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 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*

CPL(A)
Skill Test Application and Report Form

Licence No:

To be completed by Applicant

☐ Initial Skill test combined with first CR/TR ☐ Initial Skill test combined with CR/TR proficiency check

Repetition of ☐Failed / ☐Partial Pass Skill test from date: _____

☐CPL Modular Course Attach Appendix 1 ☐CPL Integrated Course Attach Appendix 2 ☐CPL/IR Integrated Course Attach Appendix 3 ☐ATP Integrated Course Attach Appendix 4

Last and First Name: _____

Date of Birth dd/mm/yyyy: _____ *Minimum Age 18* Nationality: _____

Place and Country of Birth_____

email: _____

Address: _____

Telephone Number (Home): _____ (Mobile) _____

Type of licence held: _____ State of Issue: _____

Part-Medical Certificate: Class 1 valid until: _____

EASA Theoretical examinations ☐CPL(A) : Passed on _____

☐IR: Passed on _____

or ☐ATPL(A): Passed on _____

English Language Proficiency: Level _____ Valid until _____

I declare that I do not hold and have not applied for any other Part-FCL licence, rating, certificate or authorisation in another Member State and that I never held any Part-FCL or JAR-FCL licence, rating certificate or authorisation issued in another Member State which was revoked or suspended.

Signature of Applicant: _____ Date of Signature: _____

To be completed by ATO

The ATO confirms that the candidate has been trained according to the approved syllabus and assures the level required of proficiency and recommends the applicant for the CPL(A) skill test.

ATO Name: _____Registration Number: _____

Last and First Name of ☐HT / ☐CFI: _____

Signature of HT / CFI: _____ Date of Signature: _____

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CPL(A)
Result of Skill test/Proficiency check Details and Result of the Check

Licence No:

To be completed by the Examiner

Details of Check:

Name of Applicant: _____

Aeroplane: Type of Aeroplane: _____

ATO Name _____ Registration No: _____

A/C Registration No: _____

FSTD ID No: _____ FSTD Type ☐ FFS ☐ FNPT II

Place of Departure: _____ Destination: _____

Date of Check: _____ Number of Landings : _____

Blocks Off _____ Blocks-on _____ Block time: _____

Result of the test:

* delete as necessary

PASS* **FAIL*** **PARTIAL PASS***

Applicant's Signature:

Revalidation New Expiry date of Type /Class rating : _____

Examiner Remarks: _____

_____

_____

_____

_____

I hereby declare that I have established communication with the applicant without language barriers. I made the applicant aware of the consequences of providing incomplete, inaccurate or false information. I verified that the applicant complies with the qualification, training and experience requirements in Part FCL. I confirm that all required manoeuvres and exercises have been completed, as well as the verbal theoretical examination, where applicable. I also declare that I have reviewed and applied the national procedures and requirements of the applicant`s competent authority contained in version (insert document version as published on the EASA website) _____ of the Examiner Differences Document.

Last and First Name of Examiner: _____

Examiner Certificate number: _____

Signature of Examiner: _____ Date of Signature: _____

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CPL(A)
Skill Test and Report Form
CPL(A) Application Form

Applicant's Full Name and Licence No:

