

**STATUTORY INSTRUMENTS SUPPLEMENT**

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**2022 No. 105.**

**THE CIVIL AVIATION (APPEALS TRIBUNAL) (PRACTICE AND  
PROCEDURE) REGULATIONS, 2022**

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# S T A T U T O R Y I N S T R U M E N T S

**2022 No. 105.**

## **The Civil Aviation (Appeals Tribunal) (Practice and Procedure) Regulations, 2022**

*(Under sections 43 and 44 of the Civil Aviation Authority Act, Cap. 354)*

**IN EXERCISE** of the powers conferred upon the Minister responsible for civil aviation by sections 43(2) and 44 of the Civil Aviation Authority Act, and on the recommendation of the Board of Uganda Civil Aviation Authority, these Regulations are made, this 12th day of August, 2022.

### PART I—PRELIMINARY

#### **1. Title**

These Regulations may be cited as the Civil Aviation (Appeals Tribunal) (Practice and Procedure) Regulations, 2022.

#### **2. Interpretation**

In these Regulations, unless the context otherwise requires—

“Act” means the Civil Aviation Authority Act, Cap.354;

“authority” means the Uganda Civil Aviation Authority established under section 3 of the Act;

“Chairperson” means the Chairperson of the Tribunal;

“currency point” has the value assigned to it in Schedule 1 to these Regulations;

“Minister” means the Minister responsible for civil aviation;

“Registrar” means the Registrar of the Tribunal;

“Tribunal” means the Appeals Tribunal established under section 43 of the Act.

## PART II—COMPOSITION OF TRIBUNAL

### **3. Composition of Tribunal**

The Tribunal shall consist of a Chairperson, Deputy Chairperson and three other members, at least two of whom shall be women.

### **4. Appointment of member of Tribunal**

(1) The Chairperson and Deputy Chairperson shall be appointed by the Minister, on the advice of the Judicial Service Commission, and with the approval of Parliament.

(2) The other three members of the Tribunal shall be appointed by the Minister, on the advice of the Public Service Commission and with the approval of Parliament.

### **5. Qualifications for appointment**

(1) A person shall not be eligible for appointment as a member of the Tribunal unless that person—

- (a) is a citizen of Uganda;
- (b) is a person of high moral character and proven integrity;  
and
- (c) has knowledge and experience in aviation matters of at least ten years, in case of the person referred to in regulation 4(2).

(2) In addition to the requirements under subregulation (1) (a) and (b), a person is not qualified to be appointed Chairperson or Deputy Chairperson unless he or she is qualified to be appointed as a judge of the High Court.

### **6. Tenure of office of member of Tribunal**

(1) The Chairperson and the members of the Tribunal shall hold office for a term of three years and shall be eligible for reappointment for one more term only.

(2) A member of the Tribunal may be appointed on part time basis.

## **7. Conditions of appointment**

Subject to these Regulations, the Chairperson or a member of the Tribunal shall hold office on such terms and conditions as are stated in his or her letter of appointment.

## **8. Functions of Tribunal**

The functions of the Tribunal are—

- (a) to receive and examine matters arising from decisions of the authority relating to licensing under the Act; and
- (b) to determine any appeal from the decisions of the authority relating to licensing under the Act.

## **9. Oath of office**

A person appointed as Chairperson or member of the Tribunal shall, before assuming the duties of his or her office, take and subscribe the Oath of allegiance and the Judicial Oath specified in Schedule 2 to these Regulations.

## **10. Termination of appointment**

(1) The Chairperson or a member of the Tribunal may resign his or her office upon giving notice of one month in writing to the Minister.

(2) The Chairperson or member may be removed from office by the Minister for—

- (a) inability to perform the functions of his or her office arising from infirmity of body or mind;
- (b) misbehaviour or professional misconduct;
- (c) incompetence;
- (d) abuse of office;
- (e) corruption;

- (f) being declared bankrupt; or
- (g) being convicted of an offence and sentenced to imprisonment for six months or more by a court of competence jurisdiction in Uganda or outside Uganda.

(3) The Minister shall remove the Chairperson or a member of the Tribunal if the question of his or her removal has been referred to a committee appointed under subregulation (4) and the committee has recommended to the Minister that the member ought to be removed from office on any ground described in subregulation (2).

(4) The question whether the Chairperson or other member of the Tribunal should be removed, shall be referred to a committee appointed by the Minister consisting of three persons who are or who have held office as judges or who are advocates of not less than ten years' standing.

(5) The committee appointed under subregulation (4) shall inquire into the matter and report to the Minister, recommending whether or not the Chairperson or the member of the Tribunal ought to be removed from office under these Regulations.

(6) Where the question of the removal of the Chairperson or a member of the Tribunal is referred to a committee under this regulation, the Minister shall suspend the Chairperson or member from performing the functions of his or her office.

(7) The Minister shall nominate one member of the Tribunal to act as Chairperson where the Chairperson is suspended under subregulation (6).

(8) A suspension under subregulation (6) shall cease to have effect where the Minister, upon recommendation of the committee not to remove the member from office, lifts the suspension, by written notification to the Tribunal.



## **11. Disclosure of interest**

(1) A member of the Tribunal who has an interest, pecuniary or otherwise in a matter before the Tribunal that may conflict with the proper performance of his or her functions, shall disclose the nature of his or her interest to the parties to the proceedings at the beginning of the proceedings.

(2) A member who makes a disclosure under subregulation (1) shall not take part in any decision of the Tribunal with respect to that matter.

(3) A member of the Tribunal who fails to disclose any interest in a matter before the Tribunal and participates in the proceedings of the Tribunal commits an offence and is liable, on conviction, to a fine not exceeding one hundred fifty currency points or imprisonment not exceeding three years or both.

## **12. Official seal**

(1) The Tribunal shall have a seal which shall be judicially noticed.

(2) The form of the seal of the Tribunal shall be determined by the Tribunal.

(3) The seal of the Tribunal shall be affixed by or with the authority of the Tribunal to such documents as are required, by direction of the Chairperson, to be sealed by the Tribunal.

## **13. Quorum of Tribunal**

The quorum of the Tribunal shall be three members.

## **14. Remuneration**

The Chairperson and a member of the Tribunal shall be paid such remuneration as may be determined by the Minister in consultation with the Minister responsible for finance.

## **15. Jurisdiction of Tribunal**

The Tribunal shall have jurisdiction to hear and determine all matters relating to appeals from decisions of the authority relating to licensing under the Act.

