



ONLINE LICENSE APPROVAL SYSTEM (OLAS)

USER GUIDE

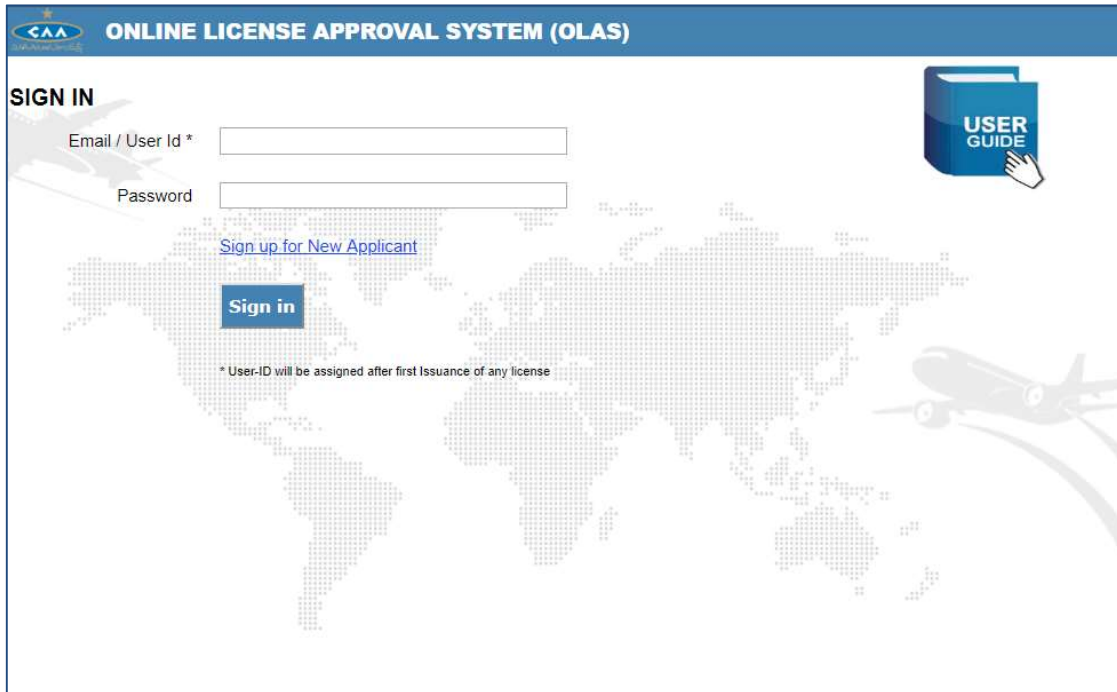
CIVIL AVIATION AUTHORITY

VERSION : 1.0
OFFICE OF PRIME INTEREST : Air Transport Directorate

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1. How to Sign-up



S.No	Action
1	The new applicant will Click on the link "Signup"
2	The applicant can view and download the User Guide

1.1 Fill-out Sign-up Form



ONLINE LICENSE APPROVAL SYSTEM (OLAS)

SIGN-UP FORM

Selected License: **Regular Public Transport (RPT) Cargo only**

Company Name:

Email:

Password:
Password must be combination of Alpha Numeric and 8 character long

Re-type Password:

Security Code:

