



# Brunei Department of Civil Aviation INFORMATION NOTICE

Number: IN/REG-2021/001

Issued: 14 August 2021

## TEMPORARY PROCESS FOR SUBMISSION OF APPLICATION, PAYMENT METHOD AND DOCUMENT COLLECTION

### 1. INTRODUCTION

- 1.1. This Notice details the temporary process established for submission of application, payment method and document collection for matters involving sections under Regulatory Division, Department of Civil Aviation.
- 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. SUBMISSION OF APPLICATION

- 2.1. All application is required to be made online via respective e-mail below and supporting documents may be shared via online database sharing platform. For further information or any associated documents can be attained from the department website at [www.dca.gov.bn](http://www.dca.gov.bn) under COVID-19 information tab.

Section	Applicability	E-mail
Personnel Licensing (PEL)	<ul style="list-style-type: none"><li>• Validation of pilot license</li><li>• Aircraft Maintenance Engineering License</li><li>• Air Traffic Controller License</li><li>• Other correspondence</li></ul>	<a href="mailto:e-licensing@dca.gov.bn">e-licensing@dca.gov.bn</a>
Airworthiness	All application	<a href="mailto:airworth.regulatory@dca.gov.bn">airworth.regulatory@dca.gov.bn</a>
Flight Operations	All application	<a href="mailto:Flightops.regulatory@dca.gov.bn">Flightops.regulatory@dca.gov.bn</a>
Aerodrome Standards	All application	<a href="mailto:Aerodrome.regulatory@dca.gov.bn">Aerodrome.regulatory@dca.gov.bn</a>
Air Navigation Standards	All application	<a href="mailto:Norhidayah.ismail@dca.gov.bn">Norhidayah.ismail@dca.gov.bn</a>
Unmanned Aircraft / Drone	<ul style="list-style-type: none"><li>• Registration (for Personal and Government/Private Sector)</li><li>• Deregistration</li></ul>	<a href="mailto:Unmanned.aircraft@dca.gov.bn">Unmanned.aircraft@dca.gov.bn</a>

	<ul style="list-style-type: none"> <li>Other correspondence</li> </ul>	
Aviation Security Standards	All application	<a href="mailto:Aviationsec.regulatory@dca.gov.bn">Aviationsec.regulatory@dca.gov.bn</a>

### 3. PAYMENT METHOD

- 3.1. For application requiring payment such as Validation of Pilot License and Certificate of Airworthiness, the required fees should be made to the Finance Section, Department of Civil Aviation through online banking as detailed below:

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 above reference (DCABB1) in bank slip payment</i>

- 3.2. Once payment has been made, please notify Brunei DCA Finance Division and relevant section e-mail (as per indicated in Section 2) through e-mail as guided below:

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)	Relevant e-mail (see Section 2 above)
Subject	*Insert organisation (payer)'s name and application fee purpose* (e.g: ABC Airline Application for Certificate of Airworthiness Renewal)
E-mail Attachment	<ol style="list-style-type: none"> <li>Proof of Payment</li> <li>Electronic copy of completed application form which payments has been made for</li> </ol>

### 4. DOCUMENT COLLECTION

- 4.1. Application that has been processed for approval will be dispatched accordingly and electronic copy will be provided via e-mail to the applicant. Upon request for hardcopy collection, an allocated collection time may be arranged with the relevant officers in charge.

4.2. For PEL related application, the collection hours have been allocated as follows:

Application	Collection day/time	Collection point
Validation of Pilot License	Every Thursday 09.00 am until 10.00 am	DCA Operations Centre (click <a href="#">here</a> to view location)

4.3. At the collection point, the document receiver will be prompt to fill in logbook as a proof of collection. In this regard, it is advisable for the receiver to bring their own pen.

## 5. QUERIES

5.1. Any general queries or further guidance required as a result of this communication should be addressed to Safety and Security Policy Unit through e-mail: [safetysec.regulatory@dca.gov.bn](mailto:safetysec.regulatory@dca.gov.bn) or via tel: +673 2330142.

## 6. AMENDMENT, REVOCATION AND SUSPENSION

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

6.2. 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:   
**MOHAMAD AZLAN MOHAMMAD JUNAIDI**  
Act. Director of Civil Aviation

Date: 14/08/2021