



PAKISTAN
CIVIL AVIATION AUTHORITY
AIR TRANSPORT & ECONOMIC
REGULATIONS
**APPLICATION FOR FLYING /
GROUND SCHOOL LICENCE**

CAAF-003-ATNR-2.0

APPLICATION FORM FOR THE LICENCE / RATINGS:

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

- 1) FLYING SCHOOL LICENCE CLASS-I (Class-I means training upto PPL)
2) FLYING SCHOOL LICENCE CLASS-II (Class-II means training above PPL)
3) GROUND SCHOOL LICENCE

1. NAME OF APPLICANT COMPANY: _____

2. ADDRESS FOR COMMUNICATION: _____

Telephone No: _____ Mobile No: _____ Fax No: _____

E-mail: _____ Website: _____

Note 1: As per Civil Aviation Rules, 1994 the Firm/Company must be registered in Pakistan and have its registered head office in Pakistan.

3. IDENTIFICATION OF APPLICANT:

- Sole Proprietorship Partnership
 Private Limited Company Public Limited Company

3.1 Name of address of Chief Executive _____

3.2 Name, address and Nationality of each Director: *:(If directors are more than 02 please provide details separately on Company letterhead)*

(a) _____

(b) _____

3.3 Details of earlier licence(s) issued by CAA. Copies of such licences are to be attached.

(a) _____

(b) _____

(c) _____

(d) _____

4. PROPOSED AIRPORT OF OPERATIONS /SCHOOLING Attachment _____

5. BRIEF DETAILS OF THE PROPOSED OPERATIONS Attachment _____

6. DETAILS OF AIRCRAFT TO BE USED IN THE PROPOSED OPERATIONS: Attachment _____

7. DETAILS OF MAINTENANCE Attachment _____

8. INSURANCE PLAN Attachment _____

Dated: _____

Signature of authorized person
Stamp

INSTRUCTIONS – FLYING / GROUND SCHOOL LICENCES

- **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 Flying OR Ground School 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) / Joint Registrar of Firm under Companies Ordinance, 1984 (XLVII of 1984) with minimum paid-up capital as prescribed in the CARs,94 and regulations/ANO on the subject.
 - 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 the Flying / Ground School operations; and the net worth of each promoter is not less than twice the amount to be subscribed by him personally.
 - 2.1.4 The Company shall have a sound business plan.

3. **Licence Issue Fee**

- 3.1. Licence issue fee shall be deposited as per ANO upon approval of the Competent Authority.

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 and amount of Security Deposit 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 (Training Programme) 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 (NAP); 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 **365 days** from the date of the validity of licence and that no waiver / extension will be requested at all.
- 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 / Partnership Deed, duly 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)
 - In case of foreign investment, details of foreign investment and Investors along with copies of their Passports / citizenship certificate etc.
 - 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. In case the annual audited financial statements are older than three months then Certificate from Registered Chartered Accountant Firm, in original, confirming the amount and availability of loss-free paid-up capital at current stage/date
- Aircraft insurance documents as per Operations Specifications (**Certificate, complete Policy and proof of premium payment**) and, in case, validity period of insurance documents does not cover validity period of licence than an undertaking be given to provide valid insurance documents covering the licence period upon expiry of insurance period.

{Note: The operator shall be required to submit annual audited financial statements within the time period as per Company's Ordinance 2017 / CARs 1994 (whichever is later). Valid aircraft insurance documents shall be submitted as soon as the insurance period has expired}

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

- 6.1 As per ANO.