



INFORMATION BULLETIN No. 3/2014

SUBJECT	:	REVISION TO THE CMC APPLICATION PROCESS
ORIGINATOR	:	LICENSING DEPARTMENT
STATUS	:	INFORMATION
ADDRESSED TO	:	ALL OPERATORS
DATE	:	20 JANUARY 2014

1. PURPOSE

The objective of this Information Bulletin is to advise all UAE Operators involved in commercial operation about the change to the validity period of Crew Member Certificates (CMC) and to remind operators about their responsibility concerning returning the CMC cards to the GCAA upon termination of employment.

2. APPLICABILITY

The information bulletin is applicable to UAE Operators, applicants, and holders of UAE Crew Member Certificates. This Bulletin is not applicable for UAE approved Flight Training Organisations.

3. CANCELLATION

Supersedes IB 16/2009 and IB 04/2012

4. REFERENCES

Appendix 7 & 8 of ICAO Annex 9,
GCAA Licensing Form AC-07,
United Arab Emirates Cabinet Decree 5/51 of 2008



5. CHANGES

All CMC applications will be submitted in the usual manner by completing the E-Licensing process and submitting the required documents as outlined in the associated E-Licensing application checklist.

In order to enhance efficiency and simplify the process associated with the application of the CMC, operators will apply, **with effect from 1st February 2014** for a CMC card that will have a maximum validity period of four years.

All applicants will be charged 800 AED (non-refundable) at the time of application.

6. CAUTION

Operators are responsible for the use of CMC's by their employees, and as such are required to retain the certificates and return them to the GCAA upon termination of employment from the company of any individual who has been issued with one.

7. QUERIES

All queries related to above subject shall be forwarded to the Licensing Department by email: licensingadmin@gcaa.gov.ae.

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DIRECTOR OF LICENSING