



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

**Number: IN/PEL- 2021/002**

**Issued: 16 August 2021**

**TEMPORARY PROCESS FOR PERSONNEL LICENSING MATTERS**

Recipients must ensure that this notice is copies to all members of their staffs who may have an interest in the information.

<b>Applicability:</b>	
<b>Aerodrome</b>	<b>Not primarily affected</b>
<b>Air Traffic Control Officer</b>	<b>All licensed personnel</b>
<b>Air Navigation Service Provider</b>	<b>All licensed personnel</b>
<b>Airworthiness</b>	<b>All licensed personnel</b>
<b>Flight Operations</b>	<b>All licensed personnel</b>
<b>Licensed / Unlicensed Personnel</b>	<b>All licensed personnel</b>
<b>Safety / Security</b>	<b>Not primarily affected</b>

**1. INTRODUCTION**

- 1.1 The purpose of this notice is to details the temporary process established for Personnel Licensing (PEL) matters such as Licenses, Approved Training Organisations and other PEL correspondences.
- 1.2 This Notice is issued in the interest of protecting public health due to the current situation of COVID-19 pandemic in the country. In this regard, Regulatory and Finance counters will be temporarily closed effective immediately until a date to be announced later.

**2. TEMPORARY PROCESS**

**2.1 Submission of Application**

- 2.1.1 All applications and correspondence shall be submitted electronically via e-mail: [e-Licensing@dca.gov.bn](mailto:e-Licensing@dca.gov.bn)
- 2.1.2 Application forms can be attained from 'Personnel Licensing' under Form's tab in the department website at [www.dca.gov.bn](http://www.dca.gov.bn).
- 2.1.3 All submission shall include all the required supporting documents.
- 2.1.4 Specific instructions on the submission for Validation of FCL, AMEL and ATCO licenses shall follow para 2.2, 2.3 and 2.4.

**2.2 Application for Validation of Licence to Fly as an Operating Crew of Aircraft Registered in Brunei**

- 2.2.1 Payment must be made through online banking prior to application. Details as follows:

Name of bank	Bank Islam Brunei Darussalam
Beneficiary name	Government of Brunei Darussalam
Account number	00 001 01 8000089
Swift code	BIBDBNBB
Address	Lot 159, Jalan Pemancha

	Bandar Seri Begawan BS8711 Negara Brunei Darussalam
Branch	Bandar Seri Begawan
Reference	DCABB1 ( <i>Note: Please include the reference (DCABB1) in bank slip payment</i> )

2.2.2 Once payment has been made, notify Brunei DCA Finance and Personnel Licensing Section via e-mail as follows:

Recipients (TO)	<a href="mailto:rosmohaizan.mohammad@dca.gov.bn">rosmohaizan.mohammad@dca.gov.bn</a> ; <a href="mailto:kewangan.dca@dca.com.bn">kewangan.dca@dca.com.bn</a> ; <a href="mailto:dygrokiah.ahmad@dca.gov.bn">dygrokiah.ahmad@dca.gov.bn</a> ;
Recipients (CC)	<a href="mailto:e-Licensing@dca.gov.bn">e-Licensing@dca.gov.bn</a>
Subject	*Insert Validation number, Name and Validation purpose (New/Renewal)* ( <i>e.g:</i> <i>For renewal: OPS9999 Ahmad Mohammad Renewal of Validation Application</i> <i>For new: OPS9999 Ahmad Mohammad New Validation Application</i> )
E-mail Attachment	1. Proof of Payment 2. Electronic copy of completed application form which payments has been made for

2.2.3 Following 2.2.2, submit the required supporting documents as follows:

Recipients (TO)	<a href="mailto:e-Licensing@dca.gov.bn">e-Licensing@dca.gov.bn</a>
Recipients (CC)	<a href="mailto:hizami.yasmin@dca.gov.bn">hizami.yasmin@dca.gov.bn</a>
Subject	*Insert Validation number, Name and Validation purpose (New/Renewal)* ( <i>e.g:</i> <i>For renewal: OPS9999 Ahmad Mohammad Renewal of Validation Application</i> <i>For new: OPS9999 Ahmad Mohammad New Validation Application</i> )
E-mail Attachment	1. Electronic copy of completed application form which payments has been made for 2. Scanned/ electronic copy of the required documents. Government e-mail capacity has a limit of 25MB, for larger files, do provide link to shared folder.

