

	CIVIL AVIATION AUTHORITY OF MALAYSIA AIR NAVIGATION SERVICES AND AERODROME DIVISION RENEWAL OF AIR TRAFFIC CONTROLLER LICENCE	CAAM/BPUA/LIC/02
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SECTION A: APPLICATION DETAILS

(Please mark ✓ as appropriate)

	Re-establishment of Licence Validity
	Renewal of ATC Licence
	Endorsement of ATC Examination Record
	Amendment / Replacement / Others

SECTION B: APPLICANT INFORMATION

(To be completed by the applicant)

Name:			
ID / IC No.:		Licence No.:	ATC/L
Station:		Mobile No.:	

SECTION C: APPLICATION DETAILS

(Note: To be completed by the applicant. Please mark ✓ as appropriate and include supporting documents.)

	Re-establishment of Licence Validity		Renewal of ATC Licence
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MEDICAL CLASS 3 / ELP ASSESSMENT INFORMATION			
Assessment Date		Expiry Date	

	Endorsement of ATC Examination Record
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Rating	Date of Examination			
	Rating	Validation	Proficiency	Familiarisation
Aerodrome Control				
Approach Control Procedural				
Approach Control Surveillance				
Area Control Procedural				
Area Control Surveillance				

Competency	Date of Examination	
	Initial	Annual
FIS / AFIS		



**CIVIL AVIATION AUTHORITY OF MALAYSIA
AIR NAVIGATION SERVICES AND
AERODROME DIVISION**
**RENEWAL OF AIR TRAFFIC
CONTROLLER LICENCE**

CAAM/BPUA/LIC/02

<input type="checkbox"/>	Amendment / Replacement / Others
<input type="checkbox"/>	PHOTO <i>(Kindly attach three (3) copies of a recent coloured passport-size photograph with a white background)</i>
<input type="checkbox"/>	PERMANENT ADDRESS _____
<input type="checkbox"/>	OTHERS (Please state) _____

SECTION D: DECLARATION BY APPLICANT

I hereby declare that all particulars provided in this application are true and correct to the best of my knowledge. I confirm that all required supporting documents have been submitted.

Signature: _____

Date: _____

Name: _____

SECTION E: FOR OFFICIAL USE BY AIR NAVIGATION SERVICES AND AERODROME DIVISION

Licence Processing and Records			
Payment Status:	Paid / Not applicable	Receipt No.:	
Licence Validity Period:			
Note / Remark:			
Application Verification		Database Record Update	
Application Status: <input type="checkbox"/> Verified <input type="checkbox"/> Incomplete		Database Updated: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Verifying Officer		Database Officer	
Signature:		Signature:	
Name:		Name:	
Date:		Date:	

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**RENEWAL OF AIR TRAFFIC CONTROLLER LICENCE:
EXPLANATION NOTES AND CHECKLIST**

1. GENERAL

- 1.1. Form CAAM/BPUA/LIC/02 is used for applications relating to the renewal, re-establishment, endorsement, amendment, or replacement of an Air Traffic Controller (ATC) Licence.
- 1.2. Applicants shall ensure that the appropriate purpose of application is selected and that all relevant supporting documents are submitted in accordance with these explanation notes.
- 1.3. Form CAAM/BPUA/LIC/02 may not be submitted together with these explanation notes.

2. RE-ESTABLISHMENT OF LICENCE VALIDITY

2.1. Purpose

- 2.1.1. Re-establishment applies where the validity of an ATC licence has lapsed due to the expiry of one or more of the following:
 - a. Class 3 Medical Assessment; and/or
 - b. ICAO English Language Proficiency (ELP)

2.2. Explanation

- 2.2.1. Re-establishment restores the validity of the licence after a break in continuity. During the period of lapse, the licence holder shall not exercise ATC privileges.

2.3. Checklist

No	Checklist Item	Please mark ✓
i.	Covering letter from the Head of Unit	
ii.	Completed form of CAAM/BPUA/LIC/02	
iii.	For expired Class 3 Medical: <ul style="list-style-type: none"> ▪ Certified true copy of Class 3 Medical Certificate (CAAM/MED/3) (front and back on one A4 page) ▪ Original slip of CAAM/ANS/LIC 08 – Certificate of Validity for Medical Class 3 	
iv.	For expired ICAO ELP <ul style="list-style-type: none"> ▪ Original slip of CAAM/ANS/LIC 09 – Certificate of Validity for English Language Proficiency 	

3. RENEWAL OF ATC LICENCE

3.1. Purpose

- 3.1.1. Renewal applies where the validity of an ATC licence has not lapsed and the licence holder renews the required elements before or upon expiry.

3.2. Explanation

- 3.2.1. Renewal maintains continuity of licence validity, subject to compliance with applicable requirements.