## **16. Financial year**

The financial year of the Tribunal shall be the period of twelve months commencing on the 1<sup>st</sup> day of July and ending on the 30<sup>th</sup> day of June of the following year.

## **17. Annual report**

The Chairperson shall submit to the Minister, as soon as practicable but not later than four months after the end of each financial year, a report detailing the activities of the Tribunal during the year to which the report relates, including the audited accounts of the Tribunal.

### **PART III—MANAGEMENT AND ADMINISTRATION OF TRIBUNAL**

## **18. Arrangement of business**

(1) Subject to these Regulations, the Chairperson is responsible for ensuring the orderly and expeditious discharge of the business of the Tribunal.

(2) Without limiting the general effect of subregulation (1), the Chairperson shall give directions as to—

- (a) the arrangement of the business of the Tribunal;
- (b) the places at which the Tribunal may sit;
- (c) the procedure of the Tribunal generally; and
- (d) the procedure of the Tribunal when constituted.

## **19. Business of Tribunal**

(1) The business of the Tribunal shall, unless otherwise directed by the Chairperson, be conducted between the hours of 8.00 a.m and 5.00 p.m on official working days.

(2) Notwithstanding subregulation (1), the Tribunal may sit on a day which is not an official working day and any decision made shall not be altered or reversed only by reason that the decision was made on a day which is not an official working day.

(3) All proceedings of the Tribunal shall be open to the public unless otherwise decided by the Tribunal.

(4) The Tribunal may sit in Kampala or outside Kampala as may be determined by the Chairperson.

## **20. Proceedings of Tribunal**

(1) The proceedings of the Tribunal and the matters to be disposed of by the Tribunal shall be determined by the Chairperson and shall be notified as the Chairperson may direct.

(2) The Deputy Chairperson shall perform the functions in subregulation (1) where the Chairperson is absent.

(3) Nothing in these Regulations precludes the Tribunal from disposing of any business that has not been notified.

## **21. Registry of Tribunal**

(1) The Tribunal shall have a registry headed by the Registrar.

(2) All matters referred to the Tribunal under the Act shall be filed in the registry.

## **22. Appointment of Registrar**

(1) There shall be a Registrar of the Tribunal, who shall be a person qualified to be a Registrar of the High Court and who shall be appointed by the Minister in consultation with the Judicial Service Commission.

(2) The Registrar shall be responsible for the day-to-day administration of the affairs of the Tribunal including keeping of public records of the proceedings of the Tribunal and processing of the documents of the Tribunal.

## **23. Functions of Registrar**

(1) The Registrar shall be responsible for the day-to-day administration of the affairs of the Tribunal and shall perform the following functions—

(a) receive and register appeals made to the Tribunal under section 44 of the Act;

- (b) schedule matters received under paragraph (a) for hearing by the Tribunal;
- (c) issue and serve notices and summons issued by the Tribunal;
- (d) communicate the decision of the Tribunal to the parties;
- (e) keep all documents, books, things or records of the proceedings of the Tribunal;
- (f) handle taxation of costs;
- (g) prepare and maintain a record of proceedings; and
- (h) perform any other function as the Tribunal may determine in accordance with the Act and these Regulations.

(2) The Chairperson may give the Registrar directions on the exercise of his or her power.

(3) The Registrar shall be the custodian of the seal of the Tribunal.

(4) The Registrar shall, in the performance of his or her functions under these Regulations, be answerable to the Chairperson of the Tribunal.

#### **24. Maintenance of register**

(1) The Registrar shall maintain a register of every matter filed with the Tribunal.

(2) The Registrar shall, for each matter referred to under subregulation (1), maintain—

- (a) the serial number of the matter;
- (b) the date on which the matter was filed;
- (c) the name and address of the parties;

- (d) the brief description of the matter;
- (e) a list of documents or material evidence adduced by the parties;
- (f) a brief description of the findings that gave rise to the matter before the Tribunal, where applicable;
- (g) the date of the hearing of the matter;
- (h) the names of witnesses, if any;
- (i) where applicable, any interlocutory orders made by the Tribunal and the date on which they were made;
- (j) the decisions of the Tribunal and the date on which the decisions were made;
- (k) particulars of execution of a decision of the Tribunal;
- (l) a record of proceedings;
- (m) any Notice of Appeal to the High Court; and
- (n) the date of any request for the proceedings of the Tribunal.

**25. Appointment of other officers and staff**

(1) There shall be other officers and staff of the Tribunal as may be necessary for the effective performance of the functions of the Tribunal.

(2) The officers and staff of the Tribunal shall be appointed by the Public Service Commission.

PART IV—PROCEDURE OF APPEALS BEFORE TRIBUNAL

**26. Procedure**

(1) Subject to these Regulations, the Tribunal may determine its own procedure.

(2) A proceeding before the Tribunal shall be conducted with as little formality and technicality as possible, and the Tribunal shall not be bound by the rules of evidence, but may inform itself on any matter in such manner as it thinks appropriate.

(3) The proceedings of the Tribunal shall be conducted in accordance with such rules of practice and procedure as the Tribunal may specify, and the Tribunal may apply the rules of practice and procedure of any court subject to such modifications as the Tribunal may direct.

(4) The Tribunal shall have such assistance in carrying out its lawful summons, processes, orders, rules, decrees or commands as is available to a court in Uganda.

## **27. Representation before Tribunal**

A party may appear in person or may be represented by an advocate in any proceedings before the Tribunal.

## **28. Appeal under section 44 of Act**

(1) A person aggrieved by the decision of the authority under section 44 of the Act relating to licensing may file a Notice of Appeal with the Tribunal within seven days from the date of receipt of the decision.

(2) The Notice of Appeal referred to in subregulation (1) shall be in Form 1 specified in Schedule 3 to these Regulations.

(3) The Notice of Appeal shall state—

(a) the names of the parties to the appeal;

(b) the date and a brief description of the decision appealed against; and

(c) the addresses of the parties to the intended appeal to allow the Registrar to effect proper service.

(4) A Notice of Appeal shall be signed by the appellant or his or her representative.

(5) The appellant shall serve the Notice of Appeal on the respondent within five days from the date of filing the notice.

(6) Proof of service of the Notice of Appeal on the respondent or his or her advocate shall be entered on the record by the Registrar.

## **29. Memorandum of appeal**

(1) An appeal shall be filed in the Tribunal by submitting nine copies of a memorandum of appeal to the Registrar within fourteen days after filing the notice of appeal under regulation 28.

