



**Brunei Department of Civil Aviation
INFORMATION NOTICE (PEL)**

Number: IN/PEL- 2022/002

Issued: 01 September 2022

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:

Monday to Thursday	08.30 am until 11.00 am 02.00 pm until 03.00 pm
Saturday	08.30 am until 10.30 am

2.6 Licence collection hours:

Monday to Thursday & Saturday	08.30 am until 12.00 noon 02.00 pm until 04.00 pm
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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

3.2 For other matters (including MED and ATO) concerning licensing issues, please contact the following:

PEL SUBJECT	CONTACT DETAILS
Validation of Pilot Licence	E-mail: kasbi.kaling@dca.gov.bn Number: +6737128877
BAR 1 Part 66 Licence	E-mail: khalid.hussain@dca.gov.bn Number: +6737155858
BAR 1 Part ATCO Licence	E-mail: norhidayah.ismail@dca.gov.bn Number: +6738834614
Other PEL matters	E-mail: e-licensing@dca.gov.bn

4. AMENDMENT, REVOCATION AND SUSPENSION

- 4.1 This notice may be amended at short notice to reflect the current situation.
- 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-2022/001 dated 22nd March 2022.

Signature:
(MOHAMAD AZLAN BIN MOHAMMAD JUNAIDI)
Act. Director of Civil Aviation

Date: 05 September 2022

External Distributions:
Director of His Majesty the Sultan’s Flight
Chief Executive Officer, Royal Brunei Airlines
Head of Aircraft Services, BSP



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(Official Stamp)