



Ground Handling Licence

1) Introduction

1.1 General

Any person who intends to undertake any of the ground handling services in Malaysia shall apply to the Malaysia Aviation Commission (“MAVCOM”) by submitting a written application for a Ground Handling Licence (“GHL”) before it can commence services.

Applicants are permitted to apply to MAVCOM for a ground handling licence and to the Department of Civil Aviation (“DCA”) for a Technical Audit at the same time. However, a ground handling licence will only be issued to the applicant who have their Technical Audit completed and approved by the DCA.

1.2 Eligibility

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

1.3 Licence Maintenance

Licence holders are required to comply with the audit measures administered by the MAVCOM in order to maintain their GHL and continue conducting ground services at its approved operation base.

2) The Application

2.1 Administrative Details.

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

Executive Chairman
Malaysian Aviation Commission
Level 19, Menara 1 Sentrum
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 Ground Handling Licence– by (full registered name of the company)”.



2.3 Timing of Licence 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 ground handling services in (state the actual location), 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

GHL 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)

An Application for Ground Handling Licence - by (name of company)

Please accept this document as a formal application for the issue of a Ground Handling Licence **(please elaborate, providing details and rationale relating to the application.....)**

"The undersigned applies for permission pursuant to the Malaysia Aviation Commission Act 2015 to conduct ground handling services in **(state the actual location)**, 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".

(Signature)

Print Name:

Status of signatory:



Attachment B – Application Form

1. APPLICANT DETAILS

1.1	Name of Applicant	
1.2	Phone Number <i>(including area code if applicable)</i>	
1.3	Head Office	
	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	
1.4	Operating Headquarters <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		6	
1	Applicant's details	New and Renewal Application	* Complete the application form provided
2	Details on applicant and documentation relating to the establishment of the company		To include: * Certification of incorporation including company name and number (Form 9) * Company Memorandum and Articles of Association * Business registration name, if any
3	Details of applicant's shareholding information 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
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		* Register of directors (Form 49) * Profile of senior management staff. *Company organisational structure.
5	Details showing applicant's financial status 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) iii) Strategic plan (operations management, marketing, human capital development) iv) Justification of benefits the applicants will be contributing to the aviation industry shall the licence be granted with supporting details		*Provide details of any business contract entered into, in negotiation with or projected by; *Actual/Projected price for the proposed ground handling services; *Projected cost including applicant's operating and capital expenditures, financial cost and their supporting assumptions; *Funding plan; *Projected staffing levels to carry out the proposed ground handling services; *List of equipment owned and/or leased for the proposed operation