(2) The memorandum of appeal referred to in subregulation (1) shall be in Form 2 specified in Schedule 3 to these Regulations.

(3) The memorandum of appeal shall contain—

- (a) a brief statement of facts;
- (b) a copy of the decision being appealed against;
- (c) the decision or part of the decision that the appellant is dissatisfied with;
- (d) the brief summary of evidence to support the appeal;
- (e) copies of legal authorities the appellant intends to rely on at the hearing;
- (f) any other supporting documents; and
- (g) the prayers or reliefs sought by the appellant.

(4) The Registrar shall assign a number to every appeal filed under subregulation (1) and every document filed together with the memorandum or subsequently filed shall bear a serial number.

### **30. Procedure on receipt of memorandum of appeal**

(1) The Registrar shall, upon receipt of a memorandum of appeal under regulation 29—

- (a) acknowledge receipt of the memorandum of appeal using an acknowledgement form set out in Form 2 specified in Schedule 3 to these Regulations;
- (b) date, stamp and sign the nine copies of the memorandum of appeal;
- (c) retain seven copies for use by the Tribunal; and
- (d) return two copies to the appellant one of which shall be served on the respondent.

(2) The Registrar shall issue summons to the respondent to file a response to the memorandum of appeal and may give other directions on appearance before the Tribunal.

(3) The summons shall be as specified in Form 3 specified in Schedule 3 to these Regulations.

### **31. Service of memorandum of appeal on respondent**

The appellant shall serve a copy of the memorandum of appeal on the respondent within fourteen days from the date of filing of the memorandum of appeal with the Tribunal.

### **32. Proof of service**

(1) The appellant shall provide an acknowledgement of service in Form 4 specified in Schedule 3 to these Regulations signed by the respondent or a representative of the respondent which shall be returned to the Registrar with an affidavit of service as proof of service.

(2) Proof of service shall be entered in the register by the Registrar.

### **33. Reply by respondent**

(1) A respondent shall, within fourteen days of receipt of the memorandum of appeal, file with the Registrar, nine copies of each of the following—



- (a) a statement in reply responding to the grounds of appeal in the memorandum of appeal;
- (b) a summary of evidence and the defence;
- (c) the relevant documents in the possession of the respondent or under the control of the respondent; and
- (d) the name of the appointed representative of the respondent, if any.

(2) A respondent shall pile the documents referred to in subregulation (1) using Form 5 specified in Schedule 3 to these Regulations.

(3) Where a respondent files a counterclaim or cross appeal, the appellant may file a reply to the counterclaim or cross appeal within fourteen days of receipt of the counterclaim or cross appeal.

(4) No other reply or rejoinder shall, subsequent to subregulation (3), be filed without leave of the Tribunal, the application for which shall be filed within fifteen days from the date of the last service.

(5) The Tribunal may by notice, require the respondent to submit additional information within a time specified in the notice.

(6) The notice referred to in subregulation (5) is set out in Form 6 specified in Schedule 3 to these Regulations.

### **34. Failure by respondent to reply**

The Tribunal may, where satisfied that the respondent was effectively served, proceed to consider and determine the matter where the respondent fails to file a reply within the period specified in regulation 33.

### **35. Amendment of pleadings**

(1) The Tribunal may, at any stage of the proceedings, allow either party to alter or amend his or her pleadings in such manner and

on such terms as may be just, and all such amendments shall be made as may be necessary for the purpose of determining the real questions in controversy between the parties.

(2) An appellant may, without leave, amend his or her memorandum of appeal once at any time within fourteen days from the date of issue of the summons to the respondent or, where a reply is filed, then within fourteen days from the filing of the reply or the last of such replies.

(3) A respondent who has set up any counterclaim or set off may without leave amend the counterclaim or set off at any time within fourteen days of filing of the counterclaim or set off, or, where the appellant files a reply to the counterclaim or set off, then within fourteen days from the filing of the reply.

(4) Where an appellant has amended his or her pleading under subregulations (2) or (3), the respondent may within fourteen days from the date of service upon or delivery to him or her of the duplicate of the amended document, apply to the Tribunal to disallow the amendment or any part of it; and the Tribunal may, if satisfied that the justice of the case requires it, disallow the amendment or any part of it or allow it subject to such terms as to costs or otherwise as may be just.

(5) Whenever any pleading is amended, the amended document shall be filed within the time allowed for amending the pleading and where the filing occurs before the date specified in the summons for the appearance of or the entering of appearance by the respondent, then a duplicate of the amended document shall be served upon the opposite party in the manner provided for the service of a summons under these Regulations, but where the amended document is filed after that date, a duplicate of the amended document shall be delivered to the opposite party by the party filing.

(6) For the avoidance of doubt, where any party has amended his or her pleading under subregulations (2) or (3), the opposite party shall plead to the amended pleading or amend his or her pleading

within the time he or she then has to plead, or within fifteen days of the service or delivery of the amendment, whichever shall last expire; and in case the opposite party has pleaded before the service or delivery of the amendment, and does not plead again or amend within the time specified in these Regulations, he or she shall be deemed to rely on his or her original pleading in answer to that amendment.

### **36. Withdrawal of proceedings**

(1) An appellant may, at any time after instituting his or her matter with the Tribunal and before the matter is fixed for hearing, apply to the Tribunal to withdraw the appeal using Form 7 specified in Schedule 3 to these Regulations.

(2) Upon filing an application to withdraw the appeal under subregulation (1), the costs may be taxed, but the withdrawal shall not be a defence to any subsequent action.

(3) The appellant shall, within seven days after lodging the application to withdraw, serve a copy of the application on the respondent.

(4) Where all the parties to the matter consent to the withdrawal of the matter, the appellant may lodge in the registry the document signifying the consent of the parties and the proceedings shall terminate.

(5) Where all the parties to the matter do not consent to the withdrawal of the matter, the Tribunal shall determine the application and if sufficient cause is shown, may dismiss the application or appeal with costs.

### *Powers of Tribunal*

### **37. Powers of Tribunal**

(1) For the purposes of proceedings before the Tribunal, the Tribunal—

- (a) shall take evidence on oath;

- (b) may proceed in the absence of a party who has had reasonable notice of the proceedings;
- (c) may adjourn the hearing of the proceedings from time to time for sufficient cause; and
- (d) may make any other order which the Tribunal deems appropriate to give effect to its orders.

