

Civil Aviation Directorate

Transport Malta-Civil Aviation Directorate, Malta Transport Centre, Pantar Road, Lija LJA 2021 Malta. Tel: +356 2555 5000 cadpel.tm@transport.gov.mt www.transport.gov.mt

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Data Protection Notice - All data collected in this form is processed in accordance with the Privacy Laws that include General Data Protection Regulation (EU) 2016/679 and Chapter 586 of the Laws of Malta (Data Protection Act). The data provided may be granted to other Public Authorities and/or Government Departments as required and permitted by Maltese Law. Transport Malta of Triq Pantar, Lija, Malta LJA2021 is the data controller for the purpose of the privacy laws. The Privacy Notice attached with this application sets out the way in which personal information/data is collected and processed by Transport Malta, as well as the steps that are taken to protect such information.

BIR

Skill Test/Proficiency Check and Report Form BIR Application Form

Licence Type and Number

	To be completed by applicant SEE SUBMISSION INSTRUCTIONS AT THE END OF THIS FORM					
☐ BIR Initial Issue Attach Appendix 1	☐ BIR Initial Issue for applicants holdi at least 25 hours of flight time under IF Attach Appendix 2					
☐ Revalidation by check	☐ Revalidation of BIR by experience a Attach Appendix 3	and a training flight				
☐Renewal of BIR Attach Appendix 4	☐ SE BIR to ME BIR Attached Appendix 5					
Repetition of □Failed /	☐Partial Pass Skill test from date:					
Last Name, and First Nam	ne:					
Date of Birth dd/mm/yyyy:	: Nationali	ty:				
Place and Country of Birt	h					
email:						
Address:						
		(Mobile):				
Type of licence held:	Stat	e of Issue:				
EASA Medical Certificate:	: □Class 1 □Class 2 with IR - Medical	Certificate is valid until				
Theoretical examinations	EASA □BIR □ ATPL(A): Passed o	n				
Pilot licence held ☐ PPLo	(A) \square CPL(A)					
Night rating ☐ endorsed	d on licence \Box night training comple	sted form TM/CAD/0155 attached				
English Language Proficie	ency: Level	Valid until				
in another Member Stat		Part-FCL licence, rating, certificate or authorisation licence, rating certificate or authorisation issued in				
Signature of Applicant:		Date of Signature:				



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BIR Skill Test/ Proficiency Check and Report Form

Applicant's Full I	Name and Licer	nce No:	

