**RENEWAL OF AIRCRAFT MAINTENANCE LICENCE**

CHECKLIST FOR RECEIVING APPLICATIONS

Name of the Applicant:

Date:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Item** | **Yes**  | **No**  | **Remarks** | **Office Use**  |
| Duly completed the application (form 19) |  |  | Ref. No. |  |
| NIC or Passport (Original & copy) submitted |  |  |  |  |
| Type Authorization copy issued by company submitted(if available) |  |  |  |  |
| Two color photos submitted(2.5 by 2cm) |  |  |  |  |
| If the applicant is working in a foreign company, submitted service letter  |  |  |  |  |

I understand that my application will not be processed unless I produce the original certificates/ documents to the 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