

# Application form for TRI (MPA) Certificate

issued under the Commission Regulation (EU) No 1178/2011 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](mailto:cadpel.tm@transport.gov.mt) [www.transport.gov.mt](http://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.

## TRI (MPA)

Licence Type /No:

### To be completed by the applicant

Application for:

Initial TRI(A) MPA Certificate (Appendix 1)       Revalidation of TRI(A) MPA Certificate (Appendix 2)       Renewal of TRI(A) Certificate (Appendix 3)

Extension to a further Variant. Aeroplane type: \_\_\_\_\_ (Appendix 4)       Extension to Conduct LIFUS (Appendix 5)

Extension to conduct Landings Training in the aeroplane with no abnormal / emergency procedures (Appendix 6)

Extension to conduct abnormal / emergency procedures Training in the aeroplane (Appendix 7)

TRI (MPA) Application to instruct on the MPL course (Appendix 8)

Last and First Name: \_\_\_\_\_

Date of Birth dd/mm/yyyy: \_\_\_\_\_ Nationality: \_\_\_\_\_

Place and Country of Birth \_\_\_\_\_ Age: \_\_\_\_\_

email: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number (Home): \_\_\_\_\_ (Mobile) \_\_\_\_\_

Class of Medical Certificate held : \_\_\_\_\_ Valid till Date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Licence held:  CPL(A)     MPL     ATPL(A)

Type Rating : \_\_\_\_\_ Valid till \_\_\_\_\_

TRI (MPA) Certificate Valid until \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Signature of Applicant: \_\_\_\_\_ Date of Signature: \_\_\_\_\_

# Application form for TRI (MPA) Certificate

issued under the Commission Regulation (EU) No 1178/2011 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](mailto:cadpel.tm@transport.gov.mt) [www.transport.gov.mt](http://www.transport.gov.mt)

# Appendix 1

PART 1 OF 2

## TRI (MPA) - First Issue Application Form

Licence Type /No:

### To be completed by the applicant

Last and First Name: \_\_\_\_\_

TRI (A) requested on the following type: \_\_\_\_\_

Type rating valid until date: \_\_\_\_\_

Type of licence held:  CPL(A)  MPL  ATPL(A)

Flight time as pilot on multi-pilot aeroplanes Hours: \_\_\_\_\_ *Minimum 1500 hours*

Completed in the last 12 months \_\_\_\_\_ (*Minimum 30*) route sectors, including take-offs and landings, as PIC or co-pilot on the type above of which \_\_\_\_\_ (*Maximum 15*) route sectors were completed in an FSS representing the type.

Assessment of Competence completed on date: \_\_\_\_\_ as a TRI MP(A)  
on  aircraft  FSTD\* (*attach form TM/CAD/0179*)

*\*TRI restricted to FSTDs only*

Signature of applicant: \_\_\_\_\_ Date of Signature: \_\_\_\_\_

# Application form for TRI (MPA) Certificate

issued under the Commission Regulation (EU) No 1178/2011 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](mailto:cadpel.tm@transport.gov.mt) [www.transport.gov.mt](http://www.transport.gov.mt)

# Appendix 1

PART 2 OF 2

## TRI (MPA) - First Issue Application Form

Applicant's Full Name and Licence No:

### To be completed by ATO and signed by Head of training

Training conducted in:  FSTD only  Aeroplane only  FSTD and Aeroplane

ATO Name: \_\_\_\_\_ Certificate number: \_\_\_\_\_

Type of Aeroplane: \_\_\_\_\_

Teaching & learning hours: \_\_\_\_\_ *Minimum 25 hours*

Teaching & learning course completed on date: \_\_\_\_\_ or tick  if credited.

Technical training hours : \_\_\_\_\_ *Minimum 10 hours*

Flight instruction on the appropriate FSTD Hours: \_\_\_\_\_ (a)

Flight instruction on the aeroplane Hours: \_\_\_\_\_ (b)  
(a+b = Minimum 10 hours)

Course Start Date : \_\_\_\_\_ Course Completion Date: \_\_\_\_\_

Credit (if applicable)

(i) Applicants holding or having held an instructor certificate shall be fully credited towards the requirement for the teaching and learning part.

(ii) Applicants holding an SFI certificate for the relevant type shall be fully credited towards the requirements of the above requirements for the issue of a TRI certificate restricted to flight instruction in FSTDs.

Complete Appendix 5, 6, 7 if applicable

The ATO confirms that the candidate has been trained according to the approved syllabus for the TRI (MPA), and assures the level of proficiency required.

