



**PAKISTAN CIVIL AVIATION AUTHORITY
AIR TRANSPORT & ECONOMIC REGULATIONS
APPLICATION FOR REGISTRATION OF
AUTHORIZED FREIGHT FORWARDER / SHIPPER**

CAAF-014-ATNR-2.0

Please read overleaf instructions.

Application for : Issue Renewal Duplicate Issue

1. **NAME OF APPLICANT COMPANY:** _____
2. **REGISTERED ADDRESS:** _____
3. **ADDRESS FOR COMMUNICATION** (if other than in Column-2): _____

Address: (of Registered office as per Civil Aviation Rules, 1994 (CARs, 94) & Companies Ordinance, 1984), any change therein shall be incorporated in SECP / Registrar of Firms and be submitted on the prescribed Form, where applicable.

Telephone No: _____ Cell No: _____

Fax No: _____

E-mail: _____ Website: _____

3. IDENTIFICATION OF APPLICANT:

- Private Limited Company Public Limited Company
 Partnership

3.1 Name and address of Owner / Chief Executive: _____

3.2 Name, address and Nationality of each Director (separate paper may be used):

- (a) _____
 (b) _____
 (c) _____

3.3 Details of earlier Licences / Certificates issued by CAA (if any). Copies are to be attached.

- (a) _____
 (b) _____

4. CERTIFICATE OF ACCEPTANCE

4.1 I being the CEO / legal and authorized representative of _____ do hereby state that I have thoroughly read and understood Rules, Air Navigation Orders and Conditions of this Certificate and acknowledge its acceptance accordingly.

Dated: _____

Name and Signature of Owner /CEO/
Authorized Person with Stamp

INSTRUCTIONS FOR REGISTRATION OF AUTHORIZED FREIGHT FORWARDER / SHIPPER

1. General

The applicant, prior to apply, must go through AT & ER Directorate's ANO-002-ATNR-2.0 for the pre-requisites conditions.

- 1.1 To expedite processing of the application, the Form must be completed in all respects.
- 1.2 Fill all columns neatly. Do not leave any column blank. Put a (X) at appropriate boxes.
- 1.3 Extra sheets, if required, are to be used on company's letterhead.

2 Eligibility

- 2.1 Company / proprietor intending to register itself as FF / Shipper shall be eligible for the registration provided it fulfills the following requirements:-
 - 2.1.1 Applicant is incorporated in Pakistan under Companies / Firms Regulations, and has its registered place of business in Pakistan.
 - 2.1.2 The promoter / administration of such Company has the required knowledge / desired skills for such registration.

3. Certificate Fee

- 3.1 Schedule specified in the ANO and is available on CAA website.

4. Attachments for Issuance of Certificate

- 4.1 Applicant shall submit the Application online (after taking ID and Password from AT&ER Directorate's Licensing Branch) and also separately on CAA Form (until complete automation) duly filled, signed and stamped by Chief Executive (CE) of the Company to DAT & ER along with the following documents:- *[Tick the appropriate box to ensure the attachments]*

- Apply on Company's Letterhead signed and stamped by owner / Chief Executive (CEO)
- Brief introduction about the Firm and past experience.
- Application Form duly filled, signed by CEO, stamped and sealed.
- Certificate issuance Processing Fee, Issuance Fee and Security Deposit (Payable in A/C # 0042-79015197-03 at Habib Bank Limited, State Life Branch, Karachi, in cash or Cheque or. Pay Order / Demand Draft drawn in favour of Civil Aviation Authority).
- If company/firm having majority share holding/controlling authority with a foreign company or foreign national(s), an Indemnity Bond on a non judicial stamp paper of appropriate value, as per prescribed format, duly signed and stamped by registered Director/CE/authorized Accountable person of the company in Pakistan office, is to be submitted.
- Details of experience of CEO and Director along with attested photographs.
- Certificate from CE of the Company regarding compliance of all regulatory requirements / instruction and shall abide by the rules / regulations issued by CAA from time to time.
- Authorization letter in favour of two persons to deal with CAA on behalf of the company, signed by CEO.

Attested and Notarized Copies of:-

- Certificate of Incorporation, if applicable, incorporated in Securities & Exchange Commission of Pakistan (SECP) / Joint Registrar of Firm, whichever applicable.
- Memorandum and Articles of Association, incorporated in SECP and signed by the Directors of the company or any other required SECP Forms are to be attached.
- Copy of IATA Certificate
- Valid CNIC copies of Promoters, Owner / CE / CEO, Directors with their attested photographs (passport size).
- Corporate Structure (Organogram) on company's letterhead signed and stamped by CEO.
- Certificate on company's letterhead that NOC would be obtained from Pakistan Nuclear Regulatory Authority (PNRA), prior to requesting NOC from CAA for Radioactive material.
- Confirmation on company's letterhead, about DGR Certificate holder Cat-6, employed by the company / firm and duly notarized copies of their certificates.
- Copy of Income Tax Certificate showing NTN Number.

{ Note: Any other documents as desired by CAA }

5. Attachments for Renewal of Certificate

- Applicant is to apply online through Software and also forward hard copies supporting by company's covering letter at least 30 days before expiry of the Certificate.
- CAA Form, duly filled, signed and stamped by CEO.
- Original Certificate and its applicable Renewal Fee as per ANO.
- Copy of IATA certificate (current year), attested.
- Form-3, Form-A, Form-29 or any other prescribed Form incorporated with SECP, if any change occurred in the company's nomenclature / hierarchy.
- Late submission changes of Rs.1000/- per month or part thereof (if applicable)

6. Attachments for Re-issuance / Duplicate Certificate

- 6.1 As per Air Navigation Order.