

Application for Conversion of an ICAO Student ATCO Licence or Instructor or Assessor
issued under the Delegated Commission Regulation (EU) No. 2025/1044 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 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 (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.

Conversion of a ICAO Student ATCO Licence or Instructor or Assessor

Type and Licence No

To be completed by applicant (FILL IN APPLICABLE PARTS)

Applying for: ☐ Student ATCO ☐ STDI ☐ OJTI ☐ Assessor

Last and First Name: _____

Date of Birth: _____ Place and Country of Birth: _____

Nationality: _____ email: _____

Address: _____

Telephone Number (Home): _____ Mobile: _____

ICAO Annex 1 Licence Type: _____ Licence Number: _____

Date of Issue: _____ Date of licence expiry: _____

State of Licence Issue: _____

Rating/ Rating Endorsement

Valid until:

1) _____

1) _____

2) _____

2) _____

3) _____

3) _____

Licence Endorsement

Valid until:

1) _____

1) _____

2) _____

2) _____

3) _____

3) _____

For Office Use:

Part-ATCO Sub Part D requirements met

Rating 1) ☐ Yes ☐ No

Rating 2) ☐ Yes ☐ No

Rating 3) ☐ Yes ☐ No

Rating 1) ☐ Yes ☐ No

Rating 2) ☐ Yes ☐ No

Rating 3) ☐ Yes ☐ No

Age: _____ *Minimum age 18 years*

[Enclose copy of ID Card/ Passport–Original to be submitted before licence is collected / Not required if already submitted to TM]

EASA Part- Medical Certificate: Class 3 valid until _____

English Language Proficiency: Level _____ Valid until _____

Maltese Language Proficiency: Level _____ Valid until _____

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and that I never held any Part-ATCO licence, rating certificate or authorisation issued in another Member State which was revoked or suspended.

Signature of Applicant: _____ Date of Signature: _____

Application Form for Conversion of a third country ICAO licence

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

Submission Instructions

Documents required:

1. Copy of ICAO third country licence and medical
2. Copy of Malta ID Card or Passport [Original must be submitted before the licence is collected]
3. Copy of Part-Medical Certificate [Original must be submitted before the licence is collected]
4. Copy of Recommendation from Training Organisation including element stated in 2015/1044
5. Copy of English and/or Maltese Language proficiency certificate issued by Transport Malta
6. Copy of Training Organisation Certificate in accordance with 2015/340
7. Copy of verification of third country licence

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

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 Act 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

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. 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

8. Contacting us

- 8.1. Please address any questions, comments and requests regarding the application process to cadpel.tm@transport.gov.mt.