(2) For the purposes of the hearing of a proceeding before the Tribunal, the Tribunal shall have powers of the High Court to summon a person to appear before it—

- (a) to give evidence; or
- (b) to produce books, documents or things in possession, custody or control of the person named in the summons.

(3) Where the Tribunal considers it desirable for the purposes of avoiding expenses or delay, or for any other justifiable reason, it may receive evidence by affidavit and administer interrogatories and require the persons to whom interrogatories are administered to make a full and true reply to the interrogatories.

(4) The Tribunal may issue a commission or request to examine a witness abroad.

(5) The Tribunal may make an order as to costs against any party, and the order shall be enforceable in the same manner as an order of the High Court.

### **38. Power to extend time**

The Tribunal may, for sufficient reason, extend the time limited by these Regulations for the doing of any act authorised or required by these Regulations, whether before or after the expiration of that time and whether before or after the doing of the act and any reference in these Regulations to any such time shall be construed as a reference to the time as extended.

### **39. Power to make inquiries, require information or documents**

Where the Tribunal considers it necessary or desirable for the purpose of carrying out its functions and exercising its powers under the Act and these Regulations, it may, by notice in writing served on any person, require that person—

- (a) to furnish to the Tribunal, in writing signed by that person, or in the case of a body corporate, by a director, a competent employee or agent of the body corporate, within the time and in the manner specified in the notice, any information or class of information specified in the notice;
- (b) to produce to the Tribunal or to a person specified in the notice acting on behalf of the Tribunal in accordance with the notice, any document or class of documents specified in the notice; or
- (c) to appear before the Tribunal at a time and place specified in the notice to give evidence, either orally or in writing, and produce any document or class of documents specified in the notice.

### **40. Power to summon witnesses and administer oaths**

(1) The Tribunal shall, as regards the attendance, swearing and examination of witnesses, the production and inspection of documents, the enforcement of its orders and other matters necessary for or the proper exercise of its jurisdiction, have all the powers, rights and privileges vested in the High Court.

(2) Without limiting the general effect of subregulation (1), the Tribunal, may—

- (a) issue summons to any person requiring him or her to appear at a time and place mentioned in the summons to testify to any matters within his or her knowledge relevant to the matter before the Tribunal and to bring and produce any document, book or paper in his or her possession or control relevant to the matter;

- (b) administer oaths and examine any person upon oath, affirmation or otherwise;
- (c) during a hearing, receive such additional information as it may consider credible or necessary for dealing with the subject matter before it;
- (d) compel the production of documents;
- (e) confine, for any specific periods recalcitrant witnesses; and
- (f) cite any person for contempt.

(3) A person given summons under subregulation (2) (a) shall attend at the time and place specified in the notice and continue to attend as required by the Tribunal until excused from further attendance.

(4) The Tribunal shall issue summons to witnesses using Form 8 specified in Schedule 3 to these Regulations.

#### **41. Mode of service of summons**

(1) Service of the summons shall be made by delivering or tendering a duplicate of the summons signed by the Registrar or such officer as the Chairperson appoints for this purpose, and sealed with the seal of the Tribunal.

(2) Every witness summons or other notice requiring service shall, where practicable, be served personally on the person named in the summons or notice by delivering or tendering a duplicate of the summons or notice to the person and where required the original witness summons or notice shall be produced.

(3) Where personal service is not practicable, service may be effected on a representative, in which case service on the representative shall be sufficient.

(4) A person upon whom a summons or notice is served or his or her employee or agent shall sign or put his or her signature or mark

in acknowledgement of receipt of the summons or notice upon the original summons or notice, which shall thereafter be returned to the Tribunal.

(5) The acknowledgement of service of summons is specified in Form 4 specified in Schedule 3 to these Regulations.

(6) Where a person refuses to acknowledge receipt of summons or notice under subregulation (4), the person who has effected service of summons or notice shall record in writing the refusal on the notice or summons.

(7) Where the Tribunal is satisfied that for any reason the summons cannot be served in accordance with subregulations (2) and (3), the Tribunal shall order the summons to be served by affixing a copy of it in some conspicuous place at the Tribunal, and also upon some conspicuous part of the house, if any, in which the respondent is known to have last resided or carried on business or personally worked for gain, or in such other manner as the Tribunal thinks fit.

(8) Substituted service under an order of the Tribunal shall be as effectual as if it had been made on the respondent personally.

(9) Where the Tribunal makes an order for substituted service, it shall fix such time for the appearance of the respondent before the Tribunal as the case may require.

#### **42. Warrant of arrest**

(1) Where, without sufficient cause, a witness does not appear in obedience to a summons, the Tribunal may, on proof that proper service was effected on the witness, issue a warrant of arrest for the witness to be brought before the Tribunal on the date, time and place specified in the warrant.

(2) The warrant of arrest is specified in Form 9 specified in Schedule 3 to these Regulations.

**43. Power to proceed despite non-appearance of party**

(1) Where, on the date fixed for the hearing, the applicant or appellant appears, but the respondent or his or her representative does not appear, the Tribunal may—

- (a) if satisfied that the hearing notice or summons notifying the respondent of the place and time of the hearing was duly served upon the respondent, proceed to receive the evidence and submissions;
- (b) if satisfied that the applicant or appellant has established his or her claim, in whole or in part, make a decision in favour of the applicant or appellant accordingly; or
- (c) if the Tribunal is satisfied that the summons or hearing notice was served on the respondent, but not in sufficient time to enable him or her to appear and answer on the day fixed, or that the respondent was for other sufficient cause unable to appear in person or cause appearance to be made on his or her behalf, the Tribunal shall postpone the hearing of the matter to a future day to be fixed by the Tribunal and shall direct notice of that day to be given to the respondent.

(2) Where, on the date fixed for the hearing, the respondent appears, but the applicant or appellant does not appear, the Tribunal may make an order that the matter be dismissed, unless the respondent admits the claim, or part of it, in which case the Tribunal shall pass a decree against the respondent upon the admission and where part only of the claim has been admitted, may dismiss the matter so far as it relates to the remainder.

(3) The Tribunal may dismiss the appeal where, on the day fixed for the hearing, both parties do not appear.

(4) Where an appeal is dismissed under subregulation (3), the Tribunal may reinstate the appeal if the appellant shows sufficient cause for non-appearance within twenty one days from the date of dismissal.



**44. Proceedings to be open to the public**

(1) Subject to subregulation (2), all proceedings before the Tribunal shall be open to the public.

(2) The Tribunal shall direct that proceedings or part of the proceedings be held in camera where the Tribunal is satisfied that the evidence is likely to prejudice national security.

