



**LICENSING / CERTIFICATION OF FLYING TRAINING &
COMMERCIAL & PRIVATE AIR OPERATIONS**

AIR NAVIGATION ORDER

VERSION : 3.0
DATE OF IMPLEMENTATION : 30-05-2019
**OFFICE OF PRIME INTEREST : AIR TRANSPORT & ECONOMIC REGULATIONS
DIRECTORATE**

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TYPE OF DOCUMENT	AIR NAVIGATION ORDER (ANO)		
STATUS OF DOCUMENT	CONTROLLED		

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A. AUTHORITY:

- A1. This Air Navigation Order (ANO) has been issued by Director General Civil Aviation Authority (DG CAA) in pursuance of Pakistan Civil Aviation Authority Ordinance, 1982 (PCAAO 1982), Civil Aviation Rules, 1994 (CARs 1994), National Aviation Policy (NAP) in-force and Directives / Instructions issued by the Federal Government.

B. PURPOSE:

- B1. The purpose of this ANO is to prescribe the requirements in relation to grant, renewal, refusal to grant or renew, suspension and cancellation of following Licences / Certificates and Approvals / Permissions / NOCs etc., in accordance with PCAAO, 1982; CARs,1994; NAP in-force and directives / instructions issued by the Federal Government:-

- B1.1 Regular Public Transport Licence (RPTL);
- B1.2 Tourism Promotion and Regional Integration (TPRI);
- B1.3 Charter Licence (CHTL);
- B1.4 Aerial Work Licence (AWL);
- B1.5 Flying School License (FSL);
- B1.6 Private Aircraft Operation License (PAOL);
- B1.7 Ground School License (GSL);
- B1.8 NOC for Foreign Students, (Joining Flying Clubs / Schools in Pakistan);
- B1.9 NOC / Permission for Sale / Transfer of Shareholding / Ownership of the Company holding Licence(s);
- B1.10 NOC / Approval for Change of Name of Company holding Commercial Operations License(s).
- B1.11 NOC for operation of aircraft / helicopter for off shore drilling operations on temporary basis.

C. SCOPE:

- C1. This ANO is applicable to all Organizations / Enterprises / Companies / Operators who have held, intend to acquire / hold or already holding any type of Commercial Aircraft Operations License or Certificate / Permission / NOC mentioned therein, issued by CAA and shall comply with instructions contained herein.
- C2. This ANO is also applicable to all concerned Divisions/Sections of CAA who are directly or indirectly involved with the matters relating to any activity in Pakistan or abroad by the holder of non-personnel Commercial Operations License.

D. DEFINITIONS:

- D.1 The following terms, when used in this ANO, shall have the meanings assigned to them respectively. Any term used in this ANO, but not defined shall have the meaning as given in Civil Aviation Ordinance, 1960; Pakistan Civil Aviation Authority Ordinance, 1982; Civil Aviation Rules, 1994 and relevant ICAO Annexes, ANOs / Standards / Manuals etc. as may be applicable:-
- D1.1 Aeroplane: A power-driven heavier-than-air aircraft, deriving its lift in flight chiefly from aerodynamic reactions on surfaces which remain fixed under given conditions of flight.
 - D1.2 Aerial Work: An aircraft operation in which an aircraft is used for specialized services such as agriculture, construction, photography, surveying, observation and patrol, search and rescue, aerial advertisement, etc.

- D1.3 Aircraft: Any machine that can derive support in the atmosphere from the reactions of the air other than the reactions of the air against the earth's surface. For the purpose of this document, aircraft shall include all fixed and rotary wing aircraft as well as lighter than air vehicles (balloons).
- D1.4 Air Navigation Orders (ANO): Orders issued by the Director General under CARs. Air Navigation Order is a: secondary legislation covering legal requirements under which Pakistan-registered aircraft/airlines operate; providing that operating permits should be required for foreign airlines operating commercial services (scheduled and charter) to Pakistan and setting out the grounds on which permits may be refused and the penalties levied for infringements of the ANO.
- D1.5 Air Operator Certificate: AOC is a certificate authorizing an operator to carry out specified commercial air transport operations. AOC is the key link to safety oversight. It attests an airline's competence as to its safe operation, and it determines who is responsible for an airline's safety oversight. In Pakistan it is the Flight Standard Directorate of the Pakistan Civil Aviation Authority. An AOC is one of the criteria required in order for the PCAA to grant an operating license.
- D1.6 Approval means approval by the Competent Authority.
- D1.7 Authority: Civil Aviation Authority (CAA) established under Section-3 of the Pakistan Civil Aviation Authority Ordinance, 1982.
- D1.8 Authorized Person: A person authorized by a Company / Organization / Operator to perform a specific function.
- D1.9 Charter Operations: Flight operations in which an aircraft is used for the carriage of passengers or cargo for hire or reward; any reference to "charter" has a corresponding meaning; or
- D1.9.1 to and from any place but not in accordance with fixed schedules to and from fixed terminals; or
- D1.9.2 in accordance with fixed schedules to and from fixed terminals in circumstances in which the accommodation in the aircraft is not available for use by members of the public.
- D1.10 Class-I – The term Class-I used with Aerial Work / Charter Licences means the specific operations with aircraft all up weight 5700 Kgs or below.
- D1.11 Class-II – The term Class-II used with Aerial Work / Charter Licences means the specific operations with aircraft all up weight above 5700 Kgs
- D1.12 Director-General: Director General of the Pakistan Civil Aviation Authority.
- D1.13 Flight Punctuality: For air traffic, airport flow management and benchmarking purposes flight punctuality is expressed in percentage of flights delayed less than 15 minutes during a specified period (e.g. weekly, monthly or yearly). For purposes of determining airline efficiency, force majeure flight delays not attributable to the airline are excluded.
- D1.14 Flight Regularity: Flight Regularity is defined as the percentage of scheduled flights operated (flown) during a specified period of time (e.g. daily, weekly, monthly, or yearly). For purposes of determining airline efficiency, force majeure flight cancellations not attributable to the airline are excluded.
- D1.15 Flying School Licence (FSL) is of the following two classes:-
- D1.15.1 Flying School Licence-Class-I (PPL) being a licence authorizing the holder to carry out flying training and ground instructions to enable candidates to qualify for the issue of a private pilot licence and qualify for the endorsement of aircraft ratings on such a licence.
- D1.15.2 Flying School Licence Class-II (CPL) being a licence authorizing a person or organization to carry out flying training and ground instruction to enable candidates to qualify for the issue of a private pilot licence, or a

commercial pilot licence and to qualify for the endorsement of ratings on such licences.

