

# APPLICATION FORM FOR EXCHANGE OF ATCO LICENCE

issued under Regulation (EU) 2015/340



Transport Malta

## Civil Aviation Directorate

Transport Malta, Malta Transport Centre, Panatar Road, Hal 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.

## APPLICATION FORM FOR EXCHANGE OF ATCO LICENCE

In this form, 'current National Supervisory Authority (NSA)' means the 'exchange of the State National Supervisory Authority' of Regulation (EU) 2015/340, and 'future National Supervisory Authority' means the 'receiving National Supervisory Authority' of Regulation (EU) 2015/340.

| APPLICATION FORM FOR EXCHANGE OF ATCO LICENCE TO CHANGE NSA                                                                                                                                                                                                                                                                                                                                                                                                                         |                                               |  |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------|--|
| Applicant Details:                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Full name<br>(Last and first names)           |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Title of licence / Student licence<br>Number: |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Current National Supervisory Authority        |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Future National Supervisory Authority         |  |
| I, _____ (last name, first name) hereby apply for exchange of National Supervisory Authority from my current National Supervisory Authority to the future National Supervisory Authority. To that end, I consent to exchange of medical records, including the exchange of medical records and associated exchange of information between the current and future competent authorities. I apply for exchange of all my licences issued in accordance with Regulation (EU) 2015/340. |                                               |  |
| I will immediately surrender my current licences and medical certificate to the future National Supervisory Authority upon receiving the 'new' licences/certificates and medical certificate.                                                                                                                                                                                                                                                                                       |                                               |  |
| I understand that the current National Supervisory Authority remains my National Supervisory Authority until I have received the new licences/certificates and medical certificate, as applicable, issued by the future National Supervisory Authority.                                                                                                                                                                                                                             |                                               |  |
| I hereby declare that I have not submitted any other request to another National Supervisory Authority than the future National Supervisory Authority as indicated above.                                                                                                                                                                                                                                                                                                           |                                               |  |
| I have fully reviewed the [ <i>please insert reference to the current National Supervisory Authority's relevant information material</i> ] and have submitted all the necessary paperwork for my application to be considered.                                                                                                                                                                                                                                                      |                                               |  |
| I declare that the information provided on this application form is true, complete, and correct.                                                                                                                                                                                                                                                                                                                                                                                    |                                               |  |
| Any incorrect information on this form or non-compliance with the essential requirements of Annex IV to the Basic Regulation or with the requirements of Regulation (EU) 2015/340 could disqualify the applicant from having his records exchanged from the current to the future National Supervisory Authority.                                                                                                                                                                   |                                               |  |
| Signature:                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Date:                                         |  |

# APPLICATION FORM FOR EXCHANGE OF ATCO LICENCE

issued under Regulation (EU) 2015/340



Transport Malta

## Civil Aviation Directorate

Transport Malta, Malta Transport Centre, Pantar Road, Hal 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)

### PERSONAL DETAILS

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

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

Place and Country of Birth \_\_\_\_\_

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

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

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

ID card or  Passport No.: \_\_\_\_\_ Country of issue: \_\_\_\_\_

### RATINGS HELD

| RATINGS AND ENDORSEMENTS HELD OR HAVE HELD |                  |            |        | OFFICE USE ONLY |
|--------------------------------------------|------------------|------------|--------|-----------------|
|                                            | UNIT ENDORSEMENT | ISSUE DATE | EXPIRY |                 |
| ADV                                        |                  |            |        |                 |
| ADI                                        |                  |            |        |                 |
| APP                                        |                  |            |        |                 |
| APS                                        |                  |            |        |                 |
| ACS                                        |                  |            |        |                 |
| ACP                                        |                  |            |        |                 |
| OJTI / STDI                                |                  |            |        |                 |
| Assessor                                   |                  |            |        |                 |
| ANSP / TO applied with:                    |                  |            |        |                 |

### DOCUMENTS REQUIRED

- Malta ID card [or passport if applicant does not hold a Malta ID card]
- Part-ATCO licence
- Part-MED Medical Certificate

Copies are acceptable but originals have to be submitted before the licence is issued. The original licence will be sent to its state of licence issue (SOLI). When completed send this form together with all the required documents detailed above and the fee for licence issue to:

Transport Malta-Civil Aviation Directorate,  
Malta Transport Centre,  
Pantar Road,  
Lija LJA 2021  
Malta