**45. Power to restrict publication of evidence or reports**

(1) The Tribunal may order that all or part of the evidence of a person be heard in camera and may prohibit or restrict the publication of any evidence if the Tribunal considers that the reasons for making such an order outweigh the public interest in a public hearing and the publication of that evidence.

(2) The Tribunal may direct that any evidence given before it, or the contents of any document produced before it, or any information that might enable a person who has appeared before the Tribunal to be identified, shall not be published except as the Tribunal directs.

*Procedure at Hearing*

**46. Hearing of matters**

(1) The Tribunal may appoint a hearing date to dispose of a matter.

(2) The Tribunal shall cause to be served a hearing notice on the parties using Form 10 specified in Schedule 3 to these Regulations.

(3) A party with sufficient cause may apply to the Tribunal for redaction of confidential information from the public record.

(4) A party with sufficient cause may apply for proceedings to be held in camera where the interests of justice dictate.

**47. Scheduling conference**

(1) The Tribunal shall hold a scheduling conference to determine points of agreement and disagreement, the possibility of mediation or any other form of settlement.

(2) Where the parties reach an agreement under subregulation (1), the Tribunal shall immediately enter a consent judgement.

(3) For the purposes of the scheduling conference under subregulation (1), the parties shall appear before an appointed member of the Tribunal or the Registrar within seven working days after the filing of the reply by the respondent with the Tribunal under regulation 33, to agree on the following matters—

- (a) the facts;
- (b) the issues for determination by the Tribunal;
- (c) the authorities in support of the appeal or reply, if any; or
- (d) any interlocutory application.

(4) The parties shall, at the conferencing session, agree on a trial bundle to be filed with the Tribunal on the next working day following the conferencing session.

(5) The agreed trial bundle shall include—

- (a) the agreed facts;
- (b) the issues for consideration by the Tribunal;
- (c) the authorities to be relied on by the parties, if any; and
- (d) the skeleton arguments in support of each party's case.

(6) At the conferencing session, the parties may consider alternative dispute resolution and where desired by the parties, the Judicature (Mediation) Regulations, 2013, shall apply.

#### **48. Consolidation of appeals**

Where two or more appeals are pending before the Tribunal in which the same or similar questions of law or fact are involved, the Tribunal may, either upon the application of one of the parties or on its own motion and upon such terms as the Tribunal may deem fit—

- (a) order a consolidation of the appeals; and
- (b) direct that further proceedings in any of the appeals be stayed until further notice.

#### **49. Adjournments**

(1) The Tribunal may, where sufficient cause is shown, at any stage of the matter, grant time to the parties and may adjourn the hearing of an appeal.

(2) The Tribunal shall, in every adjournment under subregulation (1), fix a day for the further hearing of the appeal, or may adjourn the hearing generally and may make such order as the Tribunal thinks fit with respect to the costs occasioned by that adjournment; except that—

- (a) where the hearing of evidence has begun, the hearing of the appeal shall be continued from day to day until all the witnesses in attendance have been examined, unless the Tribunal finds the adjournment of the hearing beyond the following day to be necessary for reasons to be recorded; and
- (b) where the hearing of the appeal has been adjourned generally, either party may apply to the Tribunal to restore the case to the cause list.

#### **50. Interlocutory applications**

(1) The Tribunal may make interim orders to preserve, pending determination of the matters in issue, the existing state of affairs between the parties to the proceedings or the rights of the parties to the proceedings.

(2) An interim order may be made by the Tribunal on the application of a party to the proceedings and may be made at any time after an application has been made to the Tribunal.

## **51. Order of addresses**

(1) The Tribunal shall at the first hearing of an appeal, hear the appellant and his or her witnesses and the respondent or the advocate of the respondent shall be given the opportunity to cross-examine the appellant and each of his or her witnesses if any.

(2) At the close of the evidence of the appellant or that of his or her witnesses, the evidence of the respondent shall be heard, followed by that of his or her witnesses; and the appellant or his or her representative shall be given the opportunity to cross-examine the respondent and his or her witnesses; after which the parties shall make their submissions.

(3) The Tribunal may, at any time, put questions to either party or to any witness and may, at the discretion of the Tribunal, call such additional evidence as is necessary for further clarification of the issues raised at the hearing of the appeal.

## **52. Recording of evidence**

(1) The evidence of the parties and that of each witness shall be recorded in a format agreed upon by the members of the Tribunal hearing the appeal and when completed shall be signed by the members of the Tribunal at that proceeding.

(2) Notwithstanding subregulation (1), the evidence given at the hearing of the appeal may be recorded in shorthand or by mechanical means; and if the parties to the proceeding agree, the transcript of anything recorded shall, if certified by the members of the Tribunal at that proceeding to be correct, be deemed to be a true record of the evidence for the purposes of the proceeding.

(3) The Tribunal may, on its own initiative, seek clarification and make further inquiries and receive evidence additional to that tendered by the parties to the proceedings.

(4) The evidence and information received or obtained by the Tribunal under subregulation (3) shall be made available to each party to the proceedings.

### **53. Burden and standard of proof**

(1) The appellant shall have the burden of proving his or her case.

(2) Where any party asserts any fact or claim, the party shall prove that fact or claim.

(3) An issue before the Tribunal shall be proved on the balance of probabilities.

### **54. Admissibility of evidence**

(1) The Tribunal is not bound by the rules of evidence and may inform itself on any matter as it considers necessary.

(2) The Tribunal may, admit evidence received under regulation 52(3) after availing the evidence to the parties to the proceedings.

### **55. Evidence by affidavits and interrogatories**

(1) Where the Tribunal requires evidence to be received by means of affidavit and interrogatories, the interrogatories and answers to interrogatories shall be by such means and in such form as the Tribunal may direct.

(2) In any proceedings where the evidence of a witness who resides outside Uganda is necessary, the Tribunal shall have the power to issue a commission or letter of request to examine that witness abroad.

(3) The Tribunal may, at the instance of either party, order the attendance for cross-examination of the deponent.

### **56. Failure to produce evidence**

Where any party to the proceedings to whom time has been granted fails to produce his or her evidence, or to cause the attendance of a witnesses, or to perform any other act necessary to further the progress of the matter, for which time has been allowed, the Tribunal may, proceed to decide the matter on points of law.

