



Brunei Department of Civil Aviation
INFORMATION NOTICE (PEL)
Number : IN/PEL-2025/001
Issued : 20 February 2025

Updated Licence Applications, Payments and Collections Operating Hours

Recipients must ensure that this notice is copies to all members of their staffs who may have an interest in the information.

Applicability:	
Aerodrome	Not primarily affected
Air Navigation Service Provider	All licenced personnel
Airworthiness	All licenced personnel
Flight Operations	All licenced personnel
Licenced / Unlicensed Personnel	All licenced personnel
Safety / Security	Not primarily affected

1. INTRODUCTION

- 1.1. The purpose of this notice is to update the operation hours of Personnel Licensing Section for applications, payments and collection matters.

2. PROCESS

- 2.1. All payments regarding licensing shall only be paid to the Finance Section (Ground Floor), DCA HQ before sending the application to PEL Section (Third Floor). Upon payment, the original receipt shall be attached with the application form and will be photocopied by PEL Section. Original receipt will be given back to the applicant on the day of collection. No payments shall be made to PEL Section.
- 2.2. Submission for Flight Crew Licence Validation and Air Traffic Controller Licence (ATCO) can be made by sending the complete application in-person to PEL Section (Third floor) or made via e-mail: e-licensing@dca.gov.bn.
- 2.3. Submission for BAR 1 Part 66 Aircraft Maintenance Engineering Licence (AMEL) shall be made by sending the complete application in-person to PEL Section (Third floor).
- 2.4. All Application forms can be attained from 'Personnel Licensing' under form's tab in the department website at www.dca.gov.bn.

2.5. Licence application and payment operating hours:

Normal Operating Hours:

Monday to Thursday: 08.30 am until 11.00 am
1.30 pm until 2.30 pm

Saturday: 08.30 am – 10.30 am

Friday & Sunday: Close

Ramadhan Operating Hours:

Monday to Thursday: 08.30 am until 12.00 pm

Saturday: 08.30 am until 10.00 am

Friday & Sunday: Close

2.6. Licence collection hours:

Normal Collection Hours:

Monday to Thursday: 08.30 am until 11.00 am
1.30 pm until 2.30 pm

Saturday: 08.30 am – 11.00 am

Friday & Sunday: Close

Ramadhan Collection Hours:

**Monday to Thursday &
Saturday:** 08.30 am until 12.00pm

Friday & Sunday: Close

Date and time of collection for the licenses and approval will be advised via e-mail upon issuance of licenses and approval. The collection will be at PEL Section (Third floor counter).

3. QUERIES

- 3.1. Any queries or further guidance required as a result of this communication should be addressed to e-licensing@dca.gov.bn.



4. AMENDMENT, REVOCATION AND SUSPENSION

- 4.1. This notice may be amended at a short notice.
- 4.2. This notice will take effect immediately and remain in force until further notice, unless revoked or suspended by the Director of Civil Aviation, Negara Brunei Darussalam.
- 4.3. This notice will supersede the previous notice ref: IN/PEL-2022/002 dated 01st September 2022.

Signature:
(SITI NUR MUSFIRAH HAJI MUSTAFA)
Act. Deputy Director of Civil Aviation (Regulator)
for Director of Civil Aviation
Date: 20th February 2025



External Distributions:

Director of His Majesty the Sultan's Flight
Chief Executive Officer, Royal Brunei Airlines
Head of Aircraft Services, BSP