etc.
 - c) Operational resources available to the company (number of aircraft, types of aircraft, available seats and cargo capacity).

Notes to the economic and financial requirements:

- a) The Market Survey may be received in physical or digital format and in the Spanish language.
- b) Presentation of the compensation policies to the client, to the operators with established routes.
- c) It may be exempted from the presentation of the Market Study, for those routes that previously for a continuous period of two or more months in the last two years, prior to your request have been exploited satisfactorily under the charter mode or through permits special.
- d) Prior to the delivery of the Operating Permit, it will be verified that the payment of the corresponding right was made before the Dominican Institute of Civil Aviation, (IDAC).

APPLICATION FOR RENEWAL OF THE OPERATING PERMIT (PO).

1. Letter of application sixty (60) days prior to the expiration of the Operating Permit (PO) in accordance with Article 252 of Act No. 491-06 of Civil Aviation of the Dominican Republic, as amended.
2. Duly complete the Application Form F-PSS-01.
3. Documentation that is not updated, at the time of renewal which is detailed below.

Legal Requirements (if applicable):

4. Copy of the current Air Transport Certificate or Air Operator Certificate, both or its equivalent as applicable to the legislation of the country of nationality of the applicant..
5. Original of the special power of legal and / or commercial representative in the country, duly apostilled according to the Hague Convention of 1961, or legalized by the corresponding consular authority. If it is recorded in a language other than Spanish, it must be translated by a judicial interpreter, legalized before the Attorney General's Office.

Note: If the Power of Attorney is granted in Dominican territory, it must be legalized by a Notary Public and registered with the Attorney General's Office

6. Copy of the current Commercial Registry, in accordance with Law 3-02, in the cases in which it applies.
7. Original of the Civil Liability Insurance Policy or Certification, which complies with what is established in Annex A of this Manual..
8. CESAC Certification, where indicated, that they have approved, the Security Program of the Aircraft Operator (PSEA).

b) Before the delivery of the renewed Operation Permit (PO), it will be verified that the corresponding right was paid before the Dominican Institute of Civil Aviation, (IDAC).

Economic and financial requirements:

9. Certification issued by the Dominican Institute of Civil Aviation (IDAC), in which state that you are up to date in the payment of aeronautical fees.

Notes the Economic and Financial Requirements:

a) It will be verified that the traffic rights that have been granted before are exploited in the way they were authorized, in accordance with Article 253 of Act No. 491-06, as amended.

REQUEST FOR AMENDMENT OF THE OPERATION PERMIT (PO) TO INCLUDE NEW ROUTES AND / OR SERVICES.

- Submit an amendment request indicating the routes or exploitation of services to be included in the Operating Permit (PO).
- Duly complete the Application Form F-PSS-01.

LEGAL REQUIREMENTS (IN CASE OF APPLICATION):