**57. Procedure where no application is made to restore matter adjourned generally**

Where the hearing of an appeal has been adjourned generally, the Tribunal may, if no application is made within six months of the last adjournment, give notice to the parties to show cause why the appeal should not be dismissed, and if cause is not shown to the satisfaction of the Tribunal, the appeal shall be dismissed.

**58. Dismissal of appeal for want of prosecution**

(1) Where the appellant does not, within thirty days from the delivery of any reply, or, where a cross appeal is pleaded, the respondent may either set down the appeal for hearing or apply to the Tribunal to dismiss the appeal for want of prosecution.

(2) The Tribunal may on hearing of the application under sub regulation (1), order that the appeal be dismissed and may make such other order, on such terms as the Tribunal may deem just.

(3) Tribunal may dismiss an appeal—

(a) upon the death of a party; or

(b) where no step is taken for a period of six months by either party with a view to proceeding with the matter.

**59. Striking out pleadings**

(1) The Tribunal may, upon application by a party, order any appeal to be struck out on the ground that it discloses no reasonable cause of action or answer and, in any such case, or in case of an appeal or reply being shown by the pleadings to be frivolous or vexatious, may order the appeal to be stayed or dismissed or judgment to be entered accordingly, as may be just.

(2) All orders made in pursuance of this regulation shall be appealable as of right to the High Court.

**60. Setting aside default judgment**

(1) A party against whom a decision has been made under regulations 57 and 59 may apply in writing to the Tribunal to set aside the decision.

(2) The Tribunal shall not set aside a decision, unless it is satisfied that the party has given sufficient cause.

**61. Submissions**

Subject to the guidance of the Tribunal, the parties shall make oral or written submissions after the hearing of evidence.

**62. Language of Tribunal**

(1) The language of the Tribunal shall be English.

(2) Translation of the proceedings may be provided by the Tribunal, where necessary.

**63. Decision of Tribunal**

(1) After concluding the hearing of the evidence and submissions of the parties, the Tribunal shall, as soon as is practicable, make a decision either at once or on some future day, of which due notice shall be given to the parties or their representatives.

(2) The Tribunal shall cause a copy of the decision, duly signed and certified by the members of the Tribunal which heard the appeal, to be served on each party to the proceeding.

**64. Decisions of Tribunal to be of majority and in writing**

(1) Decisions of the Tribunal shall be in writing and shall be made by the majority of the members and signed by all members of the Tribunal participating in the matter.

(2) The decision of the Tribunal shall state—

(a) the nature of the appeal;

- (b) a summary of all the relevant evidence produced before the Tribunal and the reasons for accepting or rejecting the evidence;
- (c) the reasons for the decision;
- (d) the relief or remedy, if any, to which the appellant or respondent is entitled; and
- (e) an order as to costs.

(3) The Tribunal may dispose of an appeal by—

- (a) allowing the appeal in whole or in part;
- (b) dismissing the appeal; or
- (c) striking out the appeal where the appellant fails to take an essential step to prosecute the appeal.

(4) The dissenting member shall, where a dissent is recorded, write a dissenting decision.

(5) The Tribunal may, in addition to the ruling, award costs to the successful party.

## **65. Correction of accidental errors in decisions**

The Tribunal may, at any time, by certificate signed by the Chairperson, correct any error arising from an accidental slip or omission in a decision of the Tribunal.

## **66. Right to appeal, right to record of proceedings**

(1) A party aggrieved by the decision of the Tribunal may, within thirty days after being notified of the decision in regulation 64 appeal that decision to the High Court in accordance with the Civil Procedure Rules.

(2) The High Court shall hear and determine the appeal and shall make such orders as it thinks appropriate by reason of its decision,



including an order affirming or setting aside the decision of the Tribunal or an order remitting the case to the Tribunal for reconsideration.

**67. Execution, enforcement and costs**

(1) A decision of the Tribunal shall be enforced in the same manner as a judgment or order of the High Court.

(2) An application for execution of an order of the Tribunal shall be made before the Registrar.

(3) Applications for stay of execution of the orders of the Tribunal shall be made to the Tribunal.

**68. Contempt of Tribunal**

A person who—

- (a) insults a member in, or in relation to, the exercise of his or her powers or functions as a member of the Tribunal;
- (b) interrupts proceedings of the Tribunal;
- (c) creates disturbance or takes part in creating a disturbance in or near a place where the Tribunal is sitting; or
- (d) does any other act or thing that would, if the Tribunal were a court of record, constitute contempt of court,

commits an offence and is liable, on conviction, to a fine not exceeding twenty-five currency points or imprisonment not exceeding six months or both.

PART V—MISCELLANEOUS

**69. Service of notices**

(1) The parties shall file with the Registrar, proof of service for all notices, summons and replies.

(2) Every notice under these Regulations shall be served in the same manner as service under the Civil Procedure Rules.

## **70. Fees**

An appeal under these Regulations shall be accompanied by the fees prescribed in Schedule 4 to these Regulations.

## **71. Vacation period**

The Tribunal shall be on vacation from 15<sup>th</sup> July to 15<sup>th</sup> August and from 22<sup>nd</sup> December to 7<sup>th</sup> January, every year.

## **72. Tribunal business in vacation**

(1) The Tribunal shall not conduct hearings during the vacation, unless the matter is shown to be urgent or in public interest.

(2) The registry shall remain open during vacation.

## **73. Computation of time**

In computing time for purposes of these Regulations, the following regulations shall apply—

- (a) in determining the time for the performance of any action or any proceeding under these Regulations, Saturday, Sunday and any other day appointed as a public holiday shall not be reckoned in the computation of time specified in these Regulations;
- (b) where the time for doing any act expires on a Saturday or Sunday or other day on which the offices are closed, and by reason thereof the act or proceeding shall, so far as regards the time of doing or taking the act or proceeding be held to be duly done or taken if done or taken on the day on which the offices shall next be open;
- (c) the vacation period shall not be reckoned in the computation of time unless the Tribunal otherwise directs; and
- (d) a period of days from the happening of an event or the doing of any act or thing shall be taken to be exclusive of the day on which the event happens or that act, or thing is done.

#### **74. Recusal**

- (1) A member of the Tribunal may, recuse himself or herself—
  - (a) in a case involving persons with whom the member has a personal, family or professional relationship;
  - (b) in a case in which a member has previously been called upon in another capacity, including as advisor, representative, expert or witness on behalf of a party; or
  - (c) if there exist other circumstances such as to make a members' participation inappropriate.

(2) In the event of a challenge by either of the parties on any of the ground referred to in subregulation (1), which should be made at the commencement of the proceedings, a member may recuse himself or herself from hearing the matter.

