



Visit to Brunei International Airport

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 via email to apm.dca@dca.gov.bn.

1. Organisation Details			
Name of Organisation			
Address			Postcode
2. Applicant's details			
Name		Designation	
Email		Signature	
Contact no. (Mobile)	Contact no. (Office)	Application date	
3. Visit Details			
Purpose of Visit			
Visit Location(s)			
Departure Check-in Hall, Landside		☐	Baggage Reclaim Hall, Arrival Airside
Departure Hall, Airside		☐	Surau Brunei International Airport
Meeters & Greeters Hall, Arrival Landside		☐	Others
(Others) Please specify:			
Visit date(s)	Visit start hour	Visit end hour	Total no. of visitor(s)

For official use only			
Head of Events and Logistics Unit			
Application: Confirmed ☐ Rescheduled ☐			
Location: Landside ☐ Airside ☐		Pass Application ☐	
New visit date(s)		New visit start hour	New visit end hour
Remarks			



Head of Airport Management		
Application: Accepted ☐ Rejected ☐		
Name	Date received	Signature
Remarks		
For Director of Civil Aviation		
Application: Approved ☐ Not Approved ☐		
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 applicant's details where appropriate; name, designation, email address, signature, both mobile and office number and application date.
3. Enter visit details where appropriate; purpose of visit to 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).

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. Applications for filming scheduled to take place within the **Airside area of the Brunei International Airport terminal building will not be processed without the mandatory attachments**. Applicants must submit a comprehensive list of all participating individuals, accompanied by copies of their respective Smart Identification Cards.
4. Events and Logistics Unit will contact applicant to inform the acceptance or rejection of application.
5. 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).
6. The applicant **shall be held responsible** if there is any damage to the property of Brunei International Airport.