- Note 1: In addition to obtaining Air Operator Certificate being a regulatory requirement as per CARs, 1994, all such organizations shall be required to obtain Approved Training Organization Certificate from Personnel Licensing Office of CAA after meeting the requirements as specified in the relevant Air Navigation Orders.*
- D1.16 Ground School Licence (GSL) is a licence authorizing a person or organization to carry out ground instructions enabling candidates to undertake examinations in the theoretical subjects required to be passed for the issue of a flight crew licences and its endorsement under Part V (Personnel Licences) of CARs, 1994.
- Note 2: All such organizations shall be required to obtain Approved Training Organization Certificate from Personnel Licensing Office of CAA after meeting the requirements as specified in the relevant Air Navigation Orders.*
- Note 3: GSL holder shall not enroll candidates for PPL, CPL & IR Modular & Integrated Training Courses unless they have a written agreement with a Flying Club / School holding valid Flying School Licence and Air Operator Certificate and approved by CAA (enabling the students to complete their flying and ground training within the stipulated time-period).*
- D1.17 Helicopter: A heavier-than-air aircraft supported in flight [chiefly] by the reaction of the air on one or more normally power driven rotors on substantially vertical axis.
- D1.18 Holder: Holder in relation to a licence or a certificate granted or issued under these rules, means a person to whom the licence or the certificate has been granted or issued.
- D1.19 International Civil Aviation Organization (ICAO): A United Nations body formed in December, 1944 under the auspices of the Chicago Convention with the objectives of developing the principles and techniques of international air navigation and fostering the planning and development of international air transport so as to: ensure safe and orderly growth of international aviation throughout the world; encourage the arts of aircraft design and operation for peaceful purposes; encourage the development of airways, airports and air navigation facilities for civil aviation; meet the needs of people of the world for safe, regular and efficient and economical air transport; prevent economic waste caused by unreasonable competition; ensure the rights of states are respected; avoid discrimination between states; and promote the safety of flight. Detailed standards and recommendations are included in the Annexes to the Convention, e.g. Annex 6 on safety and Annex 9 on "facilitation" (customs, immigration, security checks, etc).
- D1.20 Licensed: Licensed under Civil Aviation Rules.
- D1.21 National Aviation Policy-2019 (NAP-2019) revised and valid policy approved by the Federal Government in 2019.
- D.1.22 Non-Commercial Operations by Welfare / Non-Profit Organizations: Non-Profit / Welfare Organizations may be allowed to conduct 'non-commercial' operation under Aerial Work Licence. Non-commercial operations would be restricted to natural-calamity, search & rescue, medical-evacuation / ambulance and Government Aerial missions / surveys of Public interest or natural calamities.
- D1.23 Operator: The person, organization or enterprise engaged in or offering to engage in an aircraft operation.
- D1.24 Operating License: Granted by the Civil Aviation Authority, the operating license attests to the competence of an airline to operate air services. The criteria for granting a license, covered by PCAA Rules on Licensing of Air Carriers, relate principally to the place and nature of business; nationality of ownership and control; adequacy of financial resources; the holding of an Air Operator's Certificate; fitness; and passenger and third party insurance.

- D1.25 Outstanding CAA Dues: Non-payment of non-aeronautical or aeronautical bills within due date, as prescribed.
- D1.26 Private Aircraft Operations means flight operations, other than aerial work, charter or regular public transport, in which no remuneration, hire, or reward is given to the pilot, the owner, or the operator of the aircraft in respect of that flight or the purpose of that flight.
- D1.27 Regular Public Transport Operations: Flight operations in which an aircraft is used for the carriage or passengers or cargo for hire or reward in accordance with fixed schedules to and from fixed terminals over specific routes with or without intermediate stopping places between terminals, and any reference to "regular public transport" has a corresponding meaning.
- D1.28 Tourism Promotion & Regional Integration (TPRI) Licence: Flight Operations in which an aircraft is used for the carriage of passengers or cargo for hire or reward in accordance with fixed schedules to and from Socio-Economic routes, and any reference to "Tourism Promotion & Regional Integration" has a corresponding meaning. TRPI licensee shall not be allowed to conduct flight operations between Trunk/Primary routes, however, flight may originate or terminate from/to any Trunk / Primary airport declared as hub in their schedule already submitted.

D2. LICENSE CLASS / CATEGORY & COMPETENT AUTHORITY FOR ISSUANCE / RENEWAL:

- D2.1 DG CAA may issue following types of Licences after approval for Federal Government, where applicable, under Part VI & XI of CARs, 1994:-

LICENCE	CLASS / CATEGORY	COMPETENT AUTHORITY FOR ISSUANCE / RENEWAL OF LICENCES
Regular Public Transport	Passengers & Cargo	Federal Government
Tourism Promotion & Regional Integration	Passengers & Cargo	DG CAA
Charter International	Class-I or Class-II	Federal Government
Charter Domestic	Class-II	Federal Government
Charter Domestic	Class-I	DG CAA
Aerial Work International	Class-I or Class-II	Federal Government
Aerial Work Domestic	Class-I or Class-II	DG CAA
Flying School	Class-I or Class-II	DG CAA
Ground School	N/A	DG CAA
Private Aircraft Operation Domestic	Class-I	DG CAA
*Private Aircraft Operation International	Class-I	Federal Government
*Private Aircraft Operation Domestic/International	Class-II	Federal Government

* Private Aircraft Operation Licence will be issued subject to approval from the Competent Authority.

Note 4: Holder of Class-II Licence can also exercise the privileges of Class-I Licence of the same category.

D3 EXEMPTION FROM OBTAINING LICENCE:

- D3.1 A Micro-light Organization, operating uncertified flying machines in different categories such as Ultralight, Sport, Amateur built, Experimental Aircraft, Balloons, Hang Gliders, Para-gliders, Para-motorized gliders, Powered Parachute, Para-Jump, Sky Diving, Gyro-gliders and Gliders for training and recreational activities, is exempted from obtaining or holding a Licence under

the relevant provisions of CARs, 1994 and this ANO. However, they shall obtain Approval Certificate (AC) from Flight Standards Directorate CAA.

D4. ELIGIBILITY FOR GRANT OF A LICENCE:

D4.1 An applicant is eligible for grant of a Licence(s) issued under Part VI & XI of CARs, 1994 & NAP-2019 provided:-

D4.1.1 Foreign equity partnership shall not exceed 49% or to the extent where controlling interest remains in local hands in domestic commercial air transport carriers.

D4.1.2 All Air Transport Licenses (Other than Private Aircraft Operator Licence) shall only be granted to companies Registered with SECP as private or public limited by shares. Only exception to this regulation will be Federal or Provincial Government offices applying for Aerial Work license until they are brought in line with PAOL for non-commercial operations.

D4.1.3 Applicant must have financial viable, managerial competence of sufficient business and aviation experience to operate an airline / air transport business, and the management team, as a whole, must possess the background and experience necessary for the specific kind of operations proposed.

D4.1.4 The applicant needs to have a reasonable understanding of the costs of starting its operations and must meet the applicable paid-up capital requirement. Before being granted license, the applicant must submit certificate from registered chartered accountant firm confirming the amount and availability of applicable paid-up capital.

D5. MINIMUM PAID-UP CAPITAL, SECURITY DEPOSIT & LICENSE CLASS / CATEGORY

D5.1 For the grant (issuance/renewal) of RPT and other categories of Air Transport licenses, minimum paid-up capital (free of losses) shall be in accordance with the limits specified as under:

LICENCE	CLASS / CATEGORY	PAID-UP CAPITAL (PKR)	Cash Security Deposit (PKR)
Regular Public Transport	Passengers & Cargo	300 Million	100 Million
Tourism Promotion & Regional Integration	Passengers & Cargo	10 Million	05 Million
Charter International/ Domestic	Class-I	25 Million	05 Million
Charter International/ Domestic	Class-II	50 Million	10 Million
Aerial Work Domestic/ International	Class-I	10 Million	2.5 Million
Aerial Work Domestic/ International	Class-II	20 Million	05 Million
Flying School	Class-I	07 Million	2.5 Million
Flying School	Class-II	15 Million	05 Million
Ground School	N/A	05 Million	02 Million
*Private Aircraft Operation Domestic/International	Class-I	Nil	05 Million
*Private Aircraft Operation Domestic/International	Class-II	Nil	10 Million

* Private Aircraft Operation Licence will be issued subject to approval from the Competent Authority.

