|  |  |  |
| --- | --- | --- |
|  | **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 | FORMAT004 |

**APPLICATION FOR CHARTER (PAX) TO / FROM MALAYSIA**

(Specific for Air Ambulance / Medevac / Medivac Operation)

|  |  |  |
| --- | --- | --- |
| **A – COMPANY / OPERATOR INFORMATION** | | |
| 1 | Name of airline (operator) |  |
| 2 | Two and Three letter IATA/ICAO code *(if applicable)* |  |
| 3 | Local Corresponding or Billing address *(if not available, other Corresponding or billing address)*   1. Tel. No: 2. Fax No: 3. AFTN No: 4. Email: |  |
| 4 | Name and address of charterer:  *(If different from item no. 1 and 3)* |  |
| 5 | Name and address of Travel Agent:  *(If different from charterer)* |  |
| 6 | Purpose of flight |  |
| 7 | Type of flight  *(e.g. Inclusive Tour Charter, Etc.)* |  |
| a) Passenger  i. Nationality *(With Pax Manifest)*  ii. Capacity  iii. Configuration: | |  |
| b) Cargo  *(inclusive of Dangerous Goods)*   1. Type 2. Packing 3. Consignor / Consignee | |  |
|  | |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | |  | ***Cargo Detail (s)*** | ***Package (s)*** | ***Dimension (s)*** | | | ***Weight (kg)*** | | 1 |  |  |  |  |  |  | | 2 |  |  |  |  |  |  | |  | **TOTAL** | | | | |  | | |
| 8 | Combination of both |  |

|  |  |  |
| --- | --- | --- |
| **B – DETAILS OF FLIGHT (s)** | | |
| 1 | Flight number  *(Inclusive inbound and outbound flight):* |  |
| 2 | Name of Pilot-In-Command and number of crew |  |
| 3 | Name, nationality and address of registered owner of aircraft |  |
| 4 | Aircraft Type/Registration: |  |
| 5 | Point of Departure and Destination   * Specify IATA code or ICAO code * ETA/ETD | |
| |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | DOF | Departure Airport | UTC | Destination Airport | UTC | Remarks | |  |  |  |  |  |  | |  |  |  |  |  |  | |  |  |  |  |  |  | |  |  |  |  |  |  | | Any other information that may be relevant to the proposed operation. | |  | | | | | | |
| 4 | ATS Route  *(specify airways):* |  |
| 5 | Total number of operation: |  |

|  |  |  |
| --- | --- | --- |
| **C – OTHERS INFORMATION** | | |
| 1 | Name and Address of Ground Handling Agent in Malaysia: |  |
| 2 | Any other Information:  (*Please refer to* ***Notes 1****)* |  |

|  |  |  |
| --- | --- | --- |
| **D – PROVIDER’S STATEMENT** | | |
| 1 | Name of applicant *(in full):* |  |
| 2 | Designation / Position: |  |
| 3 | Telephone/Mobile phone/Fax No: |  |
| 4 | Email address / AFTN |  |

|  |  |
| --- | --- |
| **E – DECLARATION** | |
| We/I hereby declare that all the statements and information made above are true and correct. We/I have not withheld any information or made any misleading statement and We/I understand that any false or misleading statements made above may cause my application to be rejected by the CAA Malaysia. | |
| Signature |  |
| Date |  |
| Company’s Endorsement |  |

**NOTES:**

1. Complete application will be forwarded to MAVCOM for comment due involving commercial or charter or hire & reward operation (Air Ambulance / Medivac / Medevac). Refer AIC 02/2018.
2. **REMINDER: FAOC** is a mandatory for any charter / revenue / commercial / hire & reward operation. Refer to CIVIL AVIATION GUIDANCE MATERIAL / CAGM 6005

( <https://www.caam.gov.my/wp-content/uploads/2021/03/CAGM-6005-FAOC.pdf>)

1. The following documents should be submitted together with the application form:

1. A copy of valid Air Operator Certificate (AOC);
2. A copy of valid FAOC Malaysia;
3. A copy of Certificate of Registration (COR);
4. A copy of Certificate of Airworthiness (COA);
5. A copy of valid pilot license;
6. A copy of aircraft leasing, if any;
7. A copy of slot time confirmation;
8. A copy of valid insurance coverage;
9. A copy of details cargo manifest / AWB / Pax Manifest (GENDEC);
10. Letter of commitment / Declaration (To be furnished by the aircraft’s owner /aircraft’s operator).

