

REQUIREMENTS MANUAL

JAC-001



Version 6.0

CHANGE CONTROL

VERSION	DATE	MAIN MODIFIED POINTS	SUMMARY OF MODIFICATIONS
1.0	May 2010	Initial Version	Not Apply
2.0	September, 2010	<p>Operation Permit (Foreign Air Operator), Point q) of the documents to be annexed.</p> <p><i>Approved by Resolution No.104- (2010).</i></p>	<p>The wording of the requirements was improved.</p> <p>The requirements for the issuance of Operating Permits were simplified.</p> <p>Added the provisions of Law No. 479-08, on Commercial Companies and Individual Limited Liability Companies.</p>
3.0	August, 2011	<p>Economic Authorization Certificate</p> <p><i>Approved by Resolution No.161- (2011).</i></p>	<p>Changes in the request for the Certification requirement issued by the Specialized Body with regard to Civil Aviation Safety, as well as the reinsertion of the domicile fixing requirement.</p>
4.0	September, 2014	<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 the Economic Authorization Certificates in case of accident investigation or serious aviation incident. • Table of costs and terms of the services is included. 	<p>All the requirements of the services were reviewed, in some cases, requirements were eliminated or added.</p>

		<ul style="list-style-type: none"> Forms of the International Civil Aviation Organization (ICAO), related to air transport information, are attached. <p><i>Approved by Resolution No.200- (2014).</i></p>	
5.0	September, 2015	<ul style="list-style-type: none"> The system of phases for the processes is implemented. The Suitability Requirements are included. Points related to economic and financial requirements are modified. Some formalities of legal documents are expressly included. The Required Subscribed and Paid Capital requirement is modified. The requirement on Working Capital and Guarantee Account (trust account) is included. <p><i>Approved by Resolution No.205- (2015)</i></p>	<p>The wording of the requirements was improved.</p> <p>All the requirements of the services were reviewed, in some cases, requirements were eliminated or added</p>
6.0	January 2017	<ul style="list-style-type: none"> The reference to Law No.140-15 on Notaries is eliminated from the Presentation. Law No. 633-44 on Public Accountants is eliminated from the Presentation. An explanatory text on the deadlines for granting services and the reasons for filing a service request file is added in the introductory part. 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. A reclassification is made of the types of national operators, according to their capacity, for the economic and financial requirements in the issuance of a CAE. 	<p>All the requirements of the services were reviewed, in some cases, requirements were eliminated or added, or the drafting of the same was improved.</p> <p>The reasons for filing a service request were included.</p>

		<ul style="list-style-type: none"> • The minimum required of the Subscribed and Paid Capital is included for the issuance of a CAE. • The Notarized affidavit is eliminated where the air operator is responsible for the expenses in case of suffering an accident or serious incident, for the investigation by the Investigation Commission of Aviation Accidents (CIAA), in the issuance of a CAE. • The requirement regarding a deposit in cash 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 evidences of liquidity for the start of operations: availability of credit, bank certification, financial instrument or combinations of the above. • It is included in the issuance of the CAE, the possibility of providing evidence of the procedure before CESAC and of a Proposal of Insurance Policy, for the purpose of processing the request. • The legal and economic-financial requirements for the renewal of a CAE are eliminated, and only documentation updates will be requested, if applicable. • Point 9 of the corporate requirements for the issuance of a PO is eliminated, regarding that the applicant when stamping his signature knows and submits to the provisions of the Dominican laws, especially to the Law No.491-06, its modifications and other regulations in force. • Some of the General Notes for the renewal of an Operating Permit are eliminated, with the one relating to the updating of documentation and the payment of the service remaining. • Transfer from legal to economic requirements, the IDAC Certification, in the process of amendment of the Operating Permit. • The amount of the Special Drawing Right (SDR) is updated, as published by the International Monetary Fund. 	<p>The issuance of the CAE was the service subject to further modifications.</p> <p>The requirements for the application for a Special Permit were included.</p>
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		<ul style="list-style-type: none"> • The Renminbi, Chinese currency, is added because it is part of the currency basket of the International Monetary Fund. • Added note on coverage of damages to third parties in the Table of Compensation Amounts. • A Note is included regarding the acceptance of the currencies that make up the SDR and the Dominican Peso valuation basket. • Added in the Notes of the Table of the 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 Single Combined Limit is amended from the Insurance Notes, stating that it must be in accordance with the Montreal Convention, 1999. • The General Note that was in all the services was eliminated, regarding that applications would not be accepted without all the required documentation. • The requirements for the application for a Special Permit are added. <p><i>Approved by Resolution No.106- (2017).</i></p>	
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PRESENTATION

This Manual constitutes the guide of the requirements to be fulfilled before this Civil Aviation Board, in occasion of requests for services provided by the institution. The guide contains a detailed list of the requirements to be met in each process, in compliance with the applicable Laws, Regulations and Resolutions.