- Note 5: Operator with higher category licence, within same type of operations, will not be required to fulfill loss-free paid-up capital requirements in addition to the same higher category licence.
- Note 6: Minimum paid-up capital requirement shall not apply to Federal or Provincial Government Organizations applying for Aerial Work License for VIP/VVIP flight operations but would not be allowed to undertake Aerial Work for commercial activities. However, security deposit requirement shall be applicable.
- Note 7: Non-Profit / Welfare organizations would operate without fulfilling the requirements of loss-free paid-up capital and security deposit for the purpose other than "Commercial". However, this does not include Flying Clubs. For Non-Commercial Operations please refer to Para D1.1.22.
- Note 8: Only Paid-up capital requirements for Flying Clubs in respect of Flying School licences (Class I/II) shall be waived off subject to maintaining 50% of the applicable paid-up capital requirement under "General Reserve/Surplus" in their Balance Sheet/Statement of Financial Position. In return to this waiver in paid-up capital, Flying Clubs would be required to fulfill Social Responsibilities stated as under:
- (8a) Bi-annual visit to Flying Clubs by school students as educational (on aviation) visits.
- (8b) During training each Flying Club shall select 01 outstanding student each year; the selected student shall be given 20 hours free of cost as scholarship during the training.
- (8c) Providing Air-Journey experience to newly inducted Civil Aviation Air Traffic Controllers for familiarization of the aerodrome traffic zone and surrounding built-up areas & obstacles for airspace comprehension. Air experience to potential candidates may also be considered (optional basis)
- (8d) Promotion of Aviation activities through Workshops / Seminars at colleges.
- (8e) Aircraft Model show by all the clubs collectively once in a year on Pakistan Day i.e. 23rd March every year.
- Note 9: The Paid-up Capital & Security Deposit requirements as mentioned in the above table shall be implemented for an initial period 02 years and if found feasible or otherwise the same shall be reviewed.
- Note 10: The PCAA Charges shall also be implemented for an initial period of 02 years and if found feasible or otherwise the same shall be reviewed.
- Note 11: Security Deposit is refundable in case of surrender of Licence, subject to clearance of CAA's dues.

D6. PAID-UP CAPITAL & SECURITY DEPOSIT, THREE BILLING CYCLES FOR NEW OPERATORS

- D6.1 Any applicant applying for issuance of Air Transport Licence(s) mentioned at Para D2.1 shall have to meet the loss-free paid up capital and security deposit limits mentioned at Para D-5.
- D6.2 Upon approval by Federal Government / DG CAA, where applicable, Applicant shall deposit the security deposit in the form of 100% cash. Afterwards, licence shall be issued within 30 days after confirmation of credit.
- D6.3 Upon obtaining AOC, RPT operators shall deposit an amount equal to 03 billing cycles in advance (100% cash) as security against default in payment of PCAA dues within 30 days. However, the initial security deposit submitted by RPTs before issuance of licence, shall be credited towards his three (03) billing cycle security deposit.

D6.4 Advance Deposit of 03 Billing Cycles for RPTs would be revised with the change in the Schedule operations during Summer and Winter seasons accordingly.

D6.5 If an operator (RPT/Non-RPT) fails to obtain AOC/AC within a maximum of Two (02) years' time-frame from the date of issuance of respective licence, then 10% of the total security deposit will be levied as non-conformance charge. Subsequently, a fresh licence has to be applied while its remaining security deposit shall be refunded after adjustment of dues, if any. The fresh application would require along with all the pre-requisites including Security Deposit.

D6.6 Security Deposit of Non-RPT operators shall be retained as safeguard against default in payment of PCAA dues even after obtaining AOC/AC.

D7. PAID-UP CAPITAL, SECURITY DEPOSIT & THREE BILLING CYCLE FOR EXISTING OPERATORS

D7.1 Any applicant applying for renewal of Air Transport Licence(s) mentioned at Para D2.1 shall have to meet the loss-free paid up capital limits mentioned at D-5.

D7.2 Non-RPT operators shall be required to meet the Security Deposit (100% cash) requirements mentioned at Para D5 along with paid-up capital within **90 days** of implementation of NAP-2019 or at the time of renewal of licence, whichever is earlier.

D7.3 RPT operators shall ensure deposit of an amount equal to current **03 billing cycles in advance_(100% cash)** as security against default of PCAA dues within **90 days** of implementation of NAP-2019 or at the time of renewal of licence, whichever is earlier. Advance Billing Cycles for RPTs would be revised with the change in the Schedule operations during summer and winter seasons accordingly.

D8. FOREIGN INVESTMENT:

D8.1 As per Rule 179 of CARs, 1994 and National Aviation Policy in-force, foreign investment, if any, may be permitted up to 49% or to the extent where the controlling interest remains in local hands. The applicant shall submit following copies duly attested by notary public:-

D8.1.1 If a company is a new concern, its Memorandum & Articles of Association (MAA) would describe percentage of Foreign Direct Investment (FDI) involved in the company.

D8.1.2 If a company has been incorporated with SECP for a time period equivalent to or more than 18 months, its annual return through prescribed SECP Form-A, would be required to establish ratio of FDI in paid-up capital.

D8.1.3 If there is an increase in paid-up capital of the company, Form-3 of SECP to confirm the percentage of FDI.

D8.1.4 In case of any change in current members of the company (Transfer of Shares), Form-3A would confirm the percentage of FDI.

D9. OPERATING BASE:

D9.1 As per Rule 176 of CARs, 1994, the Operating Base of the Licence holder shall be in Pakistan. Any change in the Registered address shall be incorporated in SECP through relevant Form and the same shall be submitted to CAA for the information of all concerned quarters.

D10. DOMESTIC / INTERNATIONAL OPERATIONS:

D10.1 All operations on domestic and international routes shall be as per subject ANO and Conditions of the Licence issued by PCAA.

D11 OPERATIONS ON DOMESTIC ROUTES BY RPT OPERATORS:

D11.1 After acquiring AOC, the licensee shall be required to operate on at least two (02) Domestic Trunk routes.

D11.2 In addition to operation on domestic Trunk routes, Pakistani scheduled air carriers shall operate on at least one Primary or one Socio-Economic route as per detailed category of routes given as under:

D11.3 TRUNK ROUTES:

D11.3.1 Routes between any two of the following cities would form a Trunk Route:-

D11.3.2 Karachi, Lahore, Islamabad, Peshawar and Quetta.

D11.4 PRIMARY ROUTES:

D11.4.1 Air link with the following destinations would form a Primary Route:-

D11.4.2 Faisalabad, Multan, Sialkot, Sukkur, D.G. Khan, Rahim Yar Khan, Bahawalpur, Nawabshah, D.I. Khan, Hyderabad.

D11.5 SOCIO ECONOMIC ROUTES CATEGORY-A:

D11.5.1 Air link with the following would form a Secondary Route:-

D11.5.2 Gwadar, Zhob, Mohenjo-daro, Mirpur Khas, Muzaffarabad, Skardu, Gilgit, Chitral, Saidu Sharif, Bannu,

D11.6 SOCIO ECONOMIC ROUTES CATEGORY-B

D11.6.1 Turbat, Panjgur, Khuzadar, Dalbandin, Rawalakot, Parachinar, Sehwan Sharif, Ormara, Jiwani, Pasni, Jacobabad, Sibi, Mangla, Kohat, Bhagtanwala, Mianwali, Talhar,

Note 12: There shall be no landing and housing charges at Socio-Economic airports for scheduled services.