Use of	checklist, airmanship, anti-icing / de-icing procedures, etc. applies in all sections		1 Atten	npt 2
	DN 1 - PRE-FLIGHT OPERATIONS AND DEPARTURE	Exam	iner's s when oleted FAIL	Date dd/mm/yyyy
а	Use of flight manual (or equivalent) especially a/c performance calculation, mass and balance			
b	Use of Air Traffic Services document, weather document			
С	Preparation of ATC flight plan, IFR flight plan/log			
d	Identification of the required navaids for departure, arrival and approach procedures			
е	Pre-flight inspection			
f	Weather Minima			
g	Taxiing			
h	PBN departure (if applicable): — Check that the correct procedure has been loaded in the navigation system; and — Cross-check between the navigation system display and the departure chart. Pre-take-off briefing, Take-off			
j(°)	Transition to instrument flight			
k(°)	Instrument departure procedures, including PBN departures, and altimeter setting			
I(°)	ATC liaison – compliance, R/T procedures			
	N 2 – GENERAL HANDLING (°)			
			Ι	
a	Control of the aeroplane by reference solely to instruments, including: level flight at various speeds, trim			
b	Climbing and descending turns with sustained Rate 1 turn			
С	Recoveries from unusual attitudes, including sustained 45° bank turns and steep descending turns			
d (*)	Recovery from approach to stall in level flight, climbing/descending turns and in landing configuration			
е	Limited panel: stabilised climb or descent, level turns at Rate 1 onto given headings, recovery from unusual attitudes			
SECTIO	N 3 - EN-ROUTE IFR ROCEDURES (°)			
а	Tracking, including interception, e.g. NDB, VOR, or track between waypoints			
b	Use of navigation system and radio aids			
С	Level flight, control of heading, altitude and airspeed, power setting, trim technique			
d	Altimeter settings			
е	Timing and revision of ETAs (en-route hold, if required)			
f	Monitoring of flight progress, flight log, fuel usage, systems' management			
g	Ice protection procedures, simulated if necessary			
h	ATC liaison – compliance, R/T procedures			
SECTIO	N 3a — ARRIVAL PROCEDURES			
а	Setting and checking of navigational aids, and identification of facilities, if applicable			
b	Arrival procedures, altimeter checks			
С	Altitude and speed constraints, if applicable			
d	PBN departure (if applicable): — Check that the correct procedure has been loaded in the navigation system; and — Cross-check between the navigation system display and the arrival chart.			
SECTIO	N 4 (°) — 3D OPERATIONS (**)			
а	Setting and checking of navigational aids Check Vertical Path angle For RNP APCH: — Check that the correct procedure has been loaded in the navigation system; and — Cross-check between the navigation system display and the approach chart.			
b	Approach and landing briefing, including descent/approach/landing checks, including identification of facilities			
C(+)	Holding procedure			
d	Compliance with published approach procedure			
е	Approach timing			
f	Altitude, speed heading control (stabilised approach)			
g(+)	Go-around action			
h(+)	Missed approach procedure/landing			
ı	ATC liaison — compliance, R/T procedures			1



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SECTIO	on 5 (°) — 2D OPERATIONS (**)	 iner's when eleted	Date dd/mm/yyyy
а	Setting and checking of navigational aids, identification of facilities For RNP APCH: — Check that the correct procedure has been loaded in the navigation system; and — Cross-check between the navigation system display and the approach chart.		
b	Approach and landing briefing, including descent/approach/landing checks, including identification of facilities		
C(+)	Holding procedure		
d	Compliance with published approach procedure		
е	Approach timing		
f	Altitude/Distance to MAPT, speed, heading control (stabilised approach), Step Down Fixes (SDF(s)), if applicable		
g(+)	Go-around action		
h(+)	Missed approach procedure/landing		
i	ATC liaison: compliance, R/T procedures		
SECTIO	N 6 – FLIGHT WITH ONE ENGINE INOPERATIVE (multi-engine aeroplanes only) (°)		
Α	Simulated engine failure after take-off or on go-around		
В	Approach, go-around and procedural missed approach with one engine inoperative		
С	Approach and landing with one engine inoperative		
D	ATC liaison – compliance, R/T procedures		
(*) May (*) May (**) To e	st be performed by sole reference to instruments. be performed in an FFS, FTD 2/3 or FNPT II. be performed in either section 4 or section 5. establish PBN privileges, one approach in either Section 4 or Section 5 shall be an RNP APCH. ere an RNP APCH is not practicable, it shall be performed in an appropriately equipped FSTD		

Note: Complete for holders of a valid third country SE IR(A) or ME IR (A) and at least 25 hours of flight time under					
IFR as PIC on aeroplanes.					
Examiner to complete for applicants that have a derogation from FCL835 (f). See Appendix 2 Page 6.					
I(Examiner Name), holder of examiner certificate number declare that					
during the skill test the applicant has demonstrated that he/she has acquired an adequate level of theoretical knowledge					
of Air Law, Meteorology and Flight Planning and Performance (IR)					
Signature of Examiner: Date of Signature:					



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BIR Skill Test/ Proficiency Check - Details of the Flight and **Result of the Test**