Following are the most important legal and regulatory provisions, which served as the basis for the preparation of this Manual.

- Constitution of the Dominican Republic (G.O. No.10805 of June 13, 2015).
- Law No.491-06, of Civil Aviation of the Dominican Republic (GONo.10399, of December 28, 2006) modified by Law No.67-13 (GO No.10713, of April 25, 2013).
- Law No.479-08 on Commercial Companies and Individual Companies with Limited Responsibility (GONo.10497 of December 11, 2008), as amended by Law No.31-11, (GONo.10605 of February 10, 2011).
- Law No.188-11 on Airport Security and Civil Aviation (G.O.No.10628 of July 22, 2011).
- Law No.3-02 on the Commercial Registry, (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 Administration and Administrative Procedure, (G.O. No.10722 of August 8, 2013).
- Decree No.232-14, of July 11, 2014, Regulation for the Issuance of Licenses of Consignees of Aircraft of Foreign Air Operators in Non-Regular Flights or Charters and the Issuance of the Ground Support 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 Branch, (GONo.10402 of December 31, 2006).
- The National and International Financial Accounting and Information Standards (NIC - IFRS) applied in the Dominican Republic.

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GRANTING OF SERVICES:

The deadlines for granting the required services to the Civil Aviation Board (JAC) are established in the Letter of Commitment document, available on the website: www.jac.gob.do

Any action or decision that the Civil Aviation Board (JAC) takes in relation to a request for service will be communicated to the user within the term established in said Letter of Commitment.

Reasons to file a service request file:

The Civil Aviation Board (JAC) may file a service request file for 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 elapsed;
2. By express withdrawal of the applicant.

Note:

- If a new request for the same service originates after file archiving, the Civil Aviation Board (JAC) will require the client to update the information and documents that have expired or expired.

CERTIFICATE OF ECONOMIC AUTHORIZATION (CAE) – NATIONALS AIR OPERATORS

A Certificate of Economic Authorization is a certificate issued by the Civil Aviation Board, prior to the authorization of the Executive Power, upon verifying that the interested party has economic capacity and financial to perform air transport services, in accordance with the requirements established in the Law No.491-06 of Civil Aviation of the Dominican Republic, as amended by Law No.67-13.

The air transport services have been classified according to Article 179 of Law No. 491-06, of Civil Aviation of the Dominican Republic, modified by Law No.67-13, in regular and not regular (charter), internal and international, to carry out air transport activities of passengers, cargo and mail, separately or in combination.

TO START THE PROCESS

Orientation meeting for those interested in obtaining an Authorization Certificate Economic (CAE).

Prior to the formal start of the process of obtaining a Certificate of Economic Authorization, the Party interested should hold an orientation meeting with representatives of the economic areas, financial and legal board of the Civil Aviation Board.

The purpose of this meeting will be to inform interested or future applicants of a CAE, about the steps to follow in the process, the documentation to be deposited and the way in which it should be submitted at the time of the formal request.

In the request for a meeting, the following should be indicated without restriction: information about the applicant (its managers or members of the Board of Directors); activity that you want to carry out; possible market and the projected date for the start of operations, and any other information that may be relevant to the process.

The process of issuing a Certificate of Economic Authorization (CAE) will not start without the orientation meeting was held.

REQUIREMENTS FOR ISSUING THE CERTIFICATE OF ECONOMIC AUTHORIZATION (CAE) - NATIONAL AERIAL OPERATORS:

1. Exhausted the Orientation Meeting.
2. Complete the Application Form F-PSS-01 with the following information:
 - Company name;
 - RNC;
 - Representative;
 - Nature of the traffic you wish to operate, whether scheduled or non-scheduled flights, internal or international

- Routes or areas in which you intend to operate, if applicable;
- Aerodromes.

CORPORATE LEGAL REQUIREMENTS:

3. Original Power of Representation before a Notary Public, duly certified by the Attorney General of the Dominican Republic.

Note: This requirement is only required, when the request is not made by the Manager, President of the Board of Directors or person designated by the company through a meeting of partners.

4. Certified copies of the documents constituting the company, duly registered by the Commercial Registry Office, in accordance with Law No.3-02.
5. Current certification of no criminal record of each member, issued by the Attorney General of the Dominican Republic.

Note: In the case of managers and foreign managers, the aforementioned certification must be issued by the country of nationality or where you have resided the last five (5) years.

6. Copy of the Commercial Registry Certificate (in force), issued pursuant to Law No.3-02.
7. Proof of approval of the Aircraft Operator Safety Program (PSEA), by the Specialized Body in Airport Security and Civil Aviation (CESAC).