Note 13: The inclusion / deletion of airports in any of above category of Routes would be at the discretion of DGCAA with the approval of Aviation Division.

D11.7 POLICY GUIDELINES FOR OPERATIONS ON PRIMARY & SOCIO-ECONOMIC ROUTES (RPT OPERATORS)

D12.7.1 RPT operators when operating on socio economic routes shall have facilities/incentives as granted to TPRI licensee i.e. no space and air navigation charges while possessing the same RPT licence.

D11.7.2 Pakistani scheduled air carriers shall operate part of their total capacity — Available Seat Kilometers (ASKs) – floated on domestic Trunk Routes to Primary & Socio-Economic routes.

D11.7.3 To facilitate operations on Primary & Socio-Economic routes joint ventures or commercial agreements between Pakistani scheduled air carriers and Pakistani charter operators will also be permitted by allowing a Pakistan-registered aircraft to operate on the AOC of two different Pakistani operators to fulfill the obligations under para D11.7.2 above.

D12 OPERATIONS ON INTERNATIONAL ROUTES BY RPT OPERATORS

D12.1 Pakistani designated airlines shall be eligible to commence operations on international routes after one year of continued satisfactory operations on domestic routes. Continued satisfactory operations would entail the following performance parameters:

D12.1.1 Flight Punctuality above 80%.

D12.1.2 Flight Regularity above 90%.

D12.1.3 No outstanding complaints of more than 30 days on account of Air Passenger Rights as specified by PCAA / Government.

D12.1.4 Satisfactory operations on Primary & Socio-Economic routes as specified in para D11.7

D12.1.5 No PCAA outstanding dues.

- D12.1.6 Qualifying airlines shall be eligible to operate on international routes, to countries pursuing liberal Air Service Agreements or where there are no bilateral constraints on capacity.
- D12.1.7 A reasonable proportion of continuous Domestic operations shall be mandatory in relation to international operations, which means that capacity floated by airlines on domestic routes should be sufficient to meet the requirement of domestic sector. The required percentage constituting a reasonable proportion will be monitored and governed by Aviation Division periodically. In this regard, necessary guidance shall be given by Aviation Division to PCAA.
- D12.1.8 Where there are bilateral constraints on capacity, the available capacity shall be allocated amongst the competing airline/ operators proportionate to their capacity [Available Seat Kilometers (ASK)] floated on domestic routes in the previous two scheduling periods. Additionally, airlines' regularity, punctuality, safety record, fleet registration and financial condition shall also be quantified and considered while allocating capacity.
- D12.1.9 Allocated capacity unutilized by an airline/ operators for two scheduling periods shall be allocated to another Pakistani airline/ operators willing to utilize it, unless the airline/ operators was in a force majeure situation or due to other lawful cause defined by PCAA.
- D12.1.10 Where there are bilateral constraints on multiple designations of airline/ operator the designation of an offline Pakistani airline/ operator shall be replaced with an airline/ operator willing to operate on such destinations.

D13 POLICY GUIDELINES FOR COMMUTER AIR SERVICES/OPERATIONS, FOR TOURISM PROMOTION AND REGIONAL INTEGRATION (TPRI) OPERATIONS

- D13.1 Tourism Promotion and Regional Integration (TPRI) licence will be issued to promote tourism (including religious & medical tourism) and regional connectivity including helicopter services. The following facilities/incentives would be available to TPRI Licensee:
 - D13.1.1 No landing, housing and Air Navigation charges at both ends of the selected Socio-Economic routes/destinations (as per para D.11).
 - D13.1.2 The TPRI licence shall be issued within 60 days from the acceptance of completed application. The licence shall be valid for a period of 5 years.
 - D13.1.3 No rent will be levied for the use of aeronautical services, office space by these operators at Socio-economic airports subject to scheduled operation.
 - D13.1.4 TPRI licence operator shall not be allowed to operate between trunk/primary routes however; the flight may originate/terminate to/from any of the trunk/primary stations.
 - D13.1.5 Tax incentives may be provided to TPRI licensee by FBR for the socio economic routes.
 - D13.1.6 Charter Operators would be required to obtain TPRI licence in addition to Charter Licence, for commuter operation on Socio-Economic Routes. For these operations charter operators would also be entitled for the above mentioned incentives.
 - D13.1.7 TPRI operators can conduct flight operations on Socio-Economic Routes with aircraft having less than 40 seats.
 - D13.1.8 TPRI operators shall submit their schedule for approval on quarterly basis to AT & ER Directorate through CAA's ATFMS software at least one month before commencement of the operations.
 - D13.1.9 TPRI Licensee would be allowed to operate a maximum of three socio economic destinations from one Hub. However, the flight would only be allowed to terminate on socio economic or trunk / primary destination declared as Hub for the subject operations. In case of emergency or technical reason, aircraft may proceed to a

station other than hub station. In that case operator shall pay landing and housing charges for that destination.

D14 POLICY GUIDELINES FOR CHARTER OPERATIONS

- D14.1 The following guidelines shall be observed for all charter operations:-
- D14.1.1 Domestic charter operation shall be allowed to Pakistani operators using Pakistani registered aircraft.
 - D14.1.2 In case of Charter licence (Domestic and International), the Operator would be required to operate at least six (06) months on domestic routes prior to be considered for international operations.
 - D14.1.3 International charters originating from Pakistan shall be allowed to Pakistani operators only (except Hajj, Umra and other religious pilgrimage operations to/from other countries which may be regulated as per bilateral arrangements/agreements).
 - D14.1.4 There shall be no restriction on round trip tourist passenger charter groups on all international routes irrespective of the scheduled operations.
 - D14.1.5 On routes adequately served by scheduled operators, one-way passenger charter operation will also be allowed with an aircraft having less than 19 seats.
 - D14.1.6 On Primary Routes, where no RPT operator conducts operations, Charter Operators may operate Scheduled Commuter Service with more than 19 seats aircraft, however, if any of the RPT operator intends to operate on any of such Primary Route then the priority would be given to RPT operators.
 - D14.1.7 Policy Guidelines for Dry and Wet Lease of Aircraft will also apply to Charter Class-II operators and shall be oversight by Airworthiness & Flight Standards Directorates, PCAA.

D15. POLICY GUIDELINE FOR ENROLLMENT OF FOREIGN STUDENTS SEEKING FLYING TRAINING WITH FLYING SCHOOL AND CLUB :

- D15.1 No Flying Club / School or Ground School shall enroll foreign students for getting flying / ground training for Personnel Licences issued under Part V of CARs, 1994 unless the students are cleared / permitted by Federal Government / CAA as per procedure outlined below:-
- D15.2 Foreign student, if he is in Pakistan, shall apply through his Embassy in Pakistan to Ministry of Foreign Affairs (MoFA) which shall issue NOC or refuse after due verification to the Federal Government / CAA and the applicant or the Flying Club / School shall be informed accordingly.
- D15.3 Foreign student, if he is outside Pakistan / native country, shall apply to the Embassy of Pakistan in his country which shall forward the case to MoFA, Government of Pakistan, for necessary action. The remaining procedure shall be same as given in Para D15.2.

D16 POLICY GUIDELINES FOR PRIVATE AIRCRAFT OPERATIONS:

- D16.1 The following procedure for licensing of private aircraft operations is prescribed in compliance with Section-1A (Rules 254A to 254D) of CARs,1994 as amended:-
- D16.1.1 An aircraft shall not fly any type of private operations unless the operator of that aircraft holds an appropriate license granted by Federal Government / DG CAA.
 - D16.1.2 A license under this section shall be in the approval form and, if DG CAA considers appropriate, he may grant the operator for more than one service, a license in consolidated form in respect of those services.
 - D16.1.3 Where a license is granted in consolidated form, the provisions of these rules relating to imposition and variation of conditions shall apply in respect of each separate service authorized under the license as if the license in its application to that service were a separate license.