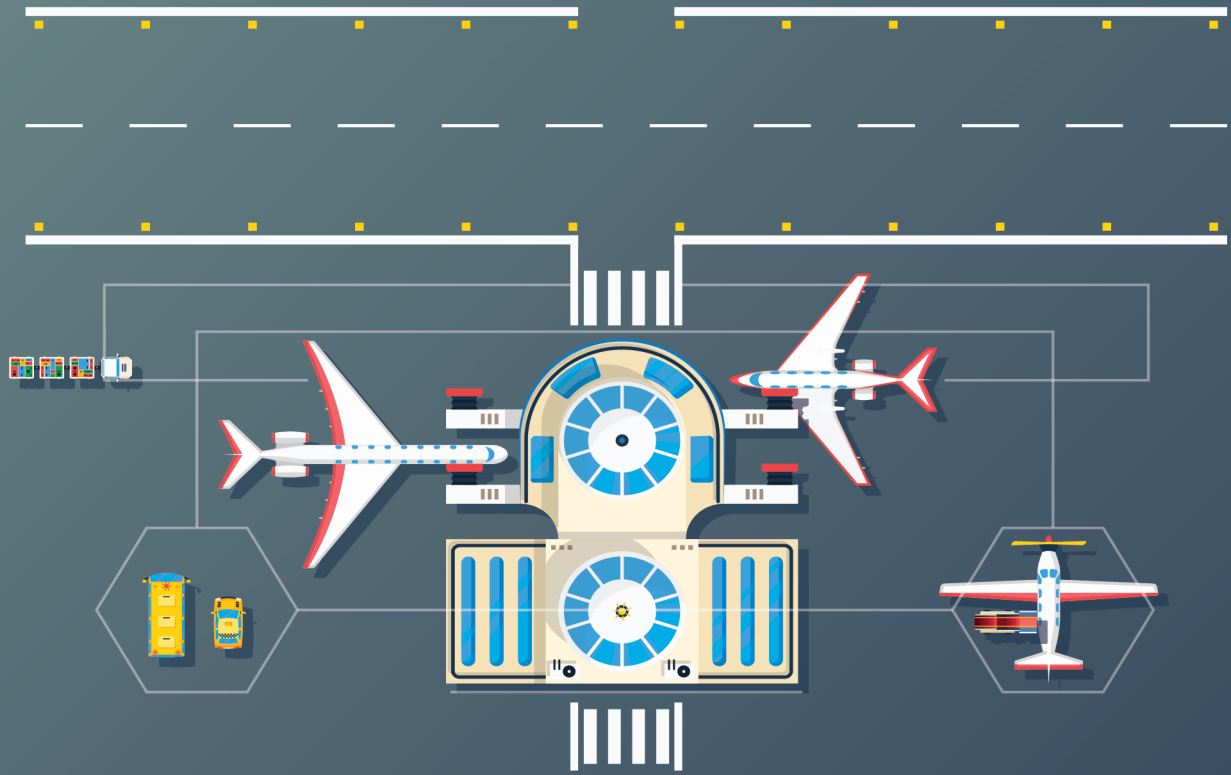
1. Have the designation or authorization of your State or Country, for the operation of the requested route (s), as established in paragraph b) of Article 240 of Law No. 491-06 of Civil Aviation of the Dominican Republic, modified.
2. Current certification of the Specialized Corps of Airport Security and Civil Aviation (CESAC), indicating that they have approved the Aircraft Operator Safety Program (PSEA).

ECONOMIC AND FINANCIAL REQUIREMENTS:

3. Presentation of a Market Study which contains the following points without limitation:
 - a) Brief description of the company.
 - b) Analysis of the historical demand and supply in the market or requested routes, analysis of the potential market and competition, market to serve, projections of passengers / cargo estimated at one year by route, frequencies, means of commercialization, tariffs, etc.
 - c) Operating Resources: aircraft, types of aircraft, available seats and cargo capacity.
4. Certification issued by the Dominican Institute of Civil Aviation (IDAC), in which state that you are up to date in the payment of aeronautical fees.

Notes to the economic-financial requirements:

- a) It may be exempted from the presentation of the Market Study, for those routes that previously for a continuous period of two or more months in the last two (2) years, prior to your request have been exploited satisfactorily under the charter mode or by special permits.
- b) Air operators will be required for documentation that is not up to date, at the time of the amendment.
- c) It will be verified that the traffic rights that have been granted before are exploited in the way they were authorized.
- d) The official documents submitted that are in a foreign language must be translated into Spanish by a judicial interpreter.
- e) The Market Survey may be received in physical or digital format and in the Spanish language.
- f) Prior to the delivery of the amended Operating Permit (PO), it will be verified that the payment of the corresponding fee was made before the Dominican Institute of Civil Aviation, (IDAC).
- g) In cases of exclusion of routes, it would only be enough to inform the Civil Aviation Board, by means of a communication signed by its legal representative, indicating the date on which that route (s) will cease to operate.



Consignee License

Consignee License of Aircraft of Foreign Air Operators on Non-Regular or Charter Flights: Authorization issued by the Civil Aviation Board to a legal person, so that it can function as such.

APPLICATION FOR THE EXPEDITION OF THE AIRCRAFT LICENSE CONSIGNER OF FOREIGN AIR OPERATORS ON NON-REGULAR FLIGHTS OR CHARTERS (LC).

REQUIREMENTS ISSUER LICENSE OF CONSIGNATARY (LC):

1. Duly complete the Application Form F-PSS-01, accompanied by the following documentation.

LEGAL REQUIREMENTS:

2. Copy of the constituent documents of the commercial company in favor of which the Consignee License is requested.
3. Special Power of Representation granted to the manager of the issuance of the Consignee License, duly notarized and legalized by the Attorney General's Office.
4. Certification of the National Taxpayers Registry (RNC) of the commercial company.
5. Copy of the current Commercial Registry Certificate, in accordance with Law No. 3-02.
6. Original of the Certificate of Civil Liability Insurance in force that covers the operations of the commercial company. Said Certificate of Insurance shall establish coverage for at least one million Dominican pesos (RD \$ 1,000,000.00), or its equivalent in United States Dollars at the time of deposit of the company, in accordance with the official exchange rate of the Central Bank.