Note: For the purposes of processing the application, they may be accepted provisionally, evidence (s) that the applicant has submitted to CESAC its Security Program for the purposes of approval.

8. Original of the Insurance Policy on Civil Liability that complies with the provisions of this manual.

Note: For the purposes of processing the application, the Policy Proposal of Insurance on Civil Liability.

ECONOMIC AND FINANCIAL REQUIREMENTS:

A. CERTIFICATE OF ECONOMIC AUTHORIZATION (CAE) FOR RAD135 OPERATIONS (AIRCRAFT WITH CAPACITY UP TO NINE (9) PASSENGERS).

1. Brief description of the business plan (aircraft and projection of operations).
2. Financial statements audited by an Authorized Public Accountant (CPA) for the last period tax, pursuant to Article 219 of Law No.491-06 of Civil Aviation of the Dominican Republic, as amended by Law No.67-13, where it is evidenced that the applicant with adequate liquidity levels to support its operations.

Note: The Financial Statements must include the Balance Sheet, the Income Statement and its explanatory notes.

3. Certification of the Social Security Treasury (TSS), where you certify that you are registered in said institution.
4. Copy or evidence of the National Registry of Taxpayers (RNC).
5. Annual Income Tax Return for Companies (IR2), filed with the General Directorate of Internal Taxes (DGII), if applicable.
6. Certification issued by the General Directorate of Internal Taxes (DGII), where record that they are up to date with their tax obligations.

B. CERTIFICATE OF ECONOMIC AUTHORIZATION (CAE) FOR AERIAL OPERATIONS NATIONAL AND INTERNATIONAL REGULAR OR CHARTER RAD-135 (AIRCRAFT WITH CAPACITY FROM - TEN (10) - UNTIL TWENTY NINE (29) PASSENGERS).

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, which contains: Demand and historical offer of the market and projections of operations.
 - c) Structure and operational resources, (types of aircraft, seating capacity and cargo e infrastructure).
 - d) Financial study, estimated costs and expenses and estimated income.
2. Copy or evidence of the National Registry of Taxpayers (RNC).
3. Annual Income Tax Return for Companies (IR2), filed with the General Directorate of Internal Taxes (DGII), if applicable.
4. Certification issued by the General Directorate of Internal Taxes (DGII), where record that they are up to date with their tax obligations.
5. Certification of the Social Security Treasury (TSS), where you certify that you are registered in said institution.

ECONOMIC AUTHORIZATION CERTIFICATE (CAE)

6. Financial statements for the last three fiscal periods, audited by a Public Accountant Authorized (CPA).

Note 1: The Financial Statements must include the State of Situation, the State of Result, Statement of Cash Flow and its explanatory notes

Note 2: The requester must have adequate levels of liquidity to support its operations.

C. CERTIFICATE OF ECONOMIC AUTHORIZATION (CAE) FOR AERIAL OPERATIONS NATIONAL AND INTERNATIONAL REGULAR 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 that contains: market demand and historical offer and projections of operations.
 - c) Structure and operational resources (types of aircraft, seating capacity and cargo, and infrastructure).
 - d) Financial study, estimated costs and expenses and estimated income for three years (Financial Statements projected under NICA 3400).
2. Copy or evidence of the National Registry of Taxpayers (RNC).
3. Annual Income Tax Return for Companies (IR2), filed with the General Directorate of Internal Taxes (DGII).

Note: This point applies to those companies with at least one fiscal year close.

4. Certification issued by the General Directorate of Internal Taxes (DGII), where record that they are up to date with their tax obligations.
5. Certification of the Social Security Treasury (TSS), where you certify that you are registered in said institution.
6. Financial statements for the last three fiscal periods, audited by a Public Accountant Authorized (CPA).

ECONOMIC AUTHORIZATION CERTIFICATE (CAE)

Note: The Financial Statements must include the Balance Sheet, the Result Statement, Cash Flow Statement and its explanatory notes.

7. For the start of operations, the applicant company must submit with at least ten (10) working days in advance, proof that you have a level of liquidity equivalent to at least three (3) months of operations, such proof may be presented in the form of: Banking Certification, Financial Instrument, Availability of Credit or a combination of the above.

Note: In the case of the aerial operators charters under the RAD-121, they must have a level of liquidity equivalent to two (2) months of operations

On the Subscribed and Paid Capital Required.

Applicants for a Certificate of Economic Authorization (CAE), for the realization of air transportation services of passengers or cargo, must have a Subscribed and Paid Capital of according to the complexity of your Business Plan. This Capital must be reflected in its States Financial.

For the issuance of a Certificate of Economic Authorization (CAE), pursuant to the Law of Commercial Companies and Limited Liability Companies No.479-08 as amended by Law No.31-11, the following companies will be considered:

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

NOTES:

- If necessary, the Civil Aviation Board may request explanatory information about the deposited documents.

