**ISSUANCE OF PRIVATE PILOT LICENCE**

CHECK LIST FOR RECEIVING APPLICATIONS

Name of the Applicant:

Date:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Item** | **Yes** | **No** | **Remarks** | **Office Use** |
| Application uploaded to the system |  |  | Ref. No. |  |
| Log Book (Original & copy) submitted |  |  |  |  |
| Cross Country Flight Summary submitted |  |  |  |  |
| Knowledge Exams (PPL Theory) Completed |  |  | Date of Completed :  Results : |  |
| English Language Proficiency Check Completed |  |  | Date of Checked :  ELPC Level : |  |
| Requisition for a Flight Test submitted |  |  |  |  |
| ATO Recommendation Letter submitted |  |  |  |  |
| Course Completion Certificate |  |  |  |  |
| Medical examination completed |  |  | Date of Medical : |  |
| NIB Clearance received / Police Report |  |  | Ref. No. and Date : |  |

I understand that my application will not be processed unless I produce the original certificate / documents to TOPL section and make the relevant payments.

I hereby certify that the particulars given by me in this application are true and correct.

………………………………………….

(Applicant’s Signature)

The Application and documents received on …………………………………. and payment made.

Payment Receipt number …………………..

…………………………………..

(Receiving Officer’s signature)

Remarks