

AeroFile Operator Registration

Prepared by:

Lava Protocols Sdn Bhd





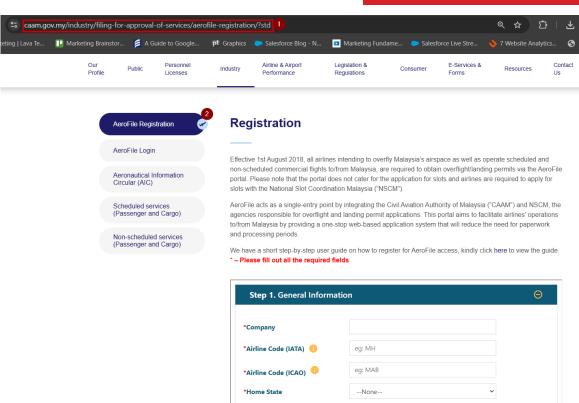
AeroFile

Registration Process

First visit the **CAAM website**:

https://www.caam.gov.my/industry/filing-for-approval-of-services/aerofile-registration/?std

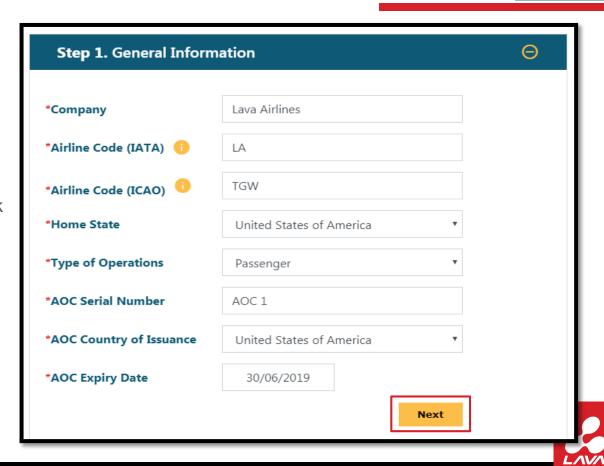
User will land on the **AeroFile Registration page**





General Information

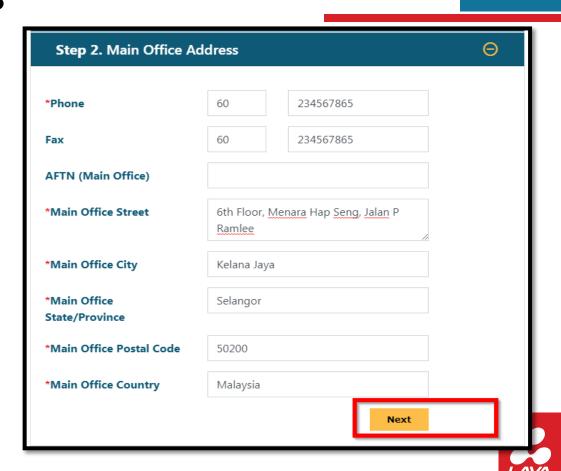
- Complete the details in
 Step 1. General Information,
 Fields marked with the red
 asterisk (*) are mandatory.
- After completing this step, click the **Next** button.



Main Office Address

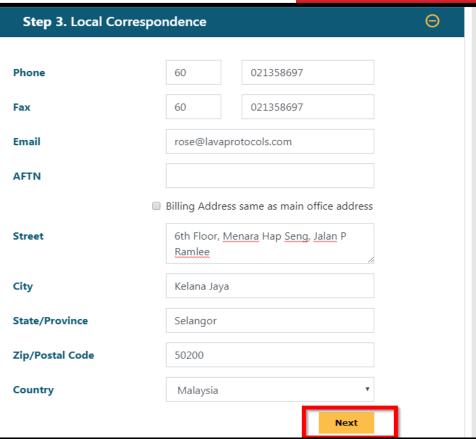
Next, fill in the details in Step 2. Main
 Office Address.

Fields marked with the red asterisk (*) are mandatory. Once completed, please click the **Next button**



Local Correspondence

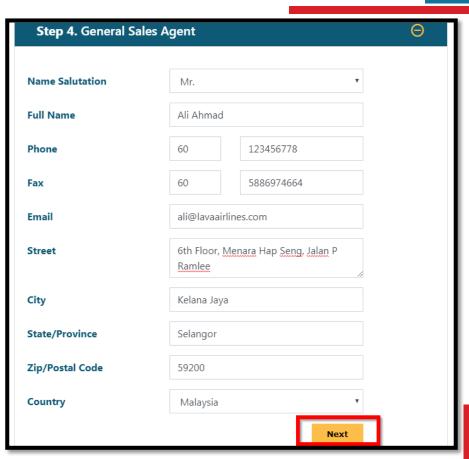
 Complete the details in Step 3. Local Correspondence. Once completed, please click the Next button





