



## **Air Service Permit**

### **1. Introduction**

#### **1.1 General**

Any person who intends to undertake to carry by air or use any aircraft for the carriage of passengers, mail or cargo for hire or reward upon any non-scheduled journey between two or more places of which at least one place in in Malaysia requires an Air Service Permit (“ASP”) before it can commence services.

Applicants are permitted to apply to the Malaysian Aviation Commission (“MAVCOM”) for an ASP and to the Department of Civil Aviation (“DCA”) for an Air Operator’s Certificate (“AOC”) at the same time. However, an ASP will only be issued to the applicant who holds a valid AOC issued by the DCA.

#### **1.2 Eligibility**

Applicants seeking an ASP to operate non-scheduled services are required to demonstrate that they can comply with the requirements of the relevant international air services agreement and/or arrangement between Malaysia and the country/countries to which the applicants wish to fly into.

The ownership provisions require that an applicant for an ASP shall only be made by a Malaysian or a person under the direct or indirect control of a Malaysian.

#### **1.3 Licence/Permit Maintenance**

Permit holders are required to comply with the audit measures administered by MAVCOM in order to maintain their ASP and continue conducting non-scheduled services to and from Malaysia.

### **2. The Application**

#### **2.1 Administrative Details.**

Applications for ASP may be submitted by post or hand delivered to:

Executive Chairman  
Malaysian Aviation Commission  
Level 19, Menara 1 Sentrum  
201, Jalan Tun Sambanthan  
50470 Kuala Lumpur  
Malaysia

All applications are required to be signed by an authorised representative of the applicant before submission.

Please note that MAVCOM will only initiate the evaluation process of an application upon the receipt of a complete submission together with the imposed fees. Incomplete applications will be accepted by MAVCOM at the applicant’s risk and possible rejection.



## **2.2 Title**

The application should be titled “An Application for Air Service Permit – by (full registered name of the airline/company)”.

## **2.3 Timing of Licence/Permit Application.**

MAVCOM will require a minimum of 90 days to process each completed application and to grant such licence to the applicant.

## **2.4 Caption**

The following caption must be included in the application:

*“The undersigned applies for the permission pursuant to the Malaysian Aviation Commission Act 2015 to conduct schedule/non-schedule air services to and from Malaysia and certifies that the facts stated in the application are true and that the copies of any documents attached to the application are true copies.”*

## **2.5 Contact Details of Applicant**

Applicants are to provide the names of the heads of the following components of the organisation, together with postal and street addresses, telephone and facsimile numbers and email address if available:

- Head office
- Operating Headquarters

## **2.6 Attached Documents**

Please provide a table of contents identifying all attached documents in accordance with the relevant part of the application.

## **2.7 General Formatting**

The pages of an application should be consecutively numbered and paragraphs should be titled identically with the corresponding items in this guide.

## **2.8 Signature**

The original of the application shall be signed:

- by the applicant, if an individual who is the sole owner;
- by each member of a partnership; or
- if a registered company or corporation, by an officer or officers of the company or corporation duly authorised to submit such application on behalf of the company or corporation.

The status of the signatory must be indicated in terms of one of the above business structure. Copies of appropriate authorisations must be attached to the application.



**Malaysian  
Aviation Commission**  
*Suruhanjaya Penerbangan Malaysia*

*ASP Application Form*

**Attachment A – Application Letter**

Executive Chairman  
Malaysian Aviation Commission  
Level 19, Menara 1 Sentrum  
201, Jalan Tun Sambanthan  
50470 Kuala Lumpur  
Malaysia

**(date)**

**Application for an Air Service Permit - by (name of airline/company)**

Please accept this document as a formal application for the issuance of an Air Permit  
**(please elaborate, providing details and rationale relating to the application.....)**

"The undersigned applies for permission pursuant to the Malaysian Aviation Commission Act 2015 to conduct non-scheduled air services to and from Malaysia and certifies that the facts stated in the application are true and that the copies of any documents attached to the application are attested true copies".

