

**GOVERNMENT OF INDIA  
CIVIL AVIATION DEPARTMENT**

File No.....

**APPLICATION FOR THE ISSUE/ CONVERSION OF COMMERCIAL PILOT'S LICENCE (AEROPLANE)  
with INSTRUMENT RATING / without INSTRUMENT RATING  
(strike off whichever not applicable from subject & please see the instructions also)**

1.	Name <i>(as in 10<sup>th</sup> certificate)</i>		Affix self attested recent photograph of size 3 x 4 cm  (also enclose atleast 5 photographs with form)
	Father's Name		
	Mother's Name		
2.	Date of birth & Age <i>(as in 10<sup>th</sup> certificate)</i>		
3.	Place of birth		
4.	Country of birth		
5.	Nationality		
6.	Correspondence address		
7.	Permanent address		(signature of candidate)

**8. Educational Qualification:**

	Examination	Name of Board/ university	Year	Subjects offered (write name of subjects)	Remarks
(i)	Class X or equivalent				
(ii)	Class XII or equivalent				
(iii)	Any other				

*10<sup>th</sup> & 12<sup>th</sup> shall be from recognized Board/ University. 12<sup>th</sup> shall have Physics and Maths. For recognition and equivalency please check from Association of Indian Universities.*

**9. Knowledge: (Computer Number - .....**)

	Paper	Passed in Session	Roll No.	Date of Result	Valid upto	Remarks
a)	Air Regulation					
b)	Air Navigation					
c)	Aviation Meteorology					
d)	Air Navigation Composite <i>(in lieu of b) &amp; c) if applied for conversion)</i>					
e)	Technical General <i>{not required, if applied for conversion}</i>					
f)	Technical Specific <i>{from contracting state, if applied for conversion}</i>					
	(i) A/c Name.....					
	(ii) A/c Name.....					
	(iii) A/c Name.....					
	(iv) A/c Name.....					
g)	Signal reception test @ 6/8 w.p.m.	Passed	Yes/ No			

*In case of conversion of foreign license, Technical Specific result in respect of the aircrafts shall be given from the contracting State. Holder of Valid Indian CHPL Required to submit result of Technical General and Technical Specific only. All technical exams are valid upto two and half years only. Ref FCL 2 of 2009.*

<b>10.</b>	<b>RTR and FRTOL details</b>	<b>Number</b>	<b>Date of issue</b>	<b>Valid upto</b>	<b>Whether applied for FRTOL</b>	<b>Remarks</b>
	Details of RTR(A)/RTR(P)				Yes/ No	
	FRTOL License				Yes/ No	



**13. Skill** in preceding six months as required vide section-J from date of application in DGCA:

a)	Requirement	A/c Name	duration	Date of test	Valid upto	Remarks
(i)	general flying test by day					
(ii)	general flying test by night					
(iii)	250NM, X-country flight test by Day (with one full stop landing elsewhere)					
(iv)	120NM, X-country test by Night (without landing elsewhere)					
(v)	IR Test (if IR requested)					

**Note:-** All the skill tests, cross country tests & instrument rating test shall be submitted in DGCA approved performas. Each test reports shall be duly signed by the DGCA approved (state approved) examiner & counter signed by the aerodrome authorities and shall be submitted in original. (DGCA approved performas are available on DGCA website under tab-forms). All the above tests i.e. 13. a) (i), (ii), (iii) & (iv) shall be on the same aircraft type. All the flying tests shall have been conducted only after the date of passing of DGCA / contracting state's exam on that aircraft type.

