

Civil Aviation Directorate

Transport Malta-Civil Aviation Directorate, Malta Transport Centre, Pantar Road, Lija LJA 2021 Malta. Tel: +356 2555 5000 cadpel.tm@transport.gov.mt www.transport.gov.mt

☐ **INITIAL ISSUE**

☐ **REISSUE**

WARNING TO ALL APPLICANTS – Any false statement, misrepresentation or concealment of material fact on this form or any document presented in support of this application may be grounds for criminal prosecution.

Data Protection Notice - All data collected in this form is processed in accordance with the Privacy Laws that include General Data Protection Regulation (EU) 2016/679 and Chapter 586 of the Laws of Malta (Data Protection Act). The data provided may be granted to other Public Authorities and/or Government Departments as required and permitted by Maltese Law. Transport Malta of Triq Pantar, Lija, Malta LJA2021 is the data controller for the purpose of the privacy laws. The Privacy Notice attached with this application sets out the way in which personal information/data is collected and processed by Transport Malta, as well as the steps that are taken to protect such information.

1. PERSONAL INFORMATION									
Surname									
First Name									
Permanent Address									
▲ No.	House Name	Street			Town	Post Code		Country	
Mailing Address (if different from Above)									
▲ No.	House Name	Street			Town	Post Code		Country	
Home Telephone No.		Alternative Telephone No. (Optional)				Fax No: (Optional)			
E-mail Address (Optional)									
Malta ID Card No.		Passport No.				Country Issuing Passport			
Date of Birth. Day Month Year		Place & Country of Birth				Nationality			
Certificate of Validation: Reference Number (for reissue only)						Date of Expiry of Certificate of Validation Day Month Year			

2. DECLARATION									
I declare that the information provided on this form is correct. I hereby give my consent to the Director for Civil Aviation or any person authorised by him/her to request any information to verify the details submitted in this application.						Date Day Month Year			
						Signature			

3. PARTICULARS OF PILOT LICENCE									
Type of Licence				Country of Issue			Licence No.		
Date of Issue Day Month Year				Date of Expiry (if applicable) Day Month Year			Ratings/Endorsements ☐ Weight Shift ☐ 3-axis ☐ Seaplane		

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4. MEDICAL

Date of issue of Medical Certificate			Date of Expiry			Class of Medical Certificate
Day	Month	Year	Day	Month	Year	

5. ENGLISH LANGUAGE PROFICIENCY ICAO RATING / FLIGHT RADIOTELEPHONY OPERATOR LICENCE

English Language Proficiency ICAO rating Level	Date of Expiry of English Language proficiency assessment (if applicable)	FRTTO Licence No:	Date of Expiry of FRTTO Licence:
		Country of Issue:	

6. AIR LAW

I certify that the applicant has been briefed and passed an Air Law Exam including local procedures

Date of Examination _____ (dd/mm/yyyy) Name of Examiner _____

Signature of Examiner: _____ Date of Signature _____

7. FLIGHT CHECK (FOR INITIAL AND REISSUE BY FLIGHT CHECK)

I certify that the applicant _____ satisfactorily completed in Malta a

- ☐ Flight Check for the first issue of a Certificate of Validation
- ☐ Proficiency Check of the reissue of a Certificate of Validation

3-axis / weight-shift / seaplane type*
(*delete as applicable)

on microlight aircraft registration number _____ on _____ (date).

Name of Examiner authorised or accepted by the Civil Aviation Directorate _____

Examiner Authorisation Number: _____

Name of Authorised Person making the statement: _____

Signature _____ Date of Signature _____

8. EXPERIENCE

To be completed by applicant (Hours stated must be on microlight aircraft)

a) For First Issue of a Certificate of Validation

- (i) Total hours _____
- (ii) Dual hours in Malta with a CAD authorised Flight Instructor _____ (5hrs Min.)

b) For Reissue of a Certificate of Validation [12 month period is that preceding the date of the application] The rating must be valid by a signed Revalidation by Test or by Certificate of Experience:

Rating	Hours in last 12 months	PIC Time in last 12 months	Date of last Instructional flight with an FI	Tick if you are applying for this rating
3-axis				
Weight shift				
Seaplane				

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9. TO BE COMPLETED BY FLIGHT INSTRUCTOR (FOR REISSUE BY EXPERIENCE)

I being a Flight Instructor for microlight aircraft authorised or accepted by Transport Malta certify that the applicant Mr/s _____ has completed a training flight with me as flight instructor on _____ [dd/mm/yyyy] on a **3-axis / Weight shift / Seaplane** (delete as applicable) microlight and on the basis of the flight and his/her experience, I recommend the re-issue of his/her certificate of validation.

