



PAKISTAN
CIVIL AVIATION AUTHORITY
AIR TRANSPORT DIRECTORATE
(NATIONAL REGULATION)
REGULAR PUBLIC TRANSPORT LICENCE -
APPLICATION

CAAF-001-ATNR-1.0

1. **Name of Company/Airline:** _____

2. **Registered head office in Pakistan:** _____

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

E-mail: _____ Website: _____

3. **IDENTIFICATION OF APPLICANT:**

Private Limited Company

Public Limited Company

3.1 Name and address of Chief Executive: _____

3.2 Name, address and Nationality of each Director:

(a) _____

(b) _____

(c) _____

3.3 Details of earlier licence(s) issued by CAA. Copies of such licences are to be attached.

(a) _____

(b) _____

(c) _____

(d) _____

3.4 Attach copy of each of the following:

3.4.1 Memorandum And Articles Of Association

3.4.2 Certificate of Incorporation

3.4.3 Name, nationality and address of each Director

3.4.4 Corporate structure

3.4.5 Sound business plan/feasibility study

3.4.6 Name(s) of authorized person/persons to deal with CAA.

4. EVIDENCE OF FINANCIAL POSITION

- 4.1 Minimum paid up capital of Rs. 100 million.
- 4.2 The latest general purpose annual financial statement signed by an Authorized Accountants Firm/Company in public practice.
- 4.3 Company's projected accounts for three years prepared by a known Chartered Accountants Firm/Company.
- 4.4 In case a new Company is to be established, a formal bank statement to demonstrate the availability of adequate financial resources.
- 4.5 A statement indicating if the applicant has, within the last two years, operated or is currently operating as a debtor protected by bankruptcy laws and regulations.
- 4.6 If a debtor currently operating under protection of bankruptcy laws and regulations, submit details as to how the applicant intends to satisfy its debt obligation from which it sought protection.
- 4.7 Any other document to prove the company is capable of operating commercial air operation

5. SCOPE AND FREQUENCY OF PROPOSED SERVICE

- 5.1 Destinations to be served in Pakistan: _____
- 5.2 Destinations to be served outside Pakistan: _____
- 5.3 Route pattern and frequency of the intended service (this information to be attached):

- 5.4 Operating base in Pakistan: _____
- 5.5 Proposed date of commencement of operation: _____

6. TYPES OF OPERATION

- Passenger
- Cargo
- Others (*specify*)

7. AIRCRAFT TO BE USED FOR THE PROPOSED OPERATIONS

- 7.1 List of aircraft type(s) and model(s) stating the maximum authorized take off weight in kilograms, the maximum passenger capacity in the configuration proposed and the maximum total payload capacity for each aircraft type.

- 7.2 State whether the aircraft will be:
- 7.2.1 Owned by the Company and registered in Pakistan.
- 7.2.2 Imported on Wet/Dry lease.
- 7.2.3 Imported on lease purchase basis.

Note: - For initial operations wet leasing aircraft are not allowed.

8. OWNERSHIP AND CONTROL

- 8.1 Fully Pakistani owned.
- 8.2 Foreign collaboration/joint venture. (foreign investment, if any, will be permitted to the extent where the controlling interest (51% shareholding) remains in local hands. Copy of the agreement to be attached).

9. DETAILS OF MAINTENANCE AND OPERATION

- 9.1. Arrangements planned for the maintenance and operations of the aircraft and other supportive equipment at various airports, stations on the proposed route(s).
- 9.2. Whether the above will be performed by:
- 9.2.1 The Company's personnel.
- 9.2.2 Outside agency.

10. MISCELLANEOUS

- 10.1 Any other information/data the applicant may like to provide to support this application for obtaining a regular public transport licence.

11. CERTIFICATE OF ACCEPTANCE

- 11.1 I, a legal and authorized representative of _____ hereby state that I have thoroughly read and understood the Terms & Conditions of this Licence and acknowledge acceptance.

Dated: _____

Signature of authorized person

Stamp/Seal

Attachments:

Appendix A Serial No. 001-ATNR Conditions of the RPT Licence as approved Federal Government.

