



## CHECKLIST APPLICATION FOR ACL

REQUIREMENT	DETAILS OF STANDARD OR MINIMUM REQUIREMENT
<b>A. LEGAL</b> 1. Registration of Company	* <i>Certificate of Incorporation</i>  * <i>Company's Regulations</i>  * <i>Minimum Paid Up Share Capital of GH ₵100,000.00 (subject to change depending on the operations)</i>
2. Commencement of Business	* <i>Certificate to Commence Business</i>
3. Tax Clearance	* <i>Tax Clearance Certificate</i>
4. ACL Application Form & Letter of Application	* <i>Completed ACL Application Form &amp; Letter of Application addressed to the Director General - GCAA</i>

<b>B. OPERATIONAL</b> <b>1. Profile of Shareholders, Board &amp; Management</b>	
<b>2. Business Plan / Feasibility Studies</b>	<ul style="list-style-type: none"> <li>* Curriculum Vitae of Shareholders, Board Members &amp; Management Staff</li> </ul>
<b>3. Managerial &amp; Technical Competencies</b>	<ul style="list-style-type: none"> <li>* Strategic Plan on Operations</li> <li>* Proposed Insurance Policies</li> <li>* Contractual/Working arrangements with other companies</li> <li>* Plans on the Acquisition of/ Arrangement for the right Number &amp; Type of Aircrafts to be used</li> <li>* Plans to address Continuity, Regularity &amp; Timeliness of Operations</li> <li>* Analysis /Feasibility Studies on Routes to be served</li> <li>* Maintenance Plans for Safety &amp; Efficient Services</li> <li>* Risks Analysis</li> </ul>

<b>4. Financial</b>	* Proforma Income Statement (for at least 5 years)
	* Proforma Balance Sheet (for at least 5 years)
	* Cashflow Statement (for at least 5 years)
	* Basis of Assumptions for projections
	* Marketing Plans
	* Structure & Basis of Fares, Tariffs and Fees to be charged
	* Capital Expenditure Programme (for at least 5 years)
	* Financing Arrangements for Capital and Operational expenditure
<b>4. Miscellaneous</b>	