
Civil Aviation Authority of Malaysia
Flight Operations Directive



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SERVICE OF APPLICATION AND OTHER DOCUMENTS

1. Introduction

In exercise of the powers conferred by section 24O of the Civil Aviation Act 1969 [Act 3], the Chief Executive Officer makes this Flight Operations Directive ('Directive').

2. Interpretation

In this Directive, unless the context otherwise requires—

“CAAM” means the Civil Aviation Authority of Malaysia;

“MCAR” means Civil Aviation Regulations 2016; and

“working hours” means the hours between 7.30 a.m. to 5.30 p.m. from Monday to Friday except any other day which is declared by the Government of Malaysia as a public holiday.

3. Service of application and other documents

3.1 Subject to regulation 189 of the MCAR, no application for—

- (a) a certificate, renewal of a certificate, variation of a certificate or validation of a certificate;

- (b) a licence, renewal of a licence, variation of a licence, validation of a licence, or the inclusion, renewal or variation of rating in a licence;
- (c) a permit, renewal of a permit or variation of a permit;
- (d) an approval;
- (e) an authorisation;
- (f) a permission; or
- (g) any other application under the MCAR,

shall be processed unless the application and other documents as requested by the CAAM are served under paragraph 3.2.

3.2 The application and other documents under paragraph 3.1 shall be served—

- (a) personally on the Director of Flight Operations Sector during working hours; or
- (b) by forwarding it to the CAAM by post at its last known place of business.



AHMAD NIZAR BIN ZOLFAKAR
Chief Executive Officer
Civil Aviation Authority of Malaysia