Name of Flight instructor _____ FI Authorisation Reference No. _____

Signature of Flight Instructor _____ Date of Signature _____

10. DOCUMENTS REQUIRED

For Initial Issue:

- ☐ ID card or Passport (if no Malta ID card)
- ☐ Microlight Pilot Licence
- ☐ Flight Radiotelephony Operator's Licence
- ☐ Log Book
- ☐ Medical Certificate
- ☐ English Language Proficiency-ICAO Level 4 Min
- ☐ Statement of Dual hours with a CAD Malta authorised Flight Instructor

For Reissue:

ID card or Passport (if no Malta ID card), Flight Radiotelephony Operator's Licence and Medical Certificate are only required if these have been reissued or altered from the document sent previously.

- ☐ Log Book
- ☐ Microlight Pilot's Licence
- ☐ English LP

Note: Medical certificate, Pilot licence, FRTD licence, English Language Proficiency and Certificate of Test or Experience must be valid when application is submitted.

Applicants are advised to apply for the certificate of validation as soon as possible after the test flight or instructional flight.

When completed return this form to:

TRANSPORT MALTA
Civil Aviation Directorate,
Personnel Licensing Section,
Pantar Road, Lija
LJA 2021, Malta.

Telephone: **(356) 2555 5000**

11. FOR OFFICIAL USE ONLY

☐ ISSUED

Payment – receipt No. and date: _____

☐ NOT ISSUED

☐ PEL Database updated

PEL Officer Name & Signature: _____

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Data Protection Privacy Notice

Transport Malta of Triq Pantar, Lija, Malta LJA2021 is the Data Controller for the purpose of the Data Protection Act CAP. 586 and General Data Protection Regulation (EU) 2016/679 (GDPR). This Privacy Notice sets out the way in which we collect and process your Personal Information, as well as the steps we take to protect such information.

1. The information we collect and how we use it

- 1.1. From this application form Transport Malta collects different types of information which information is that required by Law and is used explicitly for your particular application. It is to be noted that if the required information is not provided the said application cannot be processed.
- 1.2. The primary purpose for collecting information is mainly to process the application for the service being applied for, however, your personal information may also be used for related purposes that amongst other include: sending notifications, renewal of licence/certificate after expiry period, and for the provision of information with regards to any legislative amendments which may affect the services offered to you.

2. To whom we disclose information

- 2.1. This information will be solely used for the reasons detailed above. However there may be cases where personal information is shared with the following third parties for reasons listed below:
 - Any third party offering assistance in providing the required service;
 - Any law enforcement body who may have any reasonable requirement to access your personal information;
 - Third party entities responsible for the data processing contracted by Transport Malta.

3. Data Subject Rights

- 3.1. With respect to your privacy rights, Transport Malta is obliged to provide you with reasonable access to the Personal Data that you have provided to us. Your other principal rights under data protection law are:
 - a. the right for information;
 - b. the right to access;
 - c. the right to rectification;
 - d. the right to erasure;
 - e. the right to restrict processing;
 - f. the right to object to processing;
 - g. the right to data portability;
 - h. the right to complain to a supervisory authority; and
 - i. the right to withdraw consent.
- 3.2. If you wish to access or amend any Personal Data we hold about you, or to request that we delete any information about you, you may contact us by sending a request to dataprotection.tm@transport.gov.mt. We will acknowledge your request within seventy-two (72) hours and will do our utmost to handle it promptly. We will respond to these requests within a month, with a possibility to extend this period for particularly complex requests in accordance with Applicable Law.
- 3.3. At any time, you may object to the processing of your Personal Data, on legitimate grounds, except if otherwise permitted by applicable law.
- 3.4. In accordance with Applicable Law, we reserve the right to withhold personal data if disclosing it would adversely affect the rights and freedoms of others. Moreover, we reserve the right to charge a fee for complying with such requests if they are deemed manifestly unfounded or excessive.

4. Retention period

- 4.1. Personal data will be retained for not more than 3 months from date of application should the application not be submitted complete or is rejected.
- 4.2. Once the service related to your application is provided, we will retain your information for as long as needed to provide you with our service, or to comply with our legal obligations, resolve disputes and enforce our agreements.

5. Security

- 5.1. We take appropriate security measures to protect against loss, misuse and unauthorized access, alteration, disclosure, or destruction of your information. Additionally, steps will also be taken to ensure the ongoing confidentiality, integrity, availability, and resilience of systems and services processing personal information, and will restore the availability and access to information in a timely manner in the event of a physical or technical incident. All information gathered is kept confidential and is used solely for the purpose indicated herein.
- 5.2. If we learn of a security systems breach, we will inform you of the occurrence of the breach in accordance with applicable law.

6. Governing Law

All data collected in this form is processed in accordance with the Privacy Laws that include General Data Protection Regulation (EU) 2016/679 and Chapter 586 of the Laws of Malta (Data Protection Act).

7. Data Protection Officer

- 7.1. Transport Malta has a Data Protection Officer ("DPO") who is responsible for matters relating to privacy and data protection. The DPO can be reached at the above address or by email: dataprotection.tm@transport.gov.mt

8. Contacting us

- 8.1. Please address any questions, comments and requests regarding the application process to cadpel.tm@transport.gov.mt.