

GUIDELINES

1. *This form must be filled out by the Administrative Assistant and forwarded by email to the Investigator-in Charge*
2. *The Investigator-in-Charge must copy the contents of the text boxes of this form and paste in the appropriate fields of the email or fax to be sent*
3. *The Letter of Transmission should, whenever possible, be sent by e-mail*
4. *The selection of recipients must comply with what is established in standards 7.1 and 7.2 of ICAO Annex 13*
5. *E-mail addresses from the States involved shall be taken from ICAO's webpage (<https://www.icao.int/safety/AIA/Pages/default.aspx>)*
6. *All appointed Accredited Representatives to be included in the destination list*
7. *Advisors not to be included*
8. *ICAO e-mail to be used for forwarding ADREP Reports is ADREP@icao.int*



Civil Aviation Authority of Coronaland

Accident Investigation Section (AIG)

Transmittal Letter – Preliminary Adrep Report

To:	<i>Fill with the e-mails of the recipients separated by ;</i>
	<i>Fill with the fax numbers of those recipients that don't have e-mail</i>
Cc:	<i>aig-caac@coronaland-cao.cd; fill with e-mail of the Investigator-in-charge</i>
Subject:	Transmission of Preliminary ADREP Report
Reference:	<i>Choose an item.</i> Accident with aircraft registration <i>fill with registration</i> , dated <i>date of the occurrence</i>
Attachment	Preliminary ADREP Report

Dear Sir/Madam,

Please find attached the Preliminary ADREP Report of the occurrence aforementioned, in compliance with the relevant standard of Chapter 7 of ICAO Annex 13.

We would kindly ask you to acknowledge the receipt of this message (and the report) to aig-caac@coronaland-cao.cd.

Best regards,

Fill with the name of the Investigator-in-Charge

Investigator-in-Charge