Flight Examiners should be guided by the information in the Flight Examiner's Manual.			
Use of checklist, airmanship, control of aeroplane by external visual reference, anti/de-icing procedures, etc. applies in all sections.		Attempt ☐1 / ☐ 2	
SECTION 1 PRE-FLIGHT OPERATIONS AND DEPARTURE		**FE Initials/FAIL:**	**Date:**
a	Pre-flight, including: Flight planning, Documentation, Mass and balance determination, Weather brief, NOTAMs		
b	Aeroplane inspection and servicing		
c	Taxiing and take-off		
d	Performance considerations and trim		
e	Aerodrome and traffic pattern operations		
f	Departure procedure, altimeter settings and collision avoidance (lookout)		
g	ATC liaison – compliance, R/T procedures		
SECTION 2 – GENERAL AIRWORK		**FE Initials/FAIL:**	**Date:**
a	Control of the aeroplane by external visual reference, including straight and level, climb, descent, lookout		
b	Flight at critically low airspeeds including recognition of and recovery from incipient and full stalls		
c	Turns, including turns in landing configuration. Steep turns 45˚		
d	Flight at critically high airspeeds, including recognition of and recovery from spiral dives		
e	Flight by reference solely to instruments, including: i. level flight, cruise configuration, control of heading, altitude and airspeed		
	ii. climbing and descending turns with 10˚ - 30˚ bank		
	iii. recoveries from unusual attitudes		
	iv. limited panel instruments		
f	ATC liaison – compliance, R/T procedures		
SECTION 3 - EN-ROUTE PROCEDURES		**FE Initials/FAIL:**	**Date:**
a	Control of aeroplane by external visual reference, including cruise configuration Range / Endurance considerations		
b	Orientation, map reading		
c	Altitude, speed, heading control, lookout		
d	Altimeter setting. ATC liaison – compliance, R/T procedures		
e	Monitoring of flight progress, flight log, fuel usage, assessment of track error and re-establishment of correct tracking		
f	Observation of weather conditions, assessment of trends, diversion planning		
g	Tracking, positioning (NDB or VOR), identification of facilities (instrument flight). Implementation of diversion plan to alternate aerodrome (visual flight)		
SECTION 4 – APPROACH AND LANDING PROCEDURES		**FE Initials/FAIL:**	**Date:**
a	Arrival procedures, altimeter setting, checks, lookout		
b	ATC liaison – compliance, R/T procedures		
c	Go-around action from low height		
d	Normal landing, crosswind landing (if suitable conditions)		
e	Short field landing		
f	Approach and landing with idle power (single-engine only)		
g	Landing without use of flaps		
h	Post-flight actions		
SECTION 5 – ABNORMAL AND EMERGENCY PROCEDURES		**FE Initials/FAIL:**	**Date:**
This section may be combined with sections 1 through 4			
a	Simulated engine failure after take-off (at a safe altitude), fire drill		
b	Equipment malfunctions Including alternative landing gear extension, electrical and brake failure		
c	Forced landing (simulated)		
d	ATC liaison: compliance, R/T procedures		
e	Oral questions		
SECTION 6 – SIMULATED ASYMMETRIC FLIGHT AND RELEVANT CLASS OR TYPE ITEMS		**FE Initials/FAIL:**	**Date:**
This section may be combined with sections 1 through 5			
a	Simulated engine failure during take-off (at a safe altitude unless carried out in an FSS)		
b	Asymmetric approach and go-around		
c	Asymmetric approach and full stop landing		
d	Engine shutdown and restart		
e	ATC liaison – compliance, R/T procedures, Airmanship		
f	As determined by the FE – any relevant items of the class or type rating skill test to include, if applicable: (i) aeroplane systems including handling of autopilot		
	(ii) operation of pressurisation system		
	(iii) use of de-icing and anti-icing system		
g	Oral questions		

Guidance

1. An applicant for a skill test for the CPL shall have received instruction on the same class or type of aircraft to be used in the test.
2. An applicant shall pass all the relevant sections of the skill test. If any item in a section is failed, that section is failed. Failure in more than one section will require the applicant to take the entire test again. An applicant failing only in one section shall only repeat the failed section. Failure in any section of the retest, including those sections that have been passed on a previous attempt, will require the applicant to take the entire test again. All relevant sections of the skill test shall be completed within 6 months. Failure to achieve a pass in all relevant sections of the test in two attempts will require further training.
3. Further training may be required following any failed skill test. There is no limit to the number of skill tests that may be attempted.

Conduct of test

- Should the applicant choose to terminate a skill test for reasons considered inadequate by the Flight Examiner (FE), the applicant shall retake the entire skill test. If the test is terminated for reasons considered adequate by the FE, only those sections not completed shall be tested in a further flight.
- At the discretion of the FE, any manoeuvre or procedure of the test may be repeated once by the applicant. The FE may stop the test at any stage if it is considered that the applicant's demonstration of flying skills requires a complete re-test.
- An applicant shall be required to fly the aircraft from a position where the PIC functions can be performed and to carry out the test as if no other crew member is present. Responsibility for the flight shall be allocated in accordance with national regulations.
- An applicant shall indicate to the FE the checks and duties carried out, including the identification of radio facilities. Checks shall be completed in accordance with the checklist for the aircraft on which the test is being taken. During pre-flight preparation for the test, the applicant is required to determine power settings and speeds. Performance data for take-off, approach and landing shall be calculated by the applicant in compliance with the operations manual or flight manual for the aircraft used.
- The FE shall take no part in the operation of the aircraft except where intervention is necessary in the interests of safety or to avoid unacceptable delay to other traffic.