- D16.1.4 The holder of a license issued under this part shall not exercise the privileges of the license, unless he has satisfied the requirements specified by DG CAA in Air Navigation Orders.
- D16.1.5 The description, nature or types of private operations shall be determined by DG CAA which shall be subject to such conditions and requirements as specified by DG CAA in Air Navigation Orders or other means.
- D16.1.6 Aircraft engaged in private operations shall comply with the provisions of these rules and such additional conditions and requirements as DG CAA may, from time to time, impose in the interest of safety through Air Navigation Orders or other means.

D17 MINIMUM FLEET REQUIREMENT FOR ALL TYPES OF OPERATIONS:

- D17.1 As per NAP-2019 / ANOs / Regulations, the fleet requirement for different categories of licences is as under:-

Category of Licence	No of Minimum aircraft required
RPTL – Pax and Cargo (Domestic)	Three airworthy aircraft - Purchase/Dry lease
RPTL – Pax and Cargo (International)	Five airworthy aircraft - Purchase/Dry lease
TPRIL – Pax	Two airworthy aircraft- Purchase/Dry Lease (with minimum similar seating capacity)
TPRIL – Cargo	One airworthy aircraft – Purchase/Dry Lease
CHTL – Passenger	Two airworthy aircraft (with similar seating capacity preferably)
CHTL – Cargo	One airworthy aircraft
AWL	One airworthy aircraft.
FSL	Two airworthy aircraft including one aircraft having ILS/VOR
PAOL	One airworthy aircraft of applied class.

Note 15: Requirement of induction of aircraft / helicopter on purchase/dry/wet basis, shall be oversight by CAA Airworthiness Directorate.

D18. DOCUMENTS REQUIRED FOR ISSUANCE OF RPT, TPRI, CHARTER, AERIAL WORK, FLYING SCHOOL / CLUB & GROUND SCHOOL LICENCES:

- D18.1 An applicant shall apply on prescribed CAA Form mentioned Para D29.2 duly filled, and signed by Chief Executive of the Company to DAT & ER along with the following documents. After verification of documents and resolution of objections, if any, the applicant shall take ID and Password from AT & ER Directorate, and afterwards shall also submit the application on-line. (Twelve sets):-
- D18.1.1 Covering Letter on Company's letterhead duly signed by CE.
- D18.1.2 Comprehensive Feasibility Report & Business Plan supported by three years projected statements of Accounts (Balance Sheets) prepared by certified Chartered Accounts Firm / Company. In case of GSL, a comprehensive training programme shall also be submitted.
- D18.1.3 Evidence of payment of Licence Processing Fee as applicable in favor of PCAA.
- D18.1.4 Notarized copies of Certificate of Incorporation, Memorandum & Articles of Association duly verified by SECP.
- D18.1.5 Notarized copies of Form-3, Form-A or any other Form prescribed and verified by SECP.
- D18.1.6 Notarized copies of Form-29, duly verified by SECP, for CE, Directors, Chartered Accountants Firm, Auditors and the Legal Consultants.

- D18.1.7 Notarized copies of CNICs on A-4 size paper and (01) one Passport size photograph of each director as per Form-29.
- D18.1.8 Evidence of loss-free paid-up capital and positive equity along with details of foreign investment, if any, i.e. Bank Statements and Certificates from registered Chartered Accountants Firm / Company. Minimum Equity (net worth) to Assets Ratio should be at least 15%, gradually increasing by at least 1% per annum up to a minimum of 20% over a period of next five years.
- D18.1.9 Corporate Structure on the Company's Letterhead signed and stamped by CE.
- D18.1.10 If the company is already in business, audited statements of accounts for the last three years (Income Statement and Balance Sheet) prepared by Charter Accountants Firm.
- D18.1.11 In case of a new company, three years projected financial statement (Income Statement, Cash flow Statement and Balance Sheets).
- D18.1.12 Maintenance plan and training infrastructure as per international / CAA standards.
- D18.1.13 Undertaking from CE of the company to acquire and maintain valid insurance cover for aircraft, crew, passengers, cargo, and third party risk, as per national legislation i.e CARs, 1994; Carriage by Air Act, 2012 and applicable ICAO Conventions.
- D18.1.14 Notarized copy of Income Tax Certificate showing NTN Number.
- D18.1.15 Certificate from CE as to compliance of all regulatory requirements prescribed in NAP-2019, CARs, 1994, ANOs, Flight Safety Circulars, Airworthiness Notices and other Instructions / Directives, issued from time to time by CAA / Federal Government including undertaking that the Company shall obtain AOC within 730 days from the date of issuance of licence. In case of a new company, undertaking that the company shall provide SECP Form-A as and when received.
- D18.1.16 Details of Experience of CE & Directors on company's letterhead.
- D18.1.17 Copies of other operating licences and AOC / AC, if already held.
- D18.1.18 In case of foreign investment, documents listed in Para D8, as well.
- D18.1.19 Authorization letter from CE of the company in favour of two persons along with their copies of CNIC to deal with CAA on behalf of the company
- D18.1.20 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.
- D18.1.21 Any other document(s) desired by DG CAA / Federal Government to determine suitability and fitness of the Company or the promoters of the Company.

Note 16: Licence issuance fee and Security Deposit, on demand after approval of the Competent Authority i.e DG CAA / Federal Government, as applicable.

D19 DOCUMENTS REQUIRED FOR ISSUANCE OF PRIVATE AIRCRAFT OPERATIONS LICENSE:

- D19.1 An applicant shall apply on prescribed CAA Form mentioned Para D29.2 duly filled, and signed by Chief Executive of the Company to DAT & ER along with the following documents. After verification of documents and resolution of objections, if any, the applicant shall take ID and Password from AT & ER Directorate, and afterwards shall also submit the application on-line. (Twelve sets):-
- D19.2 Covering letter on Company's Letterhead (in case of a company) signed by Chief Executive (CE), stamped and sealed;
- D19.3. Application Form duly filled, stamped & signed by CE,
- D19.4 Evidence of payment of Licence Processing Fee as applicable in favor of PCAA.

- D19.5 CV of the owner of aircraft with professional / technical details with a Passport size colored photograph.
- D19.6 Certificate of Incorporation, issued by SECP (in case of a company), duly notarized.
- D19.7 Memorandum and Articles of Association (MAA), issued by SECP and signed by CE and Directors of the company, duly notarized.
- D19.8 Form-A, Form-29 and any other Form prescribed and issued by SECP showing shares distribution and other relevant information, duly notarized.
- D19.9 Notarized copy of CNICs (on A4 Size paper) of Promoters, Chief Executive (CE) / Directors and their Photographs, 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).
- D19.10 Maintenance and training infrastructure plan as per international / CAA standards
- D19.11 Insurance plan for aircraft, crew, passengers, cargo, and third party risk as per ICAO Conventions relevant provisions of CARs, 1994 and Carriage by Air Act, 2012.
- D19.12 Certificate from CE regarding conformity of all regulatory requirements of CARs, 1994, NAP-2019, ANOs, Flight Safety Circulars, Airworthiness Notices and any directives / instructions issued from time to time by CAA / Federal Government.
- D19.13 Details of types of operations to be conducted.
- D19.14 Sources from which aircraft to be acquired and the mode of acquisition, such as dry lease, purchase on ownership etc.
- D19.15 Confirmation about airworthiness status of the aircraft, arrangement for maintenance and continued airworthiness of the aircraft.
- D19.16 Declaration that company / person shall not use its private / other aircraft for commercial or any anti-state activities, commercial cargo, leasing or any other activity not authorized.
- D19.17 Copy of Income Tax Certificate showing NTN number.
- D19.18 Authorization letter from CE in favour of two persons alongwith their copies of CNIC to deal with CAA on behalf of the company.
- D19.19 Any other document as desired by the Federal Government / DG CAA.