INSTRUCTIONS – REGULAR PUBLIC TRANSPORT (RPT)

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 RPT 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 minimum paid-up capital of Rs. 100 Million and has its place of business in Pakistan.
 - 2.2 The promoters/administration of such Company have the required knowledge of matters relating to the RPT operations; and the net worth of each promoter is not less than twice the amount to be subscribed by him personally.
 - 2.3 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, HQ CAA, Terminal I, JIAP, Karachi.
 - 4.1 Covering letter on Company's Letterhead signed by Chief Executive (CE),
 - 4.2 Application Form **CAAF-001-ATNR-1.0** duly filled, signed by CE, stamped and sealed.
 - 4.3 Licence issue processing fee as appropriate (Paid challan of National Bank of Pakistan, Terminal- 1, Jinnah International Airport, Karachi or cheque / pay order / Demand Draft drawn in favour of Civil Aviation Authority).
 - 4.4 Attested/Notarized Copies of:
 - 4.4.1 Certificate of Incorporation.
 - 4.4.2 Memorandum and Articles of Association.
 - 4.4.3 Form A / 3 or any other form prescribed and verified by Security Exchange Commission of Pakistan (SECP)
 - 4.4.4 Computerized National Identity Cards (CNIC) of Promoters, Chief Executive (CE) and Directors.
 - 4.4.5 Corporate Structure (Organogram).
 - 4.4.6 Evidence of paid-up Capital (Bank Certificate, bank statement and Certificate from registered Chartered Accountants Firms/Company).
 - 4.4.7 Comprehensive feasibility report and business plan supported by three years projected balance sheets prepared by certified Chartered Accountants Firm/Company.
 - 4.4.8 Feasibility plan of maintenance and training infrastructure as per international standards
 - 4.4.9 Insurance plan for aircraft, crew, passengers, cargo, and third party risk as per national legislations and ICAO Conventions in vogue.
 - 4.4.10 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.
 - 4.4.11 Any other document as desired by the Federal Government / DG CAA.
 5. Documents required for Air Operator Certificate - An applicant would be required to acquire the following rules and documents from the concerned directorates of CAA or download from CAA website www.caapakistan.com.pk :-

<u>Documents</u>	<u>Place of Availability</u>
Civil Aviation Ordinance, 1960 and Civil Aviation Rules, 1994	Legal Directorate
Air Navigation Orders	
(a) Personnel Licensing	Personnel Licensing Office
(b) Flight Operations	Flight Standards Directorate
(c) Airworthiness	Airworthiness Directorate
Air Safety Circulars	Flight Standards Directorate
Airworthiness Notices	Airworthiness Directorate
Licensing Circulars	Personnel Licensing Office
Air Operator Certificate Guide	Flight Standards Directorate
Designated Check Pilot (DCPT) Manual	Flight Standards Directorate
Flight Operations Inspector Manual	Flight Standards Directorate
 6. **Attachment – Renewal**
 - 8.1 Applicant as to apply on Company letterhead at least 45 days before expiry of the licence.
 - 8.2 Licence Renewal Fee as per AT Fee Schedule.
 - 8.3 Late submission charges of Rs. 20,000/- per month and / or part thereof if applicable.
 - 8.4 Clearance of all CAA outstanding dues or as per agreed plan approved by the DG CAA.
 - 8.5 Form 3/Form A or such other form as prescribed and verified by SECP for any change in the share holding during previous years.
 - 8.6 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.
 7. **Duplicate-licence** issuance requirements-
 - 7.1 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 CAAF-001-ATNR-1.0 for issuance of a duplicate licence along with the following:-
 - 7.1.1 Attested copies of police report (FIR) regarding the loss of licence;
 - 7.1.2 Attested copies of press notices in two leading news-papers.
 - 7.1.3 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 **CAAF-001-ATNR-1.0** along with prescribed fee for issue of duplicate licence except copies of FIR and Press Notice.*



HEAD QUARTERS

CIVIL AVIATION AUTHORITY

**CONDITIONS OF
REGULAR PUBLIC TRANSPORT LICENCE**

1. SOURCE OF AUTHORITY

This licence will be governed by the provisions contained in Civil Aviation Rules 1994 and such other rules and regulations as may be prescribed from time to time by the Federal Government/Director General Civil Aviation Authority.

