**Instructions to Applicants**

* The primary information regarding the licensing procedure is published in the website. The applicants are requested to go through them prior to proceeding with the licence.
* The applicants shall communicate with the Training Organisation and Personnel Licensing Section via email to the respective Inspectors.
	+ Director – dtopl@caa.lk
	+ Flying Matters:
		- Senior Civil Aviation Inspector (Flight Crew) – scaiplfc@caa.lk
		- Civil Aviation Inspector (Flight Crew) – caiplfc@caa.lk
	+ Non- Flying Matters:
		- Senior Civil Aviation Inspector (Non - Flight Crew) – scaiplnfc@caa.lk
		- Civil Aviation Inspector (Non - Flight Crew) – caiplnfc@caa.lk
	+ ATO related matters:
		- Civil Aviation Inspector (Flying Training) – caift@caa.lk
* Visit the Training Organization & Personnel Licensing (TOPL) counter on the ground floor, with the original documents and completed counter checklist.

Application/Document submission time: 9.00 am – 12.30 pm

Document Collection time: 9.00 pm – 3.30 pm