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REPUBLIC OF CYPRUS
MINISTRY OF COMMUNICATIONS AND
WORKS
DEPARTMENT OF CIVIL AVIATION
AERONAUTICAL INFORMATION
SERVICES
NICOSIA CYPRUS

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ADMINISTRATION POLICY FOR AIRCRAFT MAINTENANCE LICENSE APPLICATIONS

1. INTRODUCTION

- 1.1 EASA Part 66.A.10 (f) states that “each application (i.e. for EASA Part-66 AML) shall be supported by documentation to demonstrate compliance with the applicable theoretical knowledge, practical training and experience requirements at the time of the application”.
The supporting documentation is that as described in related paragraphs of Regulation Part-66 Section A and as established by Department’s Licensing Section.
- 1.2 The above statement refers to either an application for license initial issue or for subsequent license amendment (addition of a category or sub-category, removal of limitations or for the endorsement of an aircraft type rating / group (sub) rating).

2. APPLICATION SUBMISSION & ADMINISTRATION

- 2.1 Application shall be made on **EASA Form-19** which is available on Department’s official website. The form is accompanied with guidance information for correct completion, supporting documentation and submission instructions.
Applicable Fees & Charges together with License Payment Form **LICACC001** are also available on website.
For any additional information, applicants may contact Department Licensing section.
- 2.2 On receipt of the above documentation the Licensing section will inform the applicant for the status of its application which:
- if all requirements are fulfilled, the requested AML will be issued and together with any personal items will be posted to address entered on application form via normal postal services on Department’s expenses. However, applicant may arrange postage via express mail services, but in this case expenses will be liable to applicant.
 - if **NOT** all requirements are fulfilled, the applicant will be informed by email of the recorded non-compliances. Applicant, within the next **7 days**, shall response to Department’s inquiries, proposing actions and time frame required to meet the above inquiries. Applicant’s response will be evaluated accordingly.

3. APPLICATION REJECTION & CANCELLATION

- 3.1 The Department has the right to reject an application if during reviewing process non-compliances were raised. Some of these - but not limited- could be:
- a. Application form not correctly completed or signed,
 - b. Application pack submitted with not all supporting documents (e.g. no Identity Card, Certificates of Recognition etc.),
 - c. Application pack submitted with no applicable fees paid,
 - d. Applicant's proposed time frame to satisfy application's non-compliances exceeds **60 days**,
 - e. Information regarding applicant's background gathered from other Civil Aviation Authorities or Organisations (i.e. license revocation from other Member State NAA, examination fraud etc.).
 - f. Any major non-compliance with requirements as described in EASA Part-66 Regulation
- 3.2 When an application has been rejected, then the whole application process will be deemed as cancelled. All applicant's personal paperwork will be electronically stored and any personal items submitted will be also returned and a new application will be required for any future request.

Fees refund currently is not applicable as specified in the Civil Aviation (Fees) Regulation of 2004, accepted by the Board of Ministers and issued by the House of Representatives.

4. Further Information

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