



PAKISTAN CIVIL AVIATION AUTHORITY  
AIR TRANSPORT & ECONOMIC  
REGULATIONS  
**APPLICATION FOR REGISTRATION OF  
DANGEROUS GOODS HANDLING AGENT / SHIPPER**

CAAF-014-ATNR-1.1

*Please read overleaf instructions.*

Application for :  Issue  Renewal  Duplicate Issue

1. **NAME OF APPLICANT COMPANY:** \_\_\_\_\_

2. **ADDRESS FOR COMMUNICATION:** \_\_\_\_\_

*Address: (Registered office as per Civil Aviation Rules, 1994 (CARs, 94) & Companies Ordinance, 1984) change shall be verified by SECP / Registrar of Firms where applicable.*

Telephone No: \_\_\_\_\_ Mobile No: \_\_\_\_\_

Fax No: \_\_\_\_\_

E-mail: \_\_\_\_\_ WEB Site: \_\_\_\_\_

3. **IDENTIFICATION OF APPLICANT:**

- Private Limited Company  Public Limited Company  
 Partnership

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) (if any) issued by CAA. Copies of such licences are to be attached.

(a) \_\_\_\_\_

(b) \_\_\_\_\_

4. **CERTIFICATE OF ACCEPTANCE**

4.1 I being the legal and authorized representative 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: \_\_\_\_\_

Signature of authorized person  
Stamp

**INSTRUCTIONS FOR REGISTRATION OF  
DANGEROUS GOODS HANDLING AGENT / SHIPPER (DGHA)**

**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**

- 2.1 A Company intending to register itself as Dangerous Goods Handling Agent / Shipper shall be eligible for the registration provided it fulfills the following requirements:-  
2.1.2 The Company is incorporated in Pakistan under Companies/Firms Regulations, and has its place of business in Pakistan.  
2.1.3 The promoters / administration of such Company have the required knowledge/desired skills.

**3. Licence Fee**

- 3.1 As per AT Fee Schedule specified in the ANO available on CAA website.

**4. Attachments for Issuance of DGHA**

- 4.1 The applicant shall submit the following pre-requisite documents along with CAA Form duly filled to DAT & ER, HQ CAA. *After confirmation of verification of documents, applicant shall submit their application through CAA's Software, available on CAA's website, prior taking ID and Password from AT&ER Directorate, before submitting hard copies to CAA:-* **[Tick the appropriate box to ensure the attachments]**

- Apply on Company's Letterhead signed by Chief Executive (CE).  
 Brief introduction about the firm and past experiences.  
 Application Form duly filled, signed by CE, stamped and sealed.  
 Certificate issue processing fee, mentioned in ANO, deposited at National Bank of Pakistan, Terminal-1, Jinnah International Airport, Karachi or cheque or pay order / Demand Draft drawn in favour of Pakistan Civil Aviation Authority.  
 Detail of experience of CE and Directors  
 Authorization letter to deal with CAA on behalf of the company.

**Attested / Notarized Copies of:-**

- Certificate of Incorporation, certified by Securities and Exchange Commission of Pakistan (SECP).  
 Memorandum and Articles of Association, certified by SECP and signed by the Directors of Firm, any other SECP prescribed form to be attached.  
 Valid CNIC copies of Promoters, CE / CEO, Directors and their photographs.  
 Copy of Income Tax Certificate showing NTN Number.  
 Corporate Structure (Organogram) on company's letterhead.  
 Confirmation on company's letterhead, about DGR certificate holder, employed by the company / firm, duly notarized copies of certificate.  
 Copy of IATA Certificate  
 Certificate on company's letterhead that NOC would be obtained from Pakistan Nuclear Regulatory Authority (PNRA), prior requesting NOC for Radioactive material from CAA.  
*{Note: Any other documents as desired by CAA, applicant shall be asked to provide the same}*

**5. Attachment for Renewal of DGHA**

- Applicant is to apply online through CAA's Software and forward hard copies to DAT&ER at least 30 days before expiry of the Certificate.  
 Original Certificate and its applicable Renewal Fee  
 Late submission charges of Rs.1,000/- per month or part thereof (if applicable)  
 Copy of IATA Certificate (current year)

**6. Attachment for issuance of Duplicate DGHA**

- 6.1 Where holder of a licence reports that he has misplaced, lost or mutilated the licence, the licensee shall be required to apply to DAT&ER, HQCAA on prescribed Application Form for issuance of a duplicate licence along with the following documents:-  
6.1.1 Attested copies of FIR lodged with Police regarding the misplacement / lost / theft of licence.  
6.1.2 Original press notices in two leading newspapers (one each in Urdu and English).  
6.1.3 Prescribed Fee payment proof.

Note: (1) The licensee shall notify DAT&ER, in case the police does not recover licence 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 to DAT&ER, HQCAA on prescribed application Form along with prescribed fee and previous original (mutilated) licence for issue of duplicate licence except copies of FIR and Press Notices.