



**Flight Operations Division,**  
**No. 27 Persiaran Perdana,**  
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## MALAYSIAN FOREIGN AIR OPERATOR APPLICATION FORM

This application form contains guidelines designed to help you complete the application process. It is in your interest to read the guidelines as the quality and accuracy of the information you provide has a direct impact on the assessment and completion times.

<b>PART A – APPLICATION DETAILS</b>			
<b>A1. TYPE OF APPLICATION</b> – if the application is for a subsequent issue and a variation please tick both boxes.			
<input type="checkbox"/> Initial Issue	<input type="checkbox"/> Subsequent Issues (renewal)	<input type="checkbox"/> Variation	
<b>A2. PROPOSED OPERATION(S)</b> – attach a copy of the Air Operator Certificate (AOC) and Operations Specification (Ops Spec), or the equivalent documents, issued by your National Aviation Authority (NAA) and proposed schedule (if applicable).			
<b>A2.1 Type of Operations</b> – tick all applicable boxes.			
<input type="checkbox"/> Scheduled Passengers	<input type="checkbox"/> Scheduled Cargo		
<input type="checkbox"/> Non Scheduled Passengers	<input type="checkbox"/> Non Scheduled Cargo		
<input type="checkbox"/> Other (provide details):			
<b>A2.2 Proposed Start Date of Operations</b>		Click or tap to enter a date.	
<b>A3. DETAILS OF APPLICANT</b> – attach a copy of your business registration certificate and corporation registration (if applicable), or equivalent document.			
<b>A3.1 Name</b>			
Name of Legal Entity	Click or tap here to enter text.		
Operating/trading name (if any)	Click or tap here to enter text.		
<b>A3.2 Contacts Details</b>			
Phone	Click or tap here to enter text.	Fax	Click or tap here to enter text.
Email	Click or tap here to enter text.		
<b>A3.3 Addresses</b>			
Business Address (this is the office address of the operator)	Click or tap here to enter text.		
Physical Address (if different to Business Address)	Click or tap here to enter text.		
Postal Address (if different)	Click or tap here to enter text.		
<b>A4. USE OF AN AGENT</b> – if you wish to use an agent, attach evidence that the agent is authorised to act on your behalf (e.g. power of Attorney or letter of Authorisation).			
Are you using an agent for this application?	<input type="checkbox"/> Yes. Complete A4.1.		
	<input type="checkbox"/> No. Go to Part B.		

<b>A4.1 Agent Contact Information</b>			
Name of Agent	Click or tap here to enter text.		
Phone	Click or tap here to enter text.	Fax	Click or tap here to enter text.
Email	Click or tap here to enter text.		
Postal Address	Click or tap here to enter text.		

<b>PART B – PERSONNEL CONTACT DETAILS</b>			
<b>B1. PRIMARY CONTACT PERSON</b> – this is the person CAAM will liaise with in relation to this application.			
Name of Contact Person	Click or tap here to enter text.	Position	Click or tap here to enter text.
Phone	Click or tap here to enter text.	Fax	Click or tap here to enter text.
Email	Click or tap here to enter text.		
Postal Address	Click or tap here to enter text.		
<b>B2. KEY PERSONNEL</b> – the positions listed in this section may be titled differently to those in your organization.			
<b>B2.1 Chief Executive Officer</b>			
Name	Click or tap here to enter text.	Position	Click or tap here to enter text.
Phone	Click or tap here to enter text.	Fax	Click or tap here to enter text.
Email	Click or tap here to enter text.		
<b>B2.2 Head of Flying Operations</b>			
Name	Click or tap here to enter text.	Position	Click or tap here to enter text.
Phone	Click or tap here to enter text.	Fax	Click or tap here to enter text.
Email	Click or tap here to enter text.		
<b>B2.3 Head of Continuing Airworthiness</b>			
Name	Click or tap here to enter text.	Position	Click or tap here to enter text.
Phone	Click or tap here to enter text.	Fax	Click or tap here to enter text.
Email	Click or tap here to enter text.		
<b>B2.4 Head of Training and Checking</b>			
Name	Click or tap here to enter text.	Position	Click or tap here to enter text.
Phone	Click or tap here to enter text.	Fax	Click or tap here to enter text.
Email	Click or tap here to enter text.		
<b>B2.5 Safety Manager</b>			
Name	Click or tap here to enter text.	Position	Click or tap here to enter text.
Phone	Click or tap here to enter text.	Fax	Click or tap here to enter text.
Email	Click or tap here to enter text.		
<b>B2.6 Alternative Contact for Operational Matters</b>			

