



**PAKISTAN
CIVIL AVIATION AUTHORITY
AIR TRANSPORT & ECONOMIC
REGULATIONS
APPLICATION FOR AERIAL WORK /
CHARTER LICENCE**

CAAF-002-ATNR-2.0

APPLICATION FOR THE LICENCE / RATINGS:

(Please put a cross (✓) mark in the applicable boxes).

- (a) AERIAL WORK Domestic International
 Class-I Class-II
- (b) CHARTER Domestic International
 Class-I Class-II

1. NAME OF APPLICANT COMPANY: _____

2. ADDRESS FOR COMMUNICATION: _____

Telephone No: _____ Mobile No: _____ Fax No: _____

E-mail: _____ Website: _____

Note 1: As per Civil Aviation Rules, 1994 the registered head office of the Company shall be in Pakistan.

3. IDENTIFICATION OF APPLICANT

- Private Limited Company
 Public Limited Company

3.1 Name of address of Chief Executive _____

3.2 Name, address and Nationality of each Director: *:(If directors are more than 02 please provide details separately on Company letterhead)*

(a) _____

(b) _____

3.3 Details of earlier licence(s) issued by CAA. Copies of such licences are to be attached.

(a) _____ (b) _____

(c) _____ (d) _____

4. PROPOSED AIRPORT OF OPERATIONS Attachment _____

5. BRIEF DETAILS OF THE PROPOSED OPERATIONS Attachment _____

6. AIRCRAFT DETAILS TO BE USED IN THE PROPOSED OPERATIONS Attachment _____

7. DETAILS OF MAINTENANCE Attachment _____

8. INSURANCE PLAN Attachment _____

Dated: _____

Signature of authorized person
Stamp

INSTRUCTIONS –CHARTER and AERIAL WORK LICENCES

1. General

The applicant, prior to apply, must go through AT&ER Directorate's ANO-002-ATXX-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 intending to obtain a *Charter OR Aerial Work Licence* shall be eligible for a licence provided it fulfills the following conditions:-
 - 2.1.1 The Company is duly incorporated by Securities and Exchange Commission of Pakistan (SECP) under Companies Ordinance, 1984 (XLVII of 1984) with minimum paid-up capital as prescribed in the CARs,1994 and regulations/ANO on the subject.
 - 2.1.2 Has its headoffice in Pakistan.
 - 2.1.3 The promoters / administration of such Company have the required knowledge of matters relating to the Charter / Aerial work operations.
- 2.4 The Company shall have a sound business plan.

3. Licence Fee

- 3.1. As per prescribed AT Fee Schedule specified in the ANO available on CAA website.

4. Attachments for Issuance of Licence

- 4.1 The applicant shall submit the following documents along with CAA Form duly filled to DAT & ER, HQ CAA. After confirmation of verification of documents, the applicant shall submit application online through CAA's Software, available on CAA's website, after taking ID and Password from AT&ER Directorate, before submitting hard copies to CAA **(16 Sets)**:-

[Tick the appropriate box to ensure the attachments]

- Apply on Company's Letterhead signed by Chief Executive / Chairman, along with brief background of the company.
- Application duly filled, signed and stamped / sealed by CE.
- Licence issue processing fee as appropriate (Paid challan of National Bank of Pakistan, Terminal- 1, Jinnah International Airport, Karachi or cheque or. pay order / Demand Draft drawn in favour of Civil Aviation Authority).
- Details of Experiences of CE & Directors.

Attested & Notarized Copies of following documents are to be submitted:-

- Certificate of Incorporation, incorporated with SECP / Joint Registrar of Firms, whichever applicable.
- Memorandum and Articles of Association, incorporated with SECP and signed by the Directors of the company.
- Form-A, Form-3, Form-29 or any other prescribed form incorporated with SECP.
- Computerized CNICs of Promoters, Chief Executive (CE) / Directors and their Passport size Photographs, as mentioned in M&AA. (In case of dual nationality of the owner/controlling share-holder/ directors, copy of citizenship-certificate/passport of concerned country with complete address and contact number in that country)
- In case of foreign investment, details of Foreign investment and Investors along with copies of their Passports etc.
- Corporate Structure (Organogram) on company's letterhead.
- Evidence of paid-up Capital (**Bank Certificate, bank statement and Certificate from registered Chartered Accountants Firms/Company.**)
- Comprehensive feasibility report and business plan supported by three years projected financial reports prepared by certified Chartered Accountants Firm/Company.
- Feasibility plan of business, maintenance and training infrastructure as per international / applicable standards.
- Insurance plan for aircraft, crew, passengers, cargo, and third party risk as per national legislations (Carriage by Air Act 2012) and ICAO Conventions in vogue, along with relevant provisions of CARs, 94.
- If the Company is not a new concern, copies of annual audited financial reports for the recent 01-03 years, as applicable, be provided.
- Copy of Income Tax Certificate showing NTN Number.
- Certificate from CE regarding conformity of all regulatory requirements of National Aviation Policy (NAP); CARs, 1994; ANOs, Flight Safety Circulars, Airworthiness Notices and any instructions issued from time to time.
- Authorization letter in favour of two persons to deal with CAA on behalf of the company.

{Note: Any other document as desired by the Federal Government/DG CAA, for which the applicant shall be informed accordingly}

5. Attachment for Renewal of Licence

- Applicant is to apply online and forward hard copies to DAT&ER at least 60 days before expiry of the licence.
- Licence Renewal Fee as per ANO.
- Late submission charges of Rs. 1,000/- per month and / or part thereof (if applicable).
- Form 3, Form A, Form-29 or any other prescribed form incorporated with SECP for any change in company's nomenclature.
- Submission of copies of current annual audited financial reports along with Aircraft insurance documents and, in case, validity period of insurance documents does not cover validity period of licence than an undertaking be given to provide valid insurance documents covering the licence period upon expiry of insurance period.

{Note: The operator shall be required to submit annual audited financial reports once the financial year is completed and the accounts are audited. Valid Aircraft insurance documents shall be submitted as soon as the insurance period has expired}

6. Attachment for re-issuance / Duplicate Licence

- 6.1 As per Air Navigation Order.