**Check List for Issuance of FLVC on CPL/ATPL Commercial / Private Operations**

CHECK LIST FOR RECEIVING APPLICATIONS

Name of the Applicant :

Date :

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Item** | **Yes** | **No** | **Remarks** | **Office Use** |
| Duly completed Application for FLVC signed by operator and applicant |  |  | Ref. No. |  |
| Duly completed Personnel Particulars form (CAA/PL/M/12) - NIB |  |  |  |  |
| Copy of foreign Licence (PPL/CPL/ATPL) & validity |  |  | Valid Upto: |  |
| Copy of foreign medical & validity |  |  | Valid Upto: |  |
| Verification of licence from the foreign CAA |  |  |  |  |
| Copy of passport |  |  |  |  |
| \*Letters from previous employers |  |  |  |  |
| Original log book & copies |  |  |  |  |
| Foreign security clearance |  |  |  |  |
| \*Initial training records/ certificates |  |  |  |  |
| \*Course completion certificate |  |  |  |  |
| \*Local employer’s letter |  |  |  |  |
| Proficiency Check Records |  |  |  |  |

I understand that my application will not be processed unless I produce the original certificate / documents to TOPL section and make the relevant payments.

I hereby certify that the particulars given by me in this application are true and correct.

………………………………………….

(Applicant’s Signature)

The Application and documents received on …………………………………. and payment made.

Payment Receipt number …………………..

…………………………………..

(Receiving Officer’s signature)

Remarks - \*Letters from previous employer, Suggested training course and course completion certificate are N/A for private operations