Content of the skill test for the issue of a CPL — Aeroplanes

1. The aeroplane used for the skill test shall meet the requirements for training aeroplanes, and shall be certificated for the carriage of at least four persons, have a variable pitch propeller and retractable landing gear.
2. The route to be flown shall be chosen by the FE and the destination shall be a controlled aerodrome. The applicant shall be responsible for the flight planning and shall ensure that all equipment and documentation for the execution of the flight are on board. The duration of the flight shall be at least 90 minutes.
3. The applicant shall demonstrate the ability to:

(a) operate the aeroplane within its limitations;
(b) complete all manoeuvres with smoothness and accuracy;
(c) exercise good judgement and airmanship;
(d) apply aeronautical knowledge; and
(e) maintain control of the aeroplane at all times in such a manner that the successful outcome of a procedure or manoeuvre is never seriously in doubt.

Flight test tolerances

4. The following limits shall apply, corrected to make allowance for turbulent conditions and the handling qualities and performance of the aeroplane used.

Height	
Normal flight	± 100 feet
With simulated engine failure	± 150 feet
Tracking on radio aids	± 5°
Heading	
Normal flight	± 10°
With simulated engine failure	± 15°
Speed	
Take-off and approach	± 5 knots
All other flight regimes	± 10 knots

Content of the test

5. Items in section 2(c) and (e)(iv), and the whole of sections 5 and 6 may be performed in an FNPT II or an FFS.

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Application for a CPL(A)

Appendix 1- following a CPL(A) modular course
Complete if applicable

Licence No:

To be completed by Applicant

Applicant Last and First Name:_____DOB:___/___/_____

Pilot Licence held ☐PPL(A); Other licence type _____ State of licence Issue _____

If held: ☐SE IR(A) ☐ME IR(A) valid until _____

Night Rating ☐Endorsed on licence; ☐ Night training completed Attach form TM/CAD/0155

For Licence issue

Flight experience Total Hours: _____ *Minimum 200 hours*

Including instruction ground time in an FNPT I, or FNPT II or FFS Hours: _____ *Maximum 5 + 5 hours (from PPL if applicable)*

Flight experience as PIC Hours: _____ *Minimum 100 hours*

of which cross country VFR as PIC Hours:_____ *Minimum 20 hours* ;including

a cross country flight of at least 540 km: Leg 1 DEP _____DEST_____Km_____

Leg 2 DEP _____DEST_____Km_____

Date of flight: _____

Leg 3 DEP _____DEST_____Km_____

Total Km_____ *Minimum 540KM*

If a multi-engine aeroplane is used for a skill test:

Flight time in multi-engine aeroplane Hours: _____ *Minimum 6 hours*

Signature of Applicant: _____ Date of Signature: _____

To be completed by ATO

General flight experience report

Flight experience Before starting the CPL Modular Course Hours: _____ *Minimum 150Hours*

Dual visual flight instruction Hours: _____ *Minimum 15 Hours*

Basic Instrument Flight Module certificate held: ☐YES ☐NO

For Pilots without IR or Basic Instrument Flight Module

Dual instrument flight instruction Hours: _____ *Minimum 10 Hours*

of which instruction time FNPT I or II, FTD 2, FFS Hours: _____ *Maximum 5 Hours*

Complex Aeroplane

Flight Instruction in an aeroplane fitted with 4 passenger seats, retractable undercarriage and variable pitch propeller Hours: _____*Minimum 5 hours*

For skill test in a Multi-Engine Aeroplane

Theoretical knowledge Hours: _____ *(Min 7hours for SP ME aeroplanes)* completed on Date: _____

For SP Multi Engine mark obtained: _____ % (Pass mark 75%)

Pilot in command flight experience on aeroplanes Hours: _____ *Minimum 70 hours.*

Dual flight instruction in normal condition Hours: _____ *Minimum 2 hours 30 minutes.*

