

 <p>پاکستان سول ایوی ایشن اتھارٹی</p>	PAKISTAN CIVIL AVIATION AUTHORITY AIR TRANSPORT & ECONOMIC REGULATIONS APPLICATION FOR REGISTRATION OF DANGEROUS GOODS HANDLING AGENT/SHIPPER	<u>CAAF-014-ATNR-1.2</u>
<p><i>Please read overleaf instructions.</i></p> <p>Application for : <input type="checkbox"/> Issue <input type="checkbox"/> Renewal <input type="checkbox"/> Duplicate Issue</p>		
<p>1. NAME OF APPLICANT COMPANY: _____</p>		
<p>2. REGISTERED ADDRESS: _____</p>		
<p>2.1. ADDRESS FOR COMMUNICATION _____</p>		
<p><i>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.</i></p>		
<p>Telephone No: _____ Cell No: _____</p>		
<p>Fax No: _____</p>		
<p>E-mail: _____ Website: _____</p>		
<p>3. IDENTIFICATION OF APPLICANT:</p> <p><input type="checkbox"/> Private Limited Company <input type="checkbox"/> Public Limited Company</p> <p><input type="checkbox"/> Partnership</p>		
<p>3.1 Name and address of Owner / Chief Executive: _____</p>		
<p>3.2 Name, address and Nationality of each Director (separate paper may be used):</p> <p>(a) _____</p> <p>(b) _____</p> <p>(c) _____</p>		
<p>3.3 Details of earlier licence(s) (if any) issued by CAA. Copies of such licences are to be attached.</p> <p>(a) _____</p> <p>(b) _____</p>		
<p>4. CERTIFICATE OF ACCEPTANCE</p> <p>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.</p>		
<p>Dated: _____</p>		<p>Signature of Owner /CEO /Authorized Person Stamp</p>

**INSTRUCTIONS FOR REGISTRATION
OF DANGEROUS GOODS HANDLING AGENT / SHIPPER**

1. General

The applicant, prior to apply, must go through AT & ER Directorate's ANO-002-ATXX-1.1 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 Dangerous Goods Handling Agent / 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 The applicant shall submit the following pre-requisite documents along with CAA Form duly filled to DAT & ER, HQ CAA. After confirmation of verification of documents, applicant shall submit their application through CAA's Software, available on CAA's website, after taking ID and Password from AT&ER Directorate, before submitting hard copies to CAA:- *[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, PIA Airport Branch, Jinnah International Airport, Karachi, in cash or Cheque or. Pay Order / Demand Draft drawn in favour of Civil Aviation Authority).
- 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 CA 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 charges of Rs.1000/- per month or part thereof (if applicable)

6. Attachments for Re-issuance / Duplicate Certificate

- 6.1 As per Air Navigation Order.

