



JETUP LTD (UK) FLIGHT NETWORK OPERATOR ONBOARDING & FLEET DOCUMENTATION GUIDE

This guide outlines the mandatory legal, financial, and technical documentation required to activate your corporate account and enlist your aircraft within the JETUP digital ecosystem. All files must be uploaded strictly in **high-resolution PDF format** (except aircraft photos).



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The financial rates and structural frameworks established within this document are strictly valid until **December 31, 2026.**

<https://www.jetup.aero/operator/register>

OPERATOR REGISTRATION & NETWORK MEMBERSHIP ACTIVATION ROUTES

To corporate onboard your organization and initialize the fleet listing process, the Operator must complete the network enrollment through one of the two standard deployment channels specified below:

ROUTE 1: AUTOMATED ONLINE GATEWAY CHECKOUT & INSTANT ACTIVATION

1. Navigate to the secure onboarding portal at <https://www.jetup.aero/operator/register> and execute the digital deployment form.
2. Proceed to the secure Level-1 transaction gateway to settle the **primary annual subscription fee of \$4,850 USD** via a corporate credit or debit card.
3. Upon successful transaction clearance, the system automatically triggers an instant corporate verification email containing your secure network credentials.
4. Access your active dashboard layer through the provided link to append your compliance data, execute the **Master Services Agreement**, and **upload the mandatory aircraft assets detailed under this Guide** (one primary aircraft tail number is fully included in your baseline annual membership).
5. For each subsequent fleet asset expansion beyond the initial primary aircraft, the Operator must execute a separate, dedicated "Additional Aircraft Enlistment & Payment Authorization Protocol" form via DocuSign to authorize the discounted \$2,425 USD annual rate, clear the technical asset verification, and upload the mandatory payment checkout receipts.

ROUTE 2: REVENUE PROCUREMENT DESK & CUSTOM BANK WIRE OPERATIONS

1. Navigate to the enterprise routing desk at <https://www.jetup.aero/operator/register/pre-application> and finalize the corporate pre-qualification questionnaire.
2. Our global revenue procurement desk will review your fleet profile and dispatch a direct follow-up communication customized to your operational requirements.
3. Upon application vetting approval, the Operator can settle the subscription balance either via a manual international bank wire transfer (SWIFT) or through a custom, secure checkout link generated specifically for your corporate account.
4. Following payment validation, a secure link will be dispatched to your authorized desk to execute the digital Master Services Agreement via DocuSign and release your fleet profiling access keys.
5. For each subsequent fleet asset expansion beyond the initial primary aircraft, the Operator must request and execute an individual "Additional Aircraft Enlistment & Payment Authorization Protocol" form for each specific tail number, embedding the respective bank wire remittance advice slip directly into the protocol's digital upload slots prior to fleet activation clearance.

PART A: CORPORATE & COMPLIANCE DOCUMENTS

1. Air Operator Certificate (AOC) & Operations Specifications (Ops Specs)

- **What is required:** A full, unredacted copy of your active Air Operator Certificate along with the complete Operations Specifications (Ops Specs) paragraphs detailing fleet authorization.
- **Why we need it:** JETUP strictly operates as a zero-commission broker, web portal, and Software-as-a-Service (SaaS) provider. We must legally verify that your organization is a licensed direct air carrier authorized for commercial charter operations.
- **Guidance:** Ensure the specific aircraft type and tail numbers you wish to enlist on JETUP are officially listed under your approved Ops Specs fleet authorization paragraphs.

2. Certificate of Insurance (COI) – Worldwide Coverage

- **What is required:** A present-dated aviation liability insurance certificate proving a minimum combined single limit (CSL) of **\$50,000,000 USD** per occurrence.
- **Why we need it:** To satisfy international transport standards and protect our digital ecosystem, **JETUP LTD** must be explicitly named as an **"Additional Insured"** on the policy.
- **Guidance:** The certificate must clearly display the covered tail numbers, valid policy expiration dates, and the endorsement naming JETUP LTD (London, UK) before any flight dispatch.

3. WYVERN ACES Authorization Form

- **What is required:** A signed corporate consent form granting JETUP and its security partners full digital access to track your fleet data.
- **Why we need it:** JETUP enforces an uncompromising safety sanctuary. We utilize the **WYVERN ACES** platform to run real-time safety, pilot training, and maintenance audits prior to every single client booking.
- **Guidance:** Any drop in your WYVERN compliance status will trigger an automated safety alert, temporarily suspending your fleet visibility on our portal until cleared.