Signature of HT: \_\_\_\_\_ Date of Signature \_\_\_\_\_

Name of HT: \_\_\_\_\_ Licence number: \_\_\_\_\_

# Application form for TRI (MPA) Certificate

issued under the Commission Regulation (EU) No 1178/2011 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](mailto:cadpel.tm@transport.gov.mt) [www.transport.gov.mt](http://www.transport.gov.mt)

## Appendix 2

### TRI (A) MPA - Revalidation

Applicant's Full Name and Licence No:

#### To be completed by the applicant

Aeroplane Type : \_\_\_\_\_

**For revalidation** of a TRI(A) certificate, the holder shall fulfil 2 of the following 3 requirements within the last 12 months preceding the expiry date of the certificate:

**Conducted two (2) of the following parts of a complete type rating course or recurrent training course** within the 12 months preceding the expiry date of the TRI(A) certificate

FSTD Session Hours: \_\_\_\_\_ *Minimum 3 hours* Completed on Date: \_\_\_\_\_

Or

One air exercise of \_\_\_\_\_ *Minimum 1 hour* comprising of a minimum of 2 take-offs and Landings

Completed on Date: \_\_\_\_\_

#### Declaration by Head of Training

I hereby declare that \_\_\_\_\_ completed the  FSTD session /  air exercise as stated above at this ATO / AOC

Name of ATO / AOC \_\_\_\_\_ ATO / AOC certificate no \_\_\_\_\_

Name of Head of training \_\_\_\_\_

Signature of HT: \_\_\_\_\_ Date of Signature: \_\_\_\_\_

#### **Refresher Training**

Received Instructor refresher training as a TRI at an ATO, within the 12 months preceding the expiry date of the TRI

certificate on Date \_\_\_\_\_ *(Certificate required)*

#### **Assessment of Competence** *see Note*

Passed within the 12 months preceding the expiry date of the TRI(A) certificate an assessment of competence as a

TRI(A) on Date : \_\_\_\_\_ with (Name of TRE) \_\_\_\_\_ *(attach form TM/CAD/0179)*

#### **Note:**

- **For the at least each alternate subsequent revalidation in the case of TRI(A) the holder shall have to pass an assessment of competence in accordance with FCL.935.**
- **If applicant holds a TRI certificate on more than one type of aeroplane the assessment of competence on one type shall revalidate the TRI certificate for the other types of aeroplanes.**

Complete if requirement for assessment of competence above is not ticked.

Date of last assessment of competence as TRI(A) : \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_ Date of Signature: \_\_\_\_\_

# Application form for TRI (MPA) Certificate

issued under the Commission Regulation (EU) No 1178/2011 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](mailto:cadpel.tm@transport.gov.mt) [www.transport.gov.mt](http://www.transport.gov.mt)

# Appendix 3

## TRI (A) MPA - Renewal

Applicant's Full Name and Licence No:

### Renewal - To be completed by the Applicant

Aeroplane Type : \_\_\_\_\_

Completed in the last 12 months preceding the application \_\_\_\_\_ route sectors (*Minimum 30 route sectors*), including take-offs and landings on the applicable aeroplane type above of which \_\_\_\_\_ route sectors (*Maximum 15 route sectors*) were completed in an FFS representing the type.

**Refresher Training**

Received Instructor refresher training as a TRI at an ATO which shall cover the relevant elements of the TRI training course, within the 12 months preceding the expiry date of the TRI certificate on Date \_\_\_\_\_  
(*Certificate required*)

**Assessment of Competence**

Passed within the 12 months preceding the date of application, an assessment of competence as a TRI(A) on Date: \_\_\_\_\_ with (Name of TRE) \_\_\_\_\_  
(*attach form TM/CAD/0179*)

Signature of Applicant: \_\_\_\_\_ Date of Signature: \_\_\_\_\_

# Application form for TRI (MPA) Certificate

issued under the Commission Regulation (EU) No 1178/2011 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](mailto:cadpel.tm@transport.gov.mt) [www.transport.gov.mt](http://www.transport.gov.mt)

## Appendix 4

### TRI (A) MPA - Extension to further Variants

Applicant's Full Name and Licence No:

#### To be completed by the Applicant

New Aeroplane Type: \_\_\_\_\_

Completed in the last 12 months preceding the application \_\_\_\_\_ route sectors (*Minimum 15 route sectors*), including take-offs and landings on the relevant type of which \_\_\_\_\_ route sectors (*Maximum 7 route sectors*) were completed in an FSTD representing the type.

Passed within the 12 months preceding the expiry date of the TRI(A) certificate an assessment of competence as a TRI(A) on Date : \_\_\_\_\_ with

(Name of TRE) \_\_\_\_\_ *(attach form TM/CAD 0179)*

Signature of Applicant: \_\_\_\_\_ Date of Signature: \_\_\_\_\_

#### To be completed by ATO and signed by Head of training

The ATO confirms that the candidate has been trained according to the approved syllabus for the TRI (MPA) and assures the level of proficiency required.