**(No uplifting any add pax/cgo from Malaysia apart from Manifest/GENDEC)**

* *The application will only be processed when all the required documents and information are submitted.*

1. The application should reach CAAM **at least three (3) working days** ahead of actual flight date and please send the completed form with a covering letter to:

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](mailto:aftn@caam.gov.my) or [hamdan@caam.gov.my](mailto:hamdan@caam.gov.my)

AFTN: WMKKYAYT & WMKKYAYX

1. If landing at MILITARY AIRFIELD i.e. KUANTAN Airport (KUA/WMKD), LABUAN Airport (LBU/WBKL), GONG KEDAK (WMGK) please submit separate request to:

MARKAS PEMERINTAHAN OPERASI UDARA (Defence Operation Rooms)

(A3 – Pusat Operasi Tentera Udara),

Pangkalan Udara Subang,

40000 Shah Alam,

Selangor Darul Ehsan

MALAYSIA.

Tel: +603-7841 7089 / 7090

Email: [potu\_atoc@yahoo.com](mailto:potu_atoc@yahoo.com)

1. If landing at KERTEH Airport (KTE/WMKE), please submit a separate request to:

Mohd Farhan Mohd Fauzi

Head of Facilities & Project Management

Senai Airport Terminal Services Sdn Bhd

Senai International Airport

81250 Johor Bahru, Johor

Tel: 607 – 599 4500 Ext: 1602

Hp: 019-406 2663

Email: [farhan@senaiairport.com](mailto:farhan@senaiairport.com)

1. This application should be copied to:

MANAGER

NATIONAL SLOT COORDINATION MALAYSIA (NSCM)

MALAYSIA AIRPORTS (Sepang) SDN. BHD.

4TH FLOOR, AIRPORT MANAGEMENT CENTRE,

KL INTERNATIONAL AIRPORT

64000 KLIA SEPANG, SELANGOR,

MALAYSIA.

Tel: 6 03-8776 3027

Fax: 6 03-8776 3473

SITA: KULMAXH

Email: [nscm@malaysiaairports.com.my](mailto:nscm@malaysiaairports.com.my)

(Operator (s) is advisedly to coordinate with NSCM for slot time confirmation to avoid delay approval from CAAM)

***Updated 14 March 2022***

**FLOW CHART**

**CHARTER / REVENUE / HIRE REWARD / COMMERCIAL**

**MEDIVAC / MEDEVAC / AIR AMBULANCE**

**REASON (S):**

1. LoD

(Hire reward / revenue is involved)

2. Outstanding ANFC.

3. No AOC/COA/COR/Insurance/Pilot

license

4. No GENDEC / Pax Manifest.

5. No authorized / licensed ground

handler.

6. No FAOC.

\* Submit in 3 working days before

date of flight.

\*Subject to MAVCOM’ review & approval

Yes

No

Operator / Agent / Ground Handler

Submit the application using

FORM AT-004

*Update: 14 March 2022*

Permit/Approval

(Transmit via AFTN (AMHS) / Send by Email/FAX

Requirement(s):

1. Form AT-004

2. Name of appointed ground handler

3. LoD (Letter of Declaration)

4. GENDEC / Pax manifest

5. Copy of AOC/COR/COA/COI/Pilot License

6. FAOC

CAAM submit to MAVCOM via Email for Comment/Clearance/Approval

Operator / Agent / Ground Handler

MAVCOM’s approval via Email to CAAM

CAAM

(Aviation Industry Unit)