



PAKISTAN CIVIL AVIATION AUTHORITY  
AIR TRANSPORT & ECONOMIC  
REGULATIONS  
**APPLICATION FOR ISSUANCE OF NOC  
FOR GENERAL SALES AGENT**

CAAF-044-ATNR-1.0

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: (Registered office as per Civil Aviation Rules, 1994 (CARs, 94) & Companies Ordinance, 1984)  
any change shall be verified by SECP on prescribed Form shall be submitted.

Telephone No: \_\_\_\_\_ Cell No: \_\_\_\_\_

Fax No: \_\_\_\_\_

E-mail: \_\_\_\_\_ Website: \_\_\_\_\_

4. IDENTIFICATION OF APPLICANT:

Private Limited Company  Public Limited

4.1 Name and address of Owner / Chief Executive: \_\_\_\_\_

4.2 Name, address and Nationality of each Director:

(a) \_\_\_\_\_

(b) \_\_\_\_\_

(c) \_\_\_\_\_

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

(a) \_\_\_\_\_

(b) \_\_\_\_\_

5. CERTIFICATE OF ACCEPTANCE

5.1 I being the legal and authorized representative of \_\_\_\_\_  
do hereby state that I have thoroughly read and understood Rules and Air Navigation Order and  
acknowledge its acceptance accordingly.

Dated: \_\_\_\_\_

**Name and Signature of Owner / Chief  
Executive with Stamp**

**INSTRUCTIONS ON APPLICATION FOR ISSUANCE OF  
NOC FOR GENERAL SALE AGENT**

**1. General**

**The applicant, prior to apply, must go through AT & ER Directorate's ANO-004-ATNR 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 register itself as General Sales Agent, shall fulfill the following requirements:-
  - 2.1.1 The Company is incorporated with SECP and has its place of business in Pakistan.
  - 2.1.2 The promoter / administration of such Company has the required knowledge for such registration.

**3. Fee and Charges**

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

**4. Attachments for Issuance of NOC**

4.1 Applicant shall submit the Application along with CAA Form duly filled, signed and stamped by Owner / CE of the Company to DAT & ER along with the following documents:- *[Tick the appropriate box to ensure the attachments]*

- Request on Company's letterhead along with Application Form duly signed and stamped by owner / CE along with briefly introduction of their business activities.
- NOC Processing fee and Issuance fee (Payable in A/C # 0042-79015197-03 at Habib Bank Limited, State Life Branch, Karachi or Cheque or Pay Order / Demand Draft drawn in favour of Civil Aviation Authority).
- Bio Data of Owner / CE of the Company along with Photographs.
- Confirmation letter from Foreign Airlines, specifically addressed to DAT & ER, HQCAA, confirming that GSA Agreement concluded between the two parties is valid at present.
- Bank Statement along with Bank Certificate showing financial soundness of the company.
- Undertaking from CE of the Company regarding the agreement with compliance of relevant regulatory requirements / instruction, Rules and Regulations issued by the Competent Authority of CAA from time to time.
- Undertaking that Agent shall obtain written permission from DAT&ER, HQCAA, prior any change in Top Management / Directorship.
- Undertaking that the Owner /CE / Directors or Managers of the Company are not involved and have no history of safety violations or consumer fraud activities that would pose a risk to the travelling public.
- GSA shall submit that they are authorized to perform its activities as an On-Line or Off-Line carrier. In case of Off-Line carrier, destination wise detail is to be submitted.
- Authorization letter in favour of two persons to deal with CAA on behalf of the company, signed by CE along with their CNIC.

**Notarized Copies of:-**

- Certificate of Incorporation with SECP
- Memorandum and Articles of Association certified by SECP and signed by the Directors of the company.
- SECP Form-3, Form-A, Form-29 or any other prescribed Forms.
- GSA Agreement concluded between Foreign Airlines and GSA duly signed and stamped by both parties.
- In case GSA Agreement concluded for passenger handling only, then copy of valid licence issued by Department of Tourist Services (DTS) is to be submitted.
- Indemnity Bond, as per CAA's specimen, on stamp paper signed by CE.
- CNICs of Owner / CE/ Directors and their Photographs.
- Copy of other licences / certificates issued by CAA, if any
- Copy of Income Tax Certificate showing NTN Number along with paid copy of income tax.  
{ Note: Any other documents as desired by CAA, applicant shall be asked to provide the same }

**5. Attachments for Renewal of NOC**

- Applicant shall submit its application at least **60 days** before its expiry.
- CAA Form, duly filled, signed and stamped by CEO.
- Applicable renewal fee challan as per ANO.
- Confirmation letter from the Foreign Airlines, specifically addressed to DAT&ER, HQCAA, that GSA Agreement is valid at present
- Form-3, Form-A, Form-29 or any other Form, duly incorporated with SECP, duly notarized.
- Letter of indemnity on company's letterhead.
- Valid copy of DTS Licences
- Late submission charges of Rs.1000/- per month or part thereof (if applicable)