

Application for a Flight Crew Licence Replacement

issued under Commission Regulation (EU) No 1178/2011 of 3 November 2011 as amended



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

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 exchanged with 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 (BLOCK LETTERS PLEASE)			
Surname			
Name/s			
Date of Birth Day Month Year	Place and Country of Birth		Nationality
Malta I.D. Card No.	Passport No.	Country Issuing Passport	Date of Issue of Passport Day Month Year
Permanent Address			
▲ Number	House Name	Street	Town Country Postal Code
Mailing Address (if different from above)			
▲ Number	House Name	Street	Town Country Postal Code
Home Telephone No.	Fax No: (Optional)		E-mail Address
Other Telephone No.			

2. Declaration	
I declare that the information provided on this form is correct.	Date: Day Month Year
	Signature of Applicant

3. Payment Methods	
All fees must be paid in advance; failure to do so may delay your application. The licensing fees are as per applicable legal notice. Remittance shall be made payable as follows:	
Bank Name:	Bank of Valletta
Bank Branch:	Naxxar
Bank Address:	38, Triq tal-Labour, Naxxar NXR 9020.
Bank's BIC Code:	VALLMTMT
Sort Code:	22013
Account Holder:	Transport Malta – Civil Aviation Directorate
Account No:	12000580013
IBAN No:	MT13VALL 22013 0000 000 12000 5800 13
Remarks:	Your Full Name and Surname and Licence Number
All bank charges, local and overseas, borne by beneficiary	
Information on Fees and Legislation is available on the Transport Malta website – www.transport.gov.mt	

4. FOR OFFICIAL USE ONLY	
Receipt No:	Date: Amount:
Data entered in PEL Database <input type="checkbox"/> (tick when completed)	
Processed by:	Date:

5. Particulars of licence

I am applying for replacement of my PART-FCL licence No: _____ because:

(a) the ratings section is full

(b) Other: _____

Type: (tick box)

Airline Transport Pilot's Licence (A) Commercial Pilot's Licence (A) Private Pilot's Licence (A)

Airline Transport Pilot's Licence (H) Commercial Pilot's Licence (H) Private Pilot's Licence (H)

Date of Expiry (if applicable):(dd/mm/yyyy)

6. Type/Class/IR/instructor RATING

- In order to renew your licence, you are required to hold at least one valid aircraft rating and a medical certificate appropriate to the licence being re-issued valid for the first day of issue of the new licence.
- Only valid ratings will be included in the new licence.
- Give the date of the most recent Skill test (LST) / Proficiency Check (LPC) for each rating.
- The Proficiency check form has to be submitted with this application if not already sent to Transport Malta Civil Aviation Directorate.
- Ratings that are not re-validated shall be removed from the licence not later than 5 years from the last revalidation

Type / Class / IR / Instructor Rating	Date of Test (if applicable)	Expiry Date dd/mm/yyyy	Examiner's Name and Authorisation Number	Office Use only

7. Medical Fitness

Class of Part-Medical Certificate held	Date of Last Medical			Date of Expiry			Office use only
	Day	Month	Year	Day	Month	Year	
Class _____							

8. Submission instructions

Send your completed application form to:

Telephone: (356) 2555 5000

**Transport Malta - Civil Aviation Directorate,
 Personnel Licensing Section,
 Triq Pantar,
 Lija,
 LJA 2021
 Malta**

i) Together with a copy of your valid PART-FCL Medical Certificate

ii) Proficiency check form/s if not already submitted to Transport Malta Civil Aviation Directorate.

iii) Copy of Examiner authorisation if authorisation was not issued by Director of Civil Aviation, unless already sent to Civil Aviation Directorate Transport Malta.

iv) Payment as per Section box 3.

v) A copy of licence [Original has to be presented before licence is collected]

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