

	EXEMPTION APPLICATION FORM	CAAM/BKS/ExPPM/01
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This application form may be submitted either via email, mail or in person to CAAM Head Quarters, Putrajaya.

Section A – Details of the applicant

Name of Applicant <i>(Operator/organisation name or persons name)</i>			
Trading name if different <i>(If applicable)</i>			
Phone No.		Email	
Registered Address			
		City	
	State		Postcode
Certificate/Approval/License Number and Expiry Date.			

Details of the person that you wish CAAM to contact in relation to this application *(only fill if Operator/Organisation name or persons name used above is different to persons name)*

Full Name			
Phone		Mobile	
Email			

Section B – Related Division to the exemption being sought

Flight Operations <input type="checkbox"/>	Airworthiness <input type="checkbox"/>	Air Navigation Standards <input type="checkbox"/>	
Aviation Security <input type="checkbox"/>	Aerodrome Standards <input type="checkbox"/>	Others <i>(specify):</i>	
Approved type of operations			
Schedule <input type="checkbox"/>	Non-Schedule <input type="checkbox"/>	Passenger <input type="checkbox"/>	Cargo <input type="checkbox"/>
CAAM Approved Organisation <input type="checkbox"/>	Others <i>(specify):</i>		



**EXEMPTION APPLICATION
FORM**

CAAM/BKS/ExPPM/01

Section C – Details of Exemption being sought

Part 1 – Particular of Requested Exemption

(References to the specified requirements in the applicable regulations, rules, implementing standards or directive from which exemption are sought)

a) Reference to relevant Regulation, Directive, Notice, Circular or any other document issued by the Minister/CEO (e.g. CAD 1, chapter 1.2.1)

Details of Requirement:

b) Details of any person, aircraft/aeronautical product, type of aircraft/aeronautical product, material/kind of material, or service/kind of service to be affected by the exemption

c) If the exemption will affect a particular kind of operation, provide details of such operation.

d) The reasons for non-compliance with the existing requirements or reasons why the exemption is necessary

e) Associated implication if such exemption is not granted

f) Period of the Exemption required (Maximum permissible is 1 year)



**EXEMPTION APPLICATION
FORM**

CAAM/BKS/ExPPM/01

Part 2 –History of Exemption

a) Number of similar exemptions obtained (in the past 36 months and total exemption obtained till date)

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b) Number of other exemptions obtained (in the past 36 months and total exemption obtained till date)

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c) Information on exemption on similar issue given by other civil aviation authority.

(Note. – this may be exemptions to the applicant itself by other CAA's in relation to the exemption being sought)

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Part 3 – Safety Risk Assessment

(Applicants are to attach the Safety Risk Assessment report along with this application)

a) Details of how the applicant proposes to ensure that an acceptable level of safety will be provided when operating in accordance with the exemption if granted

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b) Review and discuss of any known safety concerns with the requirement.

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**EXEMPTION APPLICATION
FORM**

CAAM/BKS/ExPPM/01

c) List the details of Safety and Public Interest Factors Considered (Note. – factors considered should be relevant to the exemption being sought)			For CAAM use only
Safety Factors			Accepted by CAAM YES/NO
1			
2			
3			
4			
Public Interest Factors			Accepted by CAAM YES/NO
1			
2			
3			
4			
Is the applicant aware of any information on accidents or incidents related to similar conditions either due to or requiring exemption?			YES/NO
<i>(if YES to the above question, provide details of Accident/Incident and steps taken to ensure an acceptable level of safety is attained)</i>			
d) Indicate which other parties may be affected by granting exemption			
Airlines <input type="checkbox"/>	Air Crew <input type="checkbox"/>	Air Traffic Control <input type="checkbox"/>	Aerodromes <input type="checkbox"/>
Security <input type="checkbox"/>	Maintenance Organisation <input type="checkbox"/>	Ground Staff <input type="checkbox"/>	Training Organisation <input type="checkbox"/>
Rescue and Fire Fighting <input type="checkbox"/>	General Public <input type="checkbox"/>	Other (Specify):	