ECONOMIC AUTHORIZATION CERTIFICATE (CAE)

- The documentation provided must prove compliance with Articles 237, 238 and 239 on Substantial Ownership and Effective Control of the Airlines, of Law No.491-06 of Civil Aviation of the Dominican Republic, modified by Law No.67-13.
- In case the applicant owns a capital of more than sixty-five (65%) and up to One hundred percent (100%) owned by foreign investors, previously, must obtain the authorization of the Executive Power, pursuant to literal d) of Article 237 of the Law No.491-06 of Civil Aviation of the Dominican Republic, modified by Law No.67-13, that allows him to opt for the benefit of being a national airline.
- Before the delivery of the Economic Authorization Certificate (CAE), it will be verified that the corresponding right was paid to the Dominican Institute of Civil Aviation, (IDAC).
- Throughout the certification process and prior to the issuance of the CAE, the interested party must keep updated, the legal corporate documents, and Economic conditions indicated in this Requirements Manual, for the purpose of determining that the economic and financial suitability conditions are maintained.

CONTINUOUS REQUIREMENTS ON THE PART OF THE HOLDERS OF A CERTIFICATE OF ECONOMIC AUTHORIZATION (CAE).

In order to verify compliance with Articles 223, 236, 237, 238 and 239 of Law No.491-06 of Civil Aviation of the Dominican Republic, modified by Law No.67-13, each air operator holder of a Certificate of Economic Authorization (CAE), must keep updated in the Board of Civil Aviation, the following documents:

Continuous legal requirements:

1. Insurance Policy on Civil Liability in force, as stated in this Manual.
2. Certification in effect, issued by the Specialized Body in Airport Security and Civil Aviation (CESAC), on compliance with the Operator Safety Program of Aircraft (PSEA).
3. Certificate of Mercantile Registry in force.
4. The Minutes of Ordinary Assemblies.
5. Minutes of Extraordinary Assemblies that affect the original conditions in which the CAE was issued.

Note: These Minutes must be submitted within thirty (30) days after the celebration of the Assembly.

Continuous economic requirements:

1. Presentation of the annual Financial Statements no later than four (4) months later to its fiscal closure.
2. In conjunction with the Financial Statements, the air operator must deposit a report of the management on the annual results of the company.
3. Presentation of Certification of the Treasury Social Security, in which it is stated that the air operator is up-to-date in the payment of its commitments with that institution.
4. Presentation of Certification issued by the Dominican Institute of Civil Aviation (IDAC), in which indicates that the air operator is at the day in the payment of their commitments with that institution.
5. Presentation of Certification issued by the General Directorate of Internal Taxes (DGII), stating that they are up to date with their tax obligations.
6. To send, within a period not exceeding the month of February of each year, the information contained in Forms A, A-S, B, C, E-F and M of the International Civil Aviation Organization (ICAO), which can be downloaded from the ICAO web portal www.icao.int.

NOTE:

In accordance with Article 236 of Law No.491-06 of Civil Aviation of the Dominican Republic, modified by Law No.67-13, on continuous requirements, the Civil Aviation Board, has the power to request at any time the fulfillment of all the requirements that make it possible to show that the CAE's owners are suitable, willing and able to properly exercise the transportation indicated in your application.

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

The application for the renewal of a Certificate of Economic Authorization (CAE), must be presented on a stamped sheet, duly signed and stamped, by the representative expressing his renewal interest sixty (60) days in advance of the expiration of the CAE, in accordance with the Article 252 of Law No.491-06 on Civil Aviation of the Dominican Republic, as amended by Law No.67-13.

1. Air operators will be required to provide documentation that is not found updated, at the time of renewal, in accordance with the terms established in the Charter Commitment.
2. Current certificate of no criminal record of each member, issued by the Attorney General of the Dominican Republic.

ECONOMIC AUTHORIZATION CERTIFICATE (CAE)

3. It will be verified that the traffic rights that have been granted previously are exploited in the way they were authorized.
4. Before the delivery of the Authorization Certificate Economic (CAE) renewed, verify that the corresponding right was paid to the Dominican Institute of Civil Aviation, (IDAC).

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

- a) Submit an amendment request indicating the routes or exploitation of services to include in the Certificate of Economic Authorization (CAE).
- b) Complete the Application Form F-PSS-01 duly.

Legal and economic requirements:

The fulfillment of the continuous requirements will be verified, in case of missing one, it will be requested your update.

1. Presentation of Market Study, containing: the requested route (s), projections of passengers and loads to be transported (Demand), analysis of competences, that is, the different lines that cover the origins and destinations (Supply) and market objectives to supply (Market Share), itineraries of routes (frequency and schedules) in which the flights.

