



PAKISTAN
CIVIL AVIATION AUTHORITY
AIR TRANSPORT DIRECTORATE
(NATIONAL REGULATION)
**AERIAL WORK/CHARTER LICENCES -
APPLICATION**

CAAF-002-ATNR-1.0

1. **NAME OF APPLICANT COMPANY:** _____

2. **ADDRESS FOR COMMUNICATION:** _____

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

E-mail: _____ WEB Site: _____

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

Note 2: *Copy of Corporate structure must be attached on the Company's letter-head along with the application.*

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) _____

Note: *Copy of Corporate structure must be attached on Company's letterhead with the application*

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

(a) _____

(b) _____

(c) _____

(d) _____

(e) _____

- 4. TYPE OF LICENCE / RATINGS APPLIED FOR:**
(Please put a Tick (✓) mark in the applicable boxes).
- 4.1 AERIAL WORK Domestic International
(a) Class-I (b) Class-II
- 4.2 CHARTER Domestic International
(a) Class-I (b) Class-II
- 5. PROPOSED AIRPORT OF OPERATIONS** Attachment _____
- 6. BRIEF DETAILS OF THE PROPOSED OPERATIONS** _____ Attachment _____
(A comprehensive feasibility report must be attached)
- 7. DETAILS OF AIRCRAFT TO BE USED IN THE PROPOSED OPERATIONS:**

Attachment _____
- 7.1 List the 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 to be used in the operation.
Attachment _____
- 7.2 State whether the aircraft will be imported/purchased/leased by the Company.
Attachment _____
- 8. DETAILS OF FINANCIAL POSITION:**
- 8.1 The applicant is required to file the following financial documents:
- 8.1.1 The latest audited/general purpose annual financial statement signed by a Chartered Accountants Firm having licence of practice issued by ICAP.
- 8.1.2 In case, a new company is to be established, a formal bank account to demonstrate the availability of adequate financial resources.
- 8.1.3 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.
- 8.1.4 If a debtor currently operating under protection of bankruptcy laws, and regulations, must submit details as to how the applicant intends to satisfy its debt obligation from which protection is sought.
- 8.2 Paid-up capital:**
- 8.2.1 The minimum paid-up capital for licences shall be:
- | | |
|------------------------------|---------------|
| Aerial Work Licence Class-I | Rs. 1 Million |
| Aerial Work Licence Class-II | Rs. 2 Million |
| Charter Licence Class-I | Rs. 2 Million |
| Charter Licence Class-II | Rs. 4 Million |
- 8.3 Security Deposit:**
- 8.3.1 10% of the applicable paid-up capital shall be deposited with CAA as a compulsory security deposit prior to issuance of the licence.
- 9. RELATIONSHIP WITH OTHER OPERATORS:**
- 9.1 If the applicant is associated with any other air operator for the purposes of sharing revenues and/or costs or otherwise participating in the commercial aspects of services to be operated pursuant to the requested authority, provide information on the type of such arrangements and the name and address of other air operators involved.

10. DETAILS OF MAINTENANCE AND OPERATIONS:

10.1 Details of arrangements as planned for the maintenance and operations of the aircraft and other supportive equipment at various airports / stations and whether these will be performed by the Company staff itself or by some outside personnel.

Attachment _____

11. INSURANCE COVERAGE:

11.1 The name of Company with whom the operator will maintain a comprehensive insurance coverage of aircraft, crew, passengers, cargo and third party risks for operations in Pakistan and abroad at the level required by ICAO Montreal and Warsaw Conventions.

12. DETAILS OF BLACK LISTING / LITIGATION (IF ANY)

13. MISCELLANEOUS:

13.1 Any other information / data, the applicant may like to provide to support his application for obtaining a General Aviation (Charter/Aerial Work Operations) licence.

14. The General Aviation Policy – 2004 approved by the Ministry of Defence is attached as Annex-I to this Form.

15. CERTIFICATE OF ACCEPTANCE

15.1 I, _____ the legal and authorized representative of M/S. _____ 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. 002 - ATNR | Conditions of the Charter & Aerial Work Licences as approved by the Federal Government |
| Appendix B. | Serial No. 003 - ATNR | General Aviation Policy – 2004 approved by the Federal Government |

INSTRUCTIONS – CHARTER & AERIAL WORK LICENCES (CHT & AW)

- 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 box(s).
- 1.3 Extra sheets, if required, are to be used on Company's letter head.
- 2. Eligibility** – 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 The Company is incorporated in Pakistan under Companies Ordinance, 1984 (XLVII of 1984) with minimum paid-up capital as specified in this Form and Terms & Conditions of the CHT/AW Licences 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 Charter / Aerial work 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 518 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 or. 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 Certificate from CE regarding conformity of all regulatory requirements of National Aviation Policy (NAP), CARs, 94, ANOs, Flight Safety Circulars, Airworthiness Notices and any instructions issued from time to time.
- 4.4.12 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 - CAAD-617 | Flight Standards Directorate |
| Designated Check Pilot (DCPT) Manual – CAAD-624 | Flight Standards Directorate |
| Flight Operations Inspector Manual | Flight Standards Directorate |
- 6. Attachment – Renewal**
- 6.1. Applicant as to apply on Company letterhead at least 45 days before expiry of the licence.
- 6.2 Licence Renewal Fee.
- 6.3 Late submission charges of Rs. 1,000/- per month and / or part thereof.
- 6.4 Clearance of all CAA outstanding dues.
- 6.5 Form 3/Form A or such other form as prescribed and verified by SECP for any change in the share holding during previous years.
- 6.6 Submission of copies of last annual audited accounts to CAA Finance Directorate alongwith 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 CAA Form-518 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 CAA Form 518 along with prescribed fee for issue of duplicate licence except copies of FIR and Press Notice.*



**HEAD QUARTERS
PAKISTAN
CIVIL AVIATION AUTHORITY**

CONDITIONS OF
AERIAL WORK/CHARTER LICENCES

1. AUTHORITY

1.1 This licence shall be governed by the provisions contained in Civil Aviation Rules, 1994 and such other rules regulations and instructions as may be prescribed from time to time by the Federal Government or the Director General of Civil Aviation Authority.