**For additional aircraft ratings (A/c Name..... attach A/c specific result & give details in 9 above)**

b)	Requirement	Duration	Date of Test	Valid upto	Remarks
(i)	general flying test by day				
(ii)	general flying test by night				
(iii)	IR Test (if IR requested)				

**For additional aircraft ratings (A/c Name..... attach A/c specific result & give details in 9 above)**

c)	Requirement	Duration	Date of Test	Valid upto	Remarks
(i)	general flying test by day				
(ii)	general flying test by night				
(iii)	IR Test (if IR requested)				

**For additional aircraft ratings (A/c Name..... attach A/c specific result & give details in 9 above)**

d)	Requirement	Duration	Date of Test	Valid upto	Remarks
(i)	general flying test by day				
(ii)	general flying test by night				
(iii)	IR Test (if IR requested)				

14.	Have you submitted Flying Training Progress Report (FTPR) duly signed by CFI. Flying Training shall have been completed in accordance with the syllabus prescribed by the Director-General (not applicable for conversion)	Yes/ No	
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15.	Were you been involved in aircraft accident/ incident in preceding 5 years If yes, give details thereof; with the disciplinary action taken, if any:-	Yes/ No	
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16.	If, holding any Indian flight crew license please give details		
	Name & number of licence	Date of issue	Valid upto

**17. Fee Details:**

DD Number and Date	Place of issue & Bank Name	Amount
<b>If fees is to be debited in the Advance Deposit Account of the operator, please fill up following:-</b>		
Name of Operator	Signature of authorized	
	Name	
	Seal	

Fees shall be paid in the form of Demand Draft, drawn on any nationalized bank in favor of 'Pay and Accounts Office, Director General of Civil Aviation, Ministry of Civil Aviation, New Delhi' payable at Delhi. Ref **rule 48** for fee amount. (Rs 5000 for issue of each license and additional Rs 5000 for each aircraft rating)

**18. for defense personnel only:**

	Condition	Complied	
i)	Whether the applicant is/ was in the service of Defense Forces of India.	Yes/ No	
ii)	If serving, No Objection Certificate obtained from the concerned Hqrs.	Yes/ No	
iii)	If serving, indicate whether accident/incident free certificate for the preceding 5 years has been obtained from the concerned Hqrs.	Yes/ No	
iv)	If not serving, indicate the Force..... and date of release.....		

**19. If application is for conversion of foreign license and rating, please give following details also:-**

a)	Details of foreign license		
	i) Country of issue of CPL		
	ii) Foreign CPL Number		
	iii) Date of issue of foreign CPL		
	iv) Validity of foreign CPL		
	v) Aircraft ratings on foreign CPL		
	vi) Instrument Rating on CPL		

b)	Details of foreign medical		
	i) Class & Date of foreign medical	Class-....., date of foreign Medical:.....	
	ii) Validity of foreign medical	Valid upto.....	

c)	Have you enclosed the verification of foreign license and medical from the contracting state's regulatory authority	Yes/ No	
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d)	Name, address, website & e-mail ID of the contracting state's flying training institute from where you did training		
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e)	Details of passport & travel for flying training (enclose copy of all the pages)		
	i) Full Name on Passport:		
	ii) Passport Number:		
	iii) place of Issue:		
	iv) valid upto:		

f)	Foreign Travel periods for flying training purposes:			
	Country visited for flying training	Departed India (date)	Arrived India(date)	

**20. Any other information:**

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**Declaration by the Applicant**

I declare that in terms of provisions of Rule 39A of the Aircraft Rules,1937, I have not suppressed or given any wrong information herein above for the purpose of obtaining the licence/ rating applied for here. I understand that I am liable for appropriate action, if any information given by me is found to be wrong even at a later date.

Place:

Date:

