



**PAKISTAN
CIVIL AVIATION AUTHORITY
AIR TRANSPORT DIRECTORATE
(NATIONAL REGULATION)
GROUND SCHOOL LICENCE -
APPLICATION**

CAAF-004-ATNR-1.0

1. NAME OF APPLICANT COMPANY: _____

2. ADDRESS FOR COMMUNICATION: _____

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

E-mail: _____ WEB Site: _____

3. IDENTIFICATION OF APPLICANT:

- | | |
|--|--|
| <input type="checkbox"/> Sole Proprietorship | <input type="checkbox"/> Private Limited Company |
| <input type="checkbox"/> Partnership | <input type="checkbox"/> 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) _____

4. GROUND SCHOOL LICENCE (GSL):

4.1 Ratings

- | | | |
|---|---|-------------------------------|
| <input type="checkbox"/> FRTOL | <input type="checkbox"/> PPL | <input type="checkbox"/> CPL |
| <input type="checkbox"/> ATPL | <input type="checkbox"/> MPL | <input type="checkbox"/> GPL |
| <input type="checkbox"/> BPL | <input type="checkbox"/> IR | <input type="checkbox"/> FIR |
| <input type="checkbox"/> GI | <input type="checkbox"/> FOOL | <input type="checkbox"/> CCCC |
| <input type="checkbox"/> Aircraft type* | <input type="checkbox"/> ICAO English language Proficiency Course | |

Note: - *GSL holder shall not be allowed to enroll students for INTEGRATED TRAINING COURSES for PPL, CPL & IR unless the holder has an agreement with a Licenced Flying Club/School holding valid Flying School Licence and Air Operator Certificate, so that the student completes his/her flying and ground training within the stipulated time-period.*

5. PROPOSED LOCATION OF SCHOOL:- _____

6. BRIEF DETAILS OF THE PROPOSED COURSES: _____

(A comprehensive feasibility report must be attached)

7. DETAILS OF FINANCIAL POSITION:

7.1 The applicant is required to file the following financial documents:

7.1.1 The latest audited/general-purpose annual financial statement signed by a Chartered Accountants Firm having licence of practice issued by ICAP.

7.1.2 In case, a new Company/Firm has been established, submit a statement of formal bank account demonstrating the availability of adequate financial resources and certificate from a Chartered Accountants Firm having licence of practice issued by ICAP

8. SECURITY DEPOSIT:

8.1 Security Deposit will be applicable as specified in AT Fee Schedule.

9. RELATIONSHIP WITH OTHER OPERATORS:

9.1 If the applicant is associated with any other air operator holding valid Air Operator Certificate or Approval Certificate from CAA for the purposes of sharing revenues and/or costs or otherwise participating in the commercial aspects of services shall provide information on the type of such arrangements and the name and address of other air operators involved.

10. DETAILS OF CONDUCTS OF CLASSES:

10.1 Details of the ground classes as planned other supportive equipments at the school and ground instructors who will undertake the classes with qualifications and experience:

11. DETAILS OF DEFAULT / LITIGATION:

(If any with CAA or Government Departments)

12. MISCELLANEOUS:

12.1 Any other information / data, the applicant may like to provide to support his application for obtaining a Ground School licence.

13. CERTIFICATE OF ACCEPTANCE

13.1 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

Abbreviations:

- FRTOL: Flight Radio Telephony Licence
- PPL Private Pilot Licence
- CPL Commercial Pilot Licence
- ATPL Airline Transport Pilot Licence
- MPL Multi-pilot Licence
- GPL Glider Pilot Licence
- BPL Balloon Pilot Licence
- IR Instrument Rating
- FIR Flight Instructor Rating
- GI Glider Instructor
- FOOL Flight Operation Officer Licence
- ICAO International Civil Aviation Organization

INSTRUCTIONS – GROUND SCHOOL LICENCE

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 Ground School 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)/ Registrar of Firms and has its place of business in Pakistan (optional).
- 2.2 The promoters/administration of such Company have the required knowledge of matters relating to the Ground School activities; 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 Fee Schedule of Air Transport Directorate issued from time to time

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-004-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 Pakistan Civil Aviation Authority).
- 4.4 Attested/Notarized Copies of:
 - 4.4.1 Certificate of Incorporation/Registration.
 - 4.4.2 Memorandum and Articles of Association (if applicable).
 - 4.4.3 Form A / 3 or any other form prescribed and verified by Security Exchange Commission of Pakistan (SECP) if applicable.
 - 4.4.4 Computerized National Identity Cards (CNIC) of Promoters, Chief Executive (CE) and Directors.
- 4.5 Corporate Structure (Organogram).
- 4.6 Evidence of paid-up Capital (Bank Certificate, bank statement and Certificate from registered Chartered Accountants Firms/Company).
- 4.7 Comprehensive feasibility report and business plan supported by three years projected balance sheets prepared by certified Chartered Accountants Firm/Company.
- 4.8 Feasibility plan of maintenance and training infrastructure as per international standards
- 4.9 Insurance plan for aircraft, crew, passengers, cargo, and third party risk as per national legislations and ICAO Conventions in vogue.
- 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.
- 4.12 Any other document as desired by the Federal Government / DG CAA.

