|  |  |  |
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|  | **AVIATION INDUSTRY UNIT**  Air Traffic Management Division  Civil Aviation Authority of Malaysia (CAAM),  Kuala Lumpur Air Traffic Control Centre (KLATCC),  Level 2 West Wing Terminal North, Jalan CTA 3,  Kuala Lumpur International Airport (KLIA),  64000 SEPANG, SELANGOR,  MALAYSIA.  Tel: 6 03-8529 1308  Email: aftn@caam.gov.my  AFTN: WMKKYAYT & WMKKYAYX | **Form**  **DIPLOMATIC** |

**DIPLOMATIC CLEARANCE APPLICATION FORM**

**OVERFLIGHT/LANDING IN MALAYSIA**

*(Please complete the form in block letters or type)*

The following information to be completed by the applicant/operator/airline/agent:

|  |  |
| --- | --- |
| **STATE / EMBASSY** |  |

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| --- | --- | --- |
| **(A)**  **DETAILS OF FLIGHT** | | |
| **1** | **Name of Aircraft Operator / Owner / Airlines** |  |
| **2** | **Purpose of flight** | |  |  | | --- | --- | |  | Tick | | Passenger |  | | Cargo |  | | Combination passenger & cargo |  | | Overflight |  | | Technical Stop - Refuelling |  | | Other(s) |  |   Please specify: |
| **3** | **Aircraft Details:** | |
|  | |  |  |  | | --- | --- | --- | | i | Type |  | | ii | State of Registry / Nationality |  | | iii | Aircraft Registration |  | | iv | Telephony Designator  (Flight No. / Call sign) |  | | v | Capacity / Configuration of Aircraft |  | | vi | Air Operator Certificate (AOC) / permit number (If any) |  | | vii | Address (with Tel/Fax/AFTN) |  | | |
| **4** | **Pilot in Command:** | |
|  | Name |  |
|  | Nationality |  |
| **5** | **On Board Details:** | |
|  | |  |  |  | | --- | --- | --- | | i | Number of Crew |  | | ii | Number of PAX (If any) |  | | iii | General Description of the Goods carried (If any) |  | | iv | Any Arms, Ammunition, radioactive or Dangerous Goods? If so attached a copy of DGCA Permit. |  | | v | Any Special Equipment like aerial photography, remote sensing camera, night vision camera on board? If so, attach a copy of DGCA permit. |  | | vi | Number of PAX (If any) |  | | vii | Tonnage of CGO (If any) |  | |  |  |  | | |
| **6** | **Name of appointed Ground Handler / handling agent at point of landing in Malaysia.** |  |

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| --- | --- | --- | --- |
| **(B)**  **DETAILS OF PAX** *(Not a mandatory)* | | | |
| No\*. | Name (s) | Nationality | ID/Passport NO. |
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|  |  |  |  |

\*Please provide attachment if insufficient space or GENDEC.

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| **(C)**  **Details of route, point of departure, landing in Malaysia and final destination {Proposed time table (ETA/D in UTC at points in Malaysia. Point of Departure and Destination (specify IATA Three letter codes or ICAO Four letter location indicator}:** | | | | | |
| Date of Flight | Flt No | Departure Airport | UTC | Destination Airport | UTC |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| Any other information that may be relevant to the proposed operation. | | | | | |
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| **(D)**  **DECLARATION**  I the undersign hereby confirm that the aircraft commander is aware of the regulations concerning air flights in the air space of MALAYSIA and that the aircraft owner undertakes to uphold the local legislation related to compensation for any harm that may occur to persons on land. | | |
| 1 | Name of applicant (In full) |  |
| 2 | Designation / Position |  |
| 3 | Email address |  |
| 4 | Telephone/Mobile phone/Fax |  |
| 5 | Signature  Date  Company’s Endorsement |  |
| **REMARKS** *(If any)* | | |
|  | | |

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| --- |
| **NOTE:** |
| 1. Details of flight application should reach CAAM by fax 603-8889 2642 or email ([aftn@caam.gov.my](mailto:aftn@caam.gov.my) / [freshnazlin@caam.gov.my](mailto:freshnazlin@caam.gov.my) / [hamdan@caam.gov.my](mailto:hamdan@caam.gov.my)) at least **3 working days** prior to the aircraft departure or landing and including overflight.  2. If landing at any airports in Malaysia, the following documents must be submitted together with the application form:  i. a copy of the Certificate of Airworthiness (COA);  ii. a copy of the Certificate of Registration (COR);  iii. a copy of the Air Operator Certificate (AOC), if any;  iv. a copy of slot time confirmation.  3. Refer to MCAR 2016 (Malaysia Civil Aviation Regulation) (1) (2) (3) (4) (5) (6)  4. Refer to AIP Malaysia, GEN 1.2-3 & GEN 1.2-4 (1.2.2.4 / 1.2.2.4.1 / 1.2.5.3 / 1.2.5.3.1) |

**Updated: 14 March 2022**

Aviation Industry Unit

Air Traffic Management Division

Civil Aviation Authority of Malaysia

**FLOW CHART**

**DIPLOMATIC APPLICATION PROCESS**

Embassy / High Commission

Consular Division

(Ministry of Foreign Affairs, Malaysia)

Consular Division

(Ministry of Foreign Affairs, Malaysia)

**NOTE:**

i.CAAM - Diplomatic Form

ii. To submit in three (3) working days before date of flight.

iii. If carrying a Dangerous Goods (DGR), the operator must contact / coordinate AVSEC CAAM for DGR Clearance.

CAAM