|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **CIVIL AVIATION AUTHORITY OF MALAYSIA** | | | | | |
| **APPLICATION FOR CLEARANCE LETTER ( FERRY FLIGHT)**  *(Civil Aviation Regulation 2016)* | | | | | |
|  | | | | | | |
| 1. APPLICANT ADDRESS AND CONTACT DETAILS | | | | | | |
| 1.1 Name and Address  *[registered (business) name and address of the company]* | | (Company) Name | |  | | |
| Address | |  | | |
| 1.2 Contact Person *[responsible for this application]* | | Name | |  | | |
| Job title | |  | | |
| Phone | |  | | |
| Fax | |  | | |
| Email | |  | | |
| **Important Note:**   1. First time applicant will need to submit a copy of the company’s **Business Registration** or similar legal document stating name and address of the company. 2. If the applicant is not a company but a natural person, a copy of the person’s **Identification Card (IC) or Passport** need to be provided for first time applicant. | | | | | | |
| 1. PRODUCT IDENTIFICATION | | | | | | |
|  | | | | | | |
| 2.1 Nationality and registration mark | | |  | | 2.4 Serial number |  |
| 2.2 Aircraft type/model | | |  | | | |
| 2.3 Manufacturer | | |  | | | |
|  | | |  | |  |  |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1. REQUESTED SECTOR FOR FERRY FLIGHT | | | | | | | | | |
|  | | | | | | | | | |
| **From** | |  | **To** |  | | | **Date of Flight** | |  |
|  | |  |  |  | | |  | |  |
| 1. DETAILS OF PERSONS OPERATING THE FLIGHT | | | | | | | | | |
|  | **Name** | | | | **Licence No.** | **Designation** | | | |
| 1. |  | | | |  |  | | | |
| 2. |  | | | |  |  | | | |
| 3. |  | | | |  |  | | | |
| 4. |  | | | |  |  | | | |
| 5. |  | | | |  |  | | | |
|  |  | | | |  |  | | | |
| 1. PURPOSE OF FLIGHT | | | | | | | | | |
| (*tick the applicable box*)  1. Flying the aircraft to a location where maintenance, repairs or airworthiness review are to be performed, or to a place of storage.  2. Flying the aircraft over Malaysian airspace to a location where maintenance, repairs or airworthiness review are to be performed, or to a place of storage.  3. Others (please specify): | | | | | | | | | |
| 1. CONTINUING AIRWORTHINESS | | | | | | | | | |
| *[name of* ***Person*** *or* ***Organisation*** *responsible for* ***release of the aircraft*** *in accordance with the approved flight condition(s) referenced on the permit to fly or equivalent document]* | | | | | | | | | |
|  | | | | | | | | | |
|  | | | | | | | | | |
| 1. SUPPORTING DOCUMENTS AND REFERENCES | | | | | | | | | |
|  | | | | | | | |  | |
| * 1. **Permit to Fly reference number.**   *[attach a copy of approval]* | | | | | | | |  | |
|  | | | | | | | |  | |
| * 1. **Approval of Flight Conditions reference number if different from Permit to Fly.**   *[attach a copy of approval]* | | | | | | | |  | |
|  | | | | | | | |  | |
| * 1. **MOR reference number.** | | | | | | | |  | |
|  | | | | | | | |  | |
|  | | | | | | | |  | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1. APPLICANT’S DECLARATION AND ACCEPTANCE OF THE GENERAL CONDITIONS | | | | | | | | | | | | |
| I declare that I have the legal capacity to submit this application to CAAM and that all information provided in this application form is correct and complete.  I understand my obligation to facilitate CAAM inspection of the aircraft if and when required. | | | | | | | | | | | | |
|  | | | |  | | | |  | | | | |
| Name | | | | Signature | | | | Date | | | | |
| **Important Note:**   1. CAAM will not accept applications without signature. Please make sure that you sign the application. | | | | | | | | | | | | |
|  | | | | | | | | | | | | |
| 1. CAAM OFFICIAL USE ONLY | | | | | | | | | | |  |
|  |  |  |  | | | | | | | |  |
|  | Received by | **:** |  | | | | **Date** | | **:** |  |  |
|  |  |  |  | | | |  | |  |  |  |
|  | Approved by | **:** |  | | | | **Date** | | **:** |  |  |
|  |  |  |  | | | | | | | |  |
|  | CAAM designated application ref. no. | | | | **:** |  | | | | |  |
|  |  |  |  | | | | | | | |  |

**INSTRUCTIONS**

|  |  |
| --- | --- |
| **# - Field Name** | **Completion Instructions** |
| **1. Applicant Address and Contact Details** | Please enter the full **name of the company** (as it appears on the Business Registration or similar legal document) or natural person (as it appears in the ID Card/Passport). Also, please provide details on the contact person responsible for the application. If the contact person in Block 1.2 is the same as the person in Block 1.1, please indicate so. |
| **2. Product Identification** | Please provide the required aircraft details - aircraft nationality and registration mark, designated type, serial number, designated model, aircraft manufacturer and year of construction. |
| **3. Requested Sector for Ferry Flight** | Please indicate the requested sector, date and duration of the ferry flight. Only one sector is allowed over Malaysian airspace unless otherwise agreed upon with justification. |
| **4. Details of Persons Operating the Flight** | Please provide details of the flight/technical crew essential to the flight such as the name, licence number and designation e.g. pilot/co-pilot, technical service engineer (TSE), licensed aircraft maintenance engineer (LAME) etc.  **Note:** Only **minimum** flight crew and required technical personnel on board. |
| **5. Purpose of Flight** | Please identify and tick the applicable box indicating the purpose of the flight. |
| **6. Continuing Airworthiness** | Please provide the name of Person or Organisation responsible for release of the aircraft in accordance with the approved flight condition(s) referenced on the permit to fly. Please also indicate the reference number and the State issuing the Authorization/Approval of the Person/Organisation. |
| **7. Supporting Documents and References** | Please attach a copy of the Permit to Fly and its associated Approval of Flight Conditions and the reference number of all documents including the MOR if applicable. |
| **8. Applicant’s Declaration and Acceptance of the General Conditions** | To be signed by an authorised representative of the applicant. CAAM will not accept application that is not signed. |