

GROUND HANDLING LICENCE APPLICATION REQUIREMENTS AND PROCEDURES

The Tanzania Civil Aviation Authority (TCAA) is mandated to license all air services in the country. This is pursuant to the Civil Aviation Act, CAP 80 (Rev. 2023) and the Civil Aviation (Ground Handling Services) Regulations, 2012.

2.1 Licensing requirements

Any person wishing to apply for a new Ground Handling Licence (GHL) must submit their application through the Civil Aviation Services Portal. Generally, all applicants seeking to provide Ground Handling Services are required to submit the following supporting documents:

1. Proof of payment of application fee
2. Business plan
3. List of serviceable equipment
4. Certificate of Incorporation
5. Memorandum and Articles of Association (MEMARTS)
6. Proof of financial capability to undertake the project
7. EWURA Licence (Fuel and Oil Handling Applicants)
8. TFDA Certificate (Inflight Catering applicants)
9. CV of operational staff
10. Proof of Tanzanian citizenship of a person (s) owning at least 35% of the Company shares Please note that this is for Third Party Ground Handling applicants only. Not applicable to Fuel and Oil handlers.

2.2 Licensing procedures

An application for an GHLL will require a minimum of 60 days to process. TCAA will only initiate the evaluation process of an application upon receipt of complete submission together with the prescribed fees. An incomplete application may result in a delay in processing and possible rejection.

Once an application is accepted, it undergoes processing, which may include publication in the Authority website and a public hearing in accordance with the law. At the conclusion of the licensing process, an applicant is advised of the outcome in writing.