Dual flight instruction in abnormal conditions Hours: _____*Minimum 3 hours 30 minutes.*

(engine failure procedure asymmetric flight)

Head of Training Last and First Name:_____

Signature of Head of Training: _____ Date of Signature: _____

For Office Use:

Credit given if applicable toward the 200hours of flight time Hours: _____

(i) 30 PIC hours on helicopters if holding a PPL(H); or
(ii) 100 PIC hours on helicopters if holding a CPL(H); or
(iii) 30 PIC hours on TMG or sailplanes; or
(iv) 30 PIC hours on Airships if holding a PPL(As); or
(v) 60 PIC hours on Airships if holding a CPL(As).

Credit given if applicable toward the 150hours of flight time having completed 50 Hours PIC of which 10 hours cross-country Hours: _____

(i) 20 PIC hours on helicopters if holding a PPL(H); or
(ii) 50 PIC hours on helicopters if holding a CPL(H); or
(iii) 10 PIC hours on TMG or sailplanes; or
(iv) 20 PIC hours on Airships if holding a PPL(As); or
(v) 50 PIC hours on Airships if holding a CPL(As).

The licence and the relevant logbook pages must be submitted

Note: No credit can be given towards the 50 hours PIC

Applicant holding a BIR or Basic Instrument Flight Module Certificate is credited up to 10 hours towards required instrument instruction time. Hours in BITD not credited.

Applicants with a valid IR(A) are credited with dual instrument instruction time.

Applicants with a valid IR(H) are credited with up to 5 hours of the dual instrument instruction time.

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CPL(A) Integrated
Appendix 2
Complete if applicable

Licence No:

To be completed by ATO

Applicant Last and First Name:_____DOB:___/___/_____

☐ Ab initio entrant or hold ☐PPL(A); Other licence type _____ State of licence Issue _____

Night Rating ☐ Endorsed on licence; ☐ Night training completed Attach form TM/CAD/0155

Course duration

Course started on date: _____ and ended on date: _____,

Total months: _____ *(9 to 24 months)*

Flying training

Total Training Hours:_____ *Minimum 150 hours*

Flight training aeroplane Hours:_____ *Minimum 145 hours*

Ground training Hours:_____ *Maximum 5 hours*

Dual instruction time Hours: _____*Minimum 80 hours* of which instrument ground time Hours: _____ *Maximum 5 hours*

Pilot-in-command Hours: _____ **SPIC** Hours: _____ *Maximum 55 hours (Note PIC + SPIC Minimum 70 hours)* of which Cross country flight time as PIC Hours:_____ *Minimum 20 hours*

a cross country flight of at least 540 km VFR: Leg 1 DEP _____DEST_____Km_____

Leg 2 DEP _____DEST_____Km_____

Date of flight:_____

Leg 3 DEP _____DEST_____Km_____

Total Km_____ *Minimum 540KM*

Night

Flight time in aeroplane at Night Hours: _____*Minimum 5 hours* of which Dual instruction Hours:_____ *Minimum 3 hours*

Night Cross Country Navigation flight Hours:_____*Minimum1 hour*

Night Solo _____ take offs and _____landings *Minimum 5 and 5*

Instrument Flight

Instrument flight instruction Hours:_____ *Minimum 10 hours* of which ground time in a

☐ FNPT I , ☐ FNPT II or ☐ FFS Hours: _____*Maximum 5 hours*

Complex Aeroplane

Flight Instruction in an aeroplane fitted with 4 passenger seats, retractable undercarriage and variable pitch propeller Hours: _____*Minimum 5 hours*

Head of Training Last and First Name:_____

Signature Head of Training: _____ Date _____/_____/_____

I declare that the above information is correct and hereby apply for a CPL (A)

Signature of Applicant: _____ Date _____/_____/_____

For Office Use:
Credit given if applicable towards 150hours of flight time Hours: _____
In case of PPL(A) or PPL(H) holder:

- 50% of hours flown prior to the course,
- Up to a maximum of 40 hours or 45 hours if aeroplane night rating held,
- of which 20 hours credit towards dual instruction flight time.
- Applicant holding BIR or Basic Instrument Flight Module Certificate is credited up to 10 hours towards required instrument instruction time. Hours in BITD not credited

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CPL(A) / IR Integrated
Appendix 3 Complete if applicable

Licence No:

To be completed by ATO

Applicant Last and First Name:_____

☐Ab initio entrant or hold ☐PPL(A); Other licence type _____ State of licence Issue _____

Night Rating ☐Endorsed on licence; ☐ Night training completed Attach form TM/CAD/0155

Course duration

Course started on date: _____ and ended on date: _____,

Total months: _____ *(9 to 30 months)*

Flying training

Total flying training Hours:_____ *Minimum 180 hours* of which Flight training in a aeroplane Hours: _____ *Minimum 140 hours*

and instrument ground time _____ *Maximum 40 hours*

Dual instruction time Hours: _____*Minimum 80 hours* of which instrument ground time Hours: _____ *Maximum 40 hours*

Pilot-in-command Hours: _____ **SPIC** Hours: _____ *Maximum 55 hours*

SPIC counted as PIC Hours: _____ *Maximum 20 hours (Note PIC + SPIC Minimum 70 hours)*

Cross country

Cross country flight time as PIC Hours:_____*Minimum 50 hours*

Including a **VFR cross country flight** of at least 540km

Date of flight:_____

Leg 1 DEP _____DEST_____Km_____

Leg 2 DEP _____DEST_____Km_____

Leg 3 DEP _____DEST_____Km_____

Total Km_____ *Minimum 540Km*

Night

Flight time in aeroplane at Night Hours: _____*Minimum 5 hours* of which Dual instruction Hours:_____ *Minimum 3 hours*

Night Cross Country Navigation flight Hours:_____*Minimum 1 hour*

Night Solo _____ take offs and _____ full stop landings *Minimum 5 and 5*

Instrument

Instrument time Hours:_____*Minimum 100 hours* of which

SPIC Hours:_____ *Minimum 20 hours*

Instrument flight instruction Hours:_____*Minimum 50 hours* of which ground time in a:

☐FNPT I Hours:_____ *Maximum 25 hours* or

☐FNPT II, FTD 2 or FFS Hours:_____*Maximum 40 hours* of which in FNPTI Hours: _____*Maximum 10 hours*

(Note: of the 40 hours if FNPT II, FTD 2 or FFS is used up to 10 hours can be in an FNPT I)

Complex Aeroplane

Flight Instruction in an aeroplane fitted with 4 passenger seats, retractable undercarriage and variable pitch propeller

Hours: _____*Minimum 5 hours*

Head of Training Last and First Name:_____

Signature Head of Training: _____ Date _____/_____/_____

I declare that the above information is correct and hereby apply for a CPL (A)

Signature of Applicant: _____ Date _____/_____/_____

For Office Use: Credit given if applicable towards 180 hours of flight time Hours: _____

In case of ICAO PPL(A) or PPL(H) holder :

- Credited for 50% of hours flown prior to the course, up to a maximum of 40 hours or 45 hours if aeroplane night rating held, of which 20 hours credit towards dual instruction flight time.
- Applicant holding BIR or Basic Instrument Flight Module Certificate is credited up to 10hours towards required instrument instruction time. Hours in BITD not credited.

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ATP (A) Integrated
Appendix 4
Complete if applicable

Licence No:

To be completed by ATO

Applicant Last and First Name:_____DOB:___/___/_____

☐Ab initio entrant or hold ☐PPL(A); Other licence type _____ State of licence Issue _____

Night Rating ☐Endorsed on licence; ☐ Night training completed Attach form TM/CAD/0025

Course duration

Course started on date: _____ and ended on date: _____,

Total months: _____ *(12 to 36 months)*

MCC course

Theoretical knowledge and exercises Hours_____ *Minimum 25 hours*

Flying training

Total flying training Hours:_____ *Minimum 195 hours* of which Flight training in a aeroplane Hours: _____ *Minimum 140 hours*

and instrument ground time _____ *Maximum 55 hours*

Dual instruction time Hours: _____*Minimum 95 hours* of which instrument ground time Hours: _____ *Maximum 55 hours*

Pilot-in-command Hours: _____ **SPIC** Hours: _____ *Maximum 55 hours*

SPIC counted as PIC Hours: _____ *Maximum 20 hours (Note PIC + SPIC Minimum 70 hours)*

