

Notice No.

AWN – 03-15

Date:

10 Oct 2016

## **Improved Invoice Process for Fee Payment**



### **INTRODUCTION**

- 1.1 The Airworthiness Notice is a replacement for the former 'Letter to Operators' (LTOs).
- 1.2 This Airworthiness Notice replaces 'LTO: AIR 03-15' published 12th August 2015. There are no significant differences to the instructions published in 'LTO: AIR 03-15' and this AWN.
- 1.3 In order for our clients to make the required payment to The Bermuda Civil Aviation Authority (BCAA) for the issuance of a Certificate, an invoice has to be issued by BCAA to our client. An Invoice is issued based on the clients decision to renew its certificate or approval.

### **2 BACKGROUND**

- 2.1 In order to improve our invoicing process BCAA has developed a new process for customers to receive their invoices faster and consequently to make on time payment to BCAA. This process will facilitate the issuance of the invoice to our customer and position our customers in direct contact with our finance section.

### **3 INSTRUCTIONS**

- 3.1 Effective immediately, this process should be used for Certificate of Airworthiness (C of A), C of A for export, Aircraft Maintenance Organization (AMO), Continuing Airworthiness Management Organization (CAMO) approval certificate and CAMO Subpart F authorization, initial or renewal.
- 3.2 The owner/operator of aircraft or approved organization should send an invoice request directly to the BCAA finance department 90 days prior to the expiry of the certificate:
  - (a) The invoice request forms are available on-line at: <http://www.bcaa.bm/fee-payment>
  - (b) Use form AW-105 for Certificate of Airworthiness (C of A) and C of A for export, initial or renewal (Form AW-105 can be used for multiple aircraft).
  - (c) Use form AW-106 for Aircraft Maintenance Organization (AMO), Continuing Airworthiness Management Organization (CAMO) approval certificate and CAMO Subpart F authorization, initial or renewal.
  - (d) The forms shall be sent to: [receivables@bcaa.bm](mailto:receivables@bcaa.bm)
  - (e) The BCAA contacts are:
    - Tori Richardson: +1 441-299-8623
    - Shelton Williams: +1 441-299-8609
- 3.3 New clients will need to register as a new vendor with BCAA finance. The Client should contact BCAA finance at [receivables@bcaa.bm](mailto:receivables@bcaa.bm), or by phone at the mentioned above contacts to register. Once registered an invoice request can be submitted.



**4 ENQUIRIES**

- 4.1 Enquiries regarding the content of this Notice should be addressed to the Bermuda Civil Aviation Authority. Enquiries can be sent by email to [info@bcaa.bm](mailto:info@bcaa.bm).

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Thomas Dunstan, Director General