

**ISSUANCE OF ATC LICENCE**  
**CHECKLIST FOR RECEIVING APPLICATIONS**

Name of the Applicant:

Date:

Item	Yes	No	Remarks	Office Use
Application uploaded to the system			Application Number:	
Duly completed Application for Renewal of ATC Licence (Manual Application )				
Confirmation letter from AASL with the date of appointment(Original & copy) submitted				
Training course completion certificate(Original & copy) submitted				
Completed Class 3 Medical Examination at CAASL				
Completed ELPC Examination at CAASL				
Birth Certificate(Original & copy) submitted				
NIC or Passport (Original & copy) submitted				
2 Stamp sized colour photos submitted				

I understand that my application will not be processed unless I produce the original certificate / documents to the 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.

.....  
 (Receiving Officer's signature)