Name	Click or tap here to enter text.	Position	Click or tap here to enter text.
Phone	Click or tap here to enter text.	Fax	Click or tap here to enter text.
Email	Click or tap here to enter text.		
<b>B3. DRUG AND ALCOHOL MANAGEMENT</b> – You must provide a contact for this position for compliance with the Malaysian Civil Aviation Regulations 2016 and CAD 6007 – Operator Alcohol and Drug Testing Programme.			
Name	Click or tap here to enter text.	Position	Click or tap here to enter text.
Phone	Click or tap here to enter text.	Fax	Click or tap here to enter text.
Email	Click or tap here to enter text.		
<b>B4. MALAYSIAN CONTACTS</b>			
<b>B4.1 Malaysian Representative (if applicable)</b>			
Name	Click or tap here to enter text.	Position	Click or tap here to enter text.
Phone	Click or tap here to enter text.	Fax	Click or tap here to enter text.
Email	Click or tap here to enter text.		
Malaysian Postal Address	Click or tap here to enter text.		
<b>B4.2 Station Manager (if applicable)</b> – if more than one station manager, attach a separate list to this application form.			
Name	Click or tap here to enter text.	Position	Click or tap here to enter text.
Phone	Click or tap here to enter text.	Fax	Click or tap here to enter text.
Email	Click or tap here to enter text.		
<b>B4.3 Handling Agent (if applicable)</b> – Airline or agency providing apron and turnaround services to Malaysian ports.			
Name	Click or tap here to enter text.	Position	Click or tap here to enter text.
Phone	Click or tap here to enter text.	Fax	Click or tap here to enter text.
Email	Click or tap here to enter text.		
<b>B4.4 Engineering and Maintenance (if applicable)</b> – Airline or agency providing maintenance support to services at Malaysian Ports. Attach a separate list if more than one.			
Name	Click or tap here to enter text.	Position	Click or tap here to enter text.
Phone	Click or tap here to enter text.	Fax	Click or tap here to enter text.
Email	Click or tap here to enter text.		

<b>PART C – REGULATORY AUTHORITY</b>			
<b>C1. NATIONAL AVIATION AUTHORITY (NAA)</b>			
Name of Authority	Click or tap here to enter text.		
Officer Responsible	Click or tap here to enter text.	Position	Click or tap here to enter text.

Phone	Click or tap here to enter text.	Fax	Click or tap here to enter text.
Email	Click or tap here to enter text.		
Address	Click or tap here to enter text.		
<b>C2. SAFETY RECORD</b>			
Has the Operator experienced any accident(s) or serious incident(s) in the last 12 months?	<input type="checkbox"/> Yes. Attach a separate sheet describing the accident(s)/serious incident(s), and the activities resulting from any investigations(s).		
	<input type="checkbox"/> No. Go to Part D.		

