



PAKISTAN CIVIL AVIATION AUTHORITY  
AIR TRANSPORT & ECONOMIC REGULATIONS  
APPLICATION FOR TOURISM PROMOTION &  
REGIONAL INTEGRATION LICENCE

CAAF-045-ATNR-1.0

**Please read overleaf instructions.**

Application for :  Issue  Renewal  Duplicate Issue

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

Passenger  Cargo

1. NAME OF APPLICANT COMPANY: \_\_\_\_\_

2. \*REGISTERED ADDRESS OF COMPANY: \_\_\_\_\_

3. ADDRESS FOR CORRESPONDENCE (if other than in column-2) \_\_\_\_\_

Telephone No: \_\_\_\_\_ Mobile No: \_\_\_\_\_ Fax No: \_\_\_\_\_

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

\*Note 1: As per Civil Aviation Rules, 1994 the registered headoffice of the Company shall be in Pakistan.

4. IDENTIFICATION OF APPLICANT:-

Private Limited Company

Public Limited Company

4.1 Name and Address of Chief Executive \_\_\_\_\_

4.2 Name, Address and Nationality of each Director: (If directors are more than 02 provide details separately on Company letterhead)

4.2.1 \_\_\_\_\_

4.2.2 \_\_\_\_\_

4.3 Details of earlier licences / certificates issued by CAA (if any), copies are to be attached.

4.3.1 \_\_\_\_\_

4.3.2 \_\_\_\_\_

5. PROPOSED AIRPORT / ROUTES OF OPERATIONS Attachment \_\_\_\_\_

6. DETAILS OF THE PROPOSED OPERATIONS Attachment \_\_\_\_\_

7. AIRCRAFT TO BE USED IN THE PROPOSED OPERATIONS Attachment \_\_\_\_\_

8. DETAILS OF MAINTENANCE SETUP Attachment \_\_\_\_\_

9. INSURANCE PLAN Attachment \_\_\_\_\_

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

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

## INSTRUCTIONS – TOURISM PROMOTION & REGIONAL INTEGRATION

- **The applicant, prior to apply, must go through AT&ER Directorate's ANO-001-ATNR for the pre-requisite conditions.**

### 1. **General**

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

### 2. **Eligibility**

- 2.1 A Company intending to obtain a TPRI 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 Act 2017 (XLVII of 1984) with minimum paid-up capital as prescribed in the ANO.
  - 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 operations.
  - 2.1.4 The Company shall have a sound business plan.

### 3. **Licence Fee**

- 3.1. As per AT Fee Schedule specified in ANO.

### 4. **Attachments for Issuance of Licence**

- 4.1 Applicant shall submit the following documents to DAT&ER, HQ CAA. After verification of documents, the applicant shall submit its application online through CAA's Software, on taking ID and Password from AT&ER Directorate, and submit **14 Sets** of hard copies to this Directorate:-

- Covering letter on Company's Letterhead signed by Chief Executive along with Brief background of the applicant company.
- Application duly filled, signed and stamped/sealed by CE.
- Application processing fee shall be *submitted through online in CAA's Collection Aeronautical Account No. 0042-79015197-03 Habib Bank Limited, State Life Branch, Karachi, through Cash, Cheque, Pay Order, Demand Draft.*
- Corporate Structure (Organogram) on company's letterhead.
- Evidence of loss-free 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, duly signed by CEO.
- Feasibility Plan of Maintenance and Training infrastructure as per international / applicable standards
- Undertaking for Insurance plan for Aircraft, Crew, Passengers, Cargo, and Third Party Risk as per national legislations (Carriage by Air Act 2012), ICAO Conventions and CARs, 94, in vogue.
- If the Company is not a new concern, copies of annual audited financial reports for last 01-03 years.
- Certificate from CE regarding conformity of all regulatory requirements of National Aviation Policy; CARs,94, ANOs, Flight Safety Circulars, Airworthiness Notices and any instructions issued from time to time including undertaking that the Company shall obtain AOC within **two years** from the date of the validity of licence and that no waiver / extension will be requested at all.
- Certificate from third-party verifying that the company has acquired the necessary capital to conduct its TPRI operations
- In case of foreign investment, foreign equity partnership shall not exceed 49% or to the extent where controlling interest remains in local hands. Details of foreign investment and Investors along with copies of their Passports / citizenship certificate etc.
- 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.
- Authorization letter in favour of two persons to deal with CAA on behalf of the company along with their CNICs, duly notarized.
- Details of Experiences of CE & Directors.

#### **Notarized copies of following documents to be submitted:-**

- SECP Certificate of Incorporation.
- Memorandum and Articles of Association incorporated with SECP and signed by the Directors of the company.
- SECP Form-A, Form-3, Form-29, Form-21 or any other prescribed form
- Valid copies of CNICs (**A4 Size**) of Promoters, Chief Executive (CE) / Directors and their Passport size Photographs, as mentioned in MAA. (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)
- Copy of Income Tax Certificate showing NTN Number.  
{Any other document as desired by the Competent Authority / DG CAA for which the applicant shall be informed accordingly}

### 5. **Attachment for Renewal of Licence**

- Applicant is to apply online through CAA's Software and forward hard copies to DAT&ER at least **90 days** before expiry of the licence.
- Application duly filled, signed and stamped/sealed by CE.
- Licence Renewal Fee as per ANO
- Late submission charges of Rs. 2,000/- 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 the company's nomenclature.
- Submission of copies of current annual audited financial report certified by Chartered Accountant Firm, in original, confirming the amount and availability of loss-free paid-up capital.

### 6. **Attachment for Re-issuance / Duplicate Licence**

- 6.1 As per ANO.