Cross country

Cross country flight time as PIC Hours:_____*Minimum 50 hours*

Including a **VFR cross country flight** of at least 540km

Leg 1 DEP _____DEST_____Km_____

Leg 2 DEP _____DEST_____Km_____

Date of flight:_____

Leg 3 DEP _____DEST_____Km_____

Total Km_____ *Minimum 540Km*

Night

Flight time in aeroplane at Night Hours: _____*Minimum 5 hours* of which Dual instruction Hours:_____ *Minimum 3 hours*

Night Cross Country Navigation flight Hours:_____*Minimum 1 hour*

Night Solo _____ take offs and _____ full stop landings *Minimum 5 and 5*

Instrument

Instrument time Hours:_____*Minimum 115 hours* of which

SPIC Hours:_____*Minimum 20 hours*

MCC Instrument time Hours _____ *Minimum 15 hours* in ☐ FFS ☐ FNPT II

Instrument flight instruction Hours:_____*Minimum 50 hours* of which ground time in a:

☐ FNPT I Hours:_____ *Maximum 25 hours* or

☐ FNPT II, FTD 2 or FFS Hours:_____*Maximum 40 hours* of which in FNPT I Hours: _____Maximum 10hrs

(Note: of the 40 hours if FNPT II, FTD2 or FFS is used up to 10 hours can be in an FNPT I)

Advanced UPRT

☐Have completed the training course as specified in FCL.745.A - Advanced UPRT course – aeroplanes

Complex Aeroplane

Flight Instruction in an aeroplane fitted with 4 passenger seats, retractable undercarriage and variable pitch propeller Hours: _____*Minimum 5 hours*

Head of Training Last and First Name:_____

Signature Head of Training: _____ Date _____/_____/_____

I declare that the above information is correct and hereby apply for a CPL (A)

Signature of Applicant: _____ Date _____/_____/_____

For Office Use: Credit given if applicable towards 195 hours of flight time Hours: _____

In case of ICAO PPL(A) or PPL(H) holder credited for 50% of hours flown prior to the course, up to a maximum of 40 hours or 45 hours if aeroplane night rating held, of which 20 hours credit towards dual instruction flight time.

Applicant holding BIR or Basic Instrument Flight Module Certificate is credited up to 10hours towards required instrument instruction time. Hours in BITD not credited.

Submission Instructions

Office Use Only

Documents required:

1. A copy of the Malta ID Card (both sides) or Passport [Original has to be presented before licence is collected / Not required if the applicant already holds a Malta Part-FCL licence]. ①
2. A copy of the Medical Certificate [Original has to be presented before licence is collected] ②
3. Log Book – All flight instruction / ground instruction must be signed by the instructor ③
4. A copy of the CPL (A)/ATPL (A) Theoretical Knowledge Examination Results [If not issued by Transport Malta original has to be presented before licence is collected.] ④
5. A copy of the helicopter licence if credit is given. ⑤
6. Copy of ATO Approval Certificate if not issued by Transport Malta ⑥
7. Copy of Examiner Certificate if not issued by Transport Malta ⑦
8. Copy of Language Proficiency Certificate issued by Transport Malta ⑧
9. Course Completion Certificate ⑨
10. Copy of Basic Instrument Flight Module Certificate (if applicable) ⑩
11. Copy of Current Licence (original to be returned to TM-CAD on collection of CPL Licence) ⑪
12. Application for the addition of a night rating TM/CAD/155 (If night rating is not included in licence) ⑫
13. Copy of Course Completion Certificate for Advanced UPRT ⑬

It is important to send all the documents to avoid a delay in the issue of the rating.

Transport Malta – Civil Aviation Directorate Bank Details:
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

Fee: The applicable fee in the Malta Air Navigation Order / Scheme of Charges on the Transport Malta website has to be submitted with the application.

Queries: If you need additional information send an email to cadpel.tm@transport.gov.mt to the Attention of **Personnel Licensing Section, Transport Malta Civil Aviation Directorate** - giving your contact telephone number.

Send completed form to:
Transport Malta – Civil Aviation Directorate, Personnel Licensing Section, Pantar Road Lija, LJA 2021, Malta

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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.