NOTES:

- Air operators will be required to provide documentation that is not found updated, at the time of the amendment, in accordance with the terms established in the Charter Commitment.
- It will be verified that the traffic rights that have been granted previously are exploited in the way they were authorized.
- Market Research will not be required if it is verified that the route or routes requested have been operated satisfactorily on charter flights or through special permits for a minimum period of two (2) months during the last two (2) years prior to request.
- Prior to the delivery of the amended Economic Authorization Certificate (EAC), the verify that the corresponding right was paid to the Dominican Institute of Civil Aviation, (IDAC).
- In cases of route exclusion, it would be enough to inform the Civil Aviation Board, Indicating the date on which the route (s) will cease to operate.

ECONOMIC AUTHORIZATION CERTIFICATE (CAE)

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

The Operating Permit is the permit issued by the Civil Aviation Board to foreign air operators.

REQUIREMENTS FOR ISSUING THE OPERATING PERMIT (PO).

1. Complete the Application Form F-PSS-01 duly.

Corporate Legal Requirements:

2. Designation and / or authorization of your State for the exploitation of the services requested. From there is no formal air transport agreement, indicate the reasons for your request and comply with the provisions of Art. 240, letter b) of Law No. 491-06 of Civil Aviation of the Dominican Republic, modified by Law No.67-13.
3. Prove the existence of the company with arrangements to the laws of your country. For the purposes, it must Deposit your Certificate of Incorporation or equivalent.
4. Original of the special power of legal and / or commercial representation in the country, apostilled, according to the Hague Convention of 1961, or legalized by the consular authority correspondent. Additionally, if necessary, it must be translated into Spanish by competent legal interpreter, legalized before the Attorney General of the Republic.

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

5. Copy of the Air Transport Certificate or current Air Operator Certificate, both or its equivalent, as they apply to the legislation of the country of the applicant's nationality.
6. Original of the Policy or Certification of Insurance on Civil Liability, which complies with the established in this Manual.
7. Current certification issued by the Specialized Body in Airport Security and the Civil Aviation (CESAC), where indicated, that have approved the Safety Program of the Aircraft Operator (PSEA).

Note: Evidence will be accepted that the process for obtaining the Program has begun. Safety of the Aircraft Operator (PSEA), before the Security Specialized Corps Airport and Civil Aviation (CESAC).

8. Copy or evidence of the National Registry of Taxpayers (RNC).
9. Copy of the Commercial Registry Certificate, in accordance with Law No.3-02.

Economic and Financial Requirements:

1. Presentation of a Market Study which contains, without limitation, the following points:
 - 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, passenger / cargo projections estimated at a year by route, frequencies, means of commercialization, tariffs, etc.
 - c) Operating Resources: aircraft, types of aircraft, available seats and capacity of cargo.

Note: It can 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 have been successfully exploited under the charter modality or through special permissions.

NOTES:

- The official documents submitted that are in a foreign language must be Translated into Spanish by a court interpreter.
- The Market Study may be received in physical or digital format and in Spanish.
- Before the delivery of the Operating Permit, it will be verified that the payment of the corresponding right before the Dominican Institute of Civil Aviation, (IDAC)

REQUEST FOR RENEWAL OF THE OPERATING PERMIT (PO).

1. Letter of request sixty (60) days prior to the expiration of the Permit of Operation (PO) in accordance with Article 252 of Law No.491-06 of Civil Aviation of the Dominican Republic, modified by Law No.67-13.
2. Complete the Application Form F-PSS-01 duly.

Legal Requirements (if applicable):

3. Copy of the Air Transport Certificate or current Air Operator Certificate, both or its equivalent as applied to the legislation of the country of the applicant's nationality.
4. 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 consular authority correspondent. In the event that it is recorded in a language other than Spanish, it must be translated by a judicial interpreter, legalized by the Attorney General's Office Republic.

Note: In case the Power of Attorney is granted in Dominican territory it must be legalized by Notary Public and registered before the Attorney General's Office.

5. Copy of the current Mercantile Registry, in accordance with Law 3-02, in cases where apply.
6. Original of the Policy or Certification of Insurance on Civil Liability, which complies with what is established in Annex A of this Manual.
7. Certification in effect, issued by the Airport Security Specialized Body and the Civil Aviation (CESAC), where it is indicated, that they have approved, the Safety Program of the Aircraft Operator (PSEA).

Economic and financial requirements:

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

NOTES:

- It will be verified that the traffic rights that have been granted previously are exploited in the way they were authorized.
- Air operators will be required to provide documentation that is not found updated, at the time of renewal.
- Before the renewed Operating Permit (PO) is issued, it will be verified that it was made the payment of the corresponding right before the Dominican Institute of Civil aviation (IDAC)

APPLICATION FOR AMENDMENT OF THE OPERATING PERMIT (OP) TO INCLUDE NEW ROUTES AND / OR SERVICES.

