

**ALTERNATE MEANS OF COMPLIANCE
(AltMoC) APPLICATION FORM**

CAAM/AltMoC/01

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
Section B – Alternative Means of Compliance (AltMoC)			
Subject			
Regulatory reference <i>(insert paragraph or section from Regulation/CAD)</i>			
Summary of AltMoC			
Summary of the AltMoC assessment			
Attachments to the AltMoC			
Official letter from the applicant/organisation intending to request for AltMoC	<input type="checkbox"/>		
Full description of the AltMoC, which includes reasoning of the AltMoC	<input type="checkbox"/>		
Risk assessment of the AltMoC requested	<input type="checkbox"/>		



Section C – Applicants Declaration

DECLARATION

1. I declare that this AltMoC 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 application 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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CAAM/AltMoC/01

Section D – For CAAM use only

Checklist on application for AltMoC

(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 AltMoC is sought	
4	Justifiable reasons why the applicant needs the AltMoC where the reasons provided should be detailed	
5	Whether the AltMoC will affect a particular kind of operation, the details thereof	
6	Information on AltMoC on similar issue given by other aviation authority (if any)	
7	Risk assessment report including action plan for rectification and the mitigation measures adopted for ensuring safety if AltMoC is approved	
8	Operators declaration filled and signed.	
9	Official letter from applicant requesting AltMoC	



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Authorised Inspector Evaluation and Recommendation (*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(s)

Approve		Reject (Remarks required)	
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Remarks:

Director of Division Name		Date		Director of Division Signature	
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CAAM Record and Filing (*tick appropriate column*)

Division (*specify*)

1	AltMoC 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



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About this Application Form:

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

- 1) Section A- Details of the Applicant
- 2) Section B- AltMoC details
 - a. Summary of AltMoC – *Summarise the AltMoC, describing how it proposes to achieve compliance with the rule.*
 - b. Summary of the AltMoC assessment – *Summarise the assessment you performed, and why you concluded that compliance with the regulation/directives is achieved by this AltMoC.*
- 3) Section C – Applicants Declaration
- 4) Section D – For CAAM use only

GUIDELINES FOR COMPLETING THIS APPLICATION FORM

All applicants shall fill Section A through Section C of this application form. Section D 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 AltMoC. An incomplete, poorly prepared or inaccurate application may:

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

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 (MCAR 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.