Training conducted in:  FSTD only  Aeroplane only  FSTD and Aeroplane

ATO Name: \_\_\_\_\_ Certificate number: \_\_\_\_\_

Name of HT: \_\_\_\_\_

Location & date: \_\_\_\_\_

Type of Aeroplane: \_\_\_\_\_

Technical training hours : \_\_\_\_\_ *(As per OSD)*

Flight instruction on the appropriate FSTD Hours: \_\_\_\_\_ (a)

Flight instruction on the aeroplane Hours: \_\_\_\_\_ (b)  
*(As per OSD)*

Training Start Date : \_\_\_\_\_ Training Completion Date: \_\_\_\_\_

Signature of HT: \_\_\_\_\_ Date of Signature \_\_\_\_\_

# Application form for TRI (MPA) Certificate

issued under the Commission Regulation (EU) No 1178/2011 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](mailto:cadpel.tm@transport.gov.mt) [www.transport.gov.mt](http://www.transport.gov.mt)

# Appendix 5

## TRI (A) MPA - LIFUS Supervision Report

Applicant's Full Name and Licence No:

### FSTD Training- To be completed by the Instructor providing the training

Training Session support for TRI(A) to conduct LIFUS conducted on FSTD type \_\_\_\_\_

and FSTD ID \_\_\_\_\_ on date : \_\_\_\_\_ duration of \_\_\_\_\_

Instructor Name : \_\_\_\_\_ Instructor Licence number \_\_\_\_\_

Signature of Instructor: \_\_\_\_\_ Date of Signature: \_\_\_\_\_

### Aircraft Training- To be completed by the Instructor providing the training

Training Session support for TRI(A) to conduct LIFUS conducted on aeroplane registration number

\_\_\_\_\_ on date : \_\_\_\_\_ duration of \_\_\_\_\_

Instructor Name : \_\_\_\_\_ Instructor Licence number \_\_\_\_\_

Signature of Instructor: \_\_\_\_\_ Date of Signature: \_\_\_\_\_

### Supervision Report- To be completed by the TRI(A) notified by the ATO

**I being a TRI (A) notified by the training organisation hereby certify that the applicant has conducted a LIFUS training flight under my supervision and to my satisfaction.**

ATO nominating the notified TRI(A): \_\_\_\_\_

Name of TRI(A) notified by the ATO \_\_\_\_\_

Licence number \_\_\_\_\_

### Confirmation of above by HT

I confirm the above

Name of HT of the ATO nominating notified TRI(A) \_\_\_\_\_

Signature of HT \_\_\_\_\_ Date of Signature: \_\_\_\_\_

# Application form for TRI (MPA) Certificate

issued under the Commission Regulation (EU) No 1178/2011 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](mailto:cadpel.tm@transport.gov.mt) [www.transport.gov.mt](http://www.transport.gov.mt)

## Appendix 6

### TRI (A) MPA - Extension to conduct Landings Training in aircraft (no abnormal / emergency procedures)

Applicant's Full Name and Licence No:

#### To be completed by the Applicant

Aeroplane Type : \_\_\_\_\_

I completed the training as a TRI(A) to conduct aeroplane landings(no abnormal/emergency procedures)

with(Name of ATO) \_\_\_\_\_ on Date : \_\_\_\_\_

Assessment of Competence completed on the aeroplane on Date : \_\_\_\_\_ with

(Name of TRE) \_\_\_\_\_

(attach form TM/CAD 0179)

Signature of Applicant: \_\_\_\_\_ Date of Signature: \_\_\_\_\_

#### To be completed by the ATO

ATO Name: \_\_\_\_\_ Certificate number: \_\_\_\_\_

Name of HT \_\_\_\_\_

Aeroplane Type : \_\_\_\_\_

The applicant completed the training including training in the aeroplane to conduct take-offs and landings only, no abnormal /emergency procedures . (Certificate required)

Technical training hours : \_\_\_\_\_

Flight instruction on the appropriate FSTD Hours: \_\_\_\_\_ FSTD ID \_\_\_\_\_

Flight instruction on the aeroplane Hours: \_\_\_\_\_

Training Start Date : \_\_\_\_\_ Training Completion Date: \_\_\_\_\_

Signature of HT \_\_\_\_\_ Date of Signature \_\_\_\_\_



# Application form for TRI (MPA) Certificate

issued under the Commission Regulation (EU) No 1178/2011 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](mailto:cadpel.tm@transport.gov.mt) [www.transport.gov.mt](http://www.transport.gov.mt)