(3) Where a member declines to recuse himself or herself, the reasons for declining shall be noted on the record and the matter shall proceed for hearing.

(4) Where a party is dissatisfied with the decision of a member not to recuse himself or herself, the party shall state the reasons and the hearing shall proceed.

(5) A person aggrieved by the failure to grant an application for recusal may appeal to the High Court after the matter has been determined by the Tribunal.

#### **75. Application of Civil Procedure Rules**

(1) In any matter relating to the proceedings of the Tribunal for which these Regulations do not provide, the Civil Procedure Rules, applicable in the High Court shall apply, with necessary modifications.

(2) The Tribunal shall conduct its proceedings with as little formality and technicality as possible, and shall observe the rules of fair hearing.

**76. Communications to Tribunal**

All communications to the Tribunal relating to matters pending before the Tribunal shall be made through the Registrar or such other officer as the Tribunal may authorise.

**77. Information technology**

Nothing in these Regulations shall limit the power of the Tribunal to direct or order the use of any form of information communication technology in its procedures.

**78. Remuneration and taxation of costs**

(1) The Registrar shall be the taxing officer of the Tribunal.

(2) Where the respondent is represented by an advocate, the scale of costs applicable to costs shall be those prescribed in the Advocates (Remuneration and Taxation of Costs) Regulations.

(3) A person dissatisfied with the decision of the Registrar may have recourse to the Tribunal.

**79. Revocation of S.I. No. 68 of 2001**

The Civil Aviation (Air Services Appeals Tribunal) Regulations, 2001 are revoked.

## **SCHEDULES**

### **SCHEDULE 1**

*Regulation 2*

#### **CURRENCY POINT**

A currency point is equivalent to twenty thousand shillings only.

## SCHEDULE 2

*Regulation 9*

### **Oaths**

#### *Oath of Allegiance.*

I,....., swear in the name of the Almighty God/solemnly affirm that I will be faithful and bear true allegiance to the Republic of Uganda and that I will preserve, protect and defend the Constitution. [So help me God]

#### *Judicial Oath.*

I,....., swear in the name of the Almighty God/solemnly affirm that I will well and truly exercise the judicial functions entrusted to me and will do right to all manner of people in accordance with the Constitution of the Republic of Uganda as by law established and in accordance with the laws and usage of the Republic of Uganda without fear or favour, affection or ill will. [So help me God]

**SCHEDULE 3**

**FORMS**

**FORM 1—NOTICE OF APPEAL**

*Regulation 28(2)*

IN THE CIVIL AVIATION APPEALS TRIBUNAL AT \_\_\_\_\_

APPEAL No. \_\_\_\_\_

IN THE MATTER OF

\_\_\_\_\_ (APPELLANT)

AND

\_\_\_\_\_ (RESPONDENT)

**NOTICE OF APPEAL**

Take notice that \_\_\_\_\_ being dissatisfied with the decision of the authority given at \_\_\_\_\_ on the \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_, intends to appeal to the Tribunal against the whole of the decision/such part of the decision as decided that \_\_\_\_\_

The address of service of the appellant is \_\_\_\_\_.

It is intended to serve copies of this notice on the respondent \_\_\_\_\_.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_

\_\_\_\_\_  
Appellant/Advocate of the Appellant

To: The Registrar of the Tribunal at \_\_\_\_\_

Lodged in the Tribunal at \_\_\_\_ this \_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_

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REGISTRAR  
*(signature and seal of Tribunal)*



**FORM 2**

**MEMORANDUM OF APPEAL**

*Regulations 29(2) and 30(1)(a)*

IN THE CIVIL AVIATION APPEALS TRIBUNAL AT \_\_\_\_\_

APPEAL No. \_\_\_\_\_ OF \_\_\_\_\_

IN THE MATTER OF

\_\_\_\_\_ (APPELLANT)

AND

\_\_\_\_\_ (RESPONDENT)

**MEMORANDUM OF APPEAL**

1. Particulars of appellant—

(a) Name \_\_\_\_\_

(b) Postal address \_\_\_\_\_

(c) Physical address of appellant:

Plot \_\_\_\_\_

Street \_\_\_\_\_

Town/City \_\_\_\_\_

(d) Telephone No. \_\_\_\_\_

Fax No. \_\_\_\_\_

E-mail \_\_\_\_\_

2. Particulars of the decision appealed against—

Date of receipt of decision: \_\_\_\_\_

\_\_\_\_\_

3. Statement of facts and reasons in support of the appeal.

*(If space provided is not adequate, attach as many additional pages as needed for the statement.)*

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4. Issues on which decision is sought

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5. List of books, documents or things to be produced before the Tribunal, if any (*Give brief description of each*)

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6. Names of witnesses, if any, and their addresses

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Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_

\_\_\_\_\_  
*Signature of appellant/advocate of appellant*

**Acknowledgement**  
*(For Official Use Only)*

7. Received by Registrar/Officer in charge

Date of filing appeal \_\_\_\_\_

Signature \_\_\_\_\_

Official stamp of Tribunal \_\_\_\_\_

**FORM 3**

**SUMMONS TO FILE REPLY**

*Regulations 30(3) and 32*

IN THE CIVIL AVIATION APPEALS TRIBUNAL AT \_\_\_\_\_

APPEAL No. \_\_\_\_\_ OF \_\_\_\_\_

IN THE MATTER OF

\_\_\_\_\_ (APPELLANT)

AND

\_\_\_\_\_ (RESPONDENT)

**SUMMONS TO FILE REPLY**

*(Under regulations 30(3) and 32 of the Civil Aviation (Appeals Tribunal)  
(Practice and Procedure) Regulations, 2022)*

TO.....of .....(address).

WHEREAS the appellant has filed an appeal against you with the Tribunal with respect to .....(briefly describe the matter).

You are required to file a response with the Tribunal within fourteen (14) days of receipt of the memorandum of appeal.

Should you fail to enter your response on or before the date mentioned, the appellant may proceed with the appeal and a decision may be given in your absence.

GIVEN under my hand and the seal of the Tribunal, this ..... day of.....year.....

.....

**REGISTRAR**

**FORM 4**

*Regulations 32 and 41(5)*

**ACKNOWLEDGEMENT OF SERVICE OF SUMMONS**

Full name of respondent/the advocate of the respondent:.....

Address:.....

Date and time.....

Signature:.....

