

Application for a Certificate of Validation - non-commercial activities with an instrument rating

issued under the Commission Delegated Regulation (EU) 2020/723 as amended



Transport Malta

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 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.

Certificate of Validation – non-commercial activities with an instrument rating

To be completed by Applicant

You are not eligible to apply to Transport Malta for a certificate of validation if you have already been issued a certificate of validation under Regulation (EU) 1178/2011 or Commission Delegated Regulation (EU) 2020/723 by another competent authority.

Pilots shall apply to the competent authority of the Member State where they reside or are established.

Pilots not residing in the territory of the Member States shall apply to the competent authority of the Member State where the operator for which they are flying or intend to fly has its principal place of business, or where the aircraft on which they are flying or intend to fly is registered.

Have you been issued a certificate of validation under Regulation (EU) 1178/2011 or Commission Delegated Regulation (EU) 2020/723 by another competent authority? Yes No

Personal details

Last and First Name: _____

Date of Birth dd/mm/yyyy: _____ Nationality: _____

Place and Country of Birth: _____

Country where you reside: _____

Address: _____

Telephone Number (Home): _____ (Mobile): _____

E-mail: _____

Malta ID Card No. : _____ Passport No.: _____

Country Issuing Passport: _____ Expiry date: _____

Details of Third country licence

Licence Type: PPL with IR CPL with IR ATPL with IR

Licence Number: _____ Country of Issue: _____

Date of Licence Issue: _____ Date of Licence Expiry: _____

Class of Medical Certificate held Class 1 Class 2 Medical Valid till Date: _____ / _____ / _____

Type/ Class of aircraft: _____ Date of last LPC (original licence): _____ Date of Expiry: _____

Instrument Rating (original licence) – Date of last check: _____ Date of Expiry: _____

Radiotelephony Licence Number: _____

ICAO English Language Proficiency Rating level: _____ Date of Expiry: _____

Total hours of instrument flight time as PIC in the relevant category: _____ *Minimum 100 hours*

Date of Part-FCL IR Skill Test: _____ Examiner Name: _____

Date of Part-FCL Skill Test on relevant Class/ Type: _____ Examiner Name: _____

Completed the relevant requirements of Part-FCL for the issuance of the type or class rating relevant to the privileges of the licence held (*Proof required*)

EASA Theoretical examinations:

Air Law - Passed on _____ Aeronautical Weather Codes - Passed on _____

Flight Planning and Performance (IR) - Passed on _____ Human Performance - Passed on _____

I declare that the above information is correct and that I intend to exercise only private pilot privileges

Signature of Applicant: _____ Date of Signature: _____

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Submission Instructions

Send the completed application form to: **TRANSPORT MALTA,
Civil Aviation Directorate,
Personnel Licensing Section,
Pantar Road,
Lija LJA 2021
Malta.**

Documents Required: (Copies may be sent but all original Certificates must be submitted to the Personnel Licensing section before the certificate of validation is collected)

- Original Third Country Licence
- Original Third Country Medical Certificate
- Logbook
- Part-FCL IR Skill Test Form
- Part-FCL Type/Class Skill Test Form
- Passport or Malta ID card
- Verification of licence by State of License Issue
- Copy of IR theoretical knowledge examinations certificate issued by Transport Malta
- Certificate of English Language Proficiency
- Copy of Examiner`s Certificate(s)
- FSTD Approval Certificate according to Part-ARA if applicable
- Receipt of payment for the issue of Certificate

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

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Data Protection Privacy Notice

Transport Malta of Triq Pantar, Lija, Malta LJA 2021 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