



Visit to Brunei International Airport Application Form

Applicant(s) are advised to read the guidance for application page before completing the form.

Please complete this form in **BLOCK CAPITALS** then sign using **dark blue ink**. Upon completion, please submit this form to:

**Airport Management Section
Department of Civil Aviation
Ministry of Transport and Infocommunications
Brunei International Airport
Bandar Seri Begawan, BB2513
Brunei Darussalam**

Or via email at apm.dca@dca.gov.bn

1. Organisation Details		
Name of Organisation		
Address		
		Postcode
2. Visit Details		
Purpose of Visit		
Visit Location(s)		
Departure Check-in Hall, Landside	<input type="checkbox"/>	Others <input type="checkbox"/>
Departure Hall, Airside	<input type="checkbox"/>	
Meeters & Greeters Hall, Arrival Landside	<input type="checkbox"/>	
Baggage Reclaim Hall, Arrival Airside	<input type="checkbox"/>	
Surau Brunei International Airport	<input type="checkbox"/>	
(Others) Please specify:		
Visit date(s)	Visit start hour	Visit end hour
Visit equipment		
Total no. of visitor(s)		



3. Applicant's details	
First Name	Last Name
Position	Email
Contact no. (Mobile)	Contact no. (Office)
Application date	Signature

For official use only		
Head of Events and Logistics Unit		
Application: Confirmed <input type="checkbox"/> Rescheduled <input type="checkbox"/>		
Remarks		
New visit date(s)	New visit start hour	New visit end hour
Airport Manager		
Application: Accepted <input type="checkbox"/> Rejected <input type="checkbox"/>		
First Name	Last Name	
Date received	Signature	
Remarks		
Deputy Director of Civil Aviation (Aerodrome)		
Application: Approved <input type="checkbox"/> Not Approved <input type="checkbox"/>		
First Name	Last Name	
Date	Signature	
Remarks		



Guidance for application

Instruction for completion of application form

1. Enter organisation details where appropriate; name of organisation/official company name and mailing address.
2. Enter visit details where appropriate; purpose of visit at the Brunei International Airport, check all applicable boxes and specify other location not stated in the checklist, enter visit date, start and end time of visit and exact number of visitor(s).
3. Enter applicant's details where appropriate; first name, last name, position, email address, both mobile and office number, application date and signature.

List of attachment(s)

1. Copy of clear Smart Identification Card

Other information

1. Application for an approval **shall be made and reached the Department of Civil Aviation at least 2 weeks** before the actual date of visit.
2. This application **shall be fully completed**. Failure to do so may result in its return for resubmission or delay in the processing of the application. If there is insufficient space to list all items, they can be listed on a separate sheet.
3. Events and Logistics Unit will contact applicant to inform the acceptance or rejection of application.
4. The Department of Civil Aviation **reserves the right** to stop, postpone and change the visit date(s) in the event of a breach of term(s) and condition(s) or the occurrence of unavoidable matters. Operations of airport **shall not be disrupted** by any visitor(s).
5. The applicant **shall be held responsible** if there is any damage to the property of Brunei International Airport.