

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) 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 place of business in Pakistan.
 - 2.1.3 The promoters / administration of such Company have the required knowledge of matters relating to the Flying / Ground School operations.
 - 2.1.4 The Company shall have a sound business plan.

3. **Licence Issue Fee**

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

4. **Attachments for Issuance of Licence**

- 4.1 Applicant shall submit the following pre-requisite documents along with CAA Form duly filled 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 **12 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 Form duly filled, signed and stamped / sealed by CE.
- Application processing fee shall be *submitted through online in CAA's Collection Aeronautical Account #. 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 CE.
- 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 (for Flying School Licence only).
- 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 / AC within **two years** from the date of the validity of licence and that no waiver / extension will be requested at all.
- 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**) and Passport size Photographs of Promoters, CE / Directors 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**

- Licensee 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.
- Submission of copies of current annual audited financial report.

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

- 6.1 As per ANO.