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**GEN 1.2 ENTRY, TRANSIT AND DEPARTURE OF AIRCRAFT****PENINSULAR MALAYSIA****1. CIVIL SCHEDULED FLIGHTS**

1.1 Before a scheduled service is permitted to operate into Malaysia it must be appropriately covered by either an Air Services Agreement, a licence issued in accordance with Civil Aviation Regulations 1996, or other aeronautical arrangement.

1.2 Traffic Landing

1.2.1 All airlines to submit its landing application for scheduled flights for each IATA season one month or earlier before the start of the season for approval by DCA. This requirement is also applicable for introduction of new scheduled services or subsequent scheduled changes within the season.

1.2.2 All airlines operating to all airports in Malaysia must contact Airport Coordination Malaysia (ACM), which has been appointed by Department of Civil Aviation, Malaysia to undertake slots coordination at all Malaysian airports, for slot time confirmation in IATA SCR format before submitting to DCA for approval as stated in Paragraph 1.2.1.

For initial slot application for scheduled services in IATA Northern Summer or Northern Winter seasons, the submission should be done as per IATA initial slot submission deadlines. Generally, it is in May for the Northern Winter and October for Northern Winter initial submissions.

ACM contacts are:

Tel: 60-3-7840-4173 / 60-3-7840-2706 / 60-3-7840-2017

Fax: 60-3-78462605

SITA: KULYQMH / KULSPMH

Email: [slot-malaysia@acm.org.my](mailto:slot-malaysia@acm.org.my).

**2. CIVIL NON-SCHEDULED FLIGHTS****2.1 Overflights And Non-Traffic Or Technical Landing**

2.1.1 Prior notification is necessary. In respect of civil aircraft registered in any ICAO Contracting State and with which Malaysia has diplomatic relations, adequate advance notification should be given. Notification by Flight Plan addressed to the Kuala Lumpur Air Traffic Control Centre (WMFCZQZX) for flights within the Kuala Lumpur FIR, if received at least 12 hours in advance of the aircraft's departure, will be accepted as advance notification. The name and complete mailing address of the operator should be included in the flight plan under item 18 (other information). In all other cases prior permission must be sought and obtained through diplomatic channels from the Ministry of Foreign Affairs:

Mailing address:

The Secretary - General  
Ministry of Foreign Affairs  
Wisma Putra  
No. 1, Jalan Wisma Putra  
Presint 2,  
62602 Putrajaya  
Malaysia.

Tel : 60-3-88874000

Fax : 60-3-88891717

Telegraphic address: Wisma Putra Kuala Lumpur.

Telex: Wisma Putra MA 30382 and MA 30310.

**2.2 Traffic Landing**

2.2.1 All airlines is to submit their landing application for non-scheduled flights at least two (2) weeks before date of operation for approval by DCA.

2.2.2 All airlines operating to all airports in Malaysia must contact Airport Coordination Malaysia (ACM) for slot time confirmation in IATA SCR format before submitting to DCA for approval as stated in Paragraph 2.2.1.

ACM contacts are reflected in item 1.2.2..

2.2.3 Prior permission must be sought and obtained either by letter or reply-paid telegram or commercial telex from:

Director General Civil Aviation  
Department of Civil Aviation  
No. 27, Persiaran Perdana,  
Level 4, Podium A, Precinct 4,  
Federal Government Administrative Centre,  
62618 Putrajaya  
Malaysia.  
(Attn: Air Transport Division)

Tel : 6-03-8871 4000  
Fax : 6-03-8889 2642  
Email : [airtransport@dca.gov.my](mailto:airtransport@dca.gov.my)  
Telegraphic address : AIRCIVIL Kuala Lumpur.  
Telex : PENAWA MA 30128.  
AFTN : WMKKYAYT

2.2.4 Reply-paid telegrams must be of sufficient value to defray the cost of the reply. Written application should reach the Director General of Civil Aviation at least two weeks and if by reply-paid telegram at least one week prior to the aircraft's departure. If insufficient notice/information is given, the application may not be considered. All applications should contain the following information:

1. Type and capacity of aircraft (passenger/cargo whichever is applicable).
2. Nationality and registration marks of the aircraft.
3. Aircraft maximum take-off weight
4. Name of person-in-command and number of crew.
5. Name, nationality and address of registered owner of aircraft.
6. Name, nationality and address of aircraft operator.
7. Purpose of Flight.
  - a) For passenger flights - give names, nationality and number of passengers on board, and nature of flights, e.g. special event charter, casual tour etc.
  - b) For cargo flights give nature of cargo, weight and dimensions (inbound/outbound or transit).
8. Details of route, point of departure, point of landing in Malaysia and final destination.
9. Proposed time-table. (ETA at point in Malaysia and ETD at point in Malaysia).
10. Name and address of consign or/and consignee if applicable.
11. Name and address of tour organisers/charterer, if applicable.
12. Name, address and telephone number of operator's local agents, if applicable.
13. In case of passenger/cargo charter flights give fares/rate charged for the flight.
14. Name and address of ground handling agent at point of landing in Malaysia.
15. Any other information that may be relevant to the proposed operation.