2.2.4 Scanned copy of payment receipt will be e-mailed to applicants.

### 2.3 Application for BAR 1 Part 66 – Aircraft Maintenance Engineering Licence

2.3.1 Payments are not required for BAR 1 Part 66 Licence.

2.3.2 Completed application form and required supporting documents via e-mail as follows:

Recipients (TO)	<a href="mailto:e-Licensing@dca.gov.bn">e-Licensing@dca.gov.bn</a>
Recipients (CC)	<a href="mailto:khalid.hussain@dca.gov.bn">khalid.hussain@dca.gov.bn</a>
Subject	*Insert AMEL number, Name and purpose (Initial/Amendment/Renewal)* ( <i>e.g: BRN.66.XXXX Mohammad Ahmad Amendment of AMEL Application</i> )

E-mail Attachment	<ol style="list-style-type: none"> <li>1. Electronic copy of completed application form</li> <li>2. Scanned/ electronic copy of the required documents. Government e-mail capacity has a limit of 25MB, for larger files, do provide link to shared folder.</li> </ol>
-------------------	--

## 2.4 Application for BAR 1 Part ATCO Licence

2.4.1 Payments are not required for BAR 1 Part ATCO Licence.

2.4.2 Completed application form and required supporting documents via e-mail as follows:

Recipients (TO)	<a href="mailto:e-Licensing@dca.gov.bn">e-Licensing@dca.gov.bn</a>
Recipients (CC)	<a href="mailto:norhidayah.ismail@dca.gov.bn">norhidayah.ismail@dca.gov.bn</a>
Subject	*Insert ATCO number, Name and purpose (Initial/Amendment/Renewal)* (e.g: XXXXX Mohammad Ahmad Amendment of ATCOL Application)
E-mail Attachment	<ol style="list-style-type: none"> <li>1. Electronic copy of completed application form</li> <li>2. Scanned/ electronic copy of the required documents. Government e-mail capacity has a limit of 25MB, for larger files, do provide link to shared folder.</li> </ol>

## 2.5 Approved Training Organisation and other PEL correspondences

2.5.1 All application, renewal or validation of ATO shall be made via e-mail in the following format:

Recipients (TO)	<a href="mailto:e-Licensing@dca.gov.bn">e-Licensing@dca.gov.bn</a>
Recipients (CC)	<a href="mailto:hizami.yasmin@dca.gov.bn">hizami.yasmin@dca.gov.bn</a> (for BAR 1 Part ORA/ CC/ MED) <a href="mailto:khalid.hussain@dca.gov.bn">khalid.hussain@dca.gov.bn</a> (for BAR 1 Part 147) <a href="mailto:norhidayah.ismail@dca.gov.bn">norhidayah.ismail@dca.gov.bn</a> (for BAR 1 Part ATCO-MED/ ATC School)
Subject	*Insert organisation name, Certificate/approval reference (if applicable), type of approval and purpose (Initial/Amendment/Renewal)* (e.g: ABC School, ref: 147-XXX, BAR 1 Part 147, Amendment Application)
E-mail Attachment	<ol style="list-style-type: none"> <li>3. Electronic copy of completed application form</li> <li>4. Scanned/ electronic copy of the required documents. Government e-mail capacity has a limit of 25MB, for larger files, do provide link to shared folder.</li> </ol>

2.5.2 All other PEL correspondence shall be made via e-mail.

## 2.6 Collection Method

2.6.1 Licenses and approval will only be issued in electronic copy format via e-mail, except for Validation of Pilot Licence.

2.6.2 Collection period will be limited to the following:

Day	Every Thursday
Time	09:00 – 10:00 AM
Venue	DCA Operations Centre (Click <a href="#">here</a> to view location)

Collection method	1. Inform contact person for validation of pilot licence in para 3.2 2. Observe social distancing and keep personal hygiene 3. Bring your own pen and fill in the prepared logbook upon collection
-------------------	--

### 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](mailto:e-Licensing@dca.gov.bn).
- 3.2 For urgent matters of each respective areas, please contact the following:

PEL Subject	Contact Details
Validation of Pilot Licence	E-mail: <a href="mailto:hizami.yasmin@dca.gov.bn">hizami.yasmin@dca.gov.bn</a> Number: +6738783059
BAR 1 Part 66 Licence	E-mail: <a href="mailto:khalid.hussain@dca.gov.bn">khalid.hussain@dca.gov.bn</a> Number: +6737155858
BAR 1 Part ATCO Licence	E-mail: <a href="mailto:norhidayah.ismail@dca.gov.bn">norhidayah.ismail@dca.gov.bn</a> Number: +6738834614
Other PEL Matters	<a href="mailto:e-Licensing@dca.gov.bn">e-Licensing@dca.gov.bn</a>

### 4. AMENDMENT, REVOCATION AND SUSPENSION

- 4.1 Due to the nature of COVID-19, this Notice may be amended at short notice to reflect the current situation of COVID-19 locally.
- 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

Signature:   
**AWANG MOHAMMAD AZLAN BIN MOHAMMAD JUNAIDI**  
Act. Director of Civil Aviation

.....  
Official Stamp

Date: 16 August 2021

Internal Distributions:

Air Navigation Services Division, Department of Civil Aviation

External Distributions:

Director of His Majesty the Sultan's Flight  
Chief Executive Officer, Royal Brunei Airlines  
Head of Aircraft Services, BSP  
School of Aviation, IBTE

