



Groundhandling Approval Holders Information Requirements

Regular Requirements

Insurance

- Public Liability insurance
 - Employer's Liability insurance
 - Motor Cover
- } every policy,
every year,
on renewal date.

The "Insurance Declaration" form for Groundhandling insurance renewals is available to download from the Commission's website: www.iaa.ie

Audited Accounts

- Annual audited accounts: due within 6 months of financial year end
- Where the provision of groundhandling services is not the sole business of a third party handling approval holder, e.g. an airline providing groundhandling services to third parties or a supplier of groundhandling services which also engages in non-groundhandling related activities, the approval holder is required to separate the accounts of its groundhandling activities from the accounts of its other activities and produce audited annual accounts in respect of its groundhandling activities which are required to be submitted within 6 months of the financial year end.

5-Year Approval Renewal

- Groundhandling approvals are issued for a period of 5 years. Renewal application forms are provided by IAA in advance of the renewal. The information requested should be submitted to IAA at least one month before the current approval expires.

Other Requirements

Please inform the Irish Aviation Authority immediately should any of the following events occur:

- Change in the company's activities *e.g. change in category/categories of groundhandling services provided*
- Change in airport(s) where services are provided
- Change of business or registered address or any material change in the ownership of the company
- Change of insurance renewal dates or financial year-end
- Change of Company Directors or Company Secretary
- Change of IAA Liaison point within the company