



PAKISTAN CIVIL AVIATION AUTHORITY
AIR TRANSPORT & ECONOMIC REGULATIONS
APPLICATION FOR REGISTRATION OF
AUTHORIZED FREIGHT FORWARDER / SHIPPER

CAAF-014-ATNR-2.2

Please read overleaf instructions.

Application for : Issue Renewal Duplicate Issue

1. NAME OF APPLICANT COMPANY: _____
2. REGISTERED ADDRESS: _____
3. ADDRESS FOR COMMUNICATION (if other than in Column-2): _____

Note 1: As per Civil Aviation Rules, 1994, the Company must be registered in Pakistan. Any change therein, shall be incorporated in SECP and be submitted on the prescribed Form.

Telephone No: _____ Cell No: _____

Fax No: _____

E-mail: _____ Website: _____

4. Station / Location: _____

5. IDENTIFICATION OF APPLICANT:

Private Limited Company Public Limited Company

5.1 Name and address of Owner / Chief Executive: _____

5.2 Name, address and Nationality of each Director (separate paper may be used):

(a) _____

(b) _____

(c) _____

5.3 Details of earlier Licences / Certificates issued by CAA (if any). Copies are to be attached.

(a) _____

(b) _____

6. CERTIFICATE OF ACCEPTANCE

6.1 I being the Owner / CEO of _____ do hereby state that I have thoroughly read and understood Rules, Air Navigation Orders and Conditions of this Certificate and acknowledge its acceptance accordingly.

Dated: _____

Name and Signature of Owner / CEO
with Stamp with Stamp

INSTRUCTIONS FOR
REGISTRATION OF AUTHORIZED FREIGHT FORWARDER / SHIPPER

1. General

The applicant, prior to apply, must go through AT & ER Directorate's ANO-014-ATNR for the pre-requisites conditions.

- 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. Put a (X) at appropriate boxes.
- 1.3 Extra sheets, if required, are to be used on company's letterhead.

2 Eligibility

- 2.1 Company / proprietor intending to register itself as AFF / Shipper shall be eligible for the registration provided it fulfills the following requirements:-
 - 2.1.1 Company registered in Pakistan with SECP
 - 2.1.2 Company must be financially sound.
 - 2.1.3 Company's place of business must in Pakistan.
 - 2.1.4 The promoter / administration of such Company has the required knowledge / desired skills for such registration.
 - 2.1.5 Company's majority shareholding must be in local hands.
 - 2.1.6 Company must be certified by IATA. (For more than one station / location, applicant should have IATA Certificate separately).

3. Certificate Fee

- 3.1 Schedule specified in the Air Navigation Order which is available on CAA website.

4. Attachments for Issuance of Certificate

- 4.1 The Applicant shall submit the following documents along with duly filled CAA Form CAAF-014-ATNR to DAT & ER, HQCAA. After verification of documents, the applicant shall submit prescribed application and requisite documents through CAA's Software, available on CAA's website, after taking ID and Password from AT & ER Directorate, before submitting hard copies there of:- *[Please put a cross in the appropriate box to ensure the attachments]*

- Apply on Company's Letterhead indicating the station / location from where the applicant intend to handle DG by air, duly signed and stamped by owner / CEO.
- Brief introduction about the Firm and past experience.
- Application Form duly filled, signed and stamped by Owner / CEO.
- Evidence of Certificate Processing Fee, Issuance Fee and Security Deposit, as per ANO.
- Bank statement along with Bank Certificate.
- Corporate Structure (Organogram) on company's letterhead signed & stamped by Owner / CEO.
- Details of experience of CEO and Directors along with their attested photographs.
- Certificate from Owner / CEO of the Company regarding compliance of all regulatory requirements / instructions and shall abide by the rules / regulations issued by CAA from time to time.
- Undertaking on company's letterhead that NOC would be obtained from Pakistan Nuclear Regulatory Authority (PNRA), prior to requesting NOC from CAA for Radioactive material.
- Applicant shall submit an 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, signed by CEO.

4.2 Notarized Copies of:-

- Certificate of Incorporation incorporated in SECP.
- Memorandum & Articles of Association, incorporated in SECP duly signed by the Company's Directors along with any other prescribed SECP Forms.
- IATA Certificate (For more than one station / location, applicant should have IATA Certificate separately).
- Valid CNICs of Owner / CEO and Directors on A4 size paper with their attested passport size photographs.
- Valid DGR Certificate holder Cat-6 staff, employed by the company
- Income Tax Certificate showing NTN Number.
- Other Certificate / Licences issued by CAA, if any
{ Note: Any other documents as desired by CAA, are to be submitted }

5. Attachments for Renewal of Certificate

- Applicant is to apply online through Software and also forward hard copies supporting by company's covering letter at least **60 days** before expiry of the Certificate.
- CAA Form, duly filled, signed and stamped by Owner / CEO.
- Original Certificate and its applicable Renewal Fee as per ANO.
- Notarized current copy of IATA Certificate (For more than one station / location, applicant is to submit IATA Certificate separately).
- Prescribed SECP Forms for change occurred in the company's nomenclature / hierarchy, if any.
- Late submission charges of Rs.2000/- per month or part thereof (if applicable)

6. Attachments for Re-issuance / Duplicate Certificate

- 6.1 As per Air Navigation Order.