



Ministry of Transport and Communications  
**Department of Civil Aviation**  
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## Advisory Circular

**DCA-AC-PEL-06/18**

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### APPEAL POLICY AND PROCEDURE FOR PERSONNEL LICENSING

#### 1. POLICY

Director General will issue a written decision to reject a License or Rating, Flight Simulation Training Device (FSTD) and Approved Training Organization (ATO) application. This decision shall be considered "provisional" and shall be subject to an appeal by the individual or organization.

#### 2. APPEAL PROCEDURE

- 2.1 From the decision of the Department of Civil Aviation (DCA) Myanmar, any interested party can appeal to DCA Myanmar within 30 days for the decision made by Director General. DCA Myanmar will take consideration of the appeal, including hearing and further evidence submitted by the individual or organization to make the final decision according to Section 5 (2)(ac) of Myanmar Aircraft Act 1934 as amended.
- 2.2 Individual and organization shall submit their appeal within 30 days with:
  - a) Formal Appeal letter state the reason of their appeal;
  - b) Submitted all support evidence in true copy for DCA consideration.
- 2.3 Individual and/or organization need to make by themselves available for hearing when DCA Myanmar decides to do so.
- 2.4 DCA Myanmar will consider all the evidences, including those submitted by all involved parties, as well as the hearing to make the final decision. Director General of DCA Myanmar will issue a written final decision to the individual and/or organization as soon as the final decision is made.

Director General  
Department of Civil Aviation