<b>PART D – AIRCRAFT AND AIRPORTS</b> (for each aircraft type)			
<b>D1. AIRCRAFT DETAILS</b> – complete a separate copy of this page for each aircraft type you wish to operate.			
<b>D1.1 Aircraft Type</b>			
Manufacturer	Click or tap here to enter text.		
Type	Click or tap here to enter text.		
Model	Click or tap here to enter text.		
Registration(s) and serial Numbers(s)	List of each aircraft manufacturer, type and registration(s) – CAAM/BOP/FAOC/3		
<b>D1.2 Certificate of Registration (CofR)</b>			
Does each aircraft have a valid Certificate of Registration (CofR)	<input type="checkbox"/> Yes. Attach <b>one</b> aircraft CofR for the type in D1.1.		
	<input type="checkbox"/> No. All aircraft must have a valid registration.		
<b>D1.3 Certificate of Airworthiness (CofA)</b>			
Does each aircraft have a valid Certificate of Airworthiness (CofA)	<input type="checkbox"/> Yes. Attach <b>one</b> aircraft CofA for the type in D1.1.		
	<input type="checkbox"/> No. All aircraft must have a valid CofA.		
<b>D1.4 Continuing Airworthiness Management Organisation (CAMO)</b>			
Is the aircraft continuing airworthiness managed by an approved CAMO	<input type="checkbox"/> Yes. Attach a copy of the approved CAMO certificate together with its Terms of Approval.		
	<input type="checkbox"/> No. Provide a copy of the approved procedure related to continuing airworthiness management of the aircraft		
<b>D1.5 Aircraft Maintenance Organisation (AMO)</b>			
Is the aircraft maintained by an approved AMO	<input type="checkbox"/> Yes. Attach a copy of the approved AMO certificate together with its Terms of Approval.		
	<input type="checkbox"/> No. Provide a copy of the approved procedure related to maintenance of the aircraft.		
<b>D2. AIRPORTS</b> – specify the applicable destinations that are intended to be used for the aircraft type in D1.1.			
<input type="checkbox"/> KLIA	<input type="checkbox"/> KLIA2	<input type="checkbox"/> Subang	<input type="checkbox"/> Penang
<input type="checkbox"/> Johor	<input type="checkbox"/> Kuching	<input type="checkbox"/> Kota Kinabalu	
<input type="checkbox"/> Other Airports (provide details):			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>D3. AIRCRAFT NOISE CERTIFICATION</b> – refer to the guidelines.			
Does each aircraft have a noise certificate (or equivalent documents) issued by the State of Registry?	<input type="checkbox"/> Yes. Attach <b>one</b> aircraft noise certificate (or equivalent documents) for the type in D1.1.		
	<input type="checkbox"/> No. All aircraft must have a noise certificate (or equivalent document).		
<b>D3.1 ICAO Annex 16, Part 1 Aircraft Noise Certification</b> - tick applicable box or provide details.			
<input type="checkbox"/> Chapter 3	<input type="checkbox"/> Chapter 4	<input type="checkbox"/> Chapter 5	<input type="checkbox"/> Chapter 6
<input type="checkbox"/> Other (provide details):			
Are any of the aircraft engines hush-kitted?	<input type="checkbox"/> Yes. Attach details for each aircraft that is hush-kitted.		
	<input type="checkbox"/> No. Go to D4.		
<b>D4. OPERATIONAL AUTHORISATIONS</b> – specify any operational authorizations applicable to the aircraft type in D1.1.			
<b>D4.1 Navigation Specifications for PBN Operations</b>			
<input type="checkbox"/> RNAV	<input type="checkbox"/> RNAV 1	<input type="checkbox"/> RNAV 2	<input type="checkbox"/> RVSM
<input type="checkbox"/> RNP 1	<input type="checkbox"/> RNP 2	<input type="checkbox"/> RNP 4	<input type="checkbox"/> RNP 10
<input type="checkbox"/> Others:			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>D4.2 Extended Diversion Time Operations</b>			
Is the aircraft approved for EDTO/ETOPS/EROPS?	<input type="checkbox"/> Yes. Provide approved diversion time (in minutes):		
	<input type="checkbox"/> No. Go to D5.		
<b>D5. EQUIPMENT</b> – specify the equipment fitted to aircraft type in D1.1 (tick all applicable boxes) <b>*Note:</b> There are requirements for ADS-B for operation in Malaysian Airspace. Refer to the Malaysian CAAM website.			
<input type="checkbox"/> ADS-B*	<input type="checkbox"/> TAWS-A (EGPWS)	<input type="checkbox"/> ACAS II (TCAS II Version 7.1)	