D20. SECURITY CLEARANCE AND RELATED ISSUES:

- D20.1 Prior to issuance of all kinds of licences, Civil Aviation Authority shall forward the case to Aviation Division for acquiring clearance from the concerned Security Agencies of the company / operator / individual (CE / Directors), intending to acquire any operations licence mentioned at Para D2.
- D20.2 During the validity of Licence, if any change is notified by the licensee regarding company's hierarchy, top management, directors, registered address, major share holding, or category of operations etc. CAA shall forward the case to Aviation Division for acquiring security clearance from concerned Security Agencies.
- D.20.3 In case CE / Director(s) of a company are holding dual nationality, security clearance shall be mandatory. If such CE / Director(s) are not security cleared or there are serious or adverse observations by the Security / Intelligence Agencies at any stage, the Operator / Company / Individuals concerned shall have to comply with the instructions of the Federal Government / DG CAA. In case of non-compliance within the stipulated time or failure to submit any valid justification in this regard, the licence / AOC shall be liable to suspension / cancellation in accordance with Rules / Regulations / Conditions of Licence.
- D.20.4 Security clearance for the import of fixed / rotary wing aircraft on purchase/lease basis shall not be required for Pakistani companies and nationals holding valid licenses.
- D20.5 Already security cleared operators shall need no further security clearance for the import of aircraft, provided there is no change in their Board of Directors. However, such aircraft could be subject to security check on arrival.

D21. THREE LETTERS DESIGNATOR AND AFTN ADDRESS:

- D21.1 Operator shall obtain Three Letters and Radio Telephony designators from ICAO through their on-line system and copy of the same shall be provided to DAT&ER for necessary action.
- D21.2 For allotment of AFTN address, the licence holder shall apply to Additional Director Com. Ops. for further processing.

D22. REQUIREMENT FOR RENEWAL OF LICENCES:

- D22.1 Renewal of licence shall also be on Calendar Year basis taking into account regulatory compliance including operational performance with 80% Punctuality & 90% Regularity (RPT only), customer satisfaction (estimated by pax complaints) as well as financial performance of operator as per the submitted business plan. Any operator not fulfilling the stipulated criteria will be subjected to cancellation of one or more international / domestic routes or cancellation of license or liable to pay penalty to PCAA during such period of non-compliance.
- D22.2 The licence is renewable on fulfillment of the following conditions:-
- D22.2.1 An application addressed to DAT & ER, HQ CAA for renewal of a Licence(s) along with applicable renewal fee shall be submitted at least **90 days** before expiry of the licence duly fulfilling all the mandatory requirements, failing to meet the time-period, the licensee in addition to normal licence renewal fee shall pay a surcharge specified in D24.2.
- D22.2.2 Paid-up capital shall be free of losses and the same shall be monitored on annual basis.
- D22.2.3 Owner's equity (net worth) shall not be negative at any point in time.
- D22.2.4 Minimum Equity (net worth) to Assets Ratio should be at least 15%, gradually increasing by at least 1% per annum up to a minimum of 20% over a period of the next five years.
- D22.2.5 The applicant, before submitting an application for renewal, shall ensure that all CAA's outstanding dues have been cleared / settled, unless Competent Authority has agreed to an extension in time for payment / settlement.
- D22.2.6 During the process for renewal of licence, customer satisfaction (to be critically analyzed in view of passenger complaints), operational performance (punctuality / regularity) and financial viability of an airline / operator as per submitted business plan shall be taken into account (applicable on RPT operators only).
- D22.2.7 Operations on mandatory socio-economic routes shall also be met as per NAP-2019. Regularity on socio-economic routes is required to be above 80%. Any airline not fulfilling the stipulated criteria will be subject to cancellation of one or more international / domestic routes or suspension / cancellation of license as per CARs, 1994 (applicable on RPT operators only).
- D22.2.8 The applicant shall submit a certificate, signed by CE or any authorized person, stating that the Company is in full compliance of the relevant provisions and requirements of NAP-2019, CARs, 1994, relevant ANOs, Airworthiness Notices, Circulars, Conditions of the licence and any national legislation for continued flight operations and that the Company has not committed any type of violation related to the operations.
- D22.2.9 The applicant where applicable is to provide an certified & notarized copy of SECP Form A, Form-3, Form-21, Form-29 or such Form prescribed for any change(s) in the share holding / CE / directorship and registered address during previous years.
- D22.2.10 The applicant must submit current annual audited financial statements. Where the equity of the Company is negative, the Company shall inject sufficient funds to acquire positive equity and provide documentary evidence of the same.
- D22.2.11 No application for renewal of Licence shall be entertained after its expiry, unless the operator / licensee provide justification of such delay to the satisfaction of DGCAA. In such case, the licence may be processed for renewal, subject to imposition of a

late payment surcharge and financial penalty up to the maximum limit provided in CARs, 1994. The operator shall have no right to continue flight operations with expired licence.

D22.2.12 If the operator failed to apply for renewal of its licence within one **(02) years** after the date of expiry, the case for cancellation shall be initiated for the approval of the Competent Authority. Upon approval, the licence shall be cancelled.

D23. VALIDITY OF THE LICENCES:

D23.1 Validity regarding issuance / renewal period of all kind of Air Transport licences shall be for **02 years (except TPRI validity of 05 years)** on calendar year basis, subject to an annual evaluation/inspection.

D23.2 All the operators (new/existing) would follow fiscal year (July to June) as their financial year in their annual accounts. To facilitate the existing operators, they will be given a time of one-licence renewal period, to align with this requirement.

D23.3 Where the circumstances so warrant, DG CAA, till renewal of the licence is finalized, may grant extension / waiver in validity of the licence(s) for a period not exceeding **120 days** in the public / national interest, to ensure continued flight operations. In case the licence is not renewed during the period of 120 days allowed as extension / waiver, further instructions will be sought from Federal Government.

D24 ANNUAL INSPECTION OF ALL LICENCES (EXCEPT PAOL)

D24.1 An annual inspection of all type of licences (except PAOL) will be carried out by the representatives of AT&ER Directorate **AT NO COST TO CAA**, for compliance with mandatory requirements of licence. In case of any non-conformance, following action will be taken:

D24.1.1 The operator would be required to address the issues within 30 days.

D24.1.2 Afterwards a Notice would be served with an enabling financial penalty of Rs. 5,000 to 50,000/- as per category of licence.

D24.1.3 Continuing non-compliance would entail a show-cause notice for personal hearing in accordance with Rule 185 of CARs 1994.

D24.1.4 In case licensee/operator fails to satisfy the Competent Authority within the prescribed time limit, further action as per Rule 185 of CARs would be initiated.

