



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

CAAF-013-ATNR-1.1

Please read overleaf instructions.

Application for : Issue Renewal Duplicate Issue

1. NAME OF APPLICANT COMPANY: _____

2. ADDRESS FOR COMMUNICATION: _____

Address: (Registered office as per Civil Aviation Rules, 1994 (CARs, 94) & Companies Ordinance, 1984) change shall be verified by SECP / Registrar of Firms where applicable.

Telephone No: _____ Mobile No: _____

Fax No: _____

E-mail: _____ WEB Site: _____

3. IDENTIFICATION OF APPLICANT:

- Private Limited Company Public Limited Company
 Partnership

* the proprietor should be a registered entity with appropriate Government authority

3.1 Name and address of Chief Executive: _____

3.2 Name, address and Nationality of each Director:

(a) _____

(b) _____

(c) _____

3.3 Details of earlier licenses, if any, issued by CAA. Copies of such licenses are to be attached.

(a) _____

(b) _____

(c) _____

4. CERTIFICATE OF ACCEPTANCE

4.1 I being the legal and authorized representative of _____ do hereby state that I have thoroughly read and understood Rules, Air Navigation Orders and Conditions Certificate and acknowledge its acceptance accordingly.

Dated: _____

**Signature of Chief Executive / Director
Stamp**

**INSTRUCTIONS ON APPLICATION FOR REGISTRATION
OF AUTHORIZED FLIGHT PERMISSIONS AGENT (AFPA)**

1. General

- 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. (✓) Tick 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 Permission Agent shall be eligible for the registration provided it fulfills the following requirements:-
 - 2.1.1 The Company is incorporated in Pakistan under Companies / Firms Regulations, and has its place of business in Pakistan.
 - 2.1.2 The promoter / administration of such Company have the required knowledge / desired skills.

3. Licence Fee

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

4. Attachments for Issuance of AFPA

- 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, prior 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 by Chief Executive (CE),
- Application Form duly filled, signed by CE, stamped and sealed.
- Certificate issue applicable processing fee, issue fee, Advance deposit and Security Deposit 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.
- Corporate Structure (Organogram) on company's letterhead.
- Authorization letter to whom deal with CAA on behalf of the company.

Attested and 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.
- CNIC of Promoters, CE / CEO, Directors and their photographs.
- Copies of Licence etc of Employees (FOO).
- 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. Attachment for Renewal of AFPA

- Applicant is to apply online through CAA Software and also forward hard copies at least 30 days before expiry of the Certificate.
- Original Certificate and its applicable Renewal Fee as per ANO.
- CAA Form, duly filled, signed and stamped by CE.
- Late submission charges of Rs.1000/- per month or part thereof (if applicable)

6. Attachment for issuance of Duplicate AFPA

- 6.1 Where holder of a licence reports that he has misplaced, lost or mutilated the licence, the licensee shall be required to apply to DAT&ER, HQCAA on prescribed Application Form for issuance of a duplicate licence along with the following documents:-

- 6.1.1 Attested copies of FIR lodged with Police regarding the misplacement / lost / theft of licence.
- 6.1.2 Original press notices in two leading newspapers (one each in Urdu and English).
- 6.1.3 Prescribed Fee payment proof.

Note: (1) The licensee shall notify DAT&ER, in case the police does not recover licence or no response is received to the press notices within 30 days of the lodging the FIR or issuance of the Press Notices.

Note: (2) In case, the licence is mutilated and rendered unusable, the applicant shall be required to apply to DAT&ER, HQCAA on prescribed application Form along with prescribed fee and previous original (mutilated) licence for issue of duplicate licence except copies of FIR and Press Notices.