General Sales Agent

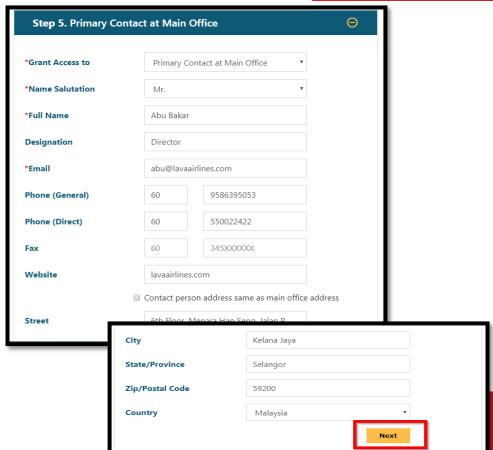
Please fill in the details in Step 4.
 General Sales Agent (if any). Once completed, click the Next button





Primary Contact at Main Office

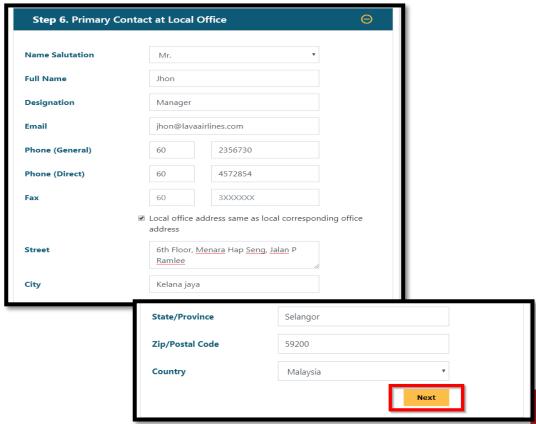
Complete the details in Step 5.
 Primary Contact at Main Office.
 Fields marked with the red asterisk (*) are mandatory. Once completed, please click the Next button.





Primary Contact at Local Office

Please fill in the details in
 Step 6. Primary Contact at
 Local Office. Once completed,
 please click the Next button.





Attach Supporting Document

Please submit the required documents in **Step 7. Attach Supporting Document**

Notes:

- Airlines are expected to download the documents listed on the CAAM website.
- Prepare all required documents with authorised signatures in the prescribed format.
- Each attachment must not exceed 10MB
- Supported file formats include: .docx,
 .doc, .pdf, .jpg, .png & .tiff

Step 7. Attach Supporting Document



Supporting Documents Required

- For Malaysian AOC holders wishing to file for landing permits:
 - 1. Copy of valid Air Operator Certificate (AOC);
 - 2. Copy of Air Service Licence / Permit ("ASL" / "ASP");
 - 3. Copy of Certificate of Registration (CoR);
 - 4. Copy of Certificate of Airworthiness (CoA); and
 - 5. Copy of Insurance Coverage;
 - Appointment letter to third party handler / aviation management service provider filing on behalf (if applicable).

• For foreign AOC holders wishing to file for landing permits:

- 1. Copy of valid Air Operator Certificate (AOC);
- 2. Copy of valid Designation Letter (for scheduled operations); and
- 3. Copy of the Foreign AOC Validation (refer to: AIC 03/2019);
- 4. Copy of Insurance Coverage.
- 5. Appointment letter to third party handler / aviation management service provider filing on behalf (if applicable).

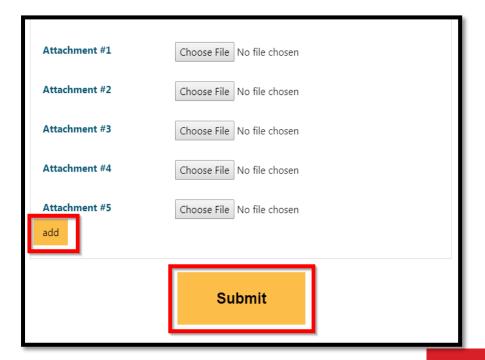
• For AOC holders wishing to file for overflight ONLY:

- 1. Copy of valid Air Operator Certificate (AOC)
- Appointment letter to third party handler / aviation management service provider filing on behalf (if applicable).
- max of 10MB per attachment
- file extensions formats supported are: .docx, .doc, .pdf, .jpg, .png and .tiff



Attach Supporting Document (*Cont.***)**

 Once the documents have been uploaded, please click the **Submit** button to complete the registration





Notes

- Please verify and correct any errors if an error message is displayed by the Web Form.
- If there is no error message, your submission is complete. The Airline will receive an acknowledgement email shortly, confirming the receipt of your submission.



Thank You

- facebook.com/LavaProtocols
- in linkedin.com/company/lava-protocols
- instagram.com/lavaprotocols