1. Submit an amendment request indicating the routes or operation of services to include in the Operation Permit (PO).
2. Complete the Application Form F-PSS-01 duly.

Legal requirements (if applicable):

1. Have the designation or authorization of your State or Country, for the exploitation of the requested routes, as established in subparagraph b) of Article 240 of Law No.491-06 of Civil Aviation of the Dominican Republic, modified by Law No.67-13.
2. Certification in force of the Specialized Airport Security and Aviation Corps Civil (CESAC), where it is indicated that they have approved the Safety Program of the Aircraft Operator (PSEA).

Economic and financial requirements:

3. Presentation of a Market Study which contains, without limitation, the following points:
 - 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, passenger / cargo projections estimated at a year by route, frequencies, means of commercialization, tariffs, etc.
 - c) Operational Resources: aircraft, types of aircraft, available seats and capacity of cargo.

Note: It can 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 at your request, have been successfully exploited under the charter modality or to special permits.

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

NOTES:

- Air operators will be required to provide documentation that is not found updated, at the time of the amendment.
- It will be verified that the traffic rights that have been granted previously are exploited in the way they were authorized.
- The official documents submitted that are in a foreign language must be translated into Spanish by a court interpreter.

- The Market Study may be received in physical or digital format and in Spanish.
- Before the delivery of the amended Operating Permit (PO), it will be verified that it was made the payment of the corresponding right before the Dominican Institute of Civil Aviation (IDAC).
- In cases of route exclusion, it would be enough to inform the Civil Aviation Board, indicating the date on which the route (s) will cease to operate.

CONSIGNEE (LC) APPLICATION FOR ISSUING THE LICENSE OF THE AIRCRAFT CONSIGNEE FOREIGN AERIAL OPERATORS IN NON-REGULAR FLIGHTS OR CHART (LC).

Consignee's license is the authorization issued by the Civil Aviation Board to a person legal, so that it can provide the following services: Administrative Assistance on Land and Supervision, Passenger Assistance, Baggage Assistance, Land Transportation Assistance and Coordination and Supervision of Platform Services, in accordance with Article 5 of the DecreeNo.232-14.

REQUIREMENTS EXPEDITION LICENSE OF CONSIGNEE (LC):

1. Completely 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.
3. Special Representation Power granted to the issuer of the License of Consignee, duly notarized and legalized by the Attorney General of the Republic.
4. Certification of the National Registry of Taxpayers (RNC) of the commercial company.
5. Copy of the current Commercial Registry Certificate, in accordance with Law No.3-02.
6. Original Certificate of Current Civil Liability Insurance covering operations of the commercial society. Said Certificate of Insurance shall establish coverages for amount of at least one million Dominican pesos (RD \$ 1,000,000.00), or its equivalent in Dollars of the United States of America at the time of the deposit of the company, agreement with the official exchange rate of the Central Bank.

Paragraph: This coverage may be supplemented by a bond of faithful compliance, for the contractual obligations contracted by the consignee. In this bond, the beneficiaries will be the natural or legal persons who could eventually suffer the damages (air operators).
7. Certification in force, issued by the Specialized Body in Airport Security and Civil Aviation, (CESAC), which states that the applicant meets the requirements AVSEC, arranged by the National Civil Aviation Safety Program (PNSAC).
8. Recent Certification of No Criminal Background 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 to the efficient provision of services.

10. The operation and security 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 dollars of the United States of America, at when depositing the application, in accordance with the Bank's official exchange rate Central.
12. Copy of the Financial Statements of the company corresponding to the last fiscal period, audited by a Certified Public Accountant (CPA).

NOTE:

- Before the delivery of the Consignee License (LC), it will be verified that it was made the payment of the corresponding right before the Dominican Institute of Civil Aviation, (IDAC)

APPLICATION FOR RENEWAL OF THE AIRCRAFT CONSIGNATOR'S LICENSE FOREIGN AERIAL OPERATORS IN NON-REGULAR FLIGHTS OR CHART (LC).

1. Application letter sixty (60) days prior to the expiration of the License of Consignee of Aircraft of Foreign Air Operators in Non-Regular Flights or Charters (LC) pursuant to Article 10 of Decree No.232-14, which establishes the Regulation for the issuance of Licenses of Consignees of Aircraft of Foreign Air Operators on Non-Regular Flights or Charters and the Expedition of Certificate of Ground Support Agent.
2. Complete the Application Form F-PSS-01 duly.