D25. PROCESSING / ISSUE / RENEWAL / DUPLICATE / RE-ISSUE FEES AND LATE RENEWAL APPLICATION SURCHARGE FOR ALL TYPE OF LICENCES:

D25.1. The minimum fee / charges for the Licence shall be as under and are non-refundable:-

Licence	Processing Fee	Issue Fee	Renewal Fee	Duplicate / Re-issue Fee	Late Surcharge
RPT	100,000	500,000/-	500,000/-	200,000/-	10,000/-
TPRI	10,000	25,000/-	25,000/-	25,000/-	2,000/-
CHT	50,000/-	50,000/-	50,000/-	50,000/-	2,000/-
AW	50,000/-	50,000/-	50,000/-	50,000/-	2,000/-
FS	25,000/-	50,000/-	50,000/-	50,000/-	2,000/-
GS	25,000/-	25,000/-	25,000/-	25,000/-	1,000/-
PAOL	25,000/-	50,000/-	50,000/-	50,000/-	2,000/-

D26. REQUIREMENTS FOR DUPLICATE / RE-ISSUE OF LICENCE:

D26.1 Where holder of a licence reports that the licence is misplaced, lost or mutilated, 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:-

- D26.1.1 Attested copy of FIR lodged with Police regarding misplacement / loss / theft of licence.
- D26.1.2 Original press notices in two leading newspapers (one each in Urdu and English).
- D26.1.3 Prescribed Fee payment proof.

Note 17 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 of FIR or issuance of the press notices.

Note 18 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 licence (mutilated) for issue of duplicate licence.

D27. WITHHOLDING, SUSPENSION, CANCELLATION OF LICENCE AND FINANCIAL PENALTY:

- D27.1 DG CAA may refuse to grant or renew a Licence under Rule 340 of Civil Aviation Rules, 1994 or may suspend it with prior approval of the Federal Government as applicable or may cancel a licence for any violation of Civil Aviation Rules, 1994 / NAP-2019, Air Navigation Orders or instructions / directions issued there-under or conditions of licence mentioned herein above and any other Laws / Rules / Regulations enforced or amended by the Federal Government or DG CAA, whichever is applicable, if the applicant has;
 - D27.2 made a false or misleading statement in his application, concealment of information and or submission in-correct information which may lead to stern action; or
 - D27.3 fails to start operations within two years from the date of issue of Licence; or
 - D27.4 fails to provide required information (statistical, financial, operational etc.), in time.
- D27.5 Licence holder who contravenes or fails to comply with any provision of the Rules and Regulations or is otherwise guilty of an offence under CARs, 1994 will be liable to be dealt with under the relevant provisions of CARs, 1994 and relevant ANOs etc. He shall be informed through a Show Cause Notice in writing of the facts and circumstances that constitute grounds on which the penalty is to be imposed. The Operator is also to be given an opportunity of making such representation in person, as the person or operator may wish, against such imposition.
- D27.6 Where a financial penalty shall be imposed for any contravention of the Rules and Regulations, such person or operator shall not be liable to be tried for the same contravention.
- D27.7 DG CAA when satisfied that it is necessary in the interest of safety of the aircraft or persons on board the aircraft or public safety, may cancel the license / AOC, with the prior approval of the Federal Government, after meeting the mandatory requirements under Rule 185 or Rule 341 of CARs, 1994, as applicable.

D28. CLEARANCE OF OUTSTANDING DUES RPT/NON-RPT

- D28.1 According to para 4.3.3 of NAP-2019, **“if any operator defaults on outstanding dues for a period equivalent of two (02) Fortnightly Bills, its operation shall be suspended and recovery shall be made from attachment and/or sale of its tangible and intangible assets. In case of non-compliance the onus will lie on the regulator while operators’ security shall be forfeited with markup”.**
- D28.2 Upon default of two billing cycles, following mechanism shall be adopted for taking appropriate and regulatory action for recovery of CAA dues:-
 - D28.2.1 Finance Directorate shall adjust the advance three billing cycles / security deposit against outstanding dues and inform AT&ER Directorate for necessary action.
 - D28.2.2 Suspension of **flight operations** with immediate effect
 - D28.2.3 Issuance of **Show Cause Notice** for personal hearing

- D28.2.4 In case un-satisfactory reply, **Suspension of Licence** with prior approval of Federal Government.
- D28.2.5 Cancellation of licence and recovery of outstanding dues from attachment and / or sale of its tangible and intangible assets.

D29. RENEWAL / REVALIDATION OF CANCELLED LICENCE:

- D29.1 The licence which has been cancelled after due process shall not be renewable, unless the Federal Government directs otherwise. If the holder of cancelled licence intends to have a valid licence again, he shall apply for a new licence subject to meeting all the requirements under the existing Rules, Regulations and clearance of CAA's outstanding dues, if any. DG CAA may refuse to grant or renew a licence or certificate under Part VI or XI of CARs, 1994 on one or more of the grounds specified in Rule 340 of CARs, 1994.

D30. RESTRICTIONS AND LIMITATIONS:

- D30.1 The Licence holder shall immediately notify regarding any change in its registered place of business to DG CAA, after incorporation in Securities and Exchange Commission of Pakistan on the prescribed Form, duly notarized by the notary public.
- D30.2 Written permission/NOC from the DG CAA shall be mandatory prior to transfer of 51% shares or more in a Private Limited Company or Public Limited Company singly or in aggregate resulting in change of the controlling interest.
- D30.3 Any change in Directorship / share-holding which is not affecting the ownership or majority share holding shall be incorporated with SECP and the licensee will inform CAA forthwith of change in directorship or shareholding of the company for processing of security clearance and other necessary action.
- D30.4 If CEO / Directors of the Company or person, which has applied for or is holding the licence or the change indicated in Para 28.3, are subject to security clearance of the Intelligence / Security Agencies and if such security clearance certification is not granted from the concerned security agencies, the company shall be duly informed of such incidence with the advice to replace CEO / Director(s), as the case may be. In case of failure to comply with the advice, the operation of the RPT operator shall be suspended for security reasons till the implementation of such advice.

D31. FORMS AND CONDITIONS OF LICENCES:

- D31.1 Prescribed AT Form to be used by the applicant for issue / renewal of Licences for all type of Air Transport licences whereas Conditions of Licences to be issued by CAA to the applicant at the time of issuance of licence as listed below:-

Licence	Form Number	Conditions Number
RPTL	CAAF-001-ATNR	Serial # 001-ATNR
TPRIL	CAAF-045-ATNR	Serial # 017-ATNR
CHTL	CAAF-002-ATNR	Serial # 002-ATNR
AWL		Serial # 009-ATNR
FSL	CAAF-003-ATNR	Serial # 015-ATNR
GSL		Serial # 016-ATNR
PAOL	CAAF-015-ATNR	Serial # 008-ATNR

D32 NOC FOR OPERATION OF AIRCRAFT / HELICOPTER FOR OFF SHORE DRILLING OPERATIONS ON TEMPORARY BASIS.

- D32.1 If the operator intends to commence off shore drilling operations on temporary basis, giving full details thereof, shall apply to Ministry of Energy at least 30 days prior to planned operations

and shall provide the Specification of helicopter / aircraft and its Registration / AOC of parent country, maintenance documents, crew details, pilot licences, detailed itinerary, map showing intended planned area of drilling with geographical coordinates and any other document. Ministry of Energy shall forward the case to all concerned Ministries/Departments/Security Agencies including DG CAA.