Paragraph: This coverage may be supplemented by a bond of faithful compliance, by contractual obligations contracted by the consignee. In this bond, the beneficiaries will be the natural or legal persons that could eventually suffer the damage (air operators).

7. Current certification, issued by CESAC, in which it is stated that the applicant complies with the AVSEC requirements, provided by the National Security Program of the Civil Aviation (PNSAC).

8. Recent Certification of No Criminal Record of the members of the Board of Directors of the company and the Manager.
9. Demonstrate that the company has qualified personnel and appropriate facilities for the efficient provision of services.
10. Operation and safety manuals of the company.

ECONOMIC AND FINANCIAL REQUIREMENTS:

11. Have a subscribed and paid capital of at least Five Hundred Thousand Dominican Pesos (RD \$500,000.00) or its equivalent in United States dollars, at the time of filing the application, in accordance with the official exchange rate of the Bank Central.
12. Copy of the Financial Statements of the company corresponding to the last fiscal period, audited by an Authorized Public Accountant (CPA).

Note I: Before the delivery of the Consignee License (LC), it will be verified that the payment of the corresponding fee was made before the Dominican Institute of Civil Aviation, (IDAC).

APPLICATION FOR RENEWAL OF THE AIRCRAFT CONSIGNER LICENSE OF FOREIGN AIR OPERATORS ON NON-REGULAR FLIGHTS OR CHARTERS (LC).

1. Letter of application sixty (60) days prior to expiration of the License of Airline Consignee of Foreign Air Operators in Non-Regular Flights or Charters (LC) pursuant to Article 10 of Decree No. 232-14, which establishes Regulations for the issuance of Aircraft Consignee Licenses of Foreign Air Operators on Non-Regular Flights or Charters and the Issuance of the Land Assistance Agent Certificate.
2. Duly complete the Application Form F-PSS-01.

LEGAL REQUIREMENTS:

3. Minutes of the General Assembly of Members corresponding to the last social period concluded, duly registered with the corresponding Commercial Registry Office.
4. Special Power of Representation granted to the manager of the renewal of the Consignee License, duly notarized and legalized by the Attorney General's Office, if applicable.
5. Copy of the Commercial Registration Certificate (current) of the company holding the License, according to Act No. 3-02, if applicable
6. Original of the current Civil Liability Insurance Certificate, which covers the company's operations. Said Certificate of Insurance shall establish coverage for an amount of at least one million Dominican pesos (RD\$ 1,000,000.00) or its equivalent in United States Dollars, at the time the application is deposited, according to the official exchange rate of the Central Bank.

Paragraph: This coverage may be supplemented by a bond of faithful compliance, by contractual obligations contracted by the consignee. In this bond, the beneficiaries will be the natural or legal persons that could eventually suffer the damage (air operators).

7. Current Certification of No Criminal Record of each member of the Board of Directors and Manager.

8. Valid certification of the Specialized Corps in Airport Security and Civil Aviation, (CESAC) in which it is stated that the applicant complies with the AVSEC requirements, provided by the National Civil Aviation Security Program (PNSAC).
9. Demonstrate that the company has qualified personnel and appropriate facilities for the efficient provision of services..
10. Operation manuals and safety program of the company.

ECONOMIC AND FINANCIAL REQUIREMENTS:

11. Financial Statements of the company audited by an Authorized Public Accountant (CPA), whose preparation should not exceed three (3) months, in accordance with internationally accepted accounting standards.
12. Certification issued by the IDAC, stating that the Consignee is up to date on the payment of the aeronautical fees received from the operators it represents

Paragraph: The renewal of the License of Air Consignee of Foreign Air Operators in Non-Regular Flights or Charters, will only be granted by the Civil Aviation Board, when it has been verified during the period preceding the renewal, compliance with the obligations License holders.

Notes:

- The Consignee will be required for documents that are not up to date, at the time of renewal.
- Prior to the delivery of the renewed Consignee License (LC), it will be verified that the payment of the corresponding fee was made before the Dominican Institute of Civil Aviation, (IDAC).

REQUIREMENTS FOR THE APPLICATION FOR AMENDMENT OF THE AIRCRAFT LICENSE FOR FOREIGN OPERATORS ON NON-REGULAR FLIGHTS OR CHARTERS (LC).