## Appendix 7

### TRI (A) MPA - Extension to conduct abnormal / emergency procedures Training in aeroplane

Applicant's Full Name and Licence No:

#### To be completed by the Applicant

Aeroplane Type : \_\_\_\_\_

I completed the training as a TRI in the aeroplane which included training to conduct abnormal / emergency procedures with (Name of ATO) \_\_\_\_\_ on Date \_\_\_\_\_

Assessment of Competence completed on the aeroplane on Date: \_\_\_\_\_ with

(Name of TRE) \_\_\_\_\_

(attach form TM/CAD 0179)

Signature of Applicant: \_\_\_\_\_ Date of Signature: \_\_\_\_\_

#### To be completed by the ATO

ATO Name: \_\_\_\_\_ Certificate number: \_\_\_\_\_

Name of HT \_\_\_\_\_

Aeroplane Type : \_\_\_\_\_

The applicant completed training as a TRI in the aeroplane which included training to conduct abnormal / emergency procedures: *(Certificate required)*

Technical training hours : \_\_\_\_\_

Flight instruction on the appropriate FSTD Hours: \_\_\_\_\_ FSTD ID \_\_\_\_\_

Flight instruction on the aeroplane Hours: \_\_\_\_\_

Training Start Date : \_\_\_\_\_ Training Completion Date: \_\_\_\_\_

Signature of HT \_\_\_\_\_ Date of Signature \_\_\_\_\_

# Application form for TRI (MPA) Certificate

issued under the Commission Regulation (EU) No 1178/2011 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](mailto:cadpel.tm@transport.gov.mt) [www.transport.gov.mt](http://www.transport.gov.mt)

## Appendix 8

### TRI (MPA) – Application to instruct on the MPL Course

Applicant's Full Name and Licence No:

#### To be completed by the Applicant

Aeroplane Type : \_\_\_\_\_

I have completed an MPL instructor training course with (Name of ATO) \_\_\_\_\_

on Date : \_\_\_\_\_ ( Copy of MPL instructor qualification certificate required)

For MPL Basic Phase

I  hold or  have held an FI(A) Certificate

I  hold or  have held an IRI(A) Certificate

**Note:** Applicant must hold or have held an FI(A) or IRI(A) certificate.

Signature of Applicant: \_\_\_\_\_ Date of Signature: \_\_\_\_\_

#### To be completed by ATO and signed by Head of training

ATO Name: \_\_\_\_\_ Certificate number: \_\_\_\_\_

Name of HT: \_\_\_\_\_ Licence number: \_\_\_\_\_

Location & date: \_\_\_\_\_

Training Start Date : \_\_\_\_\_ Training Completion Date: \_\_\_\_\_

I certify that the applicant successfully completed on MPL training course in accordance with FCL.925 including the assessment.

Signature of HT \_\_\_\_\_ Date of Signature \_\_\_\_\_

**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](mailto:cadpel.tm@transport.gov.mt) [www.transport.gov.mt](http://www.transport.gov.mt)

## **TRI (MPA) Certificate First Issue**

### **Submission Instructions**

**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]
2. A copy of the Licence held
3. Log Book – All flight instruction must be signed by the instructor
4. Copy of Instructor Certificate if credit is given - *if applicable*
5. Copy of Medical Certificate.
6. Copy of ATO Approval Certificate if not issued by Transport Malta
7. Assessment of Competence Form TM/CAD/0179
8. Copy of SFI certificate if credit is given - *if applicable*
9. TRI Course Completion Certificate showing FSTD and aeroplane time as applicable
10. Certificate of training completed for TRI revalidation or renewal showing FSTD and aeroplane time as applicable.
11. Copy of Examiner Certificate if not issued by Transport Malta
12. Copy of the FSTD Approval
13. Copy of MPL Instructor Qualification Certificate
14. Copy of FI(A) certificate and/or IRI(A) certificate - *if applicable*

**Office  
Use  
Only**

①

②

③

④

⑤

⑥

⑦

⑧

⑨

⑩

⑪

⑫

⑬

⑭

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

## Application form for TRI (MPA) Certificate

issued under the Commission Regulation (EU) No 1178/2011 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](mailto:cadpel.tm@transport.gov.mt) [www.transport.gov.mt](http://www.transport.gov.mt)

#### 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](mailto: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 - CAD, Personnel Licensing Section, Pantar Road Lija, LJA 2021, Malta**

# Application form for TRI (MPA) Certificate

issued under the Commission Regulation (EU) No 1178/2011 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](mailto:cadpel.tm@transport.gov.mt) [www.transport.gov.mt](http://www.transport.gov.mt)

### 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](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 (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](mailto: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](mailto:cadpel.tm@transport.gov.mt).