Signature of the applicant

**21. Please tick the list of enclosures submitted :**

Sl.	List of the documents to be submitted with application form	Submitted	
		Yes	No
<b>For knowledge have you submitted:</b>			
1.	Passed result of Air Regulation exam		
2.	Passed result Air Navigation exam		
3.	Passed result Aviation Meteorology exam		
4.	Passed result Air Navigation Composite exam {in lieu of Air Navigation & Aviation Meterology if applied for conversion}		
5.	Passed result Technical General exam {not required, if applied for conversion}		
6.	Passed result Technical Specific exam {from contracting state, if applied for conversion}{submit for each aircraft to be required on license)		
	(i) A/c Name.....		
	(ii) A/c Name.....		
	(iii) A/c Name.....		
	(iv) A/c Name.....		
7.	Passed result of signal reception test @ 6/8 w.p.m.		
<b>For flying experience have you submitted:</b>			
8.	Duly certified log book		
9.	CA39 duly certified by the CFI of the flying club for preceding five years		
10.	CA39 duly certified by the CFI of the flying club for preceding six months		
11.	Statement of PIC X-country duly certified by CFI		
12.	Statement of Instrument Time on aircraft		
13.	Statement of Instrument Time on simulator (synthetic)		
14.	Statement of 300 NM PIC X-country with name of two full stop ldfs.		
15.	Statement of 5 hrs PIC by night (in preceding 6 months)		
16.	Statement of 10 take off-ladings during PIC night (in preceding 6 months)		
17.	Report of General Flying Test by Day (in preceding 6 months)		
18.	Report of General Flying Test by Night (in preceding 6 months)		
19.	Report of 250NM, X-country flight test by Day (in preceding 6 months)		
20.	Report of 120NM, X-country test by Night (in preceding 6 months)		
21.	Report of IR Test (if IR requested)		
22.	FTPR from flying school (not applicable for conversion)		
23.	Accident/incident, if any		
<b>General Items</b>			
24.	RTR(A) License or Result of RTR(A) exam (if passed recently) (but RTR(A) license is must before issue of flight crew license, please give a copy of license)		
25.	If you hold any other DGCA license please give a copy		
26.	10 <sup>th</sup> certificate in original and an attested copy		
27.	Verification of 10 <sup>th</sup> certificate from the concerned board/ university		
28.	12 <sup>th</sup> Certificate in original and an attested copy		
29.	Verification of 12 <sup>th</sup> certificate from the concerned board/ university		
30.	Valid Calss-I medical assessment or CA-35 form in original and a copy.		
31.	Foreign license with copy (if applied for conversion)		
32.	Valid foreign medical assessment with copy (if applied for conversion)		
33.	Verification of foreign license/ rating and medical from state (if applied for conversion)		
34.	Approval of the Flying school from the state regulatory authority of the period during which training was done (if applied for conversion)		
35.	Approval of the Flying school from the state regulatory authority of the period during which you went for recency again (if applied for conversion)		
36.	Full copy of the passport (if applied for conversion)		
37.	Five photographs		
38.	Have you submitted fee as per rule 48		
<b>For Defense personnel only</b>			
39.	If serving defense personal, have you submitted NOC from the concerned Hqr.		
40.	If serving defense personal, have you submitted accident/incident free certificate for the preceding 5 years from concerned Hqr.		
41.	If non-serving defense personal, have you submitted the release certificate.		

## **INSTRUCTIONS TO THE APPLICANTS**

1. This application, duly filled may be submitted personally OR through an authorized person OR by registered post to Director Training & Licensing, Directorate General of Civil Aviation, Technical Centre, Opp. Safdarjang Airport, Aurbindo Marg, New Delhi 110003.
2. The date of application is the date at which the application is received in DGCA. Therefore, applicant shall ensure his application reaches in time at DGCA.
3. All the calculations of the validity of preceding 5 years or preceding 6 months are based on the date of application in DGCA and applicant shall possess all the requisite documents including medical, DGCA written exam results, RTR(A) on the date of submission of papers in DGCA, else application would be summarily rejected. Please refer flight crew circular 2 of 2009 also.
4. The sample CA-39 forms for 5 years and for 6 months are available with this form.
5. In case of foreign national, enclose nationality certificate OR attested copy of passport.
6. Log book shall be maintained as per rule 67 and there shall be no cuttings. The entries of the skill tests/X-country tests/ IR tests shall be duly certified in the log book by the examiner who conducted the check. The number of landings carried out during the tests shall be clearly mentioned in the log book.
7. In case of application for conversion of foreign license applicants are required to submit copy of the log book containing flying of atleast preceding six months.
8. All the skill tests shall be conducted only after the candidate had passed the written examination for that type of aircraft.
9. The photograph shall be identical, recent, coloured, size 3cmx 4cm showing frontal view of full face and having name printed on them. The name shall be the same as in 10<sup>th</sup> certificate.
10. If, any person has changed his name than what appears on his 10<sup>th</sup> certificate, he shall submit all the relevant certificates and documents required by law in support of change in name.
11. In case, conversion is sought in respect of license of the contracting state who do not conduct technical specific examination for each aircraft and foreign license is for all single and multi engine below 5700kgs, then on Indian CPL only one single and one multi engine aircraft rating (for which he has submitted skill test reports) will be granted. Further, extension of ratings would be done as per the provisions of schedule-II, Section-J.
12. All the originals shall be kept in a separate envelope and remaining documents should be separately kept and they should be marked as annexure as per the serial number given in the list of enclosures.
13. Remarks column is for office use only.

