



APPLICATION FOR VERIFICATION OF A LICENSE ISSUED BY CAAM

Important notice:

1. Please read attached Guidance Notes before completing this application form. It is an offence under regulation 164 of the Malaysian Civil Aviation Regulations 2016 (MCAR) to make, with intent to deceive representation for the purpose of procuring the grant, issue, renewal or variation of any certificate, license, permission or other document. This offense is punishable under regulation 206 of the MCAR.
2. This form has to be filled, completed and signed by applicant.
3. Applicant is to be responsible for payment of MCAR Fees and Payment. Method of payment: Cash/Card/Cheque/Bank Draft/TT. Payable to Civil Aviation Authority of Malaysia, Account No: 38113 40215, Bank Name: Public Islamic Bank, Swift Code: PBBE MYKL XXX, Bank Address: No. 66, Jalan Diplomatik, Precinct 15, 62050, Putrajaya, MALAYSIA.

INCOMPLETE SUBMISSION MAY CAUSE DELAY IN THE ISSUANCE/REISSUANCE OF VALIDATION

SECTION 1. APPLICATION DETAILS – to be completed by the Applicant	
Name:	Date of Birth: (dd/mm/yy)
MyKad/Passport Number:	Nationality:
Address in Malaysia:	
.....	
..... Postcode:	
Telephone:	Mobile Telephone:
Email:	Previous and Current Company:.....

SECTION 2. ADDRESS CORRESPONDENCES (if different from above) – to be completed by the Applicant
Address in Malaysia:
.....
..... Postcode:

SECTION 3. PARTICULARS OF LICENSE (presented for verification) – to be completed by the Applicant			
License Number:	Issued on (dd/mm/yy):	Initial Grant (dd/mm/yy):	
Aircraft Rating:	COT (dd/mm/yy):	IRT (dd/mm/yy):	
Medical Class/Date Due (dd/mm/yy): /		English Language Level:	
Limitation/Restriction:			
.....			
Group 1 (Pilot-in-Command)		Group 2 (Co-Pilot)	
1.	5.	1.	4.
2.	6.	2.	6.
3.	7.	3.	7.
4.	8.	4.	8.

SECTION 4. APPLICANTS CONSENT TO RELEASE INFORMATION – to be completed by the Applicant

AGREEMENT FOR RELEASE OF INFORMATION TO AVIATION AUTHORITY

I hereby consent to the disclosure by the Civil Aviation Authority of Malaysian (CAAM) to the
..... Aviation Authority/Administration of details associated with the above CAAM issued license as requested by that Authority.

Signature:

Date (dd/mm/yy):

SECTION 5. DECLARATION OF APPLICANT – to be completed by the Applicant

No , I was not involved in any incidents, accidents or disciplinary issue throughout my aviation career.

Yes , I was involved in incidents, accidents or disciplinary issue in my aviation career (please provide details).

Details

I hereby declare that the information provided on this form is true and correct to the best of my knowledge and I am aware that I may be held liable for it. I have fully reviewed all Guidance Notes and have submitted all the necessary documents for my application to be considered by CAAM.

Signature:

Date (dd/mm/yy):

SECTION 6. APPLICANTS NEXT STEP – to be completed by the Applicant

1. Submit this form (in accordance to FOD 003/2018 issued on 1st November 2018) with payment to CAAM together with the following:

- a. Certified Copy of License from commissioner of Oath: (all pages);
- b. Letter from current or previous Operator/ATO (stating no incidence or accident)
- c. Receipt of payment (for the fees and charges).

2. Contact the Authority to whom the verification is to be made. The Authority must ensure a request is submitted to CAAM by email to emilia@caam.gov.my, and copy to azahir@caam.gov.my and marzuki@caam.gov.my

Please note license verification cannot be completed without submission of complete documents as required by this Section.

SECTION 7. FOR CAAM OFFICIALLY USE ONLY

REMARKS BY PRINCIPAL OFFICER INCHARGED – to be completed by the Desk Officer

The information provided by the applicant on this form has been verified.

Signature:

Date (dd/mm/yy):

SECTION 8. PAYMENT RECORD

Cash:

Credit Card:

Receipt No:

.....

Signature of CAAM's Personnel

GUIDANCE NOTES – Application for Verification of a License Issued by CAAM

Guidance Note 1

Having a complete application form and related documents as required by Section 6 will enable Licensing Unit, Flight Operations Division to issue verification more efficiently, with less risk of errors or rejections with subsequent delays to your application.

Please note that failure to submit a correct completed application form with the required supporting documents will lead to the rejection of your application. In this instance we will issue you with a 30-day notice to meet the outstanding requirements and failure to meet this deadline will result in your application being cancelled and the fee will be forfeited.

After thorough review of this guidance and understood of what documents need to be submitted (refer Guidance Note 3), please send your completed application together with all the supporting documents in accordance to the FOD 003/2018 issued on 1st November 2018.

Guidance Note 2: Certifiers

The following Nominated Post Holders or Government Officer can act as 'certifiers'.

- a. Head of Training at an Approved Training Organisation.
- b. Head of Training and Flight Standard at an Operator holding Air Operators Certificate.
- c. Any Government officer with grade of 44 (or equivalent) or above for those who are unemployed.

Instructions for the certifiers:

- a. Insert on the copy to be enclosed with the application: 'I have seen the original document and I certify that this is a complete and accurate copy of the original';
- b. Insert signature and date;
- c. Certifier's name must be printed in block capitals; and
- d. Must include position or capacity, e.g. Head of Training at an Approved Training Organisation.

Guidance Note 3: What documents to submit

The following documents are to be submitted with the form:

- a. Certified Copy of the License (all pages).
- b. Letter from previous Operator/ATO.
- c. Receipt of payment (the fees and charges for the application for verification).