4U7RH 

Submit

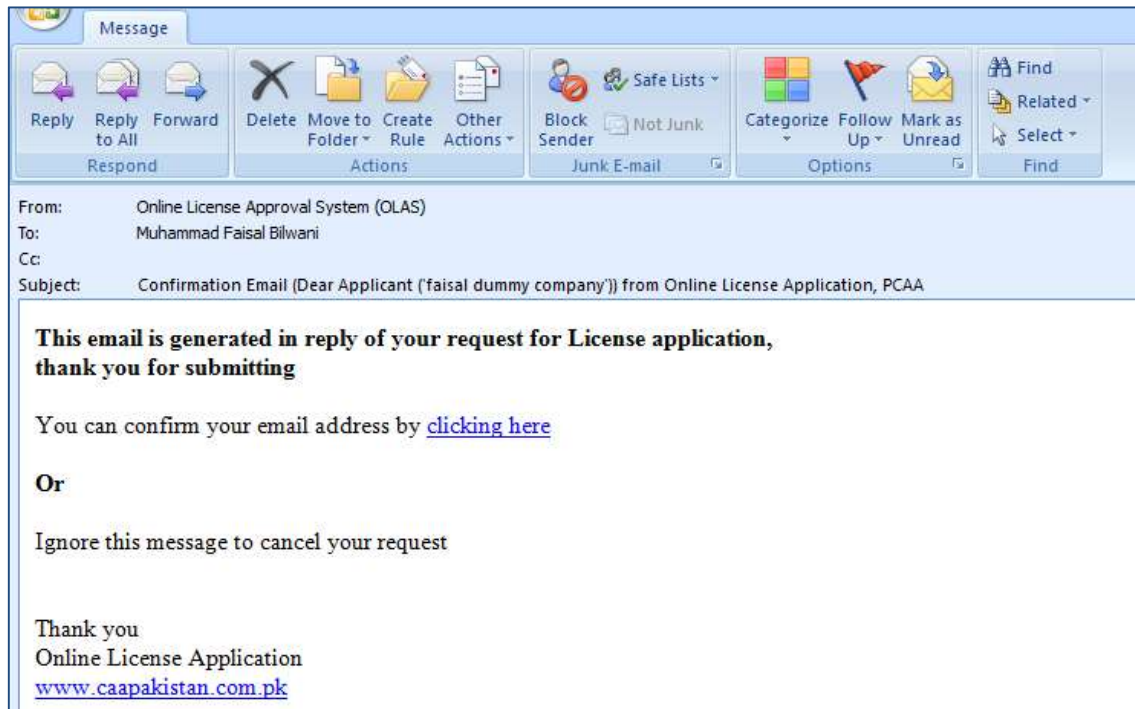
S.No	Action
1.	Provide the appropriate information to sign-up
2.	Password should be Alpha Numeric and at least 8 characters long.
3.	Enter the text appearing above the Submit button

1.2 Confirmation Email



S.No	Action
1.	After submission of sign-up request above message will appear and an email will be generated to the user for confirmation.

1.3 Check Email



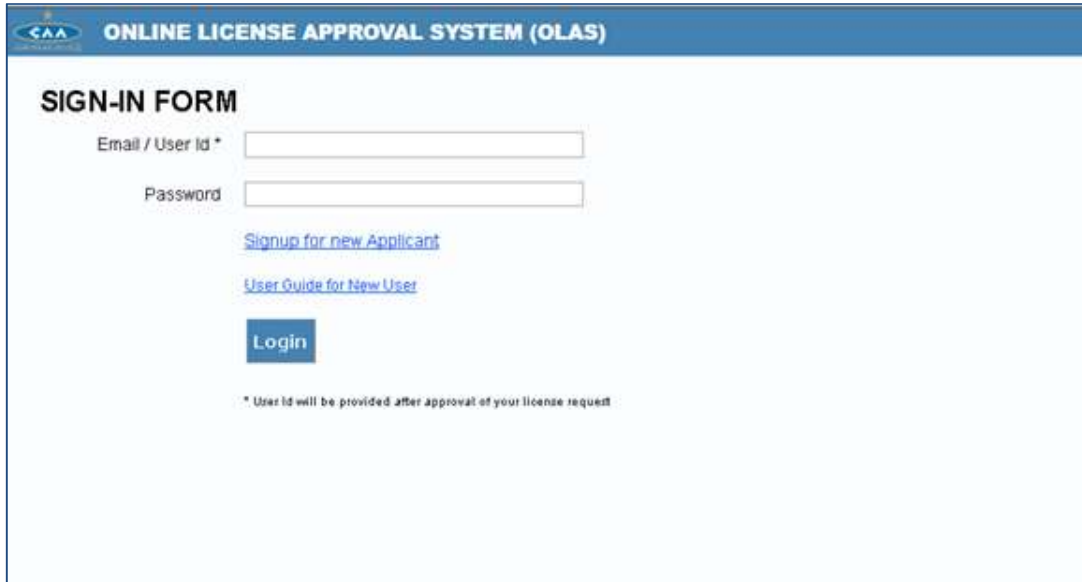
S.No	Action
1.	Login to the email account and open the email.
2.	Click on the provided link to confirm the email.

