



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

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 – A Company intending to obtain a Flying School / Ground Licence shall be eligible for a licence provided it fulfills the following conditions:-

- 2.1 The Company is incorporated in Pakistan under Companies Ordinance, 1984 (XLVII of 1984) with SECP /Registrar of Firms having minimum paid-up capital as prescribed therein.
- 2.2 has its place of business in Pakistan.
- 2.3 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.
- 2.4 The Company shall have a sound business plan / feasibility report supported by three years projected balance sheets prepared by Chartered Accountants Firm/Company.

3. Licence Fee

- 3.1. As per AT Fee Schedule.

4. Attachments - Initial issue. Seven sets consisting of the following documents shall be submitted to Director Air Transport, & Economic Regulations, HQ CAA, Terminal I, JIAP, Karachi. **Tick the appropriate box to ensure the attachments**

- Covering letter on Company's Letterhead signed by Chief Executive (CE),
- Application duly filled, signed by CE, stamped and sealed.
- Licence issue processing fee 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).
- Attested/Notarized Copies of
 - Certificate of Incorporation.
 - Memorandum and Articles of Association./ Deed of Partnership duly verified by SECP/Registrar of Firms.
 - Form A / 3 or any other form prescribed and verified by Security Exchange Commission of Pakistan (SECP) in case of Private / Public Limited Companies.
 - Computerized National Identity Cards (CNIC) of Promoters, Chief Executive (CE) and Directors.
- In case of foreign investment, details of Foreign investment and Investors along with copies of their Passports etc.
- Corporate Structure (Organogram).
- Evidence of 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 balance sheets prepared by certified Chartered Accountants Firm/Company.
- Feasibility plan of maintenance and training infrastructure as per international standards
- Insurance plan for aircraft, crew, passengers, cargo, and third party risk as per national legislations and ICAO Conventions in vogue.
- If the Company is not a new concern, copies of the last three year's balance sheet, Income Statement etc audited and un-audited reports if the period is less than one year or the audited report is 6 months old.
- Certificate from CE regarding conformity of all regulatory requirements of National Aviation Policy (NAP), CARs, 1994, ANOs, Flight Safety Circulars, Airworthiness Notices and any instructions issued from time to time.
- Details of Experiences of CE & Directors.
- Any other document as desired by the Federal Government / DG CAA.

5. Attachment – Renewal

- Applicant as to apply on Company letterhead at least 45 days before expiry of the licence.
- Licence Renewal Fee.
- Late submission charges of Rs. 1,000/- per month and / or part thereof.
- Clearance of all CAA outstanding dues.
- Form 3/Form A or such other form as prescribed and verified by SECP for any change in the share holding during previous years.
- Submission of copies of last annual audited accounts to CAA Finance Directorate along with the un-audited report if the annual reports more than six months old.

6. Duplicate-licence issuance requirements-

- 6.1 Where holder of a licence has misplaced his licence, an authorized person shall be required to apply to the Director Air Transport, HQCAA on prescribed application Form CAA Form-518 for issuance of a duplicate licence along with the following:-
 - Attested copies of police report (FIR) regarding the loss of licence;
 - Attested copies of press notices in two leading news-papers.
 - Prescribed Fee Voucher (non-refundable)

Note: - (1) *The application shall be filed in case licence is not recovered by the police 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 Director Air Transport, HQCAA on prescribed application Form CAA Form 518 along with prescribed fee for issue of duplicate licence except copies of FIR and Press Notice.*