



ELLIS & PARTNERS

legal practitioners

Our Ref: SE/mb

Your Ref:

19 July 2023

The Executive Director

Namibia Civil Aviation Authority

Windhoek

Per email: semt@ncaa.na
edpa@ncaa.na
simeloc@ncaa.na
katuvesirauinam@ncaa.na

Dear Executive Director,

UNSUCCESSFUL INSPECTION OF CIVIL AVIATION REGISTRY

1. We act herein as before, on behalf of the Aircraft Owners and Pilots Association of Namibia ("our client").
2. Reference is made to our notice to inspect the Civil Aviation Registry ("CAR") dated 18 July 2023.
3. The undersigned (accompanied by our client's CEO) attended your offices on 19 July 2023 at 11h00 to inspect the CAR.
4. We confirm having been met by your Mr Marvin Katuvesirauina and the purpose of this letter is to simply record the discussions we had with Mr Katuvesirauina during our visit:
 - 4.1 Mr Katuvesirauina informed us that the CAR is not ready for us to inspect as the relevant documents are spread amongst your various departments, one being the Personnel Licensing department.
 - 4.2 You (the NCAA) is in the process of compiling the documents which are relevant

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to the new regulations published in Government Gazette 8119.

- 4.3 Mr Katuvesirauina will attempt to have the CAR updated and ready for inspection by 20 July 2023.
5. We must point out that the CAR should be a live registry, which is constantly updated. This would allow members of the public to come and inspect the CAR at any time during business hours, as prescribed by the Act and without having to give lengthy notice periods.
6. We furthermore record that the Executive Director is required to prepare and implement a registry manual, which, *inter alia*, sets out the procedures through which the documentation, referred to in Subpart 1 of Part 3 of the NAMCARS (being the documents which we wish to have sight of) and other Parts of the NAMCARS, must be registered with the CAR.
7. We kindly ask that an electronic copy of the registry manual, as approved by you, be shared with us electronically by 13h00 on 20 July 2023; alternatively, that you confirm by the aforesaid time that the manual exists and is ready for copying at your offices.
8. We will furthermore revisit the offices of the NCAA at 15h00 on 20 July 2023, in an attempt to inspect the CAR and the documents referred to in our notice dated 18 July 2023.
9. Our client's rights remain expressly reserved.

Yours faithfully,

ELLIS & PARTNERS


PER: MR SHAUN ELLIS