2.2.5 The Director General of Civil Aviation may attach such conditions to a permit as he considers necessary.

### **2.3 International Flight Operating To Or From A Point Outside Malaysia.**

2.3.1 The enforcement of International Health Regulations, 1969 and Prevention and Control of Infectious Diseases Act 1988, necessitates all flights operating from a point outside Malaysia or proceeding to a point outside Malaysia to enter or exit through a designated aerodrome.

2.3.2 The Aerodromes designated as entry and exit points in Peninsular Malaysia for such flights are:

- a) K.L. International Airport, Sepang, Selangor
- b) Penang International Airport, Bayan Lepas, Penang
- c) Sultan Ismail Petra Airport, Kota Bharu, Kelantan
- d) Sultan Ahmad Shah Airport, Pahang
- e) Sultan Abdul Aziz Shah Airport, Subang, Selangor
- f) Malacca Airport, Batu Berendam, Malacca
- g) Sultan Ismail Airport, Johor Bahru, Johor
- h) Pulau Tioman Airport, Pahang
- i) Langkawi International Airport, Kedah
- j) Sultan Azlan Shah Airport, Ipoh, Perak

2.3.3 The Aerodromes designated as entry and exit points in Sabah are:

- a) Kota Kinabalu International Airport
- b) Sandakan Airport
- c) Tawau Airport
- d) Labuan Airport

2.3.4 The Aerodromes designated as entry and exit points in Sarawak are:

- a) Kuching International Airport
- b) Sibul Airport
- c) Bintulu Airport
- d) Miri Airport

Prior notice should be given at least one week before departure for any ad hoc operation into airports other than the above.

2.3.5 All non-scheduled flights, overflying or landing, are subject to prior approval by DCA. For landing kindly confirm slot by referring to Paragraph 2.2.2.

2.3.6 Non-scheduled flights intending to land at the above mentioned designated entry/exit points in para 2.3 shall submit flight plans at least 12 hours prior to departure to appropriate ATS Unit and Kuala Lumpur Air Traffic Control Centre.

2.3.7 International scheduled passenger and cargo flights to Kuala Lumpur shall operate to/from K.L. International Airport, Sepang unless approved otherwise by the Director General of Civil Aviation, Malaysia.

2.3.8 Intended user must obtain prior permission from MINDEF Malaysia for landing at any aerodrome listed in AIP as under the control of MINDEF. Landing in airstrips not listed in AIP is prohibited unless expressly authorised by the Director General of Civil Aviation, Malaysia.

## **2.4 Procedures For Landing And Overflight Of Foreign Military/State Aircraft In Malaysia.**

2.4.1 All foreign military/state aircraft, intending to land at Malaysian Airports or overflying Malaysian airspace have to obtain approval through Diplomatic channels from the Ministry of Foreign Affairs, Wisma Putra, Kuala Lumpur giving full details as listed in sub-para 2.2.4 where appropriate.

## **3. PRODUCTION OF DOCUMENTS FOR INSPECTION**

3.1 The pilot-in-command of an aircraft shall produce to any authorised person as and when requested by that person to do so, within reasonable time before the commencement or after the termination of a flight, any of the following documents:

- a) Certificate of Airworthiness.
- b) Certificate of Registration.
- c) The licences of its operating crew and student pilot's licence of any person required under Regulation 41 of the Civil Aviation Regulations 1996 to be the holder of such a licence.
- d) Journey Log Book or documents in lieu thereof in accordance with Regulation 29 to the Civil Aviation Regulations 1996.
- e) The Telecommunication Log Book in all cases in which is required under the Civil Aviation Regulations 1996 to be carried in the aircraft.
- f) Radio Station Licence.
- g) Copy of Load Sheet (Peninsular Malaysia registered aircraft only).
- h) Passenger manifest showing name and places of embarkation and destination.
- i) Cargo manifest.
- j) Copy of Certificate of Maintenance (Peninsular Malaysia registered aircraft only)
- k) General Declaration of Health.

### **SABAH / SARAWAK (EAST MALAYSIA)**

#### **4. CIVIL SCHEDULED FLIGHTS**

- 4.1 No foreign airlines shall operate international scheduled services into and in transit across the Territory of Sabah/Sarawak without prior permission from the Director of Civil Aviation Malaysia.