# APPLICATION FORM FOR EXCHANGE OF ATCO LICENCE

issued under Regulation (EU) 2015/340



Transport Malta

## Civil Aviation Directorate

Transport Malta, Malta Transport Centre, Panatar Road, Hal 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)

### General Information

#### ATCO.A.010 Exchange of licences

- (a) If the licence holder is to exercise the privileges of the licence in a Member State for which the competent authority is not the one that issued the licence, the licence holder shall submit an application to exchange his/her licence for a licence issued by the competent authority of the Member State where the privileges are to be exercised in accordance with the procedure established by this authority, except where otherwise foreseen in agreements concluded among the Member States. For this purpose, the authorities involved shall share all the relevant information needed to carry out the licence exchange according to the procedures referred to in ATCO.AR.B.001(c).
- b) For the purposes of the exchange and for exercising the privileges of the licence in a Member State other than that in which the licence was issued, the licence holder must fulfil the language proficiency requirements referred to in ATCO.B.030 established by the respective Member State.
- (c) The new licence shall include ratings, rating endorsements, licence endorsements and all valid unit endorsements in the licence, including the date of their first issue and expiry, if applicable
- (d) Following the receipt of the new licence, the licence holder shall submit an application referred to in ATCO.A.005 together with his/her air traffic controller licence in order to get new ratings, rating endorsements, licence endorsements or unit endorsements.
- (e) Following the exchange, the previously issued licence shall be returned to the authority that issued it.

#### GM1 ATCO.A.010 Exchange of licences

RECOGNITION OF LICENCES AND CERTIFICATES In accordance with Article 11 of Regulation (EC) No 216/2008, Member States shall recognise:

- (a) air traffic controller and student air traffic controller licences, including their ratings, rating endorsements, on-the-job training instructor (OJT), synthetic training device instructor (STDI) and assessor endorsements, as well as language proficiency endorsements and associated medical certificates issued by other Member States in accordance with this Regulation;
- (b) certificates of air traffic controller training organisations, aero-medical examiners and aeromedical centres issued by other Member States in accordance with this Regulation; and
- (c) certificates of completion of training courses issued by training organisations approved by other Member States leading to the grant of the ratings, endorsements and/or the student air traffic controller licence referred to in paragraph (a).

#### GM1 ATCO.A.010(a) Exchange of licences

EXERCISE OF PRIVILEGES OF THE LICENCE IN A DIFFERENT MEMBER STATE

- (a) Licences should only be exchanged in cases there is certainty that the licence holder is going to exercise the privileges of the licence in a different Member State other than that in which the licence was issued.
- (b) For this purpose, and with the intention of preventing unnecessary administrative burden, the competent authorities may require the licence holder, together with the application for exchange, to prove that he/she is going to receive unit training by an approved training organisation that truly permits him/her to exercise the privileges of the licence in that Member State.

#### GM2 ATCO.A.010(a) Exchange of licences

EXERCISE OF PRIVILEGES OF THE LICENCE IN TWO OR MORE MEMBER STATES

In cases where privileges are exercised in two or more Member States, the agreement concluded amongst the Member States concerned should define the allocation of tasks and the responsibilities related to licensing.

#### ATCO.B.020 Unit endorsements Regulation (EU) 2015/340

- (a) The unit endorsement shall authorise the licence holder to provide air traffic control services for a specific sector, group of sectors and/or working positions under the responsibility of an air traffic services unit.
- (b) Applicants for a unit endorsement shall have successfully completed a unit endorsement course in accordance with the requirements set out in Part ATCO, Subpart D, Section 3.
- (c) Applicants for a unit endorsement following an exchange of a licence referred to in ATCO.A.010 shall, in addition to the requirements set out in point (b), meet the requirements of ATCO.D.060(f).
- (d) For air traffic controllers providing air traffic control services to aircraft carrying out flight tests, the competent authority may, in addition to the requirements set out in point (b), set out additional requirements to be met.
- (e) Unit endorsements shall be valid for a period defined in the unit competence scheme. This period shall not exceed three years.

# APPLICATION FORM FOR EXCHANGE OF ATCO LICENCE

issued under Regulation (EU) 2015/340

## Civil Aviation Directorate



Transport Malta

Transport Malta, Malta Transport Centre, Panatar Road, Hal 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 a different type 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).