2. AIR OPERATOR'S CERTIFICATE

To engage in airline operations the licensee must hold a valid Air Operator's Certificate issued by the Civil Aviation Authority of Pakistan. The licensee is required to demonstrate that the airline has the equipment, personnel, documentation and facilities to comply with the Civil Aviation Rules 1994 before exercising the privileges of this licence. When compliance has been demonstrated to the satisfaction of the Director General Civil Aviation Authority an Air Operator's Certificate will be issued.

3. TYPES OF OPERATION

Following type(s) of operation will be permitted:

- (a) Passenger cum Cargo.
- (b) Cargo.
- (c) Other services.

4. VALIDITY/RENEWAL OF LICENCE

- (a) This license is renewable annually.
- (b) This licence is renewable subject to clearance of all outstanding dues of CAA or payment to the extent mutually settled between the licensee and CAA.
- (c) This licence is non-transferable.

5. OPERATING BASE

The licensee will specifically designate its operating base.

6. FLEET

- (a) Minimum fleet requirement will be at least three aircraft.
- (b) The licensee will be permitted to induct aircraft on wet or dry lease subject to conditions laid down by Government/CAA.
- (c) Fleet registration in Pakistan will be mandatory for Pakistani airlines. Within one year from the date of commencement of operations at least one aircraft must be registered in Pakistan.
- (d) The restrictions on age and origin of aircraft inducted by private airlines will be as follows:
 - (i) In case of Eastern origin/Russian aircraft, maximum age will be 15 years at the time of induction and airworthiness criteria specified by CAA.
 - (ii) In case of Western/European aircraft there will be no age limit. However, airworthiness would be the criteria.

7. DOMESTIC OPERATION

- (a) PIA and private airlines will continue to freely operate on domestic routes.
- (b) Eight destinations i.e. Chitral, Gilgit, Skardu, Gawadar, Panjgur, Turbat, Pasni and Jiwani may continue to be treated as socio-economic routes and the fares may be de-regulated.
- (c) Private airlines must service the following domestic routes as a minimum:
 - (i) Minimum of two trunk routes one of which should include Peshawar, Quetta, Multan or Faisalabad.
 - (ii) Minimum of two frequencies per week on one socio-economic or one tertiary route.

In case of their inability to service socio-economic or tertiary routes, private airlines to pay a royalty to PIA @ Rs.500,000 per month.

8. INTERNATIONAL OPERATION

- (a) Private sector airlines along with PIA would also be eligible to operate to countries where open skies and multiple designation of airlines is available.
- (b) Where PIA is not operating to its full entitlement in ASA, the surplus capacity of PIA on these routes may be given to private airlines.
- (c) Under the ASAs where PIA has no plans to operate, private sector airlines, if they so desire, may be designated to operate on such routes and PIA's designation may be withdrawn.
- (d) Operations of private airlines on the international routes would be linked with their continued operation on domestic routes for at least one year and meeting all mandatory conditions of domestic operations to justify acquisition of international routes.

9. COMPULSORY SECURITY DEPOSIT AND BANK GUARANTEE

Private airlines will deposit before the grant of a licence Rupees ten million as security deposit in CAA Collection Account and bank guarantee of an equivalent amount from a scheduled bank acceptable to CAA. This amount will be held as permanent security deposit during the validity of the licence. Any outstanding CAA dues will be adjusted out of this deposit. In such an eventuality the licensee will take immediate steps to restore the level of deposit to Rs. ten million within a time period of one month from the date of issue of the notice, **failing which the licence will stand revoked.**

10. MAINTENANCE TRAINING

Mandatory investment is required in maintenance/training infrastructure to support A & B checks or equivalent standards.

11. INSURANCE COVERAGE

All private airlines must maintain a comprehensive insurance policy covering aircraft, crew, passenger/cargo and third party risks at the level specified by ICAO rules for operation in Pakistan.

12. The terms of the licence may be revised by the Government/DG CAA as per the rules. The Director General Civil Aviation Authority on behalf of the Federal Government reserves the right to cancel the licence.