7. 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	Legal Directorate
Civil Aviation Rules, 1994	
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 – CAAD-624	Flight Standards Directorate
Flight Operations Inspector Manual	Flight Standards Directorate

8. 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.
- 8.3 Late submission charges of Rs. 1,000/- per month and / or part thereof.
- 8.4 Clearance of all CAA outstanding dues.
- 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 alongwith the un-audited report if the annual reports more than six months old.

9. Duplicate-licence issuance requirements-

- 9.1 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:-
 - 9.1.1 Attested copies of police report (FIR) regarding the loss of licence;
 - 9.1.2 Attested copies of press notices in two leading news-papers.
 - 9.1.3 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.



PAKISTAN CIVIL AVIATION AUTHORITY

CONDITIONS OF GROUND SCHOOL LICENCE

1. AUTHORITY

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 Director General of Civil Aviation Authority.

2. APPROVAL CERTIFICATE (GROUND SCHOOL LICENCE)

2.1. To engage in Ground School activities, the licensee must hold a valid Approval Certificate (AC) issued by the Pakistan Civil Aviation Authority. The licensee is required to demonstrate that the company has the equipment, personnel, documentation and facilities to comply with the Civil Aviation Rules, 1994 and relevant Air Navigation Orders (ANOs), before exercising the privileges of this licence. Relevant ANOs are available on the CAA website www.caapakistan.com.pk or will be provided by the Personal Licensing Office, Headquarters Civil Aviation Authority. When such compliance has been demonstrated to the satisfaction of the Director General Civil Aviation Authority, an Approval Certificate will be issued.

3. TYPES OF OPERATIONS – GROUND SCHOOL

3.1. The following type(s) of ground courses are permitted under ground school licence:

- | | | |
|---|---|-------------------------------|
| <input type="checkbox"/> FRTOL | <input type="checkbox"/> PPL | <input type="checkbox"/> CPL |
| <input type="checkbox"/> ATPL | <input type="checkbox"/> MPL | <input type="checkbox"/> GPL |
| <input type="checkbox"/> BPL | <input type="checkbox"/> IR | <input type="checkbox"/> FIR |
| <input type="checkbox"/> GI | <input type="checkbox"/> FOOL | <input type="checkbox"/> CCCC |
| <input type="checkbox"/> Aircraft type* | <input type="checkbox"/> ICAO English language Proficiency Course | |

* Specific Aircraft Type(s) will be mentioned on AC.

3. VALIDITY / RENEWAL OF LICENCE

3.1. This licence shall be valid for a period of one year from the date of issue.

3.2. The licensee shall apply to Directorate of Air Transport, CAA for renewal of the licence at least 45 days prior to the expiry of the licence, along with the

licence in original and Licence renewal fee as applicable. Fee will be deposited in CAA collection Account # C-2561-8 at the National Bank of Pakistan, Terminal-I, Jinnah International Airport Branch, Karachi.

- 3.3. In case of failure, the applicant will be required to deposit Rs. 1000/- as late surcharge. If the licence holder fails in submitting the application within the validity of the licence, the licence shall stand expired. After expiry of the licence, the licensee shall be required to submit a fee voucher amounting to Rs. 5,000/- as surcharge in addition to normal licence renewal fee provided the holder has not conducted any ground classes. In case, ground classes have been conducted after the expiry of the licence, the holder shall pay a penalty amounting to Rs. 10,000/- in addition to normal renewal fee.
- 3.4. An application for renewal after the expiry (for consecutive two years) of licence shall not be considered. In such a case, the applicant may apply for a fresh licence under the terms and conditions prevailing at that time.
- 3.5. This licence is non-transferable.

5. MAIN CAMPUS OF THE SCHOOL

- 5.1. The licensee will have its main campus of the school at **Terminal-I, JIAP, Karachi-Pakistan.**

6. COMPULSORY SECURITY DEPOSIT

- 6.1. The licensee shall ensure timely payment of all applicable fee / charges.

6.2. The licensee will deposit, prior to issuance of this licence the specified amount as security deposit in “CAA Account # C-2561-8, National Bank of Pakistan, Terminal-1, Jinnah International Airport Branch, Karachi”, failing which the application will not be processed further. This amount will be held as permanent security deposit during 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.

6.3. SECURITY DEPOSIT AND LICENCE ISSUE / RENEWAL FEE

6.3.1. Security Deposit with CAA **Rs. 100,000/-**

6.3.2. Licence Issue / Renewal Fee **Rs. 20,000/-**

7. COMPLIANCE OF RULES AND REGULATIONS

- 7.1 The licensee shall be bound to comply with the CARs 94, ANOs, Air Safety Circulars, Airworthiness Notices and instructions as may be issued from time to time by the Director General Civil Aviation Authority in the interest of safety and efficiency.

8. INDEMNITY

- 8.1 The licensee shall indemnify, save and hold harmless DG CAA, 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 airport/training school or any part thereof or otherwise during the schooling time 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.

9. SUSPENSION/CANCELLATION

- 9.1 The Director General, Civil Aviation Authority may suspend or 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.
10. The terms and conditions of the licence may be revised / amended by the Director General as per the Civil Aviation Rules, 1994.

