



CIVIL AVIATION AUTHORITY OF MALAYSIA
 NO.27 PERSIARAN PERDANA,
 LEVEL 4, PODIUM A, PRECINCT 4,
 FEDERAL GOVERNMENT ADMINISTRATIVE CENTRE,
 62618 PUTRAJAYA,
 MALAYSIA.
 Tel: 6 03-8871 4221/4222/4239/4338
 Fax: 6 03-8889 2642
 Email: aftn@caam.gov.my
 AFTN: WMKKYAYT & WMKKYAYX

**FORM
 AT 004**

APPLICATION FOR CHARTER (PAX or CARGO) TO/FROM MALAYSIA

A - COMPANY INFORMATION		
1	Name of airline (operator)	
2	Two and Three letter IATA/ICAO code (if applicable)	
3	Local Corresponding or Billing address (if not available, other Corresponding or billing address) i) Tel. No: ii) Fax No: iii) AFTN No: iv) Email:	
4	Name and address of charterer: (If different from item no. 1 and 3)	
5	Name and address of Travel Agent: (If different from charterer)	
6	Purpose of flight	
7	Type of flight (e.g. Inclusive Tour Charter, Etc.)	
	a) Passenger i. Nationality (With Pax Manifest) ii. Capacity iii. Configuration:	
	b) Cargo (inclusive of Dangerous Goods) i. Type ii. Packing iii. Consignor iv. Consignee	

D - PROVIDER'S STATEMENT	
1	Name of applicant <i>(in full)</i> :
2	Designation:
3	Telephone/Mobile phone/Fax No:

E - DECLARATION	
<p>We/I hereby declare that all the statements and information made above are true and correct. We/I have not withheld any information or made any misleading statement and We/I understand that any false or misleading statements made above may cause my application to be rejected by the Civil Aviation Authority Of Malaysia.</p>	
Signature	
Date	
Company's Endorsement	

NOTES :

1. The following documents should be submitted together with the application form:
 - a) A letter of designation from State's Civil Aviation Authority Of Malaysia to indicate the airline is the designated carrier for the operation;
 - b) A copy of Air Operator Certificate (AOC), if applicable;
 - c) A copy of Certificate of Registration (COR);
 - d) A copy of Certificate of Airworthiness (COA);
 - e) A copy of aircraft leasing, if any;
 - f) A copy of slot time confirmation;
 - g) A copy of insurance coverage;
 - h) A copy of details cargo manifest / AWB;
 - i) Letter of commitment / Declaration

(No uplifting any add pax/cargo from Malaysia)
 - The application will only be processed when all the required documents and information are been submitted.

2. The application should reach CAAM at least **3 days or 72 hours** for pax and cargo, than you will be able to get 72 hours validity of the permit and please send the completed form with a covering letter to:-

CIVIL AVIATION AUTHORITY OF MALAYSIA
No.27 Persiaran Perdana,
Level 4, Podium A, Precinct 4,
Federal Government Administrative Centre,
62618 Putrajaya,
Malaysia
(Attn: Air Transport Division)

Tel: 6 03-8871 4000
Fax: 6 03-8889 2642
AFTN: WMKKYAYX & WMKKYAYT
Email: aftn@caam.gov.my and azahar@caam.gov.my

3. If landing at MILITARY AIRFIELD i.e. KUANTAN Airport (KUA/WMKD), LABUAN Airport (LBU/WBKL), GONG KEDAK (WMGK) please submit separate request to:

MARKAS OPERASI UDARA (Defence Operation Rooms/DOR)
JABATAN ARAH OPERASI,
ARAS 10.13 WISMA PERTAHANAN,
JALAN PADANG TEMBAK,
50634 KUALA LUMPUR,
MALAYSIA.
FAX: 6 03-2698 6403
TEL: 6 03-2071 6516 / 20716696 / 20715909

4. If landing at KERTEH Airport (KTE/WMKE), please submit separate request to:

MANAGER
PETRONAS WILAYAH TIMUR, KERTEH AIRPORT,
MANAGEMENT DEPARTMENT (KAMD)
24300 KERTEH, KEMAMAN,
TERENGGANU, MALAYSIA
Tel: 6 09-8261566 / 8262601
Fax: 6 09-8261615 / 8262501

5. This application should be copied to:

Manager
NATIONAL SLOT COORDINATION MALAYSIA (NSCM)
Malaysia Airport (Sepang) Sdn. Bhd.
4th Floor, Airport Management Centre,
KL International Airport,
64000 KLIA Sepang,
Selangor, Darul Ehsan

Attn: Mr. Husnul Anwar Abdul Wahab
Tel: 603-8776 3027/63045/63013/63483/63345
Office hour: 0830 am - 1730 pm
Fax: 603-8776 3474
Email: husnul@malaysiaairports.com.my
nscm@malaysiaairports.com.my

(Operator (s) is advisedly to coordinate with NSCM for slot time confirmation to avoid delay approval from CAA Malaysia)

- Please use this application Form AT004, if schedule carriers are engaged in charter flight carrying normal passengers. Flight approval will be issued by CAAM subject to MAVCOM (Malaysia Aviation Commission) approval. This is also applicable for non-schedule operators engaged in charter flight carrying normal passengers.
- Please also use this application Form AT004, if schedule carrier(s) are engaged in charter for military personal/equipment. The application needs '**Diplomatic Clearance**' from Consular Division, Ministry of Foreign Affairs (WISMA PUTRA) which is subject to Ministry of Defence (MINDEF) approval. This is applicable for non-schedule operators engaged in charter for military personal as well.