#### **5. CIVIL NON-SCHEDULED FLIGHTS**

##### **5.1 Overflights And Non-Traffic Or Technical Landing**

- 5.1.1 Civil Aircraft registered in any ICAO contracting State and with which Malaysia has diplomatic relations, do not require prior permission for overflights within the Territory of Sabah/Sarawak but advance notification is required. For overflights, notification by means of a Flight Plan addressed to the Kinabalu Air Traffic Control Centre (WBFCZQZX) will be accepted as advance notification if received at least 24 hours in advance of the aircraft's departure. Approval request of non-traffic or technical landings are to be forwarded to the Regional Director of Civil Aviation, Kota Kinabalu (WBKKYAYX) to reach him at least 10 days before the intended departure for Sabah/Sarawak. The notification of flight should include the details specified in sub-para 5.2.2. In other cases prior permission must be sought and obtained through diplomatic means from the Ministry of Foreign Affairs, Wisma Putra, Kuala Lumpur.

##### **5.2 Traffic Landing**

Prior permission must be sought and obtained either by letter or reply-paid telegram or commercial telex from:

Director General of Civil Aviation  
 Department of Civil Aviation Malaysia  
 No.27 Persiaran Perdana,  
 Level 4, Podium A, Precinct 4,  
 Federal Government Administrative Centre,  
 62618 Putrajaya.  
 Malaysia.  
 (Attn: Air Transport Division)

Tel : 6-03-8871 4000  
 Fax : 6-03-8889 2642  
 Email : [airtransport@dca.gov.my](mailto:airtransport@dca.gov.my)  
 Telegraphic address : AIRCIVIL Kuala Lumpur  
 Telex : PENAWA MA 30128  
 AFTN : WMKKYAYT

A copy of such request should also be extended to :

1. Regional Director of Civil Aviation, Kota Kinabalu, Sabah. Telegraphic Address: AIRCIVIL PENAWA MA 80062 Kota Kinabalu.
2. Regional Director of Civil Aviation Kuching, Sarawak. Telegraphic Address: AIR CIVIL PENAWA MA 72087

- 5.2.1 Reply-paid telegrams must be of sufficient value to defray the cost of the reply. Written application should reach the Director General of Civil Aviation at least two weeks and if by reply-paid telegram at least one week prior to the aircraft's departure. If insufficient notice/information is given, the application may not be considered. All application should contain the following information:
- a) Type of Aircraft.
  - b) Nationality and registration marks of the aircraft.
  - c) Aircraft maximum take-off weight.
  - d) Name of person-in-command and number of crew.
  - e) Name and address of registered owner of aircraft.
  - f) Name and address of operator.
  - g) Purpose of the journey.
  - h) Details of route, point of landing in Malaysia and final destination.
  - i) Proposed time-table.
  - j) For passenger flights - give names, nationality and number of passengers on board and nature of flight, special event charter, casual tours etc.
  - k) For cargo flights give nature of cargo, weight and dimensions.
  - l) Name and address of consign or/and consignee if applicable.
  - m) Name and address of tour organisers/charterer, if applicable.
  - n) Name, address and telephone number of operator's local agents, if applicable.
  - o) In case of passenger/cargo charter flights give rate charged for the flight.
  - p) Any other information that may be relevant to the proposed operation.
- 5.2.2 The Director General of Civil Aviation may attach such conditions to a permit as he considers necessary.

### **5.3 Procedures For Landing And Overflight Of Foreign Military/State Aircraft in Malaysia**

- 5.3.1 All foreign military/state aircraft, intending to land at Malaysian Airports or overflying Malaysian airspace are to obtain approval through Diplomatic channels from the Ministry of Foreign Affairs, Wisma Putra, Kuala Lumpur giving full details as listed in sub-para 5.2.1 above.

## **6. PRODUCTION OF DOCUMENTS FOR INSPECTION**

- 6.1 The pilot-in-command of an aircraft shall produce to any authorised person as and when requested by that person to do so, within reasonable time before the commencement or after the termination of a flight, any of the following documents: Certificate of Airworthiness.
- q) Certificate of Registration.
  - r) The licences of its operating crew and the student pilot's licence of any person required under Part IV regulation 39 of Civil Aviation Regulation 1996 to be the holder of such a licence.
  - s) The Technical Log Book as required under regulation 29 para 1 of chapter 2 of Civil Aviation Regulation 1996.
  - t) The Telecommunication Log Book in all cases in which is required under the Civil Aviation Regulation 1996 under regulation 33 and 34 to be carried in the aircraft.
  - u) Radio Station Licence.
  - v) Copy of Load Sheet (Malaysian registered aircraft only).
  - w) Passenger manifest showing name and places of embarkation and destination.
  - x) Cargo manifest.
  - y) Copy of Certificate of Maintenance (Malaysian registered aircraft only).
  - z) General Declaration of Health

**Note.** An authorised person means a Police Officer or a person acting with the authority of the Minister of Transport.