Licence Number

To be Completed by the Examiner		
Details of Flight:		SE BIR \square or ME BIR \square
Name of Applicant:		
☐ Skill Test ☐ BIR Revalidat	ion by experience	☐ BIR Renewal
Aeroplane: ☐ SE ☐ ME Type of Aeropl	ane:	Registration No:
Place of Departure:		Destination:
		f Landings
		Block time:
Route:		
	Signature of Applicant	·
*Examiner Remarks:		
		ulti-engine BIR has to be completed in a multi-engine plane shall also achieve revalidation or renewal of the
English Proficiency for BIR		
I have checked the applicant on the use the	English language for:	
(1) flight: R/T relevant to all phases of flight,	including emergency si	tuations.
(2) ground: all information relevant to the acc		
		of technical manuals written in English;
(ii) pre-flight planning, weather infor		AMs, ATC flight plan, etc.; ch charts and associated documents written in
English.	departure and approac	or charts and associated documents written in
<u> </u>		
	communicate with othe	r crew members in English during all phases of flight,
The applicant is:	communicate with othe ship of these purposes	r crew members in English during all phases of flight,
•	sh for these purposes	☐ Not able to use English for these purposes
I hereby declare that I have established com	sh for these purposes munication with the ap	☐ Not able to use English for these purposes ———————————————————————————————————
I hereby declare that I have established com aware of the consequences of providing inco	sh for these purposes munication with the appropriate, inaccurate or	☐ Not able to use English for these purposes ———————————————————————————————————
I hereby declare that I have established com aware of the consequences of providing inco with the qualification, training and experien	munication with the apportance requirements in Pa	□ Not able to use English for these purposes Dicant without language barriers. I made the applicant false information. I verified that the applicant complies art FCL. I confirm that all required manoeuvres and
I hereby declare that I have established com aware of the consequences of providing inco with the qualification, training and experien exercises have been completed, as well as the	munication with the apportunity in accurate or accurate or accurate in Pathe verbal theoretical ex	□ Not able to use English for these purposes olicant without language barriers. I made the applicant false information. I verified that the applicant complies art FCL. I confirm that all required manoeuvres and camination, where applicable. I also declare that I have
I hereby declare that I have established com aware of the consequences of providing inco with the qualification, training and experien exercises have been completed, as well as the reviewed and applied the national procedures	munication with the apportunity in accurate or accurate or the verbal theoretical examples and requirements of the	□ Not able to use English for these purposes Dicant without language barriers. I made the applicant false information. I verified that the applicant complies art FCL. I confirm that all required manoeuvres and amination, where applicable. I also declare that I have ne applicant`s competent authority contained in version
I hereby declare that I have established com aware of the consequences of providing inco with the qualification, training and experien exercises have been completed, as well as the reviewed and applied the national procedures	munication with the apportunity of the verbal theoretical examples and requirements of the sand	□ Not able to use English for these purposes Dicant without language barriers. I made the applicant false information. I verified that the applicant complies art FCL. I confirm that all required manoeuvres and amination, where applicable. I also declare that I have ne applicant`s competent authority contained in version
I hereby declare that I have established come aware of the consequences of providing income with the qualification, training and experience exercises have been completed, as well as the reviewed and applied the national procedures (insert document version as published on Examiner Differences Document.	munication with the apportunity of the verbal theoretical extends and requirements of the the EASA website)	□ Not able to use English for these purposes Dicant without language barriers. I made the applicant false information. I verified that the applicant complies art FCL. I confirm that all required manoeuvres and amination, where applicable. I also declare that I have the applicant's competent authority contained in version



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BIR and IR skill test

- 1. Applicants shall have received instruction on the same class or type of aircraft to be used in the test which shall be appropriately equipped for the training and testing purposes
- 2. An applicant shall pass all the relevant sections of the skill test. If any item in a section is failed, that section is failed. Failure in more than one section will require the applicant to take the entire test again. An applicant failing only one section shall only repeat the failed section. Failure in any section of the retest, including those sections that have been passed on a previous attempt, will require the applicant to take the entire test again. All relevant sections of the skill test shall be completed within 6 months. Failure to achieve a pass in all relevant sections of the test in two attempts will require further training.
- 3. Further training may be required following a failed skill test. There is no limit to the number of skill tests that may be attempted.

