



Brunei Department of Civil Aviation
INFORMATION NOTICE (REG)
Number : IN/REG-026/001
Issued : 19 September 2026

GUIDANCE ON APPLICATION FOR REGULATORY EXEMPTION

Distribution Note: Recipients must ensure that this notice is copied to all members of their staff who may have an interest in the information.

Applicability:	
Aerodrome Operations & Certification	All affected aerodrome operators and personnel
Air Navigation Services (ANS)	All licensed personnel and service providers
Airworthiness / AMO / CAMO	All licensed personnel and approved organizations
Flight Operations	All licensed flight crew and air operators
Aviation Training Organizations (ATO) / Personnel Licensing	All affected personnel and approved training organizations
Aviation Security	All affected personnel and regulated entities

1. INTRODUCTION

- 1.1. The purpose of this notice is to provides guidance to the industry for applying for regulatory exemption to the Department of Civil Aviation (Brunei DCA).

2. APPLICATION TIME FRAME

- 2.1. **Standard Timeframe:** Applicants must submit a complete exemption application at least three (3) months prior to the date the exemption takes effect.
- 2.2. **Late Applications:** When unforeseen circumstances require an exemption on shorter notice, Brunei DCA will consider a late application only if the applicant provides suitable written justification explaining why submission within the standard timeframe was not possible.
- 2.3. **Incomplete Submissions:** Failure to submit adequate information or required supporting documentation will result in the application being reverted to the applicant, causing further processing delays or refusal.

3. REQUIRED APPLICATION PACKAGE CHECKLIST

- 3.1. An application shall submit the following:
- a) A completed form (Form REG03(A));
 - b) Reasons for non-compliance with the existing requirements/Reasons why the exemption is necessary;
 - c) Safety Risk Assessment Report (to be completed by a trained and qualified personnel);
 - d) Means of mitigation and indication as to when compliance can be expected.
 - e) Previous Exemption documentation (for renewal)

Note: For exemptions relating to personnel licensing (e.g. Flight Crew Licences, Aircraft Maintenance Licences, Air Traffic Controller Licences etc.), the safety risk assessment report as required in para 3.3.1.c) shall be done by the operator that the applicant is employed by, or the relevant approved training organisation if the applicant is not tied to any organisation.

- 3.2. The application form can be attained from department website at <https://www.dca.gov.bn/exemptions-page/>. For guidance on the Safety and Risk Assessment Criteria, applicant may refer to the Brunei DCA Exemption Manual Chapter 4 as reference.

4. PUBLICATION OF GRANTED EXEMPTIONS

- 4.1. Where an exemption is granted, Brunei DCA will publish the details of the exemption on the Brunei DCA website prior to the commencement of the exemption's validity period, for public information and transparency.
- 4.2. Granted exemptions are subject to continuous monitoring. Brunei DCA reserves the right to suspend or revoke an exemption at any time in the interest of aviation safety or if the holder fails to comply with imposed conditions.

5. SUBMISSION INSTRUCTION

- 5.1. Submission can be made by sending the complete application in-person or made via e-mail to the following address:

DEPARTMENT OF CIVIL AVIATION
Ministry of Transport and Infocommunications
Brunei International Airport, Bandar Seri Begawan, BB2513, Brunei Darussalam
Telephone: 2330142 | **Email:** regulatory.dca@dca.gov.bn | **Website:** www.dca.gov.bn

6. QUERIES

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

7. AMENDMENT, REVOCATION AND SUSPENSION

- a) 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.

Signature:

**(NOUZHAH ASY-SYIFA @ NOUZHATUS SYIFA
HAJI MOSTAPHA)**

**Act. Deputy Director of Civil Aviation (Regulator)
for Director of Civil Aviation**

Date: 19th September 2026



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