1.4 Email has been confirmed



S.No	Action
1.	After clicking on the link given in the email, the applicant will receive the above email confirmation message. The applicant can now sign-in with the registered email.

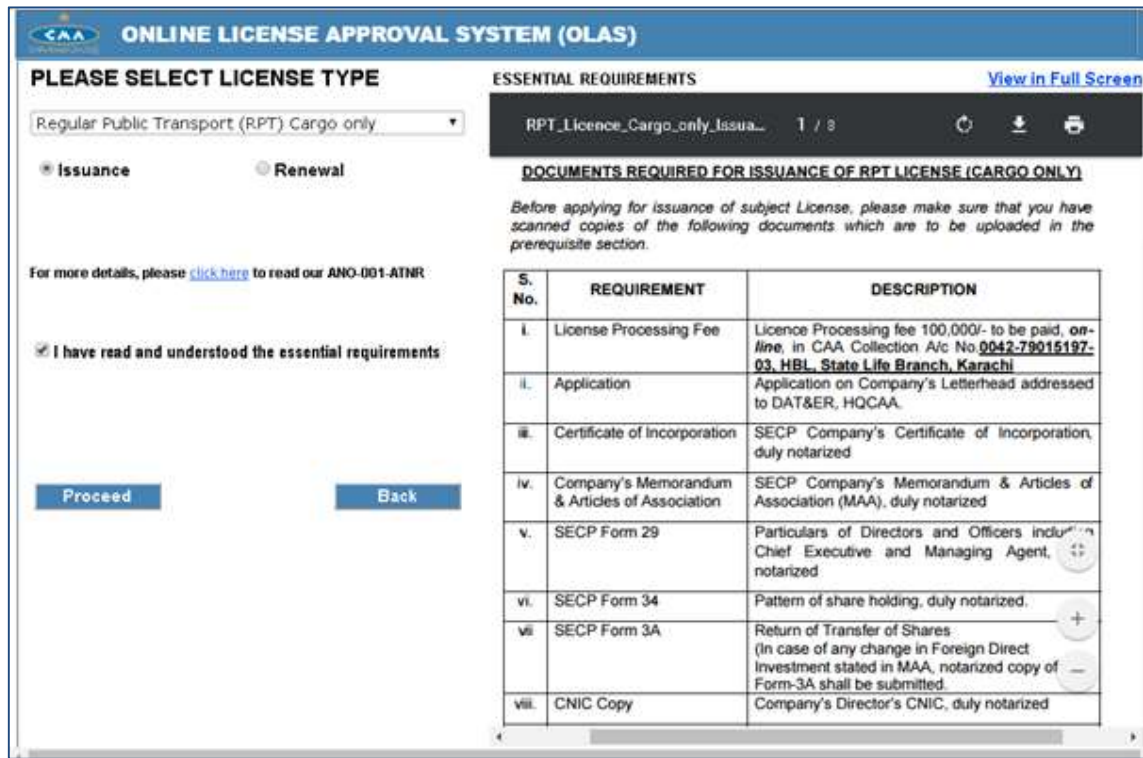
2. How to Sign-in



The screenshot shows the 'SIGN-IN FORM' for the ONLINE LICENSE APPROVAL SYSTEM (OLAS). It features two input fields: 'Email / User Id *' and 'Password'. Below the fields are two links: 'Signup for new Applicant' and 'User Guide for New User'. A blue 'Login' button is positioned below the links. At the bottom, a note states: '* User Id will be provided after approval of your license request'.

S.No	Action
1.	Provide registered Email address and password to sign-in.

