

SAFETY INFORMATION 01/2025

7th February 2025



AUTHORISATION TO FLY (ATF) APPLICATION FOR UNMANNED AIRCRAFT SYSTEM (UAS) OPERATIONS, INCLUDING OPERATIONS RELATED TO TRAINING

1 Introduction

- 1.1 Pursuant to regulation 140 of the Civil Aviation Regulations 2016, any person(s) intending to operate an Unmanned Aircraft System (UAS) shall obtain prior authorisation from the Civil Aviation Authority of Malaysia (CAAM).
- 1.2 In compliance with regulation 140 above, an authorisation for low risk UAS operations such as those conducted within Visual Line of Sight (VLOS), less than 400ft Above Ground Level (AGL) and operations excluding spraying or dispensing, shall be acquired by the UAS operators and/or remote pilot through the application of Authorisation to Fly (ATF) permit.

2 Purpose

- 2.1 In 2024, CAAM identified instances of UAS operations, particularly training activities, being conducted without obtaining the required approvals or permits, as mandated by regulatory guidelines.
- 2.2 It is a requirement for all training operations, including those conducted by Remote Pilot Training Organisations (RPTOs), to obtain prior approval in the form of an ATF permit.
- 2.3 Conducting operations without the necessary permits and/or approvals constitutes a violation and will result in penalties as stipulated in regulation 206(3) of the Civil Aviation Regulations 2016.

3 Application

- 3.1 UAS operators and/or remote pilots are required to submit their application for an ATF permit to drone.atf@caam.gov.my.
- 3.2 **ATF Application Requirements and Documentation**
 - 3.2.1 The email request must include the following information and attachments:

- a) Completed [ATF application form](#).
- b) Details of the Accountable Manager:
 - 1) Copy of identification card/passport of the Accountable Manager.
 - 2) Company registration certificate (ie. SSM).
- c) Remote pilot(s) details:
 - 1) Copy of identification card/passport of the remote pilot(s).
 - 2) Evidence of competency (if applicable).
- d) SIRIM approval/certificate.
- e) MCMC approval/certificate.
- f) JUPEM approval.
- g) Permission letter from the landowner and/or appointment letter for the operations.
- h) UAS user manual or UAS specification brochure
- i) Google Earth file indicating the location of operations (in kmz. or kml. format)

The list of requirement and document, as outlined above, can be found on page 14 of the ATF application form for reference. Kindly ensure that the files are in Word or PDF format.

3.2.2 All the documents must be uploaded in a Google Drive, with the link shared to drone.atf@caam.gov.my, or alternatively, provided in a compressed ZIP folder.

3.2.3 It is essential that all the requirements and checklist are fully completed prior to submitting the application to CAAM.

3.3 **ATF Application Procedure**

3.3.1 The complete application form and supporting documents must be submitted no less than 14 working days prior to the proposed operation date. It is important to note that certain approvals may require longer than 14 working days (ie. operations in multiple locations or complex areas). Applications submitted with less than 14 working days, at the very least, may be rejected.

3.3.2 Once all the required information has been submitted, CAAM will proceed with processing the application and will contact the applicant directly for any necessary follow-up.

3.3.3 Successful applications of the ATF permit will be issued only upon full payment. Without payment confirmation, the permit will not be granted to the applicant.

3.4 Further information

- 3.4.1 For further assistance, please direct inquiries to drone.atf@caam.gov.my. As an alternative, applicants may refer to the [Guidelines on Standard Authorisation to Fly \(ATF\)](#) document instructions on completing the ATF application form.

4 Summary

- 4.1 CAAM remains committed to providing comprehensive support to UAS operators and remote pilots throughout the application process. This includes offering clear guidance and assistance to ensure regulatory compliance and adherence to safety protocols. However, if UAS operations are conducted without the requisite approval or permit, CAAM will take necessary enforcement actions as stipulated under regulation 206(3) of the Civil Aviation Regulations 2016, to uphold regulatory compliance and safety standards.
- 4.2 These measures are designed to ensure full adherence to established regulations while promoting a transparent and structured application process with the aim of safeguarding the highest safety standards within Malaysian airspace and fostering a culture of accountability and professionalism among UAS operators and remote pilots.



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