



DEPARTMENT OF CIVIL AVIATION MALAYSIA  
NO.27 PERSIARAN PERDANA,  
LEVEL 4, PODIUM A, PRECINCT 4  
FEDERAL GOVERNMENT ADMINISTRATIVE CENTRE  
62618 PUTRAJAYA  
MALAYSIA.  
Tel. 6 - 03 – 8871 4221/4222/4239/4338  
Fax. 6 - 03 – 8889 2642  
Email: airtransport@dca.gov.my

*Form AT 004*

### **APPLICATION FOR CHARTER/EXTRA FLIGHT TO MALAYSIA**

1. Name of airline (operator):
2. Two and Three letter IATA/ICAO code (if applicable):
3. Local Corresponding or Billing address (if not available, other Corresponding or billing address):
  - i) Tel. No:
  - ii) Fax No:
  - iii) Telex No:
  - iv) AFTN No:
  - v) Email:
4. Name and address of charterer (if different from item no. 1 and 3):
5. Name and address of Travel Agent (if different from charterer):
6. Purpose of flight:
7. Type of flight: (e.g. Inclusive Tour Charter, Etc.):
  - a) Passenger
    - i) Nationality (With Pax Manifest):
    - ii) Capacity:
    - iii) Configuration:
  - b) Cargo (inclusive of Dangerous Goods)
    - i) Type:
    - ii) Packing:
    - iii) Consignor:
    - iv) Consignee:
  - c) Combination of both:
8. Flight Details:
  - i) Flight number (Inclusive inbound and outbound flight):
  - ii) Aircraft Type/Registration:
  - iii) Dates/Days of operations:
  - iv) ATS Route (specify airways):
  - iv) ETA/D (LT or UTC, delete if not applicable):
  - v) Point of Departure and Destination (specify IATA Three letter codes Or ICAO Four letter location indicator):
  - vii) Total number of operation:

9. Name and Address of Ground Handling Agent in Malaysia:  
10. Any other Information: (e.g. a certified copy of Air Operator Certificate and Certificate of Insurance)

11. a) Name of applicant (in full):  
b) Designation:  
c) Signature and Company's endorsement:  
d) Telex/Telephone/Mobile phone/Fax No:

12. If landing at MILITARY AIRFIELD i.e. Kuantan (WMKD), Labuan (WBKL), please submit separate request to:

MARKAS OPERASI UDARA (Defence Operation Rooms/DOR)  
JABATAN ARAH OPERASI,  
ARAS 10.13 WISMA PERTAHANAN,  
JALAN PADANG TEMBAK,  
50634 KUALA LUMPUR,  
MALAYSIA.  
FAX: 03-2698 6403  
TEL: 03- 2071 6516.

13. If landing at WMKE (Kerteh), please submit separate request to:

MANAGER  
PETRONAS WILAYAH TIMUR, KERTEH AIRPORT,  
MANAGEMENT DEPARTMENT (KAMD)  
24300 KERTEH, KEMAMAN,  
TERENGGANU, MALAYSIA  
(ATTN: MAJOR (R) ADLE MUSTAFA)  
Tel: 09-8261566 / 8262601  
Fax: 09-8261615 / 8262501

- Note:** i. The following documents should be submitted together with the application form:-  
a) A letter of designation from State's Civil Aviation Authority to indicate the airline is the designated carrier for the operation;  
b) A copy of Air Operator Certificate (AOC);  
c) A copy of insurance coverage;
- ii. The application should reach DCA **at least two (2) working weeks** ahead of actual flight date and please send the completed form with a covering letter to:-

Director General  
Department of Civil Aviation Malaysia  
No.27 Persiaran Perdana,  
Level 4, Podium A, Precinct 4,  
Federal Government Administrative Centre,  
62618Putrajaya,  
Malaysia  
(Attn: Air Transport Division)

Tel: 603-8871 4000  
Fax: 603-8889 2642  
Email: [airtransport@dca.gov.my](mailto:airtransport@dca.gov.my)

iii. This application should be copied to:

Manager  
AIRPORT COORDINATION MALAYSIA (ACM)  
MALAYSIA AIRLINES  
Complex B – Admin 3B,  
Sultan Abdul Aziz Shah Airport,  
47200 Subang, Selangor,  
Malaysia.  
Tel: 03-7840 2017 / 4173 / 3687  
Fax: 03- 7846 2605  
SITA: KULSPMH / KULYQMH  
Email : [aprani@mas.com.my](mailto:aprani@mas.com.my) or [ddiana@mas.com.my](mailto:ddiana@mas.com.my) or  
[slot-malaysia@acm.org.my](mailto:slot-malaysia@acm.org.my)

**(Note:** Operator (s) is advisedly to coordinate with ACM for slot time confirmation to avoid delay approval from DCA Malaysia)

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- vi) For Schedule Carriers, the operation is based on Bilateral Air Services Agreement (BASA) and the slot time is approved by DCA after being coordinated with the National Slot Coordinator (MAS). For schedule operation, please use application form AT002.
- v) Please use this application Form AT004, if schedule carriers are engaged in charter flight carrying normal passengers. Flight approval will be issued by DCA subject to MOT (Ministry of Transport) approval. This is also applicable for non schedule operators engaged in charter flight carrying normal passengers.
- vi) Please also use this application Form AT004, if schedule carrier(s) are engaged in charter for military personal/equipment. The application needs ‘**Diplomatic Clearance**’ from Ministry of Foreign Affairs (WISMA PUTRA) which is subject to Ministry of Defence (MINDEF) approval. This is applicable for non schedule operators engaged in charter for military personal as well.

Address: The Secretary-General,  
Ministry of Foreign Affairs  
Consular Division  
Wisma Putra,  
No.1 Jalan Wisma Putra, Presint 2  
62602 Putrajaya,  
Malaysia

Fax: 03-8889 2923  
Tel: 03-8887 4127 / 4399