



Employer's full legal name: (eg registered company name)

[illegible][illegible]

- Effective date: April 2017

[illegible][illegible][illegible][illegible]

**confirm** that I am familiar with the requirements of Civil Aviation Rule Parts 19.355 and 19.357 and I will ensure that all of my employees who hold an AIC are aware of those rule requirements and in particular the security and safety requirements affecting their work activities;

**undertake** to recover AICs from employees leaving our organisation and to return recovered AICs to the Aviation Security Service. Where the AIC is used for access purposes, I will immediately notify the relevant Aerodrome Certificate Holder to enable access to be cancelled.

**undertake** to immediately notify the Aviation Security Service where any employee leaves the organisation and where his or her AIC has not been recovered.

**undertake** to ensure that invoices for AIC fees are paid by the due date.

Signature: \_\_\_\_\_

Date: 

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*(See also employer information on Avsec 3.63 form)*