

Brunei Department of Civil Aviation INFORMATION NOTICE (PEL)

Number: IN/PEL- 2020/005

Issued: 14 November 2020

Updated Licence Application, Payment and Collection 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 Traffic	All licenced personnel
Air Navigation	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 application, payment and collection matters.

2. Scope

- 2.1 All payments regarding licensing shall now be paid to the Finance Section (Ground Floor) before sending the application to PEL Section (Third Floor).
- 2.2 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.
- 2.3 Licence application / 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

2.4 Licence collection hours:

Monday to Thursday & Saturday

08.00 am until 12.00 noon

01.45 pm until 04.15 pm

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

Tel: +673 2330142

Fax: +673 2345345

Website: www.dca.gov.bn

4. Cancellation

4.1 This Information Notice will remain in force until further notice.

Date: 14 November 2020

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