Any request for Amendment of the Aircraft Consignee License must be accompanied by the following documents:

1. Request for amendment indicating the airport terminal to be included in the License of Aircraft Consignee of Foreign Air Operators in Non-Regular Flights or Charters (LC).
2. Duly complete the Application Form F-PSS-01.
3. Indication of airport terminals or services that are interested in operating.
4. Documents proving that qualified personnel, facilities and installations are available to provide the services required as a consignee agent.

Notes:

- Consignee will be required for documents that are not up to date, at the time of the amendment.
- Before the delivery of the amended Consignee License (LC), it will be verified that the payment of the corresponding fee was made before the Dominican Institute of Civil Aviation, (IDAC).



Codeshare Agreement

The Codeshare Contract is one for which one or more domestic or foreign air operators, market one or more flights, which are operated by only one of them, using their international codes of individualization (Articles 256 and following of Act No. 491-06 of Civil Aviation of the Dominican Republic, modified).

APPLICATION FOR APPROVAL OF CODESHARE AGREEMENT BETWEEN AIR OPERATORS.

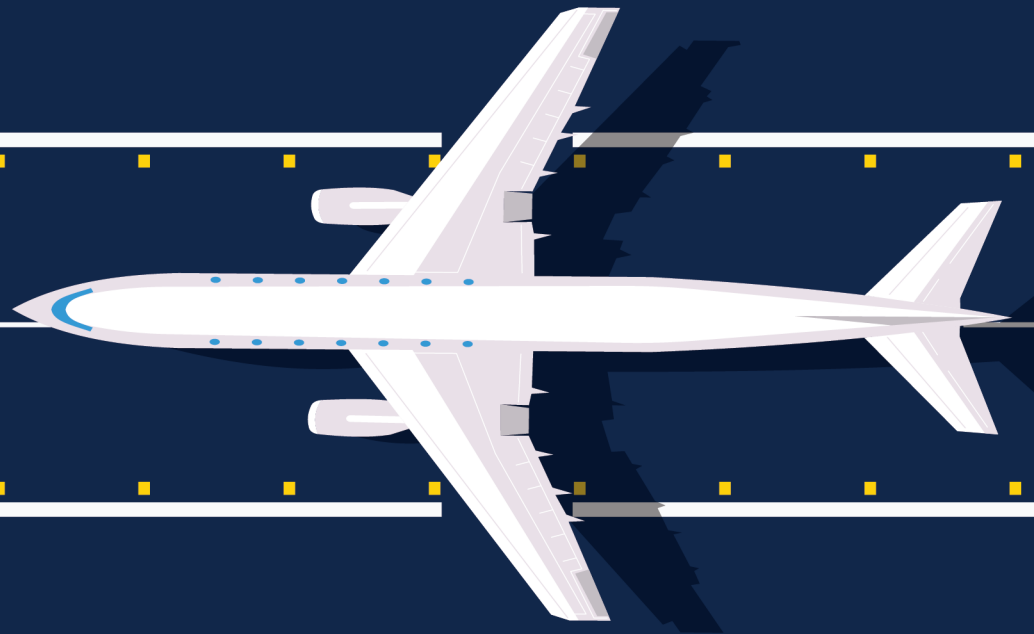
- The Codeshare Contract is one for which one or more domestic or foreign air operators, market one or more flights, which are operated by only one of them, using their international codes of individualization (Articles 256 and following of Act No. 491-06 of Civil Aviation of the Dominican Republic, modified).

REQUIREMENTS:

1. Proof of approval of the Codeshare Agreement, issued by the Civil Aviation Authority (s) of the country or countries of nationality of the airline Parties
2. Copy of the document of Codeshare Agreement in extenso, If the same one is written in a foreign language, its simple translation to the Spanish language must be annexed.
3. Copy of the current Air Operator Certificate of the Parties, in the case them not rest in our records.
4. Original Policy or Certification of Insurance on Civil Liability, in accordance to the Codeshare Agreement, which complies with the provisions of this Manual.

Notes:

- a) The contract under shared code must establish who will be the effective operator on each route or route section.
- b) The approval of the Codeshare will be subject to the provisions of the agreements of air services signed by the Dominican Republic with other States.
- c) In cases where the aeronautical authority of the market operator does not require approval for codeshare operations, the operator must deposit evidence of this exception.
- d) It is a requirement for the approval of the Codeshare, that the effective operator has in its Operating Permit, with the route that is intended to be exploited under the regime of Codeshare Agreement.



Common Services to Operators National and Foreign Airlines

- 1-Considerations for the Granting of Extensions by the Civil Aviation Board.
- 2-Registration of Flight Itineraries and Rates.
- 3-Request for Approval of the Civil Liability Insurance Policy of Air Operators.
- 4-Requirements for the Request for Special Permits.
- 5-Ticket Sales Requests for Charter Flights.
- 6-Requirements for the Permit Application - Non-Regular Flights or Charters.