<b>PART E – OPERATIONAL INFORMATION</b>			
<b>E1. AIRLINE IDENTIFICATION CODES</b>			
ICAO Airline Code	Click or tap here to enter text.	IATA Airline Code	Click or tap here to enter text.
<b>E2. LOW VISIBILITY OPERATIONS</b>			
Does the operator intend to conduct Low Visibility Operations?	<input type="checkbox"/> Yes. Attach evidence of your approval.		
	<input type="checkbox"/> No. Go to E3.		
<b>E3. DANGEROUS GOODS</b>			
Is the operator approved by its NAA to carry and/or consign dangerous goods?	<input type="checkbox"/> Yes. Attach evidence of your approval.		
	<input type="checkbox"/> No. Go to E4.		
<b>E4. EXEMPTIONS OR OTHER AUTHORISATIONS</b>			
Are you requesting any exemptions or other authorisations as part of this application?	<input type="checkbox"/> Yes. Describe the exemptions/authorisations below, providing details of relevant legislation references.		
	<input type="checkbox"/> No. Go to E5.		

<b>E5. CARRIERS' LIABILITY INSURANCE – refer to the guidelines</b>			
Does the Operator have Carriers' liability insurance?	<input type="checkbox"/> Yes. Attach a copy of your Carriers' Liability Certificate.		
	<input type="checkbox"/> No. If you intend to carry passengers you must have Carriers' Liability Insurance.		
<b>E6. WET OR DAMP LEASING</b>			
Is the proposed operation(s) under a wet/damp lease agreement?	<input type="checkbox"/> Yes. Attach a copy of the lease agreement.		
	<input type="checkbox"/> No. Go to E7.		
<b>E6.1 Leasing Company Information</b>			
Company Name	Click or tap here to enter text.		
Length of Lease Agreement	Click or tap here to enter text.		
Contact Person	Click or tap here to enter text.	Position	Click or tap here to enter text.
Phone	Click or tap here to enter text.	Fax	Click or tap here to enter text.
Email	Click or tap here to enter text.		
<b>E7. FOREIGN AOC COMPLIANCE MATRIX – the compliance matrix is a separate document (FAOC Compliance Matrix – Form CAAM/BOP/FAOC/2) which lists the procedures a Foreign AOC must have within its documentation.</b>			
Do you already hold a Foreign AOC issued by Malaysia?	<input type="checkbox"/> Yes. You do not need to complete the compliance matrix. Go to Part F.		
	<input type="checkbox"/> No. you must complete the compliance matrix in full. Then go to Part F.		

<b>PART F – Fees and Charges</b>
The CAAM is required by law to charge on the application for certificate of validation of Foreign Air Operator Certificate.
Application for certificate of validation of Foreign Air Operator Certificate is required to be submitted together with fees as required by Civil Aviation (Fees and Charges) Regulations 2016.

**PART G – SUBMISSION CHECKLIST** – All documentation applicable to your application must be provided in English (or translated to English). The CAAM may request other documents, in addition to those below, at any time during the assessment process.

- Air Operator Certificate (AOC) and Operations Specification (Ops Spec), or the equivalent documents issued by the National Aviation Authority, and including the aircraft type, areas/regions of operations and operational authorisations.
- A copy of the proposed schedule.
- Certificate of Business Registration and/or Certificate of Incorporation, or the equivalent document if conducting the initial operation into Malaysia.
- If using an agent, a letter of authorisation for the agent to act on your behalf.
- Details of any accidents/serious incidents, and the activities resulting from any investigations.
- Part D of this application form, completed for **EACH** aircraft type you are applying for approval to operate under a Foreign AOC.
- A copy of the noise certificate (or equivalent evidence of compliance with Annex 16) for at least one of **EACH** aircraft types applied for.
- A copy of the CofA and CofR for at least one of **EACH** aircraft types applied for.
- A copy of the CAMO certificate and its Terms of Approval.
- A copy of the AMO certificate and its Terms of Approval.
- Certificate of Insurance for Carriers' Liability Insurance (Declaration).
- A copy of the lease agreement for aircraft operated under a wet/damp lease arrangement.
- If applying for the initial issue of a Foreign Air Operator Certificate, a copy of completed FAOC Compliance Matrix, and all referenced manuals and documentation listed in that form.
- List of aircraft type and registration using Form CAAM/BOP/FAOC/3

