



APPLICATION FOR RECOMMENDATION TO ISSUE OF AIRPORT ACCESS PERMITS

A. Recommendation Type [please (✓) tick]	
<input type="checkbox"/> Initial	<input type="checkbox"/> Renewal

B. Required Type of Access Permit [please (✓) tick]		
<input type="checkbox"/> Day Access Permits	<input type="checkbox"/> Temporary Access Permits	<input type="checkbox"/> Permanent Access Permits

C. Details of documents to be submitted			
The Applicant (Airline / Representative Company of the Airline) must submit a Cover Letter with Certified True copies of following documents along with this application to Civil Aviation Authority for verification before 03 working days of intended day of require access to the airport. [<i>please tick (✓) for submitted documents; not applicable for renewals</i>]			
#	Documents	Yes	No
01	Certificate of Incorporation of the Company or any other document		
02	Any document / correspondence to verify the requirement / Justification in Section E		
03	Appointment letters / Company IDs of Candidates		
04	National IDs / Passports of Candidates		
05	If the candidate is a foreigner, Security Clearance Certificate / Current International Airport Access Permit (for Security Restricted Areas)		
06	If the candidate is a foreigner, Travel Authorization from Department of Immigration and Emigration to travel in to Sri Lanka to perform duties justifies section E.		
07	Existing Airport Access Permit – Only for renewals		

Note 1: Incomplete Applications and Applications without proper supporting documents will be rejected.

D. Details of the Applicant (Airline / Representative Company of the Airline)			
1.	Name		
2.	Postal Address		
3.	Telephone	4.	Fax
5.	E-mail		

E. Requirement / Justification for Obtaining Recommendations to Issue of Airport Access Permits (<i>in detail / Dates & Time should be clearly mentioned</i>)	



F. Details of Person/s who require access to Airport				
#	Name/s	Company Designation	National ID / Passport No:	Required areas to access
1.				
2.				
3.				
4.				
5.				
6.				
7.				

Note 2: Please attach further details on a separate sheet if necessary.

G. Declaration			
I hereby apply the recommendation on behalf of the applicant specified in section D, to issue of airport access permit/s by Airport & Aviation Services (Sri Lanka) Limited, for Person/s specified in Section F above and certify that the information given in this application are true and correct.			
Name:		Title:	
Signature:		Date:	

Official Use Only			
Recommendation for the approval by the Civil Aviation Inspector <input type="checkbox"/> Yes <input type="checkbox"/> No			
Instructions to the Civil Aviation Officer:			
.....			
Name:		Designation:	
Signature:		Date:	

Remarks by Civil Aviation Officer: