

**Civil Aviation Directorate**

Transport Malta-Civil Aviation Directorate, 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)

**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, Hal 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.

**Part A: Applicant's Details**

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

Complete this section only for initial applications or if there is a change in personal details

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

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

Date of Birth dd/mm/yyyy: \_\_\_\_\_ Place and Country of Birth \_\_\_\_\_ Nationality: \_\_\_\_\_

(STUDENT)  ATCO LICENCE DETAILS (if applicable)

Licence No: \_\_\_\_\_ Date of issue (dd/mm/yyyy): \_\_\_\_\_

Employer: Malta Air Traffic Services Ltd  Other: \_\_\_\_\_

**Part B: Application For (  Tick the relevant boxes)**

Issue of Student ATCO Licence, rating(s) and rating endorsement(s) (Part C, E and F of this form)

Language endorsement(s) (Part C, E and F of this form)

Issue of ATCO Licence, rating(s) and rating endorsement(s) (Part C, E and F of this form)

Revalidation of ATCO Licence rating, endorsements (Part C, D, E and F of this form)

Renewal of ATCO Licence rating, endorsements (Part C, D, E and F of this form)

**Part C: Rating Endorsement/ Licence Endorsement**

	Issue	Revalidation	Renewal	Date of Assessment/ Certificate	To be valid until
<b>Rating Endorsement</b>					
ADC	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
APS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
ACS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<b>Licence Endorsement</b>					
OJTI	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
STDI	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Assessor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
English	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Level <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6	
Maltese	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Level <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6	

**Part D: Unit Competence Scheme Compliance Statement**

The applicant meets the requirements according to Regulation 2015/340 and to the **Malta Air Traffic Services** Unit competence scheme as approved by Transport Malta Civil Aviation Directorate. The licence/unit endorsement annotated above may be revalidated/ renewed as listed above. **Refresher course approved by TM-CAD**

Name of Authorised Person: \_\_\_\_\_

Signature of Authorised Person: \_\_\_\_\_ Date of Signature: \_\_\_\_\_

**Part E: Declaration**

I hereby:

1. apply for the issue/ revalidation/ renewal of (Student) ATCO Licence, ratings and/or endorsements as indicated;
2. confirm that the information contained herein is correct at the time of the application;
3. confirm that I do not hold any (Student) ATCO Licence issued in another Member State;
4. confirm that I have not applied for any (Student) ATCO Licence in another Member State; and
5. confirm that I have never held a (Student) ATCO Licence issued in another Member State which has been revoked or suspended in any other Member State.

I understand that any incorrect information provided herein could prohibit me from holding a (Student) ATCO Licence.

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

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## Submission Instructions

### **Part F: Certificates/ Documents**

Please enclose all relevant certificates and/or documents:

1. Copy of Student ATCO Licence, if applicable
2. Copy of passport or other national ID
3. Copy of medical certificate
4. Copy of relevant training certificate/documents proving the successful completion of:
  - (a)  Initial training (integrated)
  - (b)  Basic training
  - (c)  Rating training
  - (d)  Unit training
  - (e)  Practical instructor training
  - (f)  Assessor training
  - (g)  Refresher training
5. Copy of language proficiency certificate(s): language(s)
6. Certificate by ATC provider proving that the licence holder has fulfilled the requirements in accordance with the approved unit competence scheme
7. Copy of the competence assessment form
8. For OJTI/STDI endorsement – Provided that the applicant practiced instructional skills in those procedures in which it is intended to provide instruction
9. Refresher training approval by CAD

<b>Office use Only</b>
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**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, In-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

**All bank charges, local and overseas, borne by beneficiary.**

**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 and email.

**Send completed form to:** Transport Malta - CAD, Pantar Road, Hal 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. 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)