CONDUCT OF THE TEST

- 4. The test is intended to simulate a practical flight. The route to be flown shall be chosen by the examiner. An essential element is the ability of the applicant to plan and conduct the flight from routine briefing material. The applicant shall undertake the flight planning and shall ensure that all equipment and documentation for the execution of the flight are on board. The duration of the flight shall be at least 1 hour.
- 5. Should the applicant choose to terminate a skill test for reasons considered inadequate by the examiner, the applicant shall retake the entire skill test. If the test is terminated for reasons considered adequate by the examiner, only those sections not completed shall be tested in a further flight.
- 6. At the discretion of the examiner, any manoeuvre or procedure of the test may be repeated once by the applicant. The examiner may stop the test at any stage if it is considered that the applicant's demonstration of flying skill requires a complete retest.
- 7. An applicant shall fly the aircraft from a position where the PIC functions can be performed and to carry out the test as if there is no other crew member. The examiner shall take no part in the operation of the aircraft, except when intervention is necessary in the interests of safety or to avoid unacceptable delay to other traffic. Responsibility for the flight shall be allocated in accordance with national regulations.
- 8. Decision heights/altitude, minimum descent heights/altitudes and missed approach point shall be determined by the applicant and agreed by the examiner.
- 9. Applicants shall indicate to the examiner the checks and duties carried out, including the identification of radio facilities. Checks shall be completed in accordance with the authorised checklist for the aircraft on which the test is being taken. During pre-flight preparation for the test applicants shall determine power settings and speeds. The applicants shall calculate performance data for take-off, approach and landing in compliance with the operations manual or flight manual for the aircraft used.

FLIGHT TEST TOLERANCES

The applicant shall demonstrate the ability to:

- operate the aircraft within its limitations;
- · complete all manoeuvres with smoothness and accuracy;
- exercise good judgment and airmanship;
- · apply aeronautical knowledge; and
- maintain control of the aircraft at all times in such a manner that the successful outcome of a procedure or manoeuvre is never seriously in doubt.

The following limits shall apply, corrected to make allowance for turbulent conditions and the handling qualities and performance of the aircraft used:

	Generally	±100 feet		on radio aids	±5°	
Height	Starting a go-around at decision height	arting a go-around at decision height +50 feet/- 0 feet		For angular deviations	Half scale deflection, azimuth and	
	Minimum descent height/MAP/altitude	+50 feet/- 0 feet		For angular deviations	glide path (e.g. LPV, ILS, MLS, GLS)	
	all engines operating	± 5°			cross-track error/deviation shall normally be limited to ± ½ the RNP	
Heading	with simulated engine failure	± 10°	Tracking	2D (LNAV) and 3D (LNAV/VNAV) "linear" lateral deviations	value associated with the procedure. Brief deviations from this standard up	
	all engines operating	±5 knots			to a maximum of 1 time the RNP value are allowable.	
Speed	with simulated engine failure	+10 knots/ -5 knots		3D linear vertical deviations (e.g. RNP APCH (LNAV/VNAV) using BaroVNAV)	not more than – 75 feet below the vertical profile at any time, and not more than + 75 feet above the vertical profile at or below 1 000 feet above aerodrome level.	



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Application for BIR Initial Issue

Appendix	1			
Complete	if	apı	olica	able

Licence No:		

To be Completed by Applicant				
I declare that I have completed SE BIR:(hours) and/or ME BIR:(hours) flight time under instruction with an IRI (A) or FI(A) holding the privileges to provide training for the IR (A) or BIR				
(NB: Attach copy of training record signed by the instructor)				
Signature of Applicant: Date of Signature:				
To be Completed by ATO and signed by Head of Training				
Name of Applicant:				
ATO Name: ATO Certificate No:				
Head of Training Last and First Name:				
NB: Before starting the BIR course: Applicant must be the holder of a PPL(A); or a CPL(A).				
BIR course start date: BIR course completion date				
Theoretical knowledge instruction for SE BIR and ME BIR				
Theoretical Knowledge Instruction in accordance with point FCL.835(c)(1) and FCL.835(d) \square				
Flight instruction for the SE BIR				
Flight instruction in accordance with FCL.835(c)(2)(i-iii) instrument flight instruction modules \Box				
Flight instruction for the ME BIR				
Flight instruction in accordance with FCL.835(c)(2)(iv) instrument flight instruction module: and				
flight instruction that complies with the requirements of FCL.835(c)(3) \square				
Credit (if applicable): The holder of an IR shall receive full credits for the requirement in paragraph FCL.835 (c)(2).				
The ATO confirms that the applicant has completed the training required by the approved syllabus and recommends the applicant for the BIR Skill test in SE \square or ME \square .				
Signature of Head of Training: Date of Signature:				



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Licence No:

Application for BIR Issue

For applicants holding a valid IR on a third country licence and at least 25 hours of flight time under IFR on PIC on aeroplanes

Appendix 2

To be Completed by the applicant				
Name of Applicant:	IR Valid Until:			
Third Country Licence Number:	Third Country Licence Type:			
Signature of Applicant:	Date of Signature:			
To be Completed by the Examiner				
Credit: Applicants for the BIR who hold a PPL or CPL issued in accordance with Annex I (Part-FCL) and a valid IR(A) issued in accordance with the requirements of Annex 1 to the Chicago Convention by a third country may be credited in full towards the training course. In order to be issued with the BIR, the applicants shall:				
(1) successfully complete the skill test in accordance w	vith Appendix 7 (IR SKILL TEST);			
(2) demonstrate orally to the examiner during the skill t	test that they have acquired an adequate level of theoretical			
knowledge of air law, meteorology, and flight planning	and performance; and $\ \square$			
(3) have experience of at least 25 hours of flight time under IFR as PIC on aeroplanes. \Box				
NOTE: Declaration on Skill test/Proficiency check on p	page 2 to be completed by examiner.			



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Application for Revalidation of BIR By experience and training flight with instruction Appendix 3

Complete if applicable

complete il applicab	_		
To be Completed by the appl	icant		
Name of Applicant:			
Completed as PIC under IFR:	_hours(<i>Minimum 6) and</i>	instrument approac	h procedures (<i>Minimum 3</i>) within
the 12 months preceding the expire	y date of BIR		
Note: For each alternate subseque	ent revalidation, the holder of	the BIR shall pass a prof	ficiency check.
Date of last BIR proficiency check:			
Signature of Applicant:	Date	e of Signature:	
To be Completed by the instr	uctor		
			
I declare that the applicant has cor	mpleted with me a training flig	ht of Hours	(Minimum 1
hour) on date:	<u> </u>		
Note 1: The training flight for the reval relevant by the instructor and should discussion on threat and error manag conditions, unintentional Instrument Me In any case, a simulated diversion and phase in IFR should be demonstrated in Note 2: For revalidation of a multi-encompleted in a multi-engine aeroplane	lepend on the experience of the lement with a special emphasis eteorological Conditions (IMC) ar instrument approach to an altern by the instructor. Gine BIR, the training flight must	candidate. The training fligh on decision making when nd navigation flight capabiliti ate aerodrome in the contex st be completed in a multi-	It should include a briefing including a encountering adverse meteorological les. It of an emergency during the en route engine aeroplane. The training flight
Training Flight	SE 🗆 o	r ME 🗆	
Type of aeroplane	Departu	re Airport	Time
Registration:	Arrival A	Airport	Time
Take-offs	Location	and date	
Landings	Flight time	at the controls	
Instructor declaration:			
I declare that I hold instructor certif	ficate, according to PART-FC	L, to provide training for	the IR (A) or BIR for the applicant
to reach the level of proficiency ne	eded.		
Instructor Name:			
Instructor privileges: IRI (A)	☐ FI (A) with privileges to	instruct for IR (A) or BIR	Other
Licence Type:	Licence No:	State of Lice	ence Issue:
Signature of Instructor:	[Date of Signature:	



