



PAKISTAN
CIVIL AVIATION AUTHORITY
AIR TRANSPORT & ECONOMIC
REGULATIONS
**APPLICATION FOR AERIAL WORK /
CHARTER LICENCE**

CAAF-002-ATNR-2.1

Please read overleaf instructions.

Application for : Issue Renewal Duplicate Issue

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

- (a) **AERIAL WORK** Domestic International
 Class-I Class-II
- (b) **CHARTER** Domestic International
 Class-I Class-II

1. NAME OF APPLICANT COMPANY: _____

2. *REGISTERED ADDRESS OF COMPANY: _____

3. ADDRESS FOR CORRESPONDENCE (if other than in column-2) _____

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

E-mail: _____ Website: _____

**Note 1: As per Civil Aviation Rules, 1994 the registered head-office of the Company shall be in Pakistan.*

4. IDENTIFICATION OF APPLICANT

Private Limited Company

Public Limited Company

4.1 Name and Address of Chief Executive _____

4.2 Name, Address and Nationality of each Director: (If Directors are more than 02 please provide details separately on Company's letterhead)

4.2.1 _____

4.2.2 _____

4.3 Details of earlier licences / certificate issued by CAA (if any). Copies of such licences are to be attached.

4.3.1 _____

4.3.2 _____

5. PROPOSED AIRPORT OF OPERATIONS Attachment _____

6. BRIEF DETAILS OF THE PROPOSED OPERATIONS Attachment _____

7. AIRCRAFT DETAILS TO BE USED IN THE PROPOSED OPERATIONS Attachment _____

8. DETAILS OF MAINTENANCE SETUP Attachment _____

9. INSURANCE PLAN Attachment _____

Dated: _____

**Name and Signature of Owner / Chief
Executive / Director with Stamp**

INSTRUCTIONS – CHARTER AND AERIAL WORK 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 Charter OR Aerial Work 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 headoffice in Pakistan.
 - 2.1.3 The promoters / administration of such Company have the required knowledge of matters relating to the Charter / Aerial 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 **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 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 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; 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 **two years** from the date of the validity of licence and that no waiver / extension will be requested at all.
 - 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 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, Chief Executive (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**

- 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.

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

- As per ANO.