



# ELLIS & PARTNERS

legal practitioners

Our Ref: SE/mb

Your Ref:

18 July 2023

## The Executive Director

Namibia Civil Aviation Authority

Windhoek

Per email: [semt@ncaa.na](mailto:semt@ncaa.na)  
[edpa@ncaa.na](mailto:edpa@ncaa.na)  
[simeloc@ncaa.na](mailto:simeloc@ncaa.na)

Dear Executive Director,

## NOTICE OF INSPECTION OF CIVIL AVIATION REGISTRY

1. We act herein on behalf of the Aircraft Owners and Pilots Association of Namibia ("our client").
2. Reference is made to the Civil Aviation Registry (the "CAR"), which is established under section 52(1) of the Civil Aviation Act, 2016 (the "Act").
3. Section 52(3) and (4) of the Act prescribes that the Executive Director must take such measures as are necessary to ensure that the public has access to the documents to be kept in the CAR and that such documents be made available (for inspection and copying by the public) during the business hours of the NCAA.
4. Further reference is made to regulation 3.01.8(1) of the Namibian Civil Aviation Regulations, 2001 ("NAMCARS"), which reads as follows:

### **Record of minutes**

**3.01.8 (1)** All documents considered relevant by the Authority to a regulation-making process, including "Proposals to Initiate a Regulation Making Process", "Notices of Intention to Make Regulations", written submissions, petitions for

Philip Ellis (BA LL.B) (Stell) (Partner) | Shaun Ellis (B.Com LL.B) (Stell) (Partner)  
Katja Klein (B.Bus.Sci Hons LL.B) (UCT) (MBA) (IESE) (BA Chinese / Russian) (UNISA) (Consultant)  
Mijeane Marais (LL.B) (QUB) (LL.M) (BU Law) (Candidate Attorney)

8 Sinclair Street, Windhoek || PO Box 91000, Klein Windhoek, Windhoek, Namibia || Tel + 264 (61) 309 111 || Fax + 264 (61) 309 222

[enquiries@ellisandpartners.com](mailto:enquiries@ellisandpartners.com)

[www.ellisandpartners.com](http://www.ellisandpartners.com)

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*reconsideration and reports of oral hearings, and the Authority must maintain reports of confidential meetings in a regulation making file kept separately for each regulation-making process, physically at the CAR and where appropriate, electronically, for download from the Authority's website or intranet.*

5. The purpose of this letter is to inform you that the undersigned, along with representatives of our client, wish to inspect the documents listed in regulation 3.01.8(1) in relation to the new regulations promulgated in Government Gazette No. 8119.
6. We will attend the offices of the NCAA to inspect the CAR at 11h00 on 19 July 2023 (which is during the NCAA's business hours) and we kindly ask that you inform the appropriate staff thereof.

Yours faithfully,

**ELLIS & PARTNERS**

  
**PER: MR SHAUN ELLIS**