**FORM 5 - REPLY**

*Regulation 33(2)*

IN THE CIVIL AVIATION APPEALS TRIBUNAL AT \_\_\_\_\_

APPEAL No. \_\_\_\_\_ OF \_\_\_\_\_

IN THE MATTER OF

\_\_\_\_\_ (APPELLANT)

AND

\_\_\_\_\_ (RESPONDENT)

**REPLY**

*(Under regulation 33(2) of the Civil Aviation (Appeals Tribunal) (Practice and Procedure) Regulations, 2022)*

1.	Particulars of appellant and address	
2.	Particulars of respondent and address	
3.	Grounds of appeal <i>(List the grounds of appeal)</i>	
4.	Statement in reply	
5.	Other relevant documents	(i) _____ (ii) _____ (iii) _____ (iv) _____ (v) _____

Dated this..... day of.....

Signed .....  
*(Respondent or advocate of the respondent)*

Contact: \_\_\_\_\_

Lodged on this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

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REGISTRAR  
*Official stamp of Tribunal*

**FORM 6**

**NOTICE TO SUBMIT ADDITIONAL DOCUMENTS OR ITEMS**

*Regulation 33(6)*

IN THE CIVIL AVIATION APPEALS TRIBUNAL AT .....

APPEAL No. ....OF .....

IN THE MATTER OF

..... (APPELLANT)

AND

..... (RESPONDENT)

**NOTICE TO SUBMIT ADDITIONAL DOCUMENTS OR ITEMS**

*(Under regulation 33(6) of the Civil Aviation (Appeals Tribunal) (Practice and Procedure) Regulations, 2022)*

Take notice that you are required to produce and lodge with the Tribunal on or before the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, the following documents or items.

*(Give brief description of the documents)*

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

GIVEN under my hand and the seal of the Tribunal this .....day of.....20.....

.....

REGISTRAR

**FORM 7**

**APPLICATION TO WITHDRAW PROCEEDINGS**

*Regulation 36 (1)*

IN THE CIVIL AVIATION APPEALS TRIBUNAL AT .....

APPEAL No. .... OF .....

IN THE MATTER OF

..... (APPELLANT)

AND

..... (RESPONDENT)

**APPLICATION TO WITHDRAW PROCEEDINGS**

*(Under regulation 36(1) of the Civil Aviation (Appeals Tribunal) (Practice and Procedure) Regulations, 2022)*

Following a review of the above matter, the appellant hereby applies to withdraw the appeal for the following reasons:

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Signed this .....day of.....

\_\_\_\_\_  
*Appellant*



**Acknowledgement**  
*(For Official Use Only)*

Received by Registrar/Officer in charge

Date of filing of application to withdraw \_\_\_\_\_

Signature \_\_\_\_\_

Official stamp of Tribunal \_\_\_\_\_

**FORM 8**

**WITNESS SUMMONS**

*Regulation 40(4)*

IN THE CIVIL AVIATION APPEALS TRIBUNAL AT .....

APPEAL NO.....OF .....

IN THE MATTER OF

..... (APPELLANT)

AND

..... (RESPONDENT)

**WITNESS SUMMONS**

*(Under regulation 40(4) of the Civil Aviation (Appeals Tribunal) (Practice and Procedure) Regulations, 2022)*

TO: \_\_\_\_\_

Whereas your attendance is required as a witness on behalf of \_\_\_\_\_

During the hearing of the above matter, you are, by these summons, required to appear before the Tribunal on the.....day.....of..... year.....at.....O'clock in the forenoon/afternoon and to bring with you or submit any relevant documents.

Should you fail to appear before the Tribunal on the date and time mentioned, you may be held in contempt of the Tribunal and a warrant of arrest may issue against you.

GIVEN under my hand and the seal of the Tribunal this.....day of.....,.....

.....

REGISTRAR

**ACKNOWLEDGEMENT OF SERVICE OF SUMMONS:**

Full name of witness: \_\_\_\_\_

Address: \_\_\_\_\_

Date and time: \_\_\_\_\_

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

**FORM 9**

**WARRANT OF ARREST**

*Regulation 42(2)*

IN THE CIVIL AVIATION APPEALS TRIBUNAL AT \_\_\_\_\_

APPEAL NO. .... OF .....

IN THE MATTER OF

\_\_\_\_\_ APPELLANT

AND

\_\_\_\_\_ RESPONDENT

**WARRANT OF ARREST**

*(Under regulation 42(2) of the Civil Aviation (Appeals Tribunal) (Practice and Procedure) Regulations, 2022)*

To .....

.....

Whereas \_\_\_\_\_ (*name of witness*) has been duly served with a summons (certified copy attached) but has failed to attend, you are by this warrant ordered to arrest and bring \_\_\_\_\_ before the Tribunal. You are further ordered to return this warrant on or before the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, with an endorsement certifying the day and manner in which this warrant is executed.

Given under my hand and the seal of the Tribunal this \_\_\_\_\_ day of \_\_\_\_\_.

\_\_\_\_\_  
REGISTRAR

**FORM 10**

**HEARING NOTICE**

*Regulation 46(2)*

IN THE CIVIL AVIATION APPEALS TRIBUNAL AT .....

APPEAL NO. .... OF .....

IN THE MATTER OF

..... (APPELLANT)

AND

..... (RESPONDENT)

**HEARING NOTICE**

(Under regulation 46(2) of *the Civil Aviation (Appeals Tribunal) (Practice and Procedure) Regulations, 2022*)

TO .....

TAKE NOTICE that the matter contained in the appeal will be heard by the Tribunal on the.....day of ,.....at .....O'clock in the forenoon/afternoon.

You are accordingly required to appear before the Tribunal and bring your witnesses with you.

If no appearance is made by you or by any person authorised by you to act on your behalf, the matter may be heard and decided in your absence.

GIVEN under my hand and the seal of the Tribunal this ..... day of.....

.....

**REGISTRAR**

## SCHEDULE 4 - FEES

*Regulation 70*

<b>Item</b>	<b>Fees (Ug Shillings)</b>
Notice of appeal	4800
Memorandum of appeal	6000
Extraction of decree or order	10,000
Record of proceedings	1500 per page

**Cross Reference**

Advocates (Remuneration and Taxation of Costs) Regulations S.I. No.267-4

Civil Procedure Rules, S.I. No.71-1

Judicature (Mediation) Regulations, 2013, S.I. No. 10 of 2013

GEN. EDWARD KATUMBA WAMALA (MP)  
*Minister of Works and Transport*