3. Selection of License & Essential Requirements



ONLINE LICENSE APPROVAL SYSTEM (OLAS)

PLEASE SELECT LICENSE TYPE

Regular Public Transport (RPT) Cargo only

Issuance Renewal

For more details, please [click here](#) to read our ANO-001-ATNR

I have read and understood the essential requirements

Proceed **Back**

ESSENTIAL REQUIREMENTS [View in Full Screen](#)

RPT_Licence_Cargo_only_Issua... 1 / 3

DOCUMENTS REQUIRED FOR ISSUANCE OF RPT LICENSE (CARGO ONLY)

Before applying for issuance of subject License, please make sure that you have scanned copies of the following documents which are to be uploaded in the prerequisite section.

S. No.	REQUIREMENT	DESCRIPTION
i.	License Processing Fee	Licence Processing fee 100,000/- to be paid, <u>on-line</u> , in CAA Collection A/c No 0042-79015197-03, HBL, State Life Branch, Karachi
ii.	Application	Application on Company's Letterhead addressed to DAT&ER, HQCAA.
iii.	Certificate of Incorporation	SECP Company's Certificate of Incorporation, duly notarized
iv.	Company's Memorandum & Articles of Association	SECP Company's Memorandum & Articles of Association (MAA), duly notarized
v.	SECP Form 29	Particulars of Directors and Officers including Chief Executive and Managing Agent, notarized
vi.	SECP Form 34	Pattern of share holding, duly notarized.
vii.	SECP Form 3A	Return of Transfer of Shares (In case of any change in Foreign Direct Investment stated in MAA, notarized copy of Form-3A shall be submitted)
viii.	CNIC Copy	Company's Director's CNIC, duly notarized

S.No	Action
1	Select the required License/Certificate
2	Select Issuance radio button for New License/Certificate
3	Select Renewal radio button for renewal of License/Certificate
4	Carefully read out Essential Requirements appearing in the preview window. The requirements can be downloaded or printed if required.
5	For further guidance read ANO by clicking on the clickhere link
6	Click on the checkbox and Proceed for next screen

4. Fill-out Company Profile

ONLINE LICENSE APPROVAL SYSTEM (OLAS)

SELECTED LICENSE: Regular Public Transport (RPT) Cargo only	Status: Draft	Form #: CAAF-001-ATNR-2.0
Company: CAA-KASHIF	Remarks:	
For: Issuance	License Number:	

Company Profile
Detail of Director(s)
Prerequisites
Submit

Company Status * Fields with an asterisk (*) are mandatory

Private Limited Company
 Public Limited Company

Company Address *

IT Branch, Headquarters Civil Aviation Authority, Terminal 1 Building, near Star Gate

Telephone Number	Fax Number	Cell Number *	NTN Number *
<input type="text"/>	<input type="text"/>	<input type="text" value="03012345678"/>	<input type="text" value="9284878"/>
Website Address	Email Address		
<input type="text"/>	<input type="text" value="kafatab@caapakistan.com.pk"/>		

Save - Company Profile

S.No	Action
1.	Fill out required information about your company carefully.
2.	Also provide city code for landline and fax numbers.
3.	Do not forget to Save company profile before leaving the screen

5. Fill-out Detail of Director(s)

ONLINE LICENSE APPROVAL SYSTEM (OLAS)

SELECTED LICENSE: Regular Public Transport (RPT) Cargo only	Status: Draft	Form #: CAAF-001-ATNR-2.0
Company: GAA-KASHIF	Remarks:	
For: Issuance	License Number:	

Company Profile
Detail of Director(s)
Prerequisites
Submit

Name * Fields with an asterisk (*) are mandatory

Designation *

Residential Address *

Telephone Number

Cell Number

Nationality * **CNIC # *** **Issue Date** **Expiry Date**

PAKISTAN 1234567890123 01-Dec-2016 01-Dec-2016

Save - Detail of Director

List of Director(s)

Name	Designation	Residential Address	Tel	Cell Number	Nationality	CNIC / Passport	Expiry Date	Edit	Remove
SAMEER KHAN	DIRECTOR	SH. FAISAL, KARACHI			PK	1234512344560			
ZIA KHAN	DEVELOPER	NEW KARACHI, PAKISTAN	1234567, 456789213	0300-1234567	PK	1234567890123	01-Dec-2016		

S.No	Action
1.	Provide details of the Director(s) of your company as required
2.	Do not type “-“ while typing landline number, cell number or CNIC#.
3.	After filling in details of each Director don't forget to press “ Save-Details of Director ”.

6. Upload Prerequisites

ONLINE LICENSE APPROVAL SYSTEM (OLAS)


SELECTED LICENSE: Regular Public Transport (RPT) Cargo only	Status: Draft	Form #: CAAF-001-ATNR-2.0
Company: CAA-KASHIF	Remarks:	
For: Issuance	License Number:	

Company Profile
Detail of Director(s)
Prerequisites
Submit

Prerequisites	Accept	Reject	Upload	View	Remove	Help
<input checked="" type="checkbox"/> Licence Processing fee	<input type="checkbox"/>	<input type="checkbox"/>		View	✗	?
<input type="checkbox"/> Application on Company's letterhead	<input type="checkbox"/>	<input type="checkbox"/>	Upload			
<input checked="" type="checkbox"/> SECP Company's Certificate of Incorporation, duly notarized	<input type="checkbox"/>	<input type="checkbox"/>		View	✗	
<input type="checkbox"/> SECP Company's Memorandum & Articles of Association, duly notarized	<input type="checkbox"/>	<input type="checkbox"/>	Upload			
<input checked="" type="checkbox"/> SECP Form 29, duly notarized	<input type="checkbox"/>	<input type="checkbox"/>		View	✗	?
<input type="checkbox"/> SECP Form 34, duly notarized	<input type="checkbox"/>	<input type="checkbox"/>	Upload			?
<input type="checkbox"/> SECP Form 3A	<input type="checkbox"/>	<input type="checkbox"/>	Upload			?
<input type="checkbox"/> Company's Director's CNIC, duly notarized	<input type="checkbox"/>	<input type="checkbox"/>	Upload			
<input type="checkbox"/> Passport Copy of Foreign National (in case of foreign investment)	<input type="checkbox"/>	<input type="checkbox"/>	Upload			?
<input type="checkbox"/> Company's Director's photograph (passport size), duly notarized	<input type="checkbox"/>	<input type="checkbox"/>	Upload			
<input type="checkbox"/> Company's Income Tax Certificate	<input type="checkbox"/>	<input type="checkbox"/>	Upload			

S.No	Action
1.	Please upload the necessary documents as provided in the document “Essential Requirements”
2.	Click on “Upload” link to upload the document one by one.
3.	You may also View or Delete the uploaded document
4.	Necessary help is also provided where required. (last column)

7. Submit the license request


ONLINE LICENSE APPROVAL SYSTEM (OLAS)


SELECTED LICENSE: Regular Public Transport (RPT) Cargo only	Status: Draft	Form #: CAAF-001-ATNR-2.0
Company: CAA-KASHIF	Remarks:	
For: Issuance	License Number:	

Company Profile

Detail of Director(s)

