

---

# AIC

# MALAYSIA

PHONE: 6-03-8871 4000  
FAX: 6-03-8881 0530  
AFTN: WMKKYAYS

AERONAUTICAL INFORMATION SERVICES  
CIVIL AVIATION AUTHORITY OF MALAYSIA  
LEVEL 1-4, PODIUM BLOCK,  
NO. 27, PERSIARAN PERDANA,  
PRECINCT 4,  
62618 PUTRAJAYA,  
MALAYSIA

02/2018  
12 OCT

---

## **NEW LANDING/OVERFLIGHT PERMIT APPLICATION PROCEDURE FOR ALL SCHEDULED AND NON-SCHEDULED COMMERCIAL FLIGHTS OPERATING TO AND FROM MALAYSIA: AEROFILE**

### **1 BACKGROUND**

- 1.1 Effective from 1 August 2018, AeroFile, a new automated filing system for all flight permit (scheduled, non-scheduled, extra flight/additional flight and ad-hoc) and overflight permit applications went live. This system serves as a platform for all local and foreign airlines to file for their scheduled and non-scheduled commercial flights, as well as overflight applications.
- 1.2 This system aims to facilitate airlines' operations to/from Malaysia by providing a one-stop web-based application system that will reduce the need for paperwork and processing periods.
- 1.3 AeroFile is a collaborative effort among the Malaysian Aviation Commission ("MAVCOM"), Civil Aviation Authority of Malaysia ("CAAM") and the National Slots Coordination Malaysia ("NSCM"), the agencies responsible for overflight and landing permit applications. It is also supported by the Ministry of Transport Malaysia ("MOT").
- 1.4 Through AeroFile, all airlines' information will be stored in the system and will trigger various automated filters to facilitate airlines' application process. This also means, airlines are no longer required to repeatedly submitting supporting documents for each of its applications, as per required under current process flow. Through this, human error will be minimised, and application and processing period will be reduced.
- 1.5 The system will also trigger several reminders to both airlines and regulators on the validity of all airline's operational documents which include the validity of their Air Operator Certificate ("AOC").
- 1.6 Besides providing platform for flights landing permit and overflight application, AeroFile also provides various references and information crucial for airlines' operations such as an updated list of licensed ground handlers for all aerodromes/airports in Malaysia, aerodromes operating hours, database of air traffic rights awarded to each airline (applicable to Malaysian airlines), list of aircraft certified by the International Civil Aviation Organisation ("ICAO"), and list of aerodromes world-wide registered under ICAO.
- 1.7 With AeroFile, airlines are now able to monitor the status of their application submitted through the system.

### **2 NEW LANDING PERMIT APPLICATION PROCEDURES: AEROFILE**

#### **Effective implementation date**

- 2.1 Effective September 2018, airlines could start filing for their landing permit or overflight application via AeroFile. However, the existing procedure for landing permit application will still be accepted for IATA Northern Winter 2018/19 schedule.

## **Who should apply**

- 2.2 All airlines operating scheduled, non-scheduled, extra flight/additional flight and ad-hoc flight to/from Malaysia or overflying Malaysia's airspace are required to apply for flight permit via AeroFile.
- 2.3 General aviation services are not required to apply for landing permit via AeroFile. Existing landing permit application procedures will remain.

## **How to apply**

- 2.4 First time users of AeroFile would be required to register via the link at MAVCOM's website, that soon will also be made available on CAAM and MOT's websites. The link to the registration page is as per below:

<https://www.mavcom.my/en/industry/aerofile-registration/>

- 2.5 Upon successful registration a unique log in detail and a link to access AeroFile will be provided to each airline for future filing applications.
- 2.6 Users manual on AeroFile will be made available in the system.

## **3 APPLICATION FOR SLOTS**

- 3.1 Application for slots are not offered via AeroFile.
- 3.2 Applicants are required to apply for slot with the NSCM directly. Contact details for NSCM are as follows:

**Tel: +6 03-8776 3027 / 3345**

**Fax: +6 03-8776 3474**

**SITA: KULMAXH**

**email: [ncsm@malaysiaairports.com.my](mailto:ncsm@malaysiaairports.com.my)**

- 3.3 Airlines are encouraged to apply for slots with NSCM before submitting for landing permit application via AeroFile to avoid any implications or being rejected. Through AeroFile, NSCM will cross-checked the earlier approval for slots granted by NSCM with the one submitted in the landing permit application.

## **4 FEES AND CHARGES**

- 4.1 Application to access AeroFile is free of charge.
- 4.2 Subsequently, no fees and charges will be imposed for any landing permit application submitted via AeroFile.

## **5 OTHERS**

- 5.1 For any enquiries, please email it to [airfile@mavcom.my](mailto:airfile@mavcom.my)

- END -