4. Corporate Registry, Director ID & Authorized Signatory Proof

- **What is required:** Your official Certificate of Incorporation alongside a valid passport copy of the signing Director. Additionally, a formal document proving legitimate signatory power (such as a **Certificate of Incumbency, Power of Attorney, or official Signatory Resolution Registry**) must be provided.
- **Why we need it:** To comply with strict United Kingdom AML (Anti-Money Laundering) and KYC (Know Your Customer) regulations, JETUP LTD must legally verify both the corporate entity's existence and that the individual executing this agreement holds full, unrevoked legal authority to bind the company.
- **Guidance:** All provided signatory and corporate registration documents must be submitted strictly in English. If the original documents were issued in another language, an official, certified, and notarized English translation must be attached within the same PDF file.

PART B: AIRCRAFT ENLISTMENT & FLEET EXPANSION REQUIREMENTS

The primary annual network membership covers the baseline deployment, listing, and management of **exactly one (1) primary certified aircraft within the global live database at zero additional cost**. To support fleet scalability, the Operator is granted the right to enlist additional aircraft under a tiered expansion framework: the initial primary aircraft is fully included in the core subscription, while each subsequent aircraft added to the portal under this active contract shall be subject to a discounted annual fleet **expansion surcharge of \$2,425 USD per additional tail number**. Each individual aircraft asset added to the network must clear the structural technical validation and photo compliance criteria outlined below.

5. Certified Aircraft Maintenance & Airworthiness Release

- **What is required:** The most recent **Certificate of Airworthiness** and the latest signed **Maintenance Release Document** (or logbook entry showing the aircraft is cleared for flight).
- **Why we need it:** We must verify that the specific aircraft added to the panel is mechanically current, airworthy, and meets international civil aviation structural integrity benchmarks.
- **Guidance:** This document must clearly state the exact aircraft tail number, serial number, and must be signed by a certified aviation maintenance engineer (AME).

6. High-Resolution Fleet Photography & Cabin Layout

- **What is required:** The Operator must provide exactly four (4) professional, present-dated, high-resolution digital photographs of the specific registered aircraft alongside the legal regulatory certificates detailed within APPENDIX D of the Master Agreement.
- **The Technical Slots:**
 - Image 1: Exterior Full Hull Profile (Aircraft on Apron / Ramp View).
 - Image 2: Interior Cabin Forward View (Showcasing Seating Configuration).
 - Image 3: Interior Cabin Aft View (Showcasing Galley / Lavatory Layout).
 - Image 4: Flight Deck / Cockpit Systems Profile (Avionics Showcase).
 - Document 1: Current, valid Certificate of Airworthiness (CoA) in PDF format.
 - Document 2: Official Aircraft Registration Certificate in PDF format.
- **Why we need it:** These visual assets will directly populate your aircraft's dedicated profile on the JETUP mobile app and web booking engine for elite VIP client selection.
- **Guidance:** Images must represent the exact present configuration of the aircraft, highlighting premium features like Wi-Fi setups, enclosed lavatories, or sleeping configurations.

PART C: MANDATORY METHOD OF EXECUTION & COMPLIANCE

7. Legal Validity of Execution & Onboarding Compliance

- **7.1 Execution Standards:** The Operator explicitly acknowledges that all onboarding and aircraft documentation specified in this Guide must be fully executed and transmitted to JETUP LTD either via a **legally binding digital signature (DocuSign)** OR through **wet-ink signed and officially stamped physical documents** scanned in high-resolution PDF format.
- **7.2 Non-Compliance Policy:** JETUP LTD strictly reserves the absolute right to reject any document that is unsigned, partially completed, or lacks official corporate validation. Fleet activation, aircraft profile listing on the JETUP mobile application, and final broker countersignature shall remain strictly withheld until all requested credentials are fully verified and authenticated through our compliance tower.

PART D: ONBOARDING & COMPLIANCE VALIDATION NOTE

By completing the digital registration profile and executing the primary Master Charter Operator & Subscription Agreement, the Operator formally acknowledges that they have thoroughly reviewed, understood, and covenanted to strictly comply with all mandatory compliance criteria, aircraft airworthiness tracking standards, and documentation rules established within this JETUP Operator Onboarding Guide.

This document is maintained strictly as an official operational and compliance reference layout for the JETUP Flight Network ecosystem and does not require separate contractual execution or duplicate signatures.

