	REPUBLIC OF SOUTH AFRICA CIVIL AVIATION AUTHORITY	SACAA Private Bag X 73 Halfway House 1685
Tel: (011) 545-1323 E-Mail: niemandj@caa.co.za	GENERAL NOTICE # PEL-2023/ATO 002 Revision 0	DATED: 27 March 2023

ATO LICENSING APPLICATIONS AND THE USE OF OLD APPROVAL NUMBERS

1 APPLICABILITY

- 1.1 This Notice is applicable to:
 - 1.1.1 Aviation Training Organisations (“ATO’s”) approved under Part 141 of the regulations by the SACAA;
 - 1.1.2 Any person making use of a SACAA approval number when submitting documents to the SACAA.

2 PURPOSE OF THIS NOTICE

- 2.1 This Notice serves to address and clarify the use of ATO legal entity names, Trading As names, old ATO approval numbers and the approval numbers assigned since 1 April 2019.

3 HISTORY

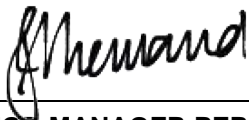
- 3.1 The SACAA started making use of the EMPIC system as of 1 April 2019 to issue ATO approval numbers and documents for its ATOs.
- 3.2 Prior to 1 April 2019, ATOs had been issued with an approval number commencing at CAA/0001/ATO and ending at CAA/0500/ATO. These approval numbers could not be reflected as the main approval number using the EMPIC system and new numbers were issued commencing at 1000 in the format of SACAA/1000/ATO.
- 3.3 ATOs that had been approved prior to 1 April 2019 have had the new approval number together with the old approval number reflected on the ATO as well as the Training Opspec. This was for the purpose of keeping historical records intact for 5 years.
- 3.4 Part of the SACAA EMPIC processes is to register the “Legal Entity” name of the ATO as well as the “Trading As” or “Doing Business As” name reflected on the ATO as well as the Training Opspec
- 3.5 The SACAA website ATO verification portal as well as the EMPIC system currently does not have the capability of searching for old approval numbers as well as “Trading As” numbers.
- 3.6 There is difficulty in processing applications and payments made by clients using a mix and match of legal entity names, trading as names, old approval numbers and new approval numbers.

4 COMMUNICATION PROTOCOL

- 4.1 PEL Training has since 2018 published a communication protocol when dealing with matters pertaining to ATOs.
- 4.2 With immediate effect all documents submitted to the SACAA that refers to an ATO shall reflect the ATO legal entity name as well as the trading as name and shall only reflect the SACAA ATO approval number that commenced numbering at 1000.
- 4.3 ATOs and instructors/examiners may not use of any stamp or document that refers to the old ATO approval numbers issued or that refer only to a “Trading AS” name.

5 FINANCIAL ARRANGEMENTS

- 5.1 Clients making payments reflecting an ATO number may only make use of the SACAA approval number issued as of 1 April 2019 that commenced numbering at SACAA/1000/ATO shall reflect the ATO legal entity name.
- 5.2 Clients are to write to SACAA Finance to ensure that any payments made under the old ATO approval numbers and reflecting the "Trading As" name are transferred to the Legal Entity name and the current SACAA ATO approval number that commenced at SACAA/1000/ATO
- 5.3 Contact at SACAA Finance is FinanceRevenue@caa.co.za.

Issued by the South African Civil Aviation Authority (SACAA)		
	JOHAN NIEMAND	27 March 2023
SENIOR MANAGER PERSONNEL LICENSING	NAME IN BLOCK LETTERS	DATE