

TEMPLATE OF LETTER TO DOT / SACAA/ NATJOINTS FOR PERMISSION FOR AIRLINE STAFF MEMBERS TO BE EXEMPTED FROM LOCKDOWN AND ABLE TO TRAVEL TO WORK TO PERFORM NECESSARY DUTIES

COMPANY LETTERHEAD AND LOGO

DATE : March 2020

The Director Civil Aviation
South African Civil Aviation Authority
Ikhaya Lokundiza
Building 16
Treur Close
Waterfall Park
Bekker Street
MIDRAND

Attention: National Operational Co-Ordination / Operational Response Services

E-mail : thirbener@saps.gov.za

Copy : The Director General Transport
Department of Transport
PRETORIA

Att : Mr Andries Ntjane
NtjaneM@dot.gov.za

Dear Director Civil Aviation and NATJOINTS Secretariat

Re: Essential travel for key staff of [COMPANY]

[REASON BEHIND YOUR APPLICATION – WHAT YOU NEED TO DO AND WHY].

In order to undertake these duties in the most efficient manner we hereby apply for an exemption to the national lock down for the movement of key personnel and emergency goods and medicines using their private transport / company transport to travel to our base to undertake their duties, including [DUTIES, INCLUDING ESSENTIAL SERVICE FLYING IF APPROPRIATE] using our Company-owned aircraft should this become necessary during the period in question.

[COMPANY AIRCRAFT IF APPLICABLE - MAKE AND REGISTRATION]: which we are placing on a 24 hour standby pending your approval.

The [COMPANY aircraft / AIRLINE PERSONNEL] are managed by [NAME / POSITION / CONTACT DETAIL] who is available at all hours. The aircraft are hangered and maintained by [NAME OF ORGANIZATION AND LOCATION] and will operate from there.

The crew [IF APPLICABLE] consist of the following pilots and any two will be paired;

NAME Licencse No. Cell Number

[LIST]

The destinations that may be visited include inter-alia [LIST OF AIRPORTS]

The aircraft will before and after each flight be disinfected and sanitising goods kept on board.

Only essential flights in respect of the emergency situation we face will be undertaken.

Attached is a list of personnel who may have to travel to [PLACES OF WORK / ETC.] however the number of personnel travelling at any one time will be only those absolutely necessary for each mission.

Our [HEAD OF OPERATIONS / PERSONNEL SUPERVISOR] will advise the necessary authority prior to and at the completion of each flight and email you the relevant Flight Folio.

We trust you will find this request in order and look forward to your urgent advice and approval of the travel to [PLACES] .

Yours sincerely

SIGNATURE

Group CEO
[COMPANY]

LIST OF PERSONNEL

NAME, E-MAIL ADDRESS