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3.3. Checklist

No	Checklist Item	Please mark ✓
i.	Covering letter from the Head of Unit	
ii.	Completed form of CAAM/BPUA/LIC/02	
iii.	Renewal of Class 3 Medical: <ul style="list-style-type: none"> <li data-bbox="350 572 1187 640">▪ Certified true copy of Class 3 Medical Certificate (CAAM/MED/3) (front and back on one A4 page) <li data-bbox="350 640 1187 707">▪ Original slip of CAAM/ANS/LIC 08 – Certificate of Validity for Medical Class 3 	
iv.	Renewal of ICAO ELP <ul style="list-style-type: none"> <li data-bbox="350 752 1187 797">▪ Original slip of CAAM/ANS/LIC 09 – Certificate of Validity for English Language Proficiency 	

4. ENDORSEMENT OF ATC EXAMINATION RECORD

4.1. Purpose

4.1.1. This section applies to applications for the endorsement of ATC examination and assessment records relating to the following, as applicable:

- a. Rating
- b. Validation
- c. Proficiency
- d. Competency
- e. Familiarisation

4.1.2. Endorsement is required to update and reflect the successful completion of the relevant examination or assessment in the ATC licence record.

4.2. Verification Method

4.2.1. ATC examination and assessment records shall primarily be verified through the eCLIPSE system, which serves as the official system of record for examination results, assessment outcomes, and fee payment information.

4.2.2. Applicants are therefore not required to submit hardcopy examination reports or payment receipts, unless specifically requested by the ATC Licensing Unit.

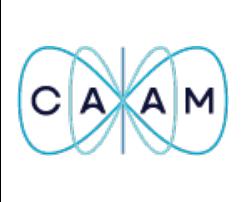
4.3. Physical Licence Slip Requirement

4.3.1. Until full digitalisation of ATC licence issuance and licence card printing is implemented, applicants shall submit the original ATC licence slip for endorsement by the ATC Licensing Unit.

4.3.2. The licence slip is required to enable:

- a. Endorsement of the relevant examination or assessment outcome; and
- b. Updating of licence validity and privileges, where applicable

4.4. Supporting Documents

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4.4.1. Submission of the following documents (including Forms CAAM/BPUA/EXM/01, CAAM/BPUA/EXM/02, theory examination results, and fee payment receipts) is not required, as these records are accessible via the eCLIPSE system.

4.4.2. However, the ATC Licensing Unit may request supporting documents in the event of:

- System access limitations;
- Discrepancies or inconsistencies in records; or
- Audit, investigation, or verification requirements.

4.5. General Notes

4.5.1. Only examinations and assessment relevant to the endorsement requested shall be considered.

4.5.2. Applicants shall ensure that examination records have been properly entered and completed in the eCLIPSE system prior to submission.

4.5.3. Incomplete or inconsistent records may result in delays in endorsement.

4.6. Checklist

No	Checklist Item	Please mark ✓
i.	Covering letter from the Head of Unit	
ii.	Completed form of CAAM/BPUA/LIC/02	
iii.	Endorsement of ATC Rating Examination: <ul style="list-style-type: none"> ▪ Certified true copy of ATC-ATO's course certificate ▪ Original slip of CAAM/ANS/LIC 03 – Record of Ratings ▪ Original slip of CAAM/ANS/LIC 04 – Record of Validations ▪ Original slip of CAAM/ANS/LIC 05 – Record of Proficiencies 	
iv.	Endorsement of ATC Validation Examination: <ul style="list-style-type: none"> ▪ Original slip of CAAM/ANS/LIC 04 – Record of Validations ▪ Original slip of CAAM/ANS/LIC 05 – Record of Proficiencies 	
v.	Endorsement of ATC Proficiency Examination: <ul style="list-style-type: none"> ▪ Original slip of CAAM/ANS/LIC 05 – Record of Proficiencies 	
vi.	Endorsement of ATC Familiarisation Examination: <ul style="list-style-type: none"> ▪ Original slip of CAAM/ANS/LIC 07 – Record of Familiarisation 	
vii.	Endorsement of FIS / AFIS Examination: <ul style="list-style-type: none"> ▪ Original slip of CAAM/ANS/LIC 06 – Record of Competencies 	

Note 1. – ATC examination and assessment records are primarily verified through the eCLIPSE system.

Note 2. – In the event that eCLIPSE system is unavailable, applicants shall submit the relevant supporting documents, including but not limited to:

- Forms CAAM/BPUA/EXM/01 and CAAM/BPUA/EXM/02;
- Theory examination results; and
- Fee payment records.



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5. AMENDMENT / REPLACEMENT / OTHERS

5.1. Purpose

5.1.1. This section applies to administrative updates or replacements relating to an ATC licence, including but not limited to:

- Endorsement of ATC Examiner or ICAO ELP Rater;
- Change of personal particulars (e.g. address, photograph)
- Replacement of licence, licence slip, or licence book cover;
- Upgrade to a new licence format
- Amendment of licence data.

5.2. Checklist

No	Checklist Item	Please mark ✓
i.	Covering letter from the Head of Unit	
ii.	Completed form of CAAM/BPUA/LIC 02	
iii.	Air Traffic Controller Licence Book (where applicable)	
iv.	Certified true copy of receipt of fee payment (as applicable)	
v.	Other relevant supporting documents (e.g. new photograph)	