



EXTENSION OF AIR TRAFFIC SERVICES OPERATING HOURS REQUEST FORM

ANS/OPE/ANSUH/
10500/03REV01

APPLICANT INFORMATION

Name			
Designator			
Company Name			
Office No.		Mobile No.	
Email			

**Please tick (✓) the relevant extension request categories and reasons, whichever applicable.*

EXTENSION REQUEST CATEGORIES

SCHEDULE	AD-HOC	Festive Season		Military Operation
		Chartered Flight		State
		Others (specify):		
		Delay		Military Operation
		Chartered Flight		State
		Others (specify):		

Note: - Attach flight schedule as per Appendix 1

I/We confirm that all necessary coordination with aerodrome operators and relevant agencies has been completed to secure aerodrome service extensions, and all required approvals have been obtained prior to submitting this request to CAAM

Applicant's Signature &
Official Stamp

Date

FOR OFFICE USE:

OCC Unit	For Schedule Request Only	
	DCEO(O) Office	CEO Office
Comment and recommendation:	Comment:	Comment:
	Recommended / Not Recommended	Approved / Not Approved
Signature & Official Stamp	Signature & Official Stamp	Signature & Official Stamp
Date:	Date:	Date:

INSTRUCTIONS:

1. For **Ad-Hoc Application**: The form must be submitted via email to the CAAM Operation Control Centre (OCC) at occ.group@caam.gov.my, **at least three (3) hours**:
 - i. before the scheduled end of ATSU operating hours, for extension beyond the published operating hours.
 - ii. prior to the end of ATSU operating hours on the preceding day, for early operation before the published operation hours.
2. General Aviation (GA) operators are not required to request extensions of ATS operation hours. Therefore, GA operators are expected to conduct all operations strictly within the published aerodrome and ATS operating hours stated in the AIP Malaysia.
3. The operating hours of the CAAM OCC shall be from 0900LT to 2300LT. Any request submitted outside these operating hours shall not be entertained.
4. For further enquiries, please contact CAAM's OCC at 03-8529 1221 / 011 – 6570 1221 (available on WhatsApp Application) or via email occ.group@caam.gov.my

Appendix 1 – Flight Schedule Table

	SECTOR	FLIGHT NO	ETD/ETA (LT)	EFFECTIVE DATE (AIRPORT DEPARTURE)	DAY OF OPERATION	REQUEST ATS EXTENSION UNTIL (LT)	REASON FOR EXTENSION
From – To:							
<i>*Include attachment(s) as required</i>							

	SECTOR	FLIGHT NO	ETD/ETA (LT)	EFFECTIVE DATE (AIRPORT DEPARTURE)	DAY OF OPERATION	REQUEST ATS EXTENSION UNTIL (LT)	REASON FOR EXTENSION
From – To: Tawau - Johor							
a)	TWU/JHB	AK5597	2200/ND0030	28 Mar 2025 – 30 Mar 2025	D5 D6	0100 (JHB)	

Example:

Legends:

1. Sector = IATA Airport Code
2. Flight No. = Flight Number (AK5597)
3. ND = Next Day
4. ETD = Estimated Time of Departure
5. ETA = Estimated Time of Arrival
6. Effective Date = Flight Date
7. Day of Operation: -
 - a. D1 = Monday
 - b. D2 = Tuesday
 - c. D3 = Wednesday
 - d. D4 = Thursday
 - e. D5 = Friday
 - f. D6 = Saturday
 - g. D7 = Sunday