REQUIREMENTS FOR THE PERMIT APPLICATION - NON-REGULAR FLIGHTS OR CHARTERS.

1. Application form, with the details of the operation or air operations.
2. Copy of the Air Transport Certificate or Certificate of Air Operator valid, both or their equivalents as applicable to the legislation of the country of nationality of the applicant; to carry out the type of operation in question; with its corresponding operating specifications, and that includes a list of the aircraft that the company is authorized to operate.
3. Registration and Airworthiness Certificates of the aircraft (s) in question.
4. Copy of the current civil liability insurance policy, of the air operator that will carry out the flight, which must contain the dates of issue and expiration, as well as a list of the insured aircraft.
5. A stamped sheet communication of the foreign airline, duly signed and stamped by a representative, where the quality of the Consignee company is accredited, to request on behalf and representation of the airline or air operator, permission to carry out operations Not regular or charter. Said communication must also indicate the validity and scope of the power or mandate granted.
6. In the case of aircraft operated through commercial or operational agreements, shared codes, charters, leases and exchange of aircraft; copy of the document of the State of the air operator authorizing said agreement, and even, copy of the Operations Specifications of said operator where the same is registered.

REQUESTS FOR SELLING TICKETS FOR CHARTER FLIGHTS

1. The Civil Aviation Board may consider requests for authorization to sell tickets in national territory for charter flights of foreign air operators in the following cases:
 - a) The route is not served by a regular operator.
 - b) That through an analysis prepared by the statistical area of the Board of Civil Aviation is determined by a feasibility analysis.
 - c) That it is determined through a feasibility and statistical analysis, that the route is deserted or insufficiently served by one or more regular operators operating therein. In this case the authorizations will be for a specified flight number, and may be renewable, if conditions persist.
2. Ways to submit the application:
 - a) In conjunction with the authorization request for ticket sales for charter flights in the national territory, the applicant must deposit the fees to be applied to the tickets
 - b) designate before the Civil Aviation Board and the General Directorate of Internal Taxes, a person in charge who must be a holder of an Aircraft Consignee License of non-regular or charter foreign air operators, of the payment of taxes generated by the derived profits of the sale of the tickets, as well as of any other obligation of the same nature.

Note on how to submit the application:

- In cases where this air operator is the holder of an operating permit for Regular flights, you will not have to comply with the requirements of paragraph 2 above.
- Regarding the payment of taxes and fees, aeronautical and airport, will be governed according to Decree No. 232-14 of July 18, 2014.
- This provision leaves without effect, the Resolution of the Civil Aviation Board 214- (2001) of August eight (8) of the year two thousand one (2001).

REQUIREMENTS FOR THE APPLICATION FOR SPECIAL PERMITS.

Any operator, national or foreign, who has a Certificate of Economic Authorization or Operating Permit for regular air services, may make special flights between points located within or outside their own routes, prior written permission, which in each case must Obtain from the Civil Aviation Board.

1. Submit a communication request, which will include among other information the following:
 - a) Route or routes you wish to operate.
 - b) Nature of traffic, passenger, cargo or combined and reasons for the exploitation of the route (s).
 - c) period in which the one that will be operating.

Notes:

- Upon receipt of the communication requesting a Special Permit, the Civil Aviation Board will proceed to analyze it, in accordance with the provisions of Articles 233, 234 and 235 of Law No. 491-06 of Civil Aviation of the Republic Dominican, modified.
- As part of the analysis of the application, it will be verified that the traffic rights that have been granted previously are exploited in the way they were authorized and in the same way, it will be verified that the applicant's corporate file is updated.
- The Civil Aviation Board will carry out the place coordination with other public administration institutions, in order to minimize as far as possible, the requirement of documents already held by said administration.

APPLICATION FOR APPROVAL OF THE CIVIL RESPONSIBILITY INSURANCE POLICY OF AIR OPERATORS.

All liability insurance policies must contain the following information:

1. Insurance Policy Number and name of the company issuing it.
2. Name of the Air Operator.
3. Period of validity of the Insurance Policy.
4. Base of operations of the company.
5. Territorial boundaries and geographic areas that apply.

INDEMNIFYING AMOUNTS ON CIVIL RESPONSIBILITY IN INTERNATIONAL OPERATIONS

In accordance with the Convention for the Unification of Certain Rules for Air Transport International, Montreal 1999, ratified by the Dominican Republic on December 13, 2006, G.O. 10402 and Law No. 491-06 and its modifications.

