



PIHAK BERKUASA PENERBANGAN AWAM MALAYSIA
CIVIL AVIATION AUTHORITY OF MALAYSIA

**APPLICATION FOR VERIFICATION OF A FLIGHT CREW LICENCE
 ISSUED BY CAAM**

IMPORTANT NOTICES

1. Please read attached Guidance Note before completing this application form. It is an offence under regulation 164 of the Malaysian Civil Aviation Regulations 2016 (MCAR 2016) to make, with intent to deceive a representation for the purpose of procuring the grant, issue, renewal or variation of any certificate licence, permission or other document. This offense is punishable under regulation 206 of the MCAR 2016.
2. This form has to be filled, completed and signed by the applicant.
3. Applicant is responsible for payment according to the MCAR fees and charges regulation.
4. The payment and document certifying details can be found in CAGM 1001 – FCL.
5. All dates to be written in dd/mm/yy.
6. You will be notified when your verification letter is ready for collection.

FOR OFFICIAL USE
FEE PAYABLE:
CASH/CARD:
RECEIPT NO:
DATE:
SIGNATURE:

SECTION 1: PERSONAL PARTICULAR OF APPLICANT

NAME:	
ADDRESS:	
CONTACT NO:	EMAIL:
NATIONALITY:	NRIC OR PASSPORT NO:
DATE OF BIRTH:	
EMPLOYER <i>(include all previous and current employers in Malaysia only):</i>	

SECTION 2: ADDRESS CORRESPONDENCES (if different from above)

ADDRESS:

SECTION 3: PARTICULARS OF LICENCE (presented for verification)

TYPE OF LICENCE:		DATE OF ISSUE:	
LICENCE NO:		LPC EXPIRY:	
MEDICAL CLASS:		IRT EXPIRY:	
MEDICAL EXPIRY:		ELP LEVEL:	
LIMITATION/RESTRICTION/ENDORSEMENT:			
GROUP 1 (PILOT-IN-COMMAND)		GROUP 2(CO-PILOT)	
1.	6.	1.	6.
2.	7.	2.	7.
3.	8.	3.	8.
4.	9.	4.	9.
5.	10.	5.	10.

SECTION 4: APPLICANTS CONSENT TO RELEASE INFORMATION

AGREEMENT FOR RELEASE OF INFORMATION TO AVIATION AUTHORITY

I hereby consent to the disclosure by the Civil Aviation Authority of Malaysia (CAAM) to the Aviation Authority/Administration/Agency of details associated with the CAAM issued licence above, as requested by that Authority.

Point of Contact Email (Foreign Authority or Operator):

Signature:

Date:

SECTION 5: APPLICATION AND DECLARATION

NO , I was not involved in any incidents, accidents or disciplinary issue throughout my aviation career.

YES , I was involved in incidents, accidents or disciplinary issue in my aviation career (please provide details).

Details:

I hereby declare that the information provided on this form is true and correct to the best of my knowledge and I am aware that I may be held liable for it. I have fully reviewed all Guidance Notes and have submitted all the necessary documents for my application to be considered by CAAM.

Signature:

Date:

SECTION 6: APPLICANTS NEXT STEP

1. Submit this form with payment to CAAM together with the following:
 - i) Certified copy of licence (all pages) (*refer CAGM 1001 – FCL*);
 - ii) Letter of ‘no incident and accident’ if available, issued by the organization that the applicant is employed under;
 - iii) Receipt of payment
2. Contact the Foreign Authority to whom the verification is to be made. The Foreign Authority must ensure the request is to be submitted to CAAM by email to ops.fcl@caam.gov.my.

FOR OFFICIAL USE ONLY

The information provided by the applicant on this form has been verified.

Signature:

Date:

GUIDANCE NOTE

Having a complete application form and related documents as required by Section 6 will enable the Flight Operations Division Licensing Unit to issue verification more efficiently, with less risk of errors or rejections to your application.

Please note that failure to submit a correct and completed application form with the required supporting documents will lead to the rejection of your application. In this instance we will issue you with a 30-day notice to meet the outstanding requirements and failure to meet this deadline will result in your application being cancelled and the fee will be forfeited.

INCOMPLETE SUBMISSION WILL BE REJECTED