**EXEMPTION APPLICATION
FORM**

CAAM/BKS/ExPPM/01

Section D- Applicants Declaration

DECLARATION

1. declare that this exemption requested does not jeopardise aviation safety and does not pose a threat to any person or property.
2. I declare that I will review the conditions or mitigation and any other resultant non-compliance in particular when any significant changes in the activity are proposed.
3. I understand that processing the application may be delayed if:
 - The application does not accurately and completely identify my/our requirements; or
 - The details in this application are subsequently changed; or
 - Adequate supporting documentation has not been provided.
4. I understand and agree that for CAAM to proceed with this application, I must:
 - Accept the cost as per civil aviation (fees and charges) regulation **(if any)**; and
 - Forward the prescribed payment **(if any)**; and
 - Forward all supporting documentation as required by the specific approval being applied for.
5. I hereby declare that all information(s) furnished in this form is true, correct and complete. I understand that in the event of my information being found false or incorrect at any stage, with intention or without having any intention, the exemption shall be denied.
6. I hereby understand that I am fully responsible to the information(s) given under paragraph 1,2 and 5 of this Declaration.
7. I hereby understand If I am giving false or misleading information, evidence or documents or conduct any offence in relation to documents and records for this application, I can be charged and upon conviction, shall be liable for:
 - a) to a fine not exceeding five hundred thousand ringgit or to imprisonment for a term not exceeding three years or to both under Section 24LF Civil Aviation Act 1969 [Act 3]; and/or
 - b) individual, a fine not exceeding fifty thousand ringgit or to imprisonment for a term not exceeding three years or to both. Where the person is a body corporate, to a fine not exceeding one hundred thousand ringgit under Regulation 164 of Civil Aviation Regulations 2016; or
 - c) or any other laws that are in force in Malaysia.
8. I declare and undersign below that the statements, answers and attachments provided in this application form is true, correct and complete to the best of my knowledge and in accordance with relevant law that is applicable in Malaysia.

Note. – CAAM may send materials/responses relating to this application by email or by mail.

Name of accountable manager/person		Signature		Date	
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EXEMPTION APPLICATION
FORM

CAAM/BKS/ExPPM/01

Section E – For CAAM use only

Part 1 – Duration of Exemption Approved

Exemption Start Date and Time	Exemption End Date and Time

Part 2 – Checklist on application for Exemption

(CAAM personnel to tick the remarks column if satisfactory or provide remarks on why it isn't satisfactory)

#	Items	Tick or Remarks
1	Applicant's name and address	
2	Number of certificates, licence, permit, approval, authorization, permission or other documents	
3	Relevant provisions of requirements for which the exemption is sought	
4	Justifiable reasons why the applicant needs the exemption where the reasons provided should be detailed	
5	Period for which the exemption is required (if applicable)	
6	Whether the exemption will affect a particular kind of operation, the details thereof	
7	Number of similar exemptions obtained (in past 12 months and total exemptions obtained till date)	
8	Number of other exemptions obtained (in past 12 months and total exemptions obtained till date)	
9	Information on exemption on similar issue given by other aviation authority	
10	Risk assessment report including action plan for rectification and the mitigation measures adopted for ensuring safety during the exemption period	
11	Operators declaration filled and signed.	
12	Process time and jurisdiction the exemption sought	



**EXEMPTION APPLICATION
FORM**

CAAM/BKS/ExPPM/01

Authorised Inspector Evaluation and Recommendation of Exemption (*tick appropriate column*)

(Note. – Authorised inspector is in reference to the relevant divisions inspector that the application was sent to, usually this would be the operators contact point within CAAM)

Recommendation to accept		Not - Acceptable (Remarks required)	
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Authorised Officer Remarks:

Name		Date		Signature	
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Relevant Divisions Director

Recommendation to Approve		Recommendation to Rejected (Remarks required)	
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Remarks:

Director of Division Name		Date		Director of Division Signature	
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**EXEMPTION APPLICATION
FORM**

CAAM/BKS/ExPPM/01

Legal Advisor's Office Feedback/Recommendation *(tick appropriate column)*

In – favour of exemption

Not in – favour of exemption (Remarks required)

Remarks:

Name		Date		Signature	
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CEO's Approval *(tick appropriate column)*

Approved

Rejected (Remarks required)

Remarks

Name		Date		Signature	
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CAAM/BKS/ExPPM/01

CAAM Record and Filing (*tick appropriate column*)

QS Division			Other Division (<i>specify</i>)	
1	Exemption Reference No.:			
2	Filing Date:			
3	Database update date (<i>if applicable</i>):			
6	Comment(s) (<i>if any</i>):			
Administrative Officer Name/Stamp		Administrative Officer Signature		Date



**EXEMPTION APPLICATION
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CAAM/BKS/ExPPM/01

About this Application Form:

This form is approved by the Civil Aviation Authority of Malaysia (CAAM) for the application of exemption. The application form is made up of five (5) sections as follows:

- 1) Section A- Details of the Applicant
- 2) Section B- Details of Proposed/ Approved Type of Operations
- 3) Section C – Details of exemption being sought
- 4) Section D – Applicants Declaration
- 5) Section E – For CAAM use only

GUIDELINES FOR COMPLETING THIS APPLICATION FORM

All applicants shall fill Section A through Section D of this application form. Section E is meant for CAAM use only. All information will be used to assess if the applicant has a justifiable reason to be requesting for an exemption. An incomplete, poorly prepared or inaccurate application may:

- Result in rejection of the application
- Result in delays
- Result a refusal to issue of the exemption

Please remember it is an offence to make a false declaration in this form in accordance with Regulation 164 of the Civil Aviation Regulations 2016 (MCA 2016)

If the form is filled by hand, use block letters and either a black or blue ballpoint pen. Some questions contain check boxes or columns to be ticked, Annotate with a ✓ where appropriate. This information is used by the CAAM inspector when going through the application package.