Coverage	Rights Turning Specials (SDR)	Amount in Dollars of the United States of North America(to October 2016 According to the IMF: 1USD → 0.735421 SDR)
Death and injuries of Passengers Damage to luggage (Articles 17 and 21)	113,100 SDR per passenger	US\$ 158,649.33 per passenger
Damage caused by delayed passenger (Articles 19 and 22)	4,694 SDR per passenger	US\$ 6,584.43 per passenger
Baggage transport. Destruction, loss, damage or delayed checked baggage (Article 22)	1,131 SDR per passenger	US\$1,586.49 per passenger
Freight transport. Destruction, loss, breakdown or delay (Article 22)	19 DEG per Kilogram	U.S. \$ 26.65 per kilogram
Coverage for damages caused to third parties on the surface. (Law 491-06 and its amendments)	Without defining the damage results	Applies to all operations

Note I. The coverage of the civil liability insurance policy may be established through a single combined limit (LUC), for any occurrence, covering the risks described in the table above, in accordance with the Montreal Convention of 1999.

1. The dollar amounts are approximate; These may vary according to the fluctuation of the currency, so the Special Drawing Rights (SDR) will always be taken as a reference.
2. The amounts expressed in SDR refer to the special drawing right defined by the International Monetary Fund (IMF). The value of the SDR is calculated based on a basket of currencies (US Dollar, Euro, British Pound, Renminbi and Japanese Yen) based on exchange rates quoted at noon on the market in London. The value of the SDR is published daily on the IMF website, and the valuation of the basket is reviewed every five years.
3. The amounts of the policies may be accepted in Dominican Pesos and in any of the currencies that make up the SDR valuation basket.
4. Civil liability aviation Insurance Policies of domestic and foreign air operators may be received in English, without the need for translation into Spanish.

Notes II: To prove the contracting of commercial aviation insurance, the original policy must be presented; or a copy of it issued by the insurance or reinsurer, which will be admissible, both physically and electronically, to the extent that they have sufficient information, in order to verify directly with the insurance company, broker or broker, the veracity of these.

Note III: The hiring of aviation Insurance Policies that offer coverage to domestic or foreign air operators must be presented in an original document, certifications or certified copy issued by the insurance company that issued the policy.

Note IV: Simple copies of liability insurance policies or certifications of said policies, deposited in physical or digital form, shall be admissible, provided that the document contains a reliable means of verification of its validity, content and validity, verifiable at the electronic address provided by the insurer or reinsurer in the same policy.

Note V: It is the responsibility of every operator to immediately notify the Civil Aviation Board of the change, suspension and / or cancellation that occurs in part or all of the Policies or Certification of Liability Insurance, notification which may be carried out by both the insured and the insurers, in accordance with Article 245 of Act No. 491-06, as amended.

MONTOS INDEMNIZATORIOS SOBRE LA RESPONSABILIDAD CIVIL EN OPERACIONES DOMÉSTICAS

Coverage	Amount calculated in United States of America dollars	Applicable
Death and injuries of Passengers Damage to luggage (Articles 17 and 21)	US\$ 158,649.33 per passenger	Regular and non-regular air operators, authorized to carry passengers
Damage caused by delayed passenger (Articles 19 and 22)	U.S. \$3,292.21	Air operators authorized to carry out regular passenger transport operations
Baggage transport. Destruction, loss, damage or delayed checked baggage (Article 22)	U.S. \$793.24	Air operators authorized to carry out regular passenger transport operations
Freight transport. Destruction, loss, breakdown or delay (Article 22)	U.S. \$26.65 per Kilogram	Air operators authorized to carry out cargo transportation
Coverage for damages caused to third parties on the surface. (Law 491-06 and its amendments)	Without defining the damage results	Applies to all operations

Note I. The coverage of the civil Liability Insurance policy for national operators may be established through a single combined limit (LUC), for any occurrence, covering the risks described in the table above.

Note II: It is the responsibility of every operator to immediately notify the Civil Aviation Board of the changes, suspension and / or cancellation that occurs in part or all of the Policies or Certification of Liability Insurance, notification which may be carried out by both the insured and the insurers, in accordance with Article 223 of Act No. 491-06, as amended.

APPLICATION FOR APPROVAL OF THE CIVIL LIABILITY POLICY FOR AIRCRAFT CONSIGNATORS OF FOREIGN AIR OPERATORS ON NON-REGULAR FLIGHTS OR CHARTERS.

