

[Letter Head of Airlines]

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Ref.: [if applicable]

Date:

Director General  
Department of Civil Aviation (DCA)  
DCA Headquarters Building  
Yangon International Airport  
Yangon 11021, Myanmar  
Fax: +95-1-533016  
E-mail: [dgdca@dca.gov.mm](mailto:dgdca@dca.gov.mm)

Dear Director General,

**APPLICATION FOR NEW/RENEWED PERMIT TO OPERATE**

We, -- [name of airlines] --, would like to apply to you for a new/renewed permit to operate for our scheduled international air services to and from the Republic of the Union of Myanmar. Accordingly, we would also like to submit relevant information and documents to you, as enclosed, for your kind consideration and approval. We are at your disposal for any further information you may need.

Yours sincerely,

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[signature, name and designation of a legal representative of the headquarters of the airlines]

***Encl.:*** information form for Application of Permit to Operate

***C.C.:*** Director (Air Transport), DCA

**INFORMATION FORM FOR THE APPLICATION OF PERMIT TO OPERATE**

New Application

Renewal

**Section 1: Airline**

Name of Airline -----

ICAO Designator (----/----/----)

IATA Designator (----/----)

Postal Address of Headquarter -----

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Telephone ----- Fax ----- Email -----

Postal Address of Local Branch (if applicable) -----

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Telephone ----- Fax ----- Email -----

**Section 2: Local Representative**

Name of Local Representative -----

Postal Address of Local Representative -----

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Telephone ----- Fax ----- Email -----

**Section 3: Aircraft to be Operated**

Type(s) of Aircraft					
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- A list of aircraft indicating whether owned or leased by the airline is provided in Section 5; and
- Relevant documents regarding all aircraft to be operated are provided in Section 5.

**Section 4: Schedules**

Flight No.	Route	Time		Day(s) of Operation	Weekly Frequency	Type (s) of Service	Date of Commencement
		ETA	ETD				

**Section 5: Documents Required**

Documents	Checked and Attached
Copy of letter or diplomatic note designating the airline	
Letter of authorization issued to the local representative	
Certified copy of the instrument relating to incorporation of the airline	
Certified information relating to the principle places of business of the enterprise	
Certified information relating to the nature of the enterprise	
Certified information relating to the equity structure of the enterprise	
Certified information relating to the nationalities of the investors	
Certified information relating to the names and nationalities of the board of directors	
Company profile	

Copy of Air Operator Certificate including its attachments issued by the state of the airline	
Cope of the air transport license or equivalent document issued by the State of the airline (if applicable)	
Certified copy of insurance policies and/or certificates	
Security programme	
List of aircraft indicating whether owned or leased by the airline	
Copy of Certificate of Registration for each aircraft to be operated	
Copy of lease arrangement for each leased aircraft (if applicable)	
Certified documents indicating that leasing arrangements are not equivalent to giving a lessor airline access to traffic rights not otherwise available to that airline and that financial benefits to be obtained by the lessor airline will not be related to the financial success of the operations of the lessee airline (if applicable)	
Others (if required)	

I hereby certify that the information provided above and all documents attached are true and correct.

Signature .....

Name .....

Designation .....

Organization .....

Date .....