Prerequisites

Submit



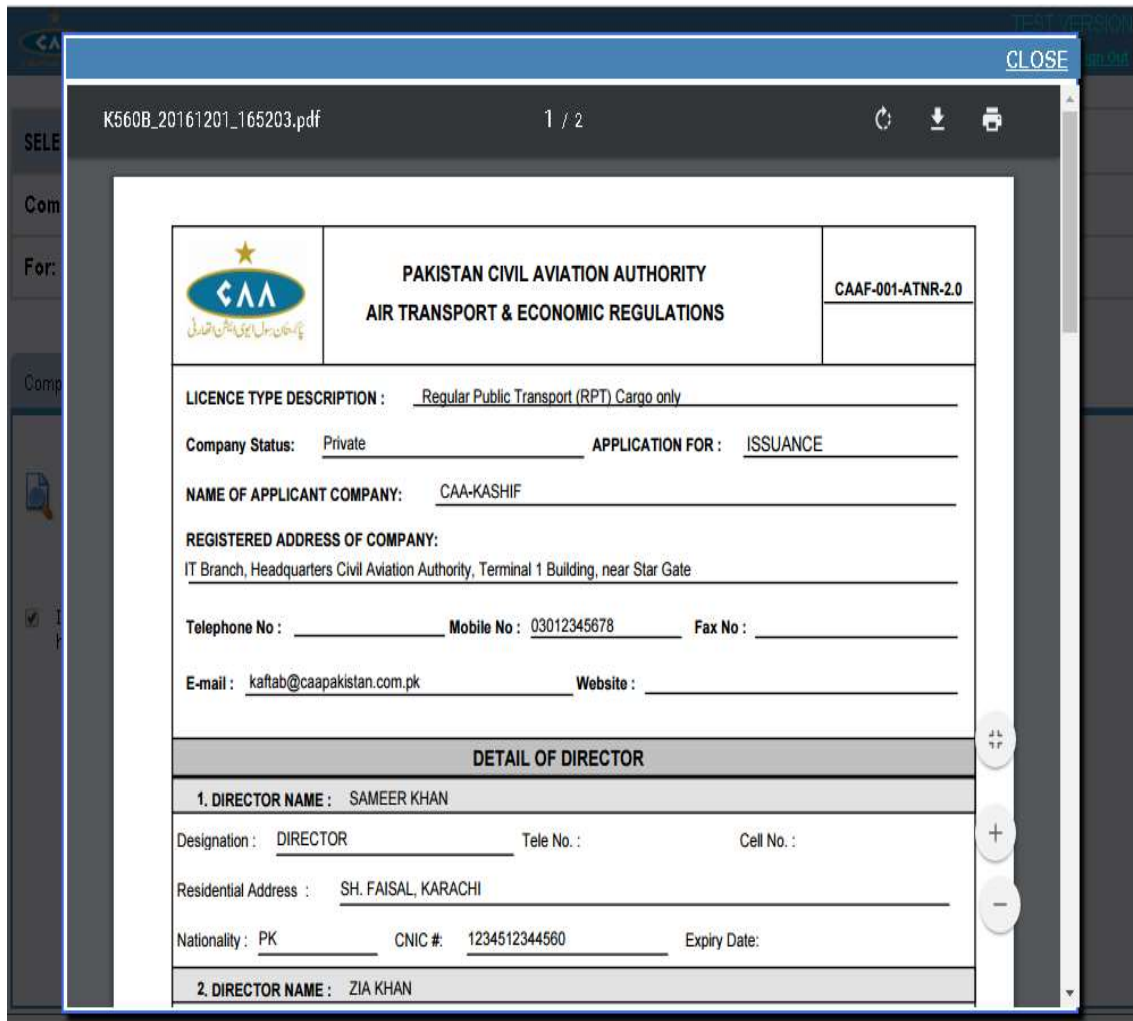
Preview License Request

I undertake that the attached prerequisites and particulars mentioned herein, are correct.

Save and Submit

S.No	Action
1.	On the Submit tab you save and submit your online request
2.	Before submission you are required to click in the checkbox to declare that the information provided by you is correct.

8. Preview and Print the license request form



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PAKISTAN CIVIL AVIATION AUTHORITY
AIR TRANSPORT & ECONOMIC REGULATIONS

CAAF-001-ATNR-2.0

LICENCE TYPE DESCRIPTION : Regular Public Transport (RPT) Cargo only

Company Status: Private APPLICATION FOR: ISSUANCE

NAME OF APPLICANT COMPANY: CAA-KASHIF

REGISTERED ADDRESS OF COMPANY:
IT Branch, Headquarters Civil Aviation Authority, Terminal 1 Building, near Star Gate

Telephone No : Mobile No : 03012345678 Fax No :

E-mail : kaftab@caapakistan.com.pk Website :

DETAIL OF DIRECTOR

1. DIRECTOR NAME : SAMEER KHAN

Designation : DIRECTOR Tele No : Cell No :

Residential Address : SH. FAISAL, KARACHI

Nationality : PK CNIC #: 1234512344560 Expiry Date:

2. DIRECTOR NAME : ZIA KHAN

S.No	Action
1.	On the Submit tab you can also view, download ore print the License Request Form for your record.