**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](mailto:dtopl@caa.lk)
  + Flying Matters:
    - Senior Civil Aviation Inspector (Flight Crew) – [scaiplfc@caa.lk](mailto:scaiplfc@caa.lk)
    - Civil Aviation Inspector (Flight Crew) – [caiplfc@caa.lk](mailto:caiplfc@caa.lk)
  + Non- Flying Matters:
    - Senior Civil Aviation Inspector (Non - Flight Crew) – [scaiplnfc@caa.lk](mailto:scaiplnfc@caa.lk)
    - Civil Aviation Inspector (Non - Flight Crew) – [caiplnfc@caa.lk](mailto:caiplnfc@caa.lk)
  + ATO related matters:
    - Civil Aviation Inspector (Flying Training) – [caift@caa.lk](mailto: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