



Section/division: **Aviation Safety Standards Assurance**
 Telephone number: **0860 267 435**
 Physical address: **Ikhaya Lokundiza, 16 Treur Close, Waterfall Park, Bekker Street, Midrand, Gauteng**
 Postal address: **Private Bag X73, Halfway House 1685**

Form Number: CA 141-29

Email: **PEL.Training@caa.co.za**

Website: **www.caa.co.za**

DETAILS OF BANK ACCOUNT FOR PAYMENT OF PRESCRIBED FEE			
Branch: Brooklyn, Pretoria			
Bank: Standard Bank of SA Ltd	Branch Code: 011245	Account Number: 013007971	
COMPULSORY CLIENT PAYMENT CODE (to be completed on deposit slip)			
Service/transaction	Over the counter payments		EFT, Internet, Wire, Electronic payments
Fees: See CAR Part 187.01.34	<input type="text"/>	<input type="text"/>	<input type="text"/>

APPLICATION FOR APPROVAL OF A BUSINESS AND FINANCIAL PLAN FOR A NEW TRAINING ORGANISATION

NOTES:

PROPOSED BUSINESS AND FINANCIAL PLAN

CAR 141.01.2 (1) As a prerequisite to the approval process, a training organisation shall demonstrate that it is staffed, equipped, financially resourced and operated in a manner conducive to achieving the required standards.
SA-CATS 141.02.1 (1) details the requirements for a business and financial plan as indicated in this document.
The required information must be submitted as a separate memorandum and attached hereto.
CAR 141.01.6 (4) An application shall only be considered if the local municipality, land owner or airport licence holder, has given written consent for the establishment of a new ATO, taking into consideration available facilities and in the case of flight training, air traffic volumes.

1. PARTICULARS REGARDING THE APPLICANT / HOLDER

1.1 Proposed Full name of ATO	<input type="text"/>		
1.2 Telephone number	<input type="text"/>	1.3 Cellular phone number	<input type="text"/>
1.4 e-mail address	<input type="text"/>		

1.5 The applicant declares hereby that the particulars provided in this application are true in every respect.

1.6 The applicant shall submit all forms and supporting documentation in PDF format to PEL.Training@caa.co.za. **Note! Please do not email any manager, inspector or administrator or copy them in on this correspondence**

1.7 All email correspondence to PEL.Training@caa.co.za must **comply with the PEL Training communication protocol** by addressing the **SUBJECT line of the email** commencing with the **Name of the ATO followed by the service being requested**. Adherence to this protocol makes it easy to identify and deal with correspondence in an efficient manner. **Please see the example below**.

SUBJECT: - NAME OF PROSPECTIVE ATO - NEW ATO BUSINESS AND FINANCIAL PLAN

1.8 The applicant shall ensure that page 2 of this form is completed fully.

<input type="text"/>	<input type="text"/>	<input type="text"/>
SIGNATURE OF APPLICANT	NAME IN BLOCK LETTERS	DATE

NO	DESCRIPTION	SUBMITTED (YES, NO, N/A)	COMMENTS
1.	Letter of permission for establishment of ATO = See CAR 141.01.6 (4)		
2.	Income Statement (Revenue, Expenses and Profit for a particular period)		
3.	Cash Flow Projection (Each month over one year)		
3.1.	Cash Revenues		
3.2.	Cash Disbursements		
3.3.	Reconciliation of cash revenues to cash disbursements		
4.	Balance Sheet		
4.1.	Assets		
4.2.	Liabilities		
4.3.	Equity		
5.	Financial Data (Including all expenses)		
6.	Business Expenses:		
6.1.	Business Registration Fees		
6.2.	Business Licencing and Permits		
6.3.	Starting Inventory		
6.4.	Rent Deposits		
6.5.	Down Payments on Property		
6.6.	Down Payments on Equipment		
6.7.	Utility Setup Fees		
6.8.	Operating Expenses:		
a.	Salaries		
b.	Rent or Mortgage Payments		
c.	Telecommunication Expenses		
d.	Utilities		
e.	Raw Materials		
f.	Storage		
g.	Distribution		
h.	Promotion		
i.	Loan Payments		
j.	Office Supplies		
k.	Maintenance		
l.	Other		
7.	A plan on the Management and Control of Student Finances		