LEGAL REQUIREMENTS:

3. Minutes of the General Assembly of Members corresponding to the last social period concluded, duly registered before the corresponding Commercial Registry Office.
4. Special Representation Power granted to the manager of the renewal of the License of Consignee, duly notarized and legalized by the Attorney General of the Republic, if applicable.
5. Copy of the Commercial Registry Certificate (current) of the company holding the License, according to Law No.3-02, if applicable.
6. Original Certificate of Civil Liability Insurance in force, which covers the operations of the 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 of the deposit of the request, in accordance with the official exchange rate of the Central Bank.

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

7. Current Certification of No Criminal Record of each member of the Board of Directors and the Manager.
8. Certification in force, of the Specialized Body in Airport Security and Aviation Civil, (CESAC) stating that the applicant complies with the AVSEC requirements, arranged 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. The operating manuals and safety program of the company.

ECONOMIC AND FINANCIAL REQUIREMENTS:

11. Financial Statements of the company audited by a Certified Public Accountant (CPA), whose elaboration should not exceed three (3) months, according to the norms of accounting accepted internationally.
12. Certification issued by the IDAC, stating that the Consignee is up to date in the payment of the aeronautical rates received from the operators it represents. Paragraph: The renewal of the Operator Aircraft Consignee License Foreign Airlines on Non-Regular Flights or Charters will only be granted by the Board of Civil Aviation, when it has been verified during the period preceding the renewal, the fulfillment of the obligations pertaining to the License.

Notes:

- The Consignee will be required to provide documentation that is not updated, in the moment of renewal.
- Before the delivery of the renewed Consignee License (LC), it will be verified that it was made the payment of the corresponding right before the Dominican Institute of Civil Aviation, (IDAC).

REQUIREMENTS FOR THE REQUEST FOR AMENDMENT OF THE CONSIGNATOR'S LICENSE AIRCRAFT OF FOREIGN AIR OPERATORS IN NON-REGULAR FLIGHTS OR CHÁRTERS (LC).

Any request for the 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 Consignee of Aircraft of Foreign Air Operators in Non-Regular Flights or Charters (LC).
2. Complete the Application Form F-PSS-01 duly.
3. Indication of airport terminals or services that are interested in operating.
4. Documents proving that qualified personnel are available, facilities are available and necessary facilities, to provide the required services as a consignee agent.

Note:

- The Consignee will be required to provide documentation that is not updated, in the moment of the amendment.
- Before the delivery of the amended Consignee License (LC), it will be verified that the payment of the corresponding right was made before the Dominican Institute of Aviation Civil, (IDAC).
- In cases of route exclusion, it would be enough to inform the Civil Aviation Board, indicating the date on which they will leave (n) to operate in said airport terminal (s)

APPLICATION FOR APPROVAL OF SHARED CODE AGREEMENT BETWEEN AIR OPERATORS.

The Code Share Agreement is one by which one or more national or foreigners, they market one or more flights, which are operated by only one of them, using their international codes of individualization (Articles 256 and following of Law No.491-06 of Civil Aviation of the Dominican Republic, modified by Law No.67-13).

REQUIREMENTS:

1. Copy of the document in extensor of the Shared Code Contract. If it is written in a foreign language, the Spanish translation must be attached by a judicial interpreter.
2. Proof of the approval of the Shared Code Contract, issued by the Authority (s) (in) Civil Aviation of or the countries of nationality of the airlines Parties.
3. Copy of the current Air Operator Certificate of the airlines Parties, in the event that do not rest in our archives.
4. Original Policy or Certification of Insurance on Civil Liability, in accordance with to the Shared Code Agreement, which complies with the provisions of this Manual.

NOTES:

- The code-sharing contract must establish who will be the effective operator in each route or route section.
- The approval of the shared code will be subject to the provisions of the agreements of air services subscribed by the Dominican Republic with other States.
- In cases where the aeronautical authority of the market operator does not require Approval for code-sharing operations, it will not be necessary to deposit this.

REQUIREMENT FOR THE PERMIT REQUEST - 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 current Air Operator Certificate, both or your equivalents as they apply to the legislation of the country of nationality of the applicant; to effect the type of operation in question; with its corresponding operations specifications, and that includes a list of the aircraft that is authorized to operate the company.
3. Certificates of Registration and Airworthiness 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 from the foreign airline, duly signed and stamped by a representative, where the quality of the accredited company is accredited, to request in name and representation of the airline or air operator, permission to carry out non-scheduled operations or charters. This communication must also include validity and scope of power or mandate granted.
6. In the case of aircraft operated by commercial or operational agreements, codes shared, chartering, leasing and exchange of aircraft; copy of the document of State of the air operator that authorizes said agreement, and even, copy of the Specifications of Operations of said operator where the same is registered.

REQUIREMENTS FOR THE APPLICATION OF SPECIAL PERMITS.

