



**QUALITY AND STANDARDS DIVISION  
CIVIL AVIATION AUTHORITY OF MALAYSIA**

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Checklist of Supporting Letter for the use of:  
"AIR / AVIATION / AIRWAYS / AIRLINES / AEROSPACE / AIRSPACE"

**A. DETAILS OF APPLICANT**

1. Name : \_\_\_\_\_
2. Tel/Mobile : \_\_\_\_\_
3. Email : \_\_\_\_\_
4. Company / Airlines : \_\_\_\_\_
5. Post / Designation : \_\_\_\_\_

**B. SUPPORTING DOCUMENTS**

- i. If legal entity or company:
  - To provide official letter with company's letter head.
 If personal/individual:
  - To provide formal letter.
- ii. Declaration of Statement of Commitment that the said Company shall not undertake any kind of operation regulated under the Civil Aviation Regulation 2016 unless with prior approval from the CAAM
- iii. Query Notification from SSM; and
- iv. To provide M&A (Memorandum and Article of Association).

**Please indicate choice of collecting the supporting letter when ready:**

**Self-Collect**

**By Post**

**NOTE:**

Complete application should reach CAAM by email or letter within 14 working days for our process.

*Updated: 10 March 2021*