- D32.2 After obtaining comments from the concerned Directorates/Branches to set out the modalities for conducting intended operations safely keeping in view the Non-ATS routes and restricted areas/Army fields, AT & ER issues NOC to Aviation Division for operation of aircraft / helicopter for off shore drilling operations on temporary basis.
- D32.3 After issuance of NOC, it shall be primary responsibility of the operator to obtain security clearance prior to commencement of the operations and submit copies of the same to CAA along with request for the flight clearance.
- D32.4 In case of any natural calamities, the operators shall forward request for issue of CAA Flight Permission through Federal Government and concerned Ministry, if the proposed operations are for a short period.
- D32.5 It shall be sole responsibility of the Operator to obtain port / airport clearance after clearance of all payable Customs and other Government duties prior to operating the helicopter / aircraft within and to / from Pakistan.

D33. OWNERSHIP / TRANSFER OF LICENCE:

- D33.1 As per Rule 182 of CARs, 1994, a Licence is not transferable except in the events described therein.

D34. NOC FOR CHANGE / TRANSFER OF OWNERSHIP /SHAREHOLDING OF A COMPANY:

- D34.1 Prior transfer of 51% shares or more in a Private Limited Company or Public Limited Company singly or in aggregate resulting in change of the controlling interest, permission / NOC of DG CAA shall be mandatory. The Chief Executive of the Company shall submit a written application along with the following documents to DAT&ER, HQ CAA, Karachi:-
- D34.1.1 Bank statements of the individual (s), companies or organization,
- D34.1.2 Particulars of the acquirer(s) with one passport size photograph and a copy of CNIC on A4 size paper duly notarized.
- D34.1.3 Certificate stating that the directors of the acquiring company are eligible.
- D34.1.4 Companies or organizations, if already in business, shall provide copies of last three years audited financial statements (Income Statement and Balance Sheet) showing positive equity.
- D34.1.5 Draft copy of the Sale & Purchase Agreement / Deed, wherein necessary clause(s) must be incorporated, such as, payments of all CAA, Government / General Public liabilities, Agreements / Contracts carried out or concluded by the outgoing management with regard to financial and operational matters of the Company and subsequent to CAA's clearance, final Sale and Purchase Agreement / Deed shall be executed on non-judicial stamp papers of appropriate value (copy whereof duly notarized shall be submitted to CAA for record.
- D34.1.6 Notarized copies of CNICs of the purchaser.
- D34.1.7 Audited books of accounts in line with the provisions of Companies Ordinance, 1984 and provision of three copies of annual audited financial statements along with auditor's opinion to CAA (within three months of the close of the accounting year).
- D34.1.8 Any other evidence or clarification, as desired by CAA / Federal Government.
- D34.1.9 After CAA's NOC and completion of the sale / change of shareholding of Company and fulfillment of legal formalities with SECP, the purchaser shall provide the following documents to CAA for evaluation, record and authentication:-

D34.1.10 In case of Public Limited Company listed with any Stock Exchange of Pakistan, annual report after closing of the book of registers.

D34.1.11 Provision of notarized copies of the executed Sale / Purchase Agreement / Deed as cleared by CAA, and Memorandum and Articles of Association (MAA), if revised / amended, Form-29 Form-A, Form-3 or such other Form(s) as prescribed and duly notarized / verified by SECP annually as per Companies Ordinance, 1984.

D35. CHANGE OF COMPANY'S NAME HOLDING AIR TRANSPORT LICENCE(S)

D35.1 For change of a Company's name, holding Air Transport Licence(s) issued by CAA, the desirous company shall provide the following documents:-

D35.1.1 Notarized copies of revised Certificate of Incorporation and Memorandum and Articles of Association, duly signed by Directors of the company and issued / verified by SECP.

D35.1.2 Notarized copies of prescribed Form-29 (for CE, Directors, Auditors and Legal Advisers), Form -3, Form-A or any other form for share-allocation with the new name approved by SECP.

D35.1.3 Notarized copies of CNICs, Passport size photographs of CE and Directors.

D35.1.4 Any other document(s) required by CAA / Federal Government.

D36 REVIEW OF ANO:

D36.1 The requirements specified in this ANO may be reviewed / amended, as and when deemed appropriate by the Competent Authority.

E. EVIDENCES (ACRONYMS / RECORDS / REFERENCES):

E1. ACRONYMS:

AC	APPROVAL CERTIFICATE
ANO	AIR NAVIGATION ORDER
AOC	AIR OPERATOR CERTIFICATE
APM	AIRPORT MANAGER
ASC	AIR SAFETY CIRCULARS
AWL	AERIAL WORK LICENCE
CAA	CIVIL AVIATION AUTHORITY
CARs, 1994	CIVIL AVIATION RULES, 1994
CHTL	CHARTER LICENCE
CNIC	COMPUTERIZED NATIONAL IDENTITY CARD
CPL	COMMERCIAL PILOT LICENCE
DAT & ER	DIRECTOR AIR TRANSPORT & ECONOMIC REGULATION
DAW	DIRECTOR AIRWORTHINESS
DFS	DIRECTOR FLIGHT STANDARDS
DG CAA	DIRECTOR GENERAL CIVIL AVIATION AUTHORITY
FSD	FLIGHT STANDARDS DIRECTORATE
FSL	FLYING SCHOOL LICENCE
FIR	FIRST INFORMATION REPORT
GSL	GROUND SCHOOL LICENCE
ICAO	INTERNATIONAL CIVIL AVIATION ORGANIZATION
MAA	MEMORANDUM AND ARTICLES OF ASSOCIATION
MoFA	MINISTRY OF FOREIGN AFFAIRS
NAP-2019	NATIONAL AVIATION POLICY-2019
NOC	NO OBJECTION CERTIFICATE
PAOL	PRIVATE AIRCRAFT OPERATIONS LICENCE
PAX	PASSENGER
PCAAO, 1982	PAKISTAN CIVIL AVIATION AUTHORITY ORDINANCE, 1982

PLO	PERSONNEL LICENSING OFFICE
PPL	PRIVATE PILOT LICENCE.
RPTL	REGULAR PUBLIC TRANSPORT LICENCE.
SECP	SECURITIES AND EXCHANGE COMMISSION OF PAKISTAN
SOP	STANDARD OPERATING PROCEDURE
TPRI	TOURISM PROMOTION AND REGIONAL INTEGRATION
URCSAV	UNMANNED REMOTELY CONTROLLED SMALL AERIAL VEHICLE

E2. RECORDS:

E2.1	Application – RPTL	(CAAF-001-ATNR)
E2.2	Application – CHTL / AWL	(CAAF-002-ATNR)
E2.3	Application - FSL	(CAAF-004-ATNR)
E2.4	Application – GSL	(CAAF-005-ATNR)
E2.5	Application – PAOL	(CAAF-044-ATNR)
E2.6	Application – TPRIL	(CAAF-045-ATNR)

E3. REFERENCES:

E3.1	NAP-2019 / Federal Government Directives / Approvals
E3.2	Conditions of RPTL
E3.3	Conditions of CHTL –AWL
E3.4	Conditions of PAOL
E3.5	Conditions of Flying School
E3.6	Conditions of Ground School
E3.7	Conditions of TPRIL
E3.8	General Aviation Policy
E3.9	Civil Aviation Rules, 1994
E3.10	Insurance Gazette 2012

IMPLEMENTATION:

This Air Navigation Order (ANO-001-ATNR) version 3.0 supersedes its previous version (ANO-001-ATNR-2.0) dated 15th September 2015 and shall be implemented with effect from 30th May 2019.

(SHAHRUKH NUSRAT)

Director General,
Pakistan Civil Aviation Authority

(IRFAN SABIR)

Air Commodore
Director Air Transport & Economic Regulations

Dated: - _____ May 2019
File No. HQCAA/1087/302/ATNR/II