

**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 (Regulation 2016/679/EU) and Chapter 440 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.

PERSONAL INFORMATION (attach copy of ID card /passport if not holder of a Malta ID card)					
Surname					
First Name					
Permanent Address					
▲ Number	House Name	Street	Town	Postal Code	Country
ID Card Number	Passport Number (If no Malta ID)		Country Issuing Passport	Date of Issue of Passport	
Home Telephone No.		Fax No: (Optional)		E-mail Address (Optional)	
Alternative Telephone No.					

FLIGHT CREW LICENCE (attach copy of licence – if held)	
Type of Flight Crew licence held	Licence No.
State of Issue	Date of Expiry of licence

MEDICAL CERTIFICATE (attach a copy of Malta PART-FCL Medical certificate – *for pilot training/validations)	
State of Issue:	Class:
Date of Issue:	Date of Expiry of Medical Certificate

FRTO Communications PPL (Theory)			
Date of Examination:		Mark:	
<b>PASS</b>		<b>FAIL</b>	

DECLARATION			
I declare that the information provided on this form is correct.	Date		
	Day	Month	Year
			Signature

<b>RTF PRACTICAL TEST REPORT</b>		Test Date:	
Candidate:		Centre:	
Ref No:		Examiner:	
Address:		Exam:	
		Written Ser No:	
		Practical No:	
Tel No:			
<b>PRACTICAL TEST</b>			
Questions:	1. Use of Test equipment 2. Direction Finding 3. Transponder codes 4. Low fuel 5. _____ 6. _____		
Airfield Departure:	Departure Information Request Read Back RW/QFE/QNH Taxi Departure Conditional Clearance After Departure Call		
Position Report: Required at turning point (at least one minute to be correct)	Aircraft Identification Position Time Level Next Position ETA		
MATZ Penetration/Radar Service (Call 15 min or 5 Min minimum)	Call-Sign Aircraft Type Position Heading Level Intentions		
Distress/ Urgency Call (May be a Rely)	MAYDAY x3 or PAN PAN x3 Station Address Call-Sign Aircraft Type Nature of Emergency Intentions Position- Hdg- Level Pilot Qual/A.O. info		
Airfield Arrival:	Initial Call- Pos'n- ETA- Request Weather/ Airfield Information Control Zone- SVFR Read back RW – QNH Circuit Join Go-Around/Hold/Divert Taxi		
Summary:		Examiner Signature:	

TO BE COMPLETED BY EXAMINER			
<b>FRTO Practical Test</b> (*Pass in theory paper required)			
RFT Route:			
Date of Examination:			
Start Time:		End Time:	
Location:			
<b>PASS</b>		<b>FAIL</b>	
Name of Examiner (CAPITAL LETTERS)			
Examiner's Authorisation Number:			
Signature of Examiner:			
Date of Signature:			

NOTIFICATION OF FAILURE	
Candidate's Acknowledgement:	
<p>A. I understand that I have failed the FRTO Practical examination.</p> <p>B. I understand that I may not exercise the privileges of an FRTO licence until the successful completion of training and a further examination.</p>	
Signature: ..... Date: .....	
<p>Any person who has failed any test or examination which he/she is required to pass before he/she is granted or may exercise the privileges of a personal licence may, within 14 days of being notified of his/her failure, request that the Director of Civil Aviation determines whether the test or examination was properly conducted. Mere dissatisfaction with the result is not sufficient reason for appeal.</p>	

When completed send this form to:	<b>TRANSPORT MALTA</b> <b>Civil Aviation Directorate,</b> <b>Personnel Licensing Section,</b> <b>Malta Transport Centre, Pantar Road,</b> <b>Lija LJA 2021, Malta Malta.</b>	Telephone: <b>(356) 2555 5000</b>
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FOR OFFICIAL USE ONLY – FRTO Issue		
<input type="checkbox"/> ID card / Passport	<input type="checkbox"/> Medical Certificate	<input type="checkbox"/> Pilot licence
Receipt Number: ..... Date of receipt: ..... Amount: .....		
Licence Number: ..... Date Issued: .....		
PEL DATABASE UPDATED BY .....		

## 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. 440 and General Data Protection Regulation (EU) (GDPR) 2016/679. 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](mailto: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 (Regulation 2016/679/EU) and Chapter 440 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](mailto:dataprotection.tm@transport.gov.mt)

### 8. Contacting us

- 8.1. Please address any questions, comments and requests regarding the application process to [cadexaminations.tm@transport.gov.mt](mailto:cadexaminations.tm@transport.gov.mt)