EXPERIENCE IN LAST 5 YEARS FROM THE DATE OF SUBMISSION OF PAERS IN DGCA (FROM ..... TO .....)

Name of Licence Holder.....

Licence Class :..... License Number ..... Valid upto.....

Aircrafts flown.....

**Year Wise - flying Details preceding 5 years**

Year Wise ↓	SINGLE ENGINE AIRCRFAT				MULTI ENGINE AIRCRAFT						INSTRUMENT TIME			
	DAY		NIGHT		DAY			NIGHT			On Aircraft			On Synthetic Simulator
	Dual	Solo	Dual	Solo	U/T	Co-pilot	PIC	U/T	Co-pilot	PIC	Total	Simulated	Actual	
	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)
<b>Total</b>														

**Aircraft Wise - flying Details preceding 5 years**

A/c Wise Pl. Put a/c Name ↓	SINGLE ENGINE AIRCRFAT				MULTI ENGINE AIRCRAFT						INSTRUMENT TIME			
	DAY		NIGHT		DAY			NIGHT			On Aircraft			On Synthetic Simulator
	Dual	Solo	Dual	Solo	U/T	Co-pilot	PIC	U/T	Co-pilot	PIC	Total	Simulated	Actual	
	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)
<b>Total</b>														

This is to certify that I have examined the logbooks of Mr. ....  
and the above is a true summary.

Countersigned.....  
Name.....  
Designation.....  
Company name.....  
Seal.....  
Date.....

Signature of License Holder .....  
Date.....

EXPERIENCE IN LAST 6 MONTHS FROM THE DATE OF SUBMISSION OF PAERS IN DGCA( FROM ..... TO .....)

Name of Licence Holder.....

Licence Class :..... License Number ... Valid upto.....

Aircrafts flown.....

**Month wise - flying Details preceding 6 months**

Write month wise ↓	SINGLE ENGINE AIRCRAFT				MULTI ENGINE AIRCRAFT						INSTRUMENT TIME			
	DAY		NIGHT		DAY			NIGHT			On Aircraft			On Synthetic Simulator
	Dual	Solo	Dual	Solo	U/T	Co-pilot	PIC	U/T	Co-pilot	PIC	Total	Simulated	Actual	
	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)
<b>Total</b>														

**Aircraft wise - flying Details preceding 6 months**

Write a/c wise ↓	SINGLE ENGINE AIRCRAFT				MULTI ENGINE AIRCRAFT						INSTRUMENT TIME			
	DAY		NIGHT		DAY			NIGHT			On Aircraft			On Synthetic Simulator
	Dual	Solo	Dual	Solo	U/T	Co-pilot	PIC	U/T	Co-pilot	PIC	Total	Simulated	Actual	
	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)
<b>Total</b>														

This is to certify that I have examined the logbooks of Mr. .... and the above is a true summary.

Countersigned.....  
 Name.....  
 Designation.....  
 Company name.....  
 Seal.....  
 Date.....

Signature of License Holder .....  
 Date.....