2. AIR OPERATOR'S CERTIFICATE

2.1. To engage in Aerial Work and Charter operations the licensee must hold a valid Air Operator's Certificate (AOC) issued by the Civil Aviation Authority of Pakistan. The licensee is required to demonstrate that the company has the equipment, personnel, documentation and facilities to comply with the Civil Aviation Rules, 1994, before exercising the privileges of this licence. A manual of AOC will be provided by the Civil Aviation Authority. When such 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 OPERATIONS

3.1 The following type(s) of operation(s) will be permitted on _____ (aeroplane/helicopter/balloon/glider etc.):

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

3.1.2 Additional Ratings

- Aerial Survey Aerial Spotting
- Agricultural Operations Aerial Photography
- Advertising Ambulance functions
- Others _____

3.1.3 CHARTER Domestic International

(a) Class-I (b) Class-II

4. **VALIDITY/RENEWAL OF LICENCE**

- 4.1 This licence is valid for a period of one year from the date of issue. Duly completed applications for renewal shall be forwarded at least 45 days before the expiry, with necessary justifications.
- 4.2 This licence is non-transferable.

5. **OPERATING BASE (S)**

- 5.1. The licensee will operate from _____ as its base(s) with HQs at _____.

6. **NOC TO IMPORT AIRCRAFT**

- 6.1. The licensee is required to apply for the grant of NOC to import aircraft. Grant of permission will be subject to approval by the Federal Government.

7. **COMPULSORY SECURITY DEPOSIT**

- 7.1. The licensee shall ensure timely payment of Landing and Housing Charges and reimbursement of Embarkation Fees (if applicable) to the Authority and shall be liable to pay financial costs on prevailing bank borrowing rates, for any delayed payment (s).
- 7.2. The licensee will deposit, prior to issuance of this licence the under mentioned amount as security deposit in "CAA Account # C-2561 National Bank of Pakistan, Terminal-1, Jinnah International Airport Branch, Karachi", failing which the licence will stand void. This amount will be held as permanent security deposit during the validity of the licence. Any outstanding CAA dues may be adjusted out of this deposit, in such an eventuality the licensee shall take immediate steps to restore the level of deposit within a period of one month from the date of the issue of the notice of adjustment, failing which the licence shall stand revoked without any further notice by the Authority.

7.3 SECURITY DEPOSIT SCHEDULE

<u>LICENCE</u>	<u>SECURITY DEPOSIT</u>
Aerial Work (Class-I)	Rs. 1 Lac
Aerial Work (Class-II)	Rs. 2 Lacs
Charter (Class-I)	Rs. 2 Lacs
Charter (Class-II)	Rs. 4 Lacs

8. ISSUE/RENEWAL FEE SCHEDULE

- 8.1 The licensee shall apply to CAA for renewal of the licence at least 45 days prior to the expiry date of the licence, along with the licence in original and proof of payment of the applicable undermentioned renewal fee in CAA Account # C-2561 at the National Bank of Pakistan, Terminal-I, Jinnah International Airport Branch, Karachi, failing which the licence shall stand expired on its date and further action for renewal of the licence shall be taken by CAA after payment of penalty of Rs.1000/- per month:

<u>LICENCE</u>	<u>LICENCE FEE</u>
Aerial Work (Class-I)	Rs. 40,000
Aerial Work (Class-II)	Rs. 40,000
Charter (Class-I)	Rs. 50,000
Charter (Class-II)	Rs. 50,000
Each Additional Rating	Rs. 1000

- 8.2 An application for renewal after the expiry of licence shall not be considered. However, such an application may be considered for a new licence.
- 8.3 In case a company is to be re-inspected because of non compliance with the laid down provisions, it shall bear the travel expenses of the CAA inspector(s) and also deposit an additional fee Rs.5000/-.

9. SAFETY OF OPERATIONS

- 9.1 The licensee shall be bound to immediately comply with the instructions as may be issued from time to time by the Director General CAA in the interest of safety and efficiency.

10. INDEMNITY

10.1 The licensee shall indemnify, save and hold harmless the DG, the Authority and its functionaries against all suits, actions, claims, or demands whatsoever for any loss, damage or injury which any person having right to be on the premises of the airports or any part thereof or otherwise during the flight operations may suffer as a direct or indirect result of the existence or operation of the licensee or as a result of acts or omissions of the licensee, his servants and agents and for all costs, charges and expenses or incidental to any such suits, actions, claims or demands.

11. INSURANCE

11.1 The licensee shall obtain and maintain insurance policies of sufficient value as may be determined by the Authority, from a recognized Insurance Company or underwriters as approved by the Authority. The licensee shall be bound to provide immediately, on demand by authorized representative of the Authority, the insurance policy purchased and financed exclusively by the licensee and the receipts for the premium(s) paid.

12. SUSPENSION/CANCELLATION

12.1 The Director General, Civil Aviation Authority may suspend, or with approval of the Federal Government, cancel the licence for violation of Civil Aviation Rules, 1994, or directions issued thereunder and any other law enforced or amended by the Federal Government or DG CAA.

13. The terms and conditions of the licence may be revised/amended by the Federal Government/Authority or the Director General as per the Civil Aviation Rules.
