

 <p>NAMIBIA CIVIL AVIATION AUTHORITY</p>	<p>REPUBLIC OF NAMIBIA</p> <p>NAMIBIA CIVIL AVIATION AUTHORITY</p> <p>AERONAUTICAL INFORMATION CIRCULAR</p>	Executive Director Namibia Civil Aviation Authority Private Bag 12003 Ausspannplatz WINDHOEK
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CERTIFICATION OF COPIES OF APPLICATION SUPPORTING DOCUMENTS

1. This AIC replaces AIC A08/19.

2. **PURPOSE**

This Notice intends to inform Namibian Pilots, Cabin Crews, AME and ATS Licence holders that as from the 1st April 2019, copies of supporting documents for the application and renewal of licences **MUST** be certified by a commissioner of oath.

3. **BACKGROUND**

The NCAA PEL recently completed a benchmarking exercise with the South African Civil Aviation Authority. The aim of this exercise was to observe how the SACAA licensing section operates and possibly learn best practices. The SACAA shared some of their ICAO Audit findings with the Namibian counterparts. One of the findings that the SACAA received from ICAO was that supporting documents for licence applications were not certified by a commissioner of oath. The requirement that copies of supporting documents for licence applications and renewals, to be certified by a commissioner of oath has been part of the NCAA processes as required by the **Justices of the Peace and Commissioners of Oaths Act 16 of 1963**, but has not been enforce. PEL management has taken the decision to enforce this requirement as from the 1st April 2019, to avoid a similar finding when ICAO audits Namibia.

4. **Effective Date**

1st April 2019