Civil Aviation Directorate

Application for Renewal of BIR

Appendix 4 Complete if applicable

Licence No:			

To be Completed by instructor holding pri	vileges to provide training fo	or the IR(A) or BIR
In order to renew their privileges applicants shall:		
(i) where necessary to reach the level of proficiency need	ded, complete refresher training provid	ded by an ATO or, if the BIR is expired for
three years or less, by an instructor who holds privileges	to provide training for the BIR	
(ii) pass a proficiency check in an aeroplane.		
Name of Applicant:		
1 Flight Training		
Type of aeroplane	Departure Airport	Time
Registration:	Arrival Airport	Time
Take-offs	Location and date	
Landings		
0		
Instructor declaration:		
I declare that I have provided SE BIR Hours:	and/or ME BIR Hours:	of refresher training for the BIR
to the applicant to reach the level of proficiency ne	eded. Training was completed du	ring the period to
Instructor Name:		
Instructor privileges: \square IRI (A) \square FI (A) with	privileges to instruct for IR (A) or	BIR Other
Licence Type: Licence No:_	State o	f Licence Issue:
Licence Type Licence No	State 0	Licence issue.
Signature of Instructor:	Date of Signature:	
Note 1: If the BIR has not been revalidated or rer required to pass again the BIR theoretical knowled		
Note 2: For renewal of a multi-engine BIR, the trai		
flight completed in a multi-engine aeroplane shall a		
Note 3: PAGE 3 MUST ALSO BE COMPLETED		



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Application for ME BIR issue when holding a SE BIR

Appendix 5 Complete if applicable

Licence No:		

To be Completed by ATO and signed by He	ead of Training
Name of Applicant:	
ATO Name:	ATO Certificate No:
Head of Training Last and First Name:	
Instruction for obtaining ME BIR when holding	a SE BIR
☐ ME class or type rating held	
☐ The ATO confirms that the applicant h (FCL.835(c)(2)(iv)), and recommends the applicant	nas completed the training required by the approved syllabus cant for the BIR Skill test in ME.
Signature of Head of Training:	Date of Signature:



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Submission Instructions

Docun	nents required:	Office Use Only
1.	A copy of the Malta ID Card (both sides) or Passport [Original has to be presented before licence is collected / Not required if the applicant already holds a Malta Part-FCL licence].	0
2.	A copy of the Medical Certificate [Original has to be presented before licence is collected]	2
3.	Log Book – All flight instruction must be signed by the instructor	3
4.	A copy of the BIR (A) Theoretical Knowledge Examination Results [If not issued by Transport Malta original has to be presented before licence is collected.]	4
5.	Copy of ATO Approval Certificate if not issued by Transport Malta [if applicable]	\$
6.	Copy of Examiner Certificate if not issued by Transport Malta [if applicable]	6
7.	Copy of Instructor Licence if not issued by Transport Malta [if applicable]	Ø
8.	Copy of Language Proficiency Certificate issued by Transport Malta	8
9.	Course Completion Certificate [if applicable]	9
10.	Copy of third country licence [if applicable]	00
11.	Copy of training record signed by instructor (if applicable)	111

It is important to send all the documents to avoid a delay in the issue of the rating.



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Transport Malta - Civil Aviation Directorate Bank Details:

Bank Name: Bank of Valletta

Bank Branch: Naxxar

Bank Address: 38, Triq tal-Labour, Naxxar NXR 9020

Bank's BIC Code: VALLMTMT

Sort Code: 22013

Account Holder: Transport Malta - Civil Aviation Directorate

Account No: 12000580013

IBAN No: MT13VALL 22013 0000 000 12000 5800 13

Fee: The applicable fee in the Malta Air Navigation Order / Scheme of Charges on the Transport Malta website has to be submitted with the application.

Queries: If you need additional information send an email to civil.aviation@transport.gov.mt to the attention of Personnel Licensing Section, Transport Malta Civil Aviation Directorate - giving your contact telephone number.

