



## FLIGHT CREW LICENCE EXAMINATION CHARGES AND PAYMENT PROCEDURES

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### AIR SAFETY CIRCULAR

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OFFICE OF PRIME INTEREST : PERSONNEL LICENSING DIRECTORATE

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**A. AUTHORITY:**

A1. This Circular is issued under the approval by the Director General, Civil Aviation Authority in pursuance of the powers vested in him under Rules 4, 36 and 357 and all other enabling provisions of Civil Aviation Rules, 1994 (CARs, 94).

**B. PURPOSE:**

B1. This circular prescribes applicable fee for candidates for conduct of pilot licence examination of theoretical knowledge for issuance of Private / Commercial / Multi-crew / Airline Transport Pilot Licences (PPL/ CPL/ MPL/ ATPL) which will be conducted by delegated e-Exam service provider (UK CAAi) within the framework of ANO-033-LCXX.

B2. It also prescribes the mechanism to be followed by the candidates for payment of the fee and subsequent booking for examination.

**C. SCOPE:**

C1. The scope of this circular is to notify the applicable fee for the conduct of examination for theoretical knowledge for issuance of PPL / CPL / MPL / ATPL as well as the mechanism to be followed for such payment for booking of an exam on e-Exam Portal. The applicable fee for examinations, which are being conducted by Personnel Licencing Directorate, is described in ANO-021-LCXX and has no relevance to fee schedule prescribed herein.

**D. DESCRIPTION:**

**D1. GENERAL:**

D1.1. The fee charged on account of services being rendered by the Licensing Authority is a standard worldwide practice. These service charges are also essential to recover the cost of arrangement and conduct of such important examinations with sufficient quality and integrity of examinations. However, in order to promote the aviation growth in Pakistan, CAA will provide subsidy on e-Exams for PPL / CPL to certain extent.

**D2. EXAMINATIONS FEE (FCL Examinations – UK CAAi):**

D2.1. Candidates are required to pay applicable fee for each exam after **conversion in PKR based on selling rate given in cash / currency notes section in NBP daily rate sheet** as given below:

TYPE	EACH PAPER	RE-CHECK
<b>PPL / CPL (Aeroplane / Helicopter)</b> Applicable for first attempt of each paper only	GBP 23	GBP 150
<b>PPL / CPL (Aeroplane / Helicopter)</b> Applicable for second attempt of each paper only	GBP 68	
<b>PPL / CPL (Aeroplane / Helicopter)</b> For all successive attempts	GBP 90	
<b>MPL / ATPL (Aeroplane/ Helicopter)</b> Applicable for all attempts for each paper	GBP 90	

D2.2. Exams transferred or cancelled within 7 days before the first scheduled exam in a sitting period and exams Did Not Sit by the candidate will be considered as an attempt for the subsidy purpose.

**D3. EXAM BOOKING AND PAYMENT MECHANISM:**

D3.1. The candidate will make a provisional booking for a required exam through e-Exam portal.

D3.2. The candidate will subsequently pay the applicable fee through either cash deposit or online transfer in CAA Personnel Licencing Collection Account as given below:

Title of Account: **CAA PEL EXAMS**  
Collection A/c No.: **0042-79922116-03** **Habib Bank Ltd.**  
IBAN: **PK97 HABB 0000 4279 9221 1603**

- D3.3. If more than one exam has been booked by a candidate under single order, the payment has to be made for complete order.
- D3.4. Candidate will subsequently forward the evidence of payment to PCAA FCL Exam Payment Administrator on e-mail address [FCLExam.Payment@caapakistan.com.pk](mailto:FCLExam.Payment@caapakistan.com.pk)
- D3.5. The evidence should clearly mention the complete transaction details or Bank Challan number so that the transaction can be reconciled with Bank Statement. The candidate will also mention the conversion rate used and his / her reference number in the e-mail.
- D3.6. Upon reconciliation of the Bank statement, PCAA administrator approves the requested examination schedule of all candidates on daily basis.
- D3.7. According to system configuration, the exam bookings for which acceptance could not be made by PCAA within 7 days after booking or 03 days before the first scheduled exam in a sitting period are automatically cancelled. **However, for optimum utilization of the exam venue capacity, Pakistan CAA may cancel any booking for which payment notification has not been received within 3 days from the time of booking.**
- D3.8. In order to avoid such cancellations, the candidates shall make payment as early as possible after booking the exam and forward payment proof to given e-mail address to provide sufficient time for PCAA to process approval.

D4. **PAPER REVIEW PAYMENT**

- D4.1. Similarly, the payment for any re-check of the examination will be made by candidates desiring to have a re-check of any conducted exam in the same account.
- D4.2. Candidate will subsequently forward a paper review request to Additional Director Examination PCAA on e-mail [AdID.Examination@caapakistan.com.pk](mailto:AdID.Examination@caapakistan.com.pk)
- D4.3. Subject to confirmation of receipt of payment, PCAA will process the case for re-check to be undertaken by e-exam provider.

E. **EVIDENCES (ACRONYMS / RECORDS / REFERENCES):**

E1. **ACRONYMS:**

ANO AIR NAVIGATION ORDER  
ASC AIR SAFETY CIRCULAR

E2. **RECORDS:**

E2.1. Nil

E3. **REFERENCES:**

- E3.1. ANO-021-LCXX  
E3.2. ANO-033-LCXX

**IMPLEMENTATION:**

This Circular is effective from 7<sup>th</sup> November, 2022 and supersedes ASC-004-LCXX-3.0 effective 01 September 2022 .



(CAPTAIN MUHAMMAD ZIA KHAN)  
Air Cdre. (Retd.)  
Director Personnel Licencing

Dated: 04 November, 2022