**PART H – DECLARATION**

*This declaration must be signed by an approved person who holds responsibility for the Foreign Air Operator Certificate matters (e.g. Chief Executive Officer, Director or Director of Operations).*

- I certify that I have read the guidelines accompanying this application form and that the information provided in this application is true, complete, and correct.
- I certify that all aircraft referenced in this application form have a valid CofA, CofR and noise certificate (or equivalent).
- I understand that the applicant must comply with the requirements of the *Civil Aviation Act 1969* and the related regulations, including regulation 114 of the *Civil Aviation Regulations 2016*, as they apply to this application.
- I authorise the CAAM to verify documentation and claims in this application with the relevant National Aviation Authority.

**Note: The assessment process will not commence until all documents and applicable fees have been received.**

Name	Click or tap here to enter text.		
Position	Click or tap here to enter text.		
Signature		Date	Click or tap to enter a date.

## GUIDELINES

Attach all supporting documentation to your application form and submit to CAAM in soft copies by email or link. CAAM cannot accept an application without a signature. Please ensure this application form is signed. If you are submitting by email: please print, **sign** and scan this form.

<b>Postal Address:</b>	<b>Civil Aviation Authority of Malaysia</b> Flight Operations Division No 27, Persiaran Perdana Level 2, Block Podium B 62618 Putrajaya	<b>Phone:</b> +603 8871 4103 <b>Fax:</b> +603 8871 4334 <b>Email:</b> <a href="mailto:ops.faoc@caam.gov.my">ops.faoc@caam.gov.my</a> ; <a href="mailto:ops.faoc.group@caam.gov.my">ops.faoc.group@caam.gov.my</a>
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### About this application form and the application process

The completion of this application form is the first step in the application process. Applicants can complete this application form electronically; however, CAAM cannot accept an application without a signature. The application form will need to be printed, signed and submitted to CAAM in soft copies by email (scanned) or link.

All foreign approvals, authorisations, certificates, licences and accompanying documents **must be current** at the time of application and **must be submitted in English or translated into English**.

Application for certificate of validation of Foreign Air Operator Certificate is required to be submitted together with fees as required by Civil Aviation (Fees and Charges) Regulations 2016.

### PART A – APPLICATION DETAILS

The application form can be used to apply for the first issue of a CAAM Foreign Air Operator Certificate FAOC (initial issue), to vary the current approval (variation) or to apply for a subsequent issue when the expiry of the AOC is approaching (subsequent issue). Where the applicant is applying for a subsequent issue and a variation at the same time, both boxes should be ticked and a description of the variation provided (e.g. adding new aircraft type).

The name of the applicant given in this part will be the name that will appear on the certificate.

The telephone and fax numbers provided should include the appropriate international calling codes and the addresses provided should include the country.

You may appoint an agent to complete the application on your behalf and to negotiate with CAAM in relation to all matters necessary to complete the application. If you wish to authorise an agent, CAAM requires evidence of the agent's authorisation (i.e. Power of Attorney or a Letter of Authorisation). CAAM may deal with the nominated agent in ALL matters relating to the AOC application. This means that you will be taken to have received any communications about your application sent to the agent as if they were sent to you personally.

### PART B – PERSONNEL CONTACT DETAILS

CAAM requires the name and contact information for the applicant's key personnel and the name and contact details for the applicant's Malaysian representatives. If the position titles of the applicant's personnel vary from those described in this part, the applicant should list the position titles used in its organisation.



A foreign operator is not required to provide CAAM with specific drug and alcohol procedures. However, the applicant is required to notify CAAM of the name, title and contact details, including emergency contact details, of a senior person in the applicant's organisation with whom CAAM may liaise in relation to the applicant's personnel who may be drug or alcohol tested.

## **PART C – REGULATORY AUTHORITY**

CAAM will use the information provided in this application form to confirm that the regulatory systems of the National Aviation Authority (NAA) that issued your Air Operator Certificate and Ops Spec, and your aircraft's Certificates of Registration and Certificates of Airworthiness meets the minimum standards established by ICAO.

