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|  | **CIVIL AVIATION AUTHORITY OF MALAYSIA** |
| **APPLICATION FOR PERMIT TO FLY – ISSUE AND RENEWAL**  *(Civil Aviation Regulation 2016)* |

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| **1. Applicant Address and Contact Details** | | |
| 1.1 Name and Address  *[registered (business)/ name and address of applicant]* | Company / Name |  |
| Address |  |
| 1.2 Contact Person*[if applicant is a company, the person responsible for this application]* | Name |  |
| Job title |  |
| Phone |  |
| Fax |  |
| Email |  |
| **Important Note:**   1. First time applicant 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** needs to be provided for first time applicant. 3. Application shall be submitted in accordance with **regulation 189** of **CAR 2016** with the appropriate fees and charges as prescribed in **Civil Aviation (Fees and Charges**) **Regulations 2016**. | | |

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| 2. Identification of Activity |
| 2.1  Initial Issue **2.2**  Renewal 2.3  Variation |

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| 3. Product Identification |
| 3.1 Aircraft Details |

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| **3.1.1 Aircraft nationality and**  **registration mark** | **9M -** | **3.1.4 Serial number** |  |
| **3.1.2 Designated type name** |  | **3.1.5 Designated model** |  |
| **3.1.3 Aircraft’s manufacturer** |  | **3.1.6 Year of construction** |  |

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| 1. **Requested Duration for Permit to Fly** | | | | | |
| **From** | . | **To** | . | **Total duration**  (max 12 months) |  |

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| 1. **Purpose of Flight** |

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| *(tick the applicable box)*  1. Development  2. Showing compliance with regulations or certification requirements  3. Design organisations or production organisations crew training  4. Production flight testing of new production aircraft  5. Flying aircraft under production between production facilities  6. Flying the aircraft for customer acceptance  7. Delivering or exporting the aircraft | 8. Flying the aircraft for CAAM acceptance  9. Market survey, including customer’s crew training  10. Exhibition and air show  11. Flying the aircraft to a location where maintenance, repairs or airworthiness review are to be performed, or to a place of storage  12. Flying an aircraft at a weight in excess of its maximum certificated take-off weight for flight beyond the normal range over water, or over land areas where adequate landing facilities or appropriate fuel is not available  13. Record breaking, air racing or similar competition | 14. Flying aircraft meeting the applicable airworthiness requirements before conformity to the environmental requirements is shown  15. For non-commercial flying activity on individual non-complex aircraft or types for which the CAAM agrees that a certificate of airworthiness or restricted certificate of airworthiness is not appropriate  16. Other (please specify):  .............. |

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| 1. **Details of Persons Operating the Flight** | | | |
|  | **Name** | **Licence No.** | **Designation** |
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| 2. |  |  |  |
| 3. |  |  |  |
| 4. |  |  |  |
| 5. |  |  |  |

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| 1. **Route of Flight** |
| *[provide brief information on the flight route/itinerary]* |

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| 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]* |

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| 1. **Approval of Flight Condition(s)** | |
| * 1. **If approved by the CAAM, indicate approval reference number** |  |
| * 1. **If approved under a DOA privilege, indicate approval reference number**   *[attach a copy of approval]* |  |
| * 1. **If approval is not available at the time of application, has application for the approval of flight condition been submitted?** *[Note: CAAM will not issue/renew the permit to fly until the flight condition(s) is approved]* | Yes  No |

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| 10. Applicant’s declaration and acceptance of the General Conditions and Terms of Payment | | |
| I declare that I have the legal capacity to submit this application to the CAAM and that all information provided in this application form is correct and complete.  I have understood that I am submitting an application for which fees or charges are levied by the CAAM in accordance with the **Civil Aviation (Fees and Charges) Regulations 2016**.  I declare to be aware that fees or charges, as well as all relevant travel costs must be paid whether or not the application is successful and that they are **non-refundable**. Moreover, I declare that I am aware of the consequences of non-payment. | | |
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| Name | Signature | Date |
| **Important Note:**   1. CAAM will not accept applications without signature. Please make sure that you sign the application. 2. Please ensure all required **fees and charges** as prescribed in the **Civil Aviation (Fees and Charges) Regulations 2016** are submitted with the application. | | |

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| **CAAM OFFICIAL USE ONLY** | | | |
| Received by |  | Date |  |
| Approved by |  | Date |  |

**INSTRUCTIONS FOR FORM 8305-01**

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| **# - Field Name** | **Completion Instructions** |
| **1. Applicant 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, if applicant is a company, please provide details on the contact person responsible for the application. |
| **2. Identification of Activity** | Please identify the activity for the application i.e. initial issuance of the permit to fly, renewal or variation. |
| **3.1 Aircraft Details** | Please provide the required aircraft details - aircraft nationality and registration mark, designated type, serial number, designated model, aircraft manufacturer and year of construction. |
| **4. Requested Duration for Permit to Fly** | Please indicate the requested date(s) for the duration of the permit to fly. The maximum duration is 12 months but applicant is required to specify a **practical duration** that suits the purpose of the flight as stated in Block 5. Also, please take into consideration that **delays due to weather** or other reasons may occur.  For purpose of flight under **Block 5** **item no. 15**, maximum duration of 12 months may be specified. |
| **5. Purpose of Flight** | Please identify and tick the applicable box indicating the purpose of the flight. Commonly used purposes are:  **No. 8** – Flying for the CAAM acceptance e.g. for **initial issuance of the CofA**;  **No. 11** – Flying the aircraft to a location where **maintenance, repairs or airworthiness review** are to be performed, or to a place of storage e.g. aircraft sustained damages beyond the established limits; this is for **ferry flight** purpose.  **No. 15** – For non-commercial flying activity on individual non-complex aircraft or types for which the CAAM agrees that a certificate of airworthiness or restricted certificate of airworthiness is not appropriate e.g. recreational aircraft such as **microlights, kit-planes, amateur-built**, **unmanned aircraft system** (**UAS**) etc.] |
| **6. 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. |
| **7. Route of Flight** | Please provide details on the route(s) planned for the flight e.g. **Departure Airport** and **Destination Airport**, including suitable alternate airport(s) if required. |
| **8. 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. |
| **9. Approval of Flight Conditions** | Please indicate the flight conditions approval ref. no. if approved by the CAAM or under the privilege of a design organisation approval (DOA). If approval is not available at the time of application, please indicate whether application has been submitted or not.  **Note:** CAAM will not issue/renew the permit to fly until the flight condition(s) is approved. |
| **10. Applicant name and signature** | To be signed by an authorised representative of the applicant. CAAM will not accept application that is not signed. |