1. Original of the current Civil Liability Insurance Certificate, which covers the operations of the commercial company. Said Certificate of Insurance shall establish coverage for an amount of at least one million Dominican pesos (RD\$ 1,000,000.00) or its equivalent in United States Dollars, at the time the application is deposited, according to the rate exchange officer of the Central Bank.
2. This coverage may be supplemented by a bond of faithful compliance, by contractual obligations contracted by the consignee. In this bond, the beneficiaries will be the natural or legal persons that could eventually suffer the damage (air operators).

REGISTRATION OF FLIGHT ITINERIES AND TARIFFS.

1. The registration of the itineraries of operations of the areas and the tariffs to be applied will be carried out in compliance with Resolution No. 150- (2009), of eight (8) of July 2009, and with the objective of guarantee transparency in information.
2. For the registration of the itineraries and the tariffs applied by the airline it is necessary to send the information for each season in physical or digital format with at least fifteen (15) days prior to the date foreseen for its entry into force of the itinerary or from the register.

CONSIDERATIONS TO THE GRANTING OF EXTENSIONS BY THE CIVIL AVIATION BOARD

The Civil Aviation Board without detriment to the provisions of article 252 of Act No. 491-06, as amended, may weigh the extension requests for the validity of a CAE, P.O, or LC, in the following cases:

- The applicant's demonstrated inability to obtain a requirement demanded by the Civil Aviation Board for the granting of the renewal or amendment of a service.
- When the documentation supporting the renewal or amendment request is deposited in the JAC, and there is a waiting period for the JAC to know about your request
- When the interruption of service by not obtaining authorization for renewal of a CAE, or P.O, by the Civil Aviation Board, could affect the service on a given route and connectivity.

BIBLIOGRAPHY.

- Constitution of the Dominican Republic (G.O. No. 10805 of June 13, 2015).
- Law No. 491-06, of Civil Aviation of the Dominican Republic (G.O. No. 10399, of 28 of December 2006) modified, (G.O. No. 10713, of April 25, 2013).
- Law No. 479-08 on Commercial Companies and Individual Companies with Limited Liability (GONUM.10497 of December 11, 2008), as amended by Law No. 31-11, (G.O.Num. 10605 of February 10, 2011).
- Law No. 188-11 on Airport and Civil Aviation Security (G.O. No. 10628 of July 22, 2011).
- Law No. 3-02 on Commercial Registration, (G.O. No. 10021 of January 18, 2002).
- Law No. 11-92, which enforces the Tax Code of the Dominican Republic.
- Law No. 107-13, on the Rights of Persons in their Relations with the Administration and Administrative Procedure, (G.O. No. 10722 of August 8, 2013).
- Decree No. 232-14, of July 11, 2014, Regulations for the Issuance of the Licensees of Foreign Aircraft Consignees on Non-Regular Flights or Charter and the Issuance of the Land Assistance Agent Certificate, (GO No. 10764, of July 18, 2014).
- Dominican Aeronautical Regulation (RAD), Parts 121 and 135.
- The Agreement for the Unification of Certain Rules Relating to International Air Transport, signed by the Dominican Republic in Montreal, Canada, on May 28, 1999, approved by Resolution No. 502-06 of the Executive Power, (G.O.Núm. 10402 of December 31, 2006).

ANNEX A

STATE OF SITUATION

Company Name
Period Coverage
Currency

Current assets

Cash at Cash and Banks (1)	XXXXXX
Temporary Investments (2)	XXXXXX
Accounts Receivable (3)	XXXXXX
Estimate for Bad Accounts (3)	XXXXXX
Interest Receivable	XXXXXX
Inventories (4)	XXXXXX
Insurance Paid in Advance (5)	XXXXXX

Non-Current Assets

Fixed Assets	XXXXX
Aircraft (6)	XXXXXX
(Accumulated Depreciation)	(XXXXXX)
Other Operating Equipment	XXXXXX
(Accumulated Depreciation)	(XXXXXX)
Building	XXXXXX
(Accumulated Depreciation)	(XXXXXX)
land	XXXXXX
Long Term Investments	XXXXX
Documents and Bonds (7)	XXXXXX
Investments in Other Companies (8)	XXXXXX
Other Long-Term Investments (7)	XXXXXX
Deferred	XXXXX
Aircraft insurance	XXXXXX
land	XXXXXX