CAAM may seek additional documents and information from the applicant's NAA, such as copies of certificates issued to the applicant, information on regulatory compliance by the applicant, and confirmation that appropriate ongoing surveillance is being conducted of the airworthiness, maintenance procedures and operations of the applicant.

If the amount and type of ongoing aviation safety surveillance is considered inadequate, CAAM may refuse to issue a Foreign Air Operator Certificate to the applicant.

## **PART D – AIRCRAFT AND AIRPORTS**

CAAM requires details of the aircraft and airports that the applicant intends to use in its operations.

Part D has been drafted to be specific to an aircraft type which means that if the applicant intends to operate more than one aircraft type, this page must be copied and completed for each aircraft type together with list of each aircraft manufacturer, type and registrations(s) – Refer CAAM/BOP/FAOC/3. Additional copies of this form can be found on the CAAM website.

CAAM requires the applicant to attach to the application specific documentation applicable to each aircraft type. Given the applicant may have several aircraft in its fleet, CAAM does not expect the operator to include certificates of registration, certificates of airworthiness and noise certificates for each individual aircraft. A declaration made on this application form, accompanied by one certificate of registration, one certificate of airworthiness and one noise certificate for **each aircraft type** is considered sufficient.

If the applicant is intending to use a Malaysian registered aircraft to conduct foreign air operations, it may only do so for a period as specified in the Flight Operations Directives.

## **PART E – OPERATIONAL INFORMATION**

CAAM requires information about the types of operations the applicant will conduct in Malaysia. Some operations require a separate CAAM approval, in which case the applicant should call or email to the Director of Flight Operations Division, CAAM for further information.

### **Carriers' Liability Insurance:**

All operators authorised to carry passengers for commercial air transport in Malaysian territory must hold passenger carriers' liability insurance, which ensures that compensation will be paid in respect of death or personal injury to passengers in the event of an air accident. CAAM requires a copy of the applicant's certificate/declaration of insurance.

**Note:** Cargo only operators, carrying cargo which requires attendants (such as attendants for horses) who are not part of the operating crew will require Carriers' liability insurance.

### **Leasing – Wet or Damp Lease:**

If your operation is under a wet/damp lease agreement, CAAM requires you to provide a copy of the wet or damp lease agreement. Information in the lease should contain at least: the name and details of the lessor and lessee; the period of lease; the aircraft details including type, registration and serial number; details of schedule/routes and where the aircraft is to be based; details of operational control, flight and cabin crew; maintenance arrangements and maintenance personnel; and ground handling and insurance arrangements.

CAAM will seek information from the operator's NAA about any wet or damp lease arrangement.

### **Foreign Air Operator Certificate (FAOC) Compliance Matrix**

Foreign operators wishing to operate under a FAOC into and out of Malaysia must operate in accordance with the provisions and the requirements of ICAO Annex 6 and, for dangerous goods, the ICAO Technical Instructions. To demonstrate compliance with these provisions, CAAM has developed a compliance matrix that lists all of the procedures that an applicant must have within its operating manuals and other documentation.

Applicants applying for an initial issue (the first issue) of a FAOC must complete and submit **all appendices** of the FAOC compliance matrix with the application form. Applicants, who already hold a FAOC, are not required to complete the FAOC compliance matrix.

## **PART F – COSTS**

The CAAM is required by law to charge on the application for certificate of validation of Foreign Air Operator Certificate.

Application for validation of Foreign Air Operator Certificate is required to be submitted together with fees as required by Civil Aviation (Fees and Charges) Regulations 2016.

## **PART G – SUBMISSION CHECKLIST**

The submission checklist identifies the types of documents you need to submit with the application form. In addition to those documents, CAAM may request other documents during the assessment process.

## **PART H – DECLARATION**

By signing the declaration, you indicate to CAAM that you have read these guidelines, completed the application in full and attached all necessary documentation. Giving false or misleading information is an offence under Malaysian written law.

This application must be signed by the person who holds responsibility for the FAOC matters, usually one of the following:

- the individual applicant
- the Managing Director, a Director, Director of Operations or Chief Executive Officer.