Send completed form to:

Transport Malta-CAD, Personnel Licensing Section, Pantar Road, Lija, LJA 2021, Malta



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Data Protection Privacy Notice

Transport Malta of Triq Pantar, Lija, Malta LJA2021 is the Data Controller for the purpose of the Data Protection Act CAP. 586 and General Data Protection Regulation (EU) 2016/679 (GDPR). This Privacy Notice sets out the way in which we collect and process your Personal Information, as well as the steps we take to protect such information.

1. The information we collect and how we use it

- 1.1. From this application form Transport Malta collects different types of information which information is that required by Law and is used explicitly for your particular application. It is to be noted that if the required information is not provided the said application cannot be processed.
- 1.2. The primary purpose for collecting information is mainly to process the application for the service being applied for, however, your personal information may also be used for related purposes that amongst other include: sending notifications, renewal of licence/certificate after expiry period, and for the provision of information with regards to any legislative amendments which may affect the services offered to you.

2. To whom we disclose information

- 2.1. This information will be solely used for the reasons detailed above. However there may be cases where personal information is shared with the following third parties for reasons listed below:
 - Any third party offering assistance in providing the required service;
 - Any law enforcement body who may have any reasonable requirement to access your personal information;
 - Third party entities responsible for the data processing contracted by Transport Malta.

3. Data Subject Rights

- 3.1. With respect to your privacy rights, Transport Malta is obliged to provide you with reasonable access to the Personal Data that you have provided to us. Your other principal rights under data protection law are:
 - a. the right for information;
 - b. the right to access;
 - c. the right to rectification;
 - d. the right to erasure;
 - e. the right to restrict processing;
 - f. the right to object to processing;
 - g. the right to data portability;
 - h. the right to complain to a supervisory authority; and
 - i. the right to withdraw consent.
- 3.2. If you wish to access or amend any Personal Data we hold about you, or to request that we delete any information about you, you may contact us by sending a request to dataprotection.tm@transport.gov.mt. We will acknowledge your request within seventy-two (72) hours and will do our utmost to handle it promptly. We will respond to these requests within a month, with a possibility to extend this period for particularly complex requests in accordance with Applicable Law.
- 3.3. At any time, you may object to the processing of your Personal Data, on legitimate grounds, except if otherwise permitted by applicable law.
- 3.4. In accordance with Applicable Law, we reserve the right to withhold personal data if disclosing it would adversely affect the rights and freedoms of others. Moreover, we reserve the right to charge a fee for complying with such requests if they are deemed manifestly unfounded or excessive.

4. Retention period

- 4.1. Personal data will be retained for not more than 3 months from date of application should the application not be submitted complete or is rejected.
- 4.2. Once the service related to your application is provided, we will retain your information for as long as needed to provide you with our service, or to comply with our legal obligations, resolve disputes and enforce our agreements.

5. Security

- 5.1. We take appropriate security measures to protect against loss, misuse and unauthorized access, alteration, disclosure, or destruction of your information. Additionally, steps will also be taken to ensure the ongoing confidentiality, integrity, availability, and resilience of systems and services processing personal information, and will restore the availability and access to information in a timely manner in the event of a physical or technical incident. All information gathered is kept confidential and is used solely for the purpose indicated herein.
- 5.2. If we learn of a security systems breach, we will inform you of the occurrence of the breach in accordance with applicable law.

6. Governing Law

All data collected in this form is processed in accordance with the Privacy Laws that include General Data Protection Regulation (EU) 2016/679 and Chapter 586 of the Laws of Malta (Data Protection Act).

7. Data Protection Officer

7.1. Transport Malta has a Data Protection Officer ("DPO") who is responsible for matters relating to privacy and data protection. The DPO can be reached at the above address or by email: dataprotection.tm@transport.gov.mt

8. Contacting us

8.1. Please address any questions, comments and requests regarding the application process to civil.aviation@transport.gov.mt