



Air Carrier Information Requirements

Regular Requirements

Insurance

- Fleet/aircraft insurance: every policy, every year on renewal date
 - If applicable, groundhandling insurance –
 - Public Liability insurance
 - Motor Cover
 - Employer's Liability insurance
- } every policy every year on renewal date

“Insurance Declaration” forms for both Air Carrier and Groundhandling insurance renewals are available to download from the IAA’s website: www.iaa.ie

Audited Accounts

- Annual audited accounts: due within 6 months of financial year end
- Where applicable, separated accounts are required in respect of groundhandling services supplied to third parties.

Please note, additional information requirements relating to financial fitness apply to air carriers during the first two years of operation.

As per the Licensing Regulations, the IAA may assess the financial performance of an air carrier by requesting additional financial data at any time.

Ownership & Control

- The IAA monitors compliance with the Ownership & Control requirements of the Regulations annually. Any documents required by the IAA should be submitted promptly when requested.

Other Requirements

Please inform the IAA immediately should any of the following events occur:

- Change in Ownership and/or control of the company
- In advance of any intended mergers or acquisitions
- Change in the company’s activities *e.g. scale of activities, new services to a region not previously served etc.*
- Change in fleet (*e.g. type or number of aircraft*) or in the status/validity of the AOC
- Change of business or registered address
- Change of IAA Liaison point within the company
- Change of insurance renewal dates or financial year-end
- Change in Company Directors or Company Secretary/Nominated Persons for the purposes of the AOC/Senior Management personnel
- When a dry lease is entered into/wet lease of aircraft registered in the EU/EEA
- Wet leasing in of aircraft registered outside the EU/EEA requires **prior approval** from the IAA (approval request form is available on the IAA’s website)

*Newly-licensed air carriers are subject to a review 2 years after the licence is granted. The information required by the IAA is requested in advance of the 2nd anniversary of the licence-issue date.