Long Term Investments	XXXX
Documents and Bonds (7)	XXXXXX
Investments in Other Companies (8)	XXXXXX
Other Long-Term Investments (7)	XXXXXX
Deferred Charges	XXXX
aircraft insurance	XXXXXX
Insurance of Other Transport Equipment	XXXXXX
Other Insurance and bonds (7)	XXXXXX
Other Deferred Charges (7)	XXXXXX
Other Non-Current Assets	XXXX
Aircraft and Equipment (7)	XXXXXX
Other Non-Current Assets (7)	XXXXXX
Total Assets	XXXX
Current Liabilities	
Bank Payable Documents (1)	XXXXXX
Documents Payable Suppliers (1)	XXXXXX
Other Documents Payable (1)	
Accounts Payable Suppliers (2)	XXXXXX
Other Accounts Payable (2)	XXXXXX
Proportion of Debt to Pay L.P(1)	XXXXXX
Non-Current Liabilities	
Long term	XXXX
Documents Payable (1)	XXXXXX
Forecasts and Contingencies	XXXX
Contingencies Payable (3)	XXXXXX
Forecasts to Pay (3)	XXXXXX
Total Liabilities	XXXXXX XXXXX
Net worth	
Subscribed and Paid Capital (4)	XXXXXX
Legal Reserve (5)	XXXXXX
Accumulated Results of Previous Exercises	XXXXXX
Result of Exercise	XXXXXX
TOTAL LIABILITIES AND CAPITAL	XXXXXX

INFORMATION TO BE DISCLOSED IN THE EXPLANATORY NOTES OF THE STATUS OF STATUS

ASSETS:

1. Detail of this Item: banks, accounts and last bank statements, amounts and currencies, cash, exchange rate, etc. Those bank accounts, which are pledged, judicial kidnapping, or that in the next six months could be subject to loss of control by the company, must be classified under Other Non-Monetary Assets.
2. Source of financing available, money.
3. Audited accounts of the fiscal year applicable in the case that applies and its accounting most recent internal or analytical.
4. The basis of calculations of expected revenue and ordinary expenditure figures.
5. Details of the initial costs planned until the beginning of the operation of the service and its financing, the sources of financing available, cash-flows and liquidity plans for the first two years, including fleet financing.
6. Breakdown of the different investments, instruments and time.
7. Submit separately those intended for repair and renewal of aircraft.
8. Present the insurance of the aircraft of the rest of the Assets Paid in Advance, also indicating the amount and period to be consumed, which must be classified as Deferred.
9. Indicate book value of fixed assets, rates and depreciation methods, if renewals have been revalued, indicate revalued amounts, indicating accumulated depreciation on this value and cost. Also indicate the assets that are under lease: conditions and time.
10. Companies and level of participation (minority, majority, control).

INFORMATION TO BE DISCLOSED IN THE EXPLANATORY NOTES OF THE FINANCIAL STATEMENTS

1. Submit separately those intended for repair and renewal of aircraft.
2. Present the insurance of the aircraft of the rest of the Assets Paid in Advance, also indicating the amount and period to be consumed, which must be classified as Deferred.
3. Indicate book value of fixed assets, rates and depreciation methods, if renewals have been revalued, indicate revalued amounts, indicating accumulated depreciation on this value and cost. Also indicate the assets that are under lease: conditions and time.
4. Detail and policy.
5. Companies and level of participation (minority, majority, control)
6. Information on existing financial links, between the company requesting the issuance of the certificate and any other commercial activity in which it participates.

PASSIVES

1. Amount paid and pending payment. Lending institution, term, currency and rate.
2. Detail the most significant.
3. Detail level of achievement and beneficiaries.
4. Number of shares issued and outstanding.
5. Indicate pending periods to accumulate.
6. Separately classify income from regular flights to flights not regular.

ANNEX B

STATEMENT OF INCOME

Company Name

Coverage Period

Currency Type

Sales	XXXXXXXXXXXX
More: Other Income	XXXXXXXXXXXX
Total Income	XXXXXXXXXXXX
Cost of Operations	XXXXXXXXXXXX
Gross Profit (1-2)	
Operating expenses	XXXXXXXXXXXX
Selling expenses	XXXXXXXXXXXX
Administrative expenses	XXXXXXXXXXXX
Operating Income (3 – 4)	
Financing Result (9 - 10)	
Financial expenses	XXXXXXXXXXXX
Financial Income	XXXXXXXXXXXX
Profit after financing (7 - 8)	
Other expenses	XXXXXXXXXXXX
Profit before ISR (11 - 12)	
Income tax (25%)	XXXXXXXXXXXX
Net Profits (14-15)	



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