



CHECKLIST APPLICATION FOR ACL

REQUIREMENT	DETAILS OF STANDARD OR MINIMUM REQUIREMENT
A. LEGAL 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 & Letter of Application addressed to the Director General - GCAA</i>

B. OPERATIONAL	
1. Profile of Shareholders, Board & Management	* Curriculum Vitae of Shareholders, Board Members & Management Staff
2. Business Plan / Feasibility Studies	* Strategic Plans for Operations * Proposed Insurance Policies * Contractual/Working arrangements with other companies * Plans on the Acquisition of/ Arrangement for the right Number & Type of Aircrafts to be used * Plans to address Continuity, Regularity & Timeliness of Operations * Analysis /Feasibility Studies on Routes to be served * Maintenance Plans for Safe & Efficient Services * Risks Analysis
3. Managerial & Technical Competencies	* Organisational Structure * Experience & Knowledge of the aviation / airline industry * Background Checks on competencies and compliance to safety, etc of key management personnel * Human Resources Strategy /Plan

4. Financial	* 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)
	Sensitivity Analysis
4. Miscellaneous	