All operators, national or foreign, who have a certificate of economic authorization or operating permit for scheduled air services, can make special flights between points located within their own routes or outside of them, prior written permission, which in each case must obtain from the Civil Aviation Board.

1. Present the application communication, which will include, among other information, the following:
 - a) Route or routes you want to operate.
 - b) Objective with which they wish to operate the route (s).
 - c) Number of flights to be carried out and period in which it will be operating.

Notes:

- After receiving the communication requesting a Special Permit, the Civil Aviation Board proceed to analyze it, in accordance with the provisions of Articles 233, 234 and 235 of the Law No.491-06 of Civil Aviation of the Dominican Republic, modified by Law No.67-13.
- 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 likewise, it will be verified that the corporate file of the applicant is updated.

ANNEX A. APPLICATION FOR APPROVAL OF THE CIVIL LIABILITY INSURANCE POLICY FOR NATIONAL AND FOREIGN AERIAL OPERATORS.

1. Number of the Insurance Policy and name of the company that issues it.
2. Name of the air operator.
3. Period of validity of the Insurance Policy.
4. Base of operations of the company.
5. Territorial limits and geographic areas that apply.
6. Coverage of the civil liability insurance policy, which may be established by a combined single limit (LUC), for any occurrence, for damages, death and bodily injury suffered by passengers, destruction or loss or damage to checked baggage and cargo, due to delays in the air transport of passengers, luggage or cargo, indicating the limit of responsibility:
 - a) Death and injury of passengers - Damage to baggage (Articles 17 and 21 of the Montreal Convention, 1999).
 - b) Damage caused by delays in the air transport of passengers, luggage or cargo (Articles 19 and 22, paragraph 1), of the Montreal Convention, 1999).
 - c) Damage caused in case of destruction or loss or damage of the cargo (Articles 18, paragraph 1) and 22) paragraph 3), of the Montreal Convention, 1999).
 - d) Damage caused in the event of destruction, loss or damage to checked baggage, when produced on board the aircraft or in the custody of the carrier (Articles 17 and 22 of the Montreal Convention, 1999).
 - e) Damages caused by it to persons or properties of third parties on the surface (Article 191 and following of Law No. 491-06 of Civil Aviation of the Dominican Republic, modified by Law No.67-13).
7. The minimum amounts of the Insurance Policies on Civil Liability for operators domestic or foreign flights that carry out international flights will be established in accordance with the provisions of the Convention for the Unification of Certain Rules on Air Transport International, signed in Montreal, Canada, on May 28, 1999.

Note: The Civil Aviation Board may accept any Certificate of Insurance Policy from Civil Liability of National and Foreign Operators, containing a digital signature or any other document, subject to verification of its validity.

Table of the indemnifying amounts on civil liability of the air carrier, of conformity to the Convention for the Unification of Certain Rules for Air Transport International, Montreal of 1999, ratified by the Dominican Republic on December 13, 2006, G.O. 10402.

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 U.S.	US\$ 158,649.33
Damage caused by delayed passenger (Articles 19)	4,694 SDR U.S. per passenger	US\$ 6584.43
Baggage transport. Destruction, loss, damage or delayed checked baggage (Article 22)	1,131 SDR per passenger U.S.	US\$1586.49
Freight transport. Destruction, loss, breakdown or delay (Article 22)	19 DEG per Kilogram	U.S. \$ 26.65 per kilogram

Note: Insurance policies must also contain coverage for damages caused to third parties.

Notes:

1. Amounts in dollars are approximate; these may vary according to the fluctuation of the currency, which is why the Special Drawing Rights (SDR) will always be taken as reference.
2. Sums expressed in SDR refer to the special drawing right defined by the Fund International Monetary Fund (IMF). The value of the SDR is calculated based on a basket of currencies (Dollar from USA US, Euro, Pound Sterling, Renminbi and Japanese Yen) based on exchange rates quoted at midday on the market in London. The value of the SDR is published daily in the IMF website, and the valuation of the basket is reviewed every five years.
3. The coverages may be established through a Combined Single Limit, according to the Montreal Convention, 1999.
4. The amounts of the policies may be accepted in Dominican Pesos and in any of the coins that make up the SDR valuation basket.
5. Coverage of policies of the r operators under the RAD-135 for air taxi in internal operations will be applied half (50%) of the amounts of the coverages recorded in the previous box. These operators will be exempt from compliance with Articles 19 and 22 of the Montreal Convention, 1999.
6. Aviation insurance policies for civil liability of national air operators and foreigners may be received in english, without the need for translation into Spanish.

**APPLICATION FOR APPROVAL OF THE CIVIL RESPONSIBILITY POLICY FOR THE
CONSIGNEES OF AIRCRAFT OF FOREIGN AIR OPERATORS IN FLIGHTS NOT REGULAR OR
CHÁRTERS.**

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