**(Signature)**

**Print Name:**

**Status of signatory:**



**Attachment B – Application Form**

**1. APPLICANT DETAILS**

<b>1.1</b>	<b>Name of Applicant</b>	
<b>1.2</b>	<b>Phone Number</b> <i>(including area code if applicable)</i>	
<b>1.3</b>	<b>Head Office</b>	
	Name	
	Company Registration number	
	Nominated contact and position within organisation <i>(Include salutation e.g. Mr, Ms, Dr)</i>	
	Street address	
	Postal address <i>(If different to Street Address)</i>	
	Phone <i>(include area code)</i>	
	Fax <i>(include area code)</i>	
	Email	
<b>1.4</b>	<b>Operating Headquarters</b> <i>(if different to above)</i>	
	Name	
	Nominated contact and position within organisation <i>(Include salutation e.g. Mr, Ms, Dr)</i>	
	Street address	
	Postal address <i>(If different to Street Address)</i>	
	Phone <i>(include area code)</i>	
	Fax <i>(include area code)</i>	
	Email	



**Attachment C – Documentations Check List**

Beside the application letter and form, following information/documents are required for your application:

Processing Time Line		90 days	Comments
Number of Items Required		11	
Operation Type		New/Renewal ASL Application	
1	Applicant details		* Complete the application form provided.
2	Documentation relating to the establishment of the company		To include: * Certificate of incorporation including company name and number (Form 9) * Company Memorandum and Articles of Association * Business registration (Form A); if any
3	Details of applicant's shareholding structure i) List of shareholders ii) Profile/background of shareholders iii) Principal place of business and/or incorporation		To provide profile of shareholders, including proof of the nationality of the interests holding substantial ownership and effective control of the applicant e.g. Allotment of shareholding (Form 24) * The applicant should supply evidence showing the applicant's main place of operations e.g. Registered address (Form 44); tenancy agreement for the office headquarters * Shareholders Agreement; if any
4	Details of applicant's organisational structure i) List of directors ii) List of management level officers including information on individual background, experience, nationality and qualification		* Profile of senior management staff. * Company organisational structure. * Register of directors (Form 49)
5	Details showing applicant's financial status and projection i) Historical financial statements including income statement, balance sheet and cash flow for the previous 3 years prior to its application (if applicable) ii) Projected financial statements including income statement, balance sheet and cash flow for the next 5 years		* Projected financial statements to include a list of assumptions and explanations / justification on the forecasts * Funding plan to finance and operate the business for the next 5 years * Bank statements for the past 6 months (if applicable)
6	Details of applicant's proposed business plan for the next 5 year i) Overview of the business (products and services) ii) Market review and competition (e.g. local and regional demand/supply, alternative modes of transportation) iii) Strategic plan (operations management, marketing, human capital development) iv) Justification of benefits the applicants will be contributing to the aviation industry should the licence be granted; with supporting details		* Projection of both cost of available seat/km (CASK) or available tonne/km * Projection of revenue of available seat/km (RASK) or revenue tonne/km * Projection of yields, fares to be charged by applicant for its proposed aviation services, passenger loads, and cargo and traffic demand based on applicant's proposed routes * Operation cost structure including applicant's operating expenditures, capital expenditures and financial costs with supporting assumptions. * Network plans, market share, partnership and passenger profile * Passenger breakdown by profile: leisure/business/etc



7	<b>Timetables and Tariffs (If applicable)</b>		
8	<b>Details of applicant's aircrafts (If applicable)</b> i) <b>History of Aircraft Registration from the year it is manufactured. (Aircraft Registration Number, Aircraft serial number, year of manufacture)</b> ii) <b>Information on total capacity of passenger or cargo</b> ii) <b>Information on the leasing and financing of the aircrafts</b> iii) <b>Insurance</b>		* Copy of insurance contract or certificate from insurer evidencing that appropriate insurance is held by the applicant in relation to the following: * Passenger liability * Third party liability * Cargo and baggage liability and * Injury and loss as a result of active hostilities or civil unrest
9	<b>Aircraft Maintenance Program (If applicable)</b> i) <b>Information and proof base on operation</b> ii) <b>Information on hangar arrangement</b>		* Engineering maintenance contract.
10	<b>Air Operator Certificate</b>		* Copy of AOC in possession
11	<b>Security Program</b>		* Copy of security program in possession
12	<b>Complaints Management Procedure</b>		* Provide a Complaints Management Procedure that will be clearly communicated to passengers and is in line with the requirements in the Malaysian Aviation Commission (Consumer Code) Regulations 2016