



PAKISTAN CIVIL AVIATION AUTHORITY  
AIR TRANSPORT & ECONOMIC  
REGULATIONS  
**APPLICATION FOR REGISTRATION  
OF AUTHORIZED FLIGHT  
PERMISSIONS AGENT**

CAAF-013-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: (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 Company

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, Air Navigation Orders and Conditions of this Certificate and acknowledge its acceptance accordingly.

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

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

**INSTRUCTIONS ON APPLICATION FOR REGISTRATION  
OF AUTHORIZED FLIGHT PERMISSIONS AGENT**

**1. General**

The applicant, prior to apply, must go through AT & ER Directorate's ANO-002-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 Authorized Flight Permissions Agent shall be eligible for the registration provided it fulfills the following requirements:-
  - 2.1.1 The Company is incorporated in Pakistan under Companies and has its 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 As per Fee Schedule specified in the ANO available on CAA website.

**4. Attachments for Issuance of Certificate**

- 4.1 Applicant shall submit the Application *online* through software (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]*

- Request on Company's letterhead signed and stamped by owner / Chief Executive along with briefly introduction of their business activities.
- Application Form duly filled, signed, stamped and sealed by CE.
- Certificate Processing fee, Issuance fee and Security Deposit (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).
- Aviation experience and Bio Data of CE / Directors of the Company along with photographs.
- 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 from time to time.
- Authorization letter in favour of two persons to deal with CAA on behalf of the applicant / company, signed by CE.

**Notarized Copies of:-**

- Certificate of Incorporation if applicable, certified by Securities & Exchange Commission of Pakistan (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, are to be attached.
- Indemnity Bond on stamp paper signed by CE.
- Valid copies of CNICs of Promoters / Owner / CE / CEO / Directors and their photographs, as applicable.
- Licence etc of Employees (FOO) and / or certificates of experience for Aviation background.
- Applicant shall submit an Undertaking that the Owner and Directors / 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.
- Copy of Income Tax Certificate showing NTN Number.

{ Note: Any other documents as desired by CAA, applicant shall be asked to provide the same }

**5. Attachments for Renewal of Certificate**

- Applicant is to apply online through software and also forward hard copies at least **60 days** before its expiry.
- CAA Form, duly filled, signed and stamped by CEO.
- Original Certificate and its applicable Renewal Fee as per ANO.
- Submission of progress for the last year's flight operations. If no operations carried out, the reasons thereof with future plan.
- Form-3, Form-A, Form-29 or any other Form, duly approved / incorporated with SECP, as applicable.
- 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 # ANO-004-ATNR.