

Aeronautical Information Circular

Address: Alameda Dr. Carlos
D'Assumpção, 336-342
Centro Comercial Cheng
Feng, 18° andar, Macau

Tel: (853) 28511213

FAX: (853) 28338089

AFTN: VMMCYAYI

E-mail: aacm@aacm.gov.mo



AERONAUTICAL INFORMATION SERVICE

AIC
No: 03/25
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SUBJECT: Application for Renewal of Professional Pilot License and Rating

1. General

- 1.1 In accordance with paragraph 3(1)(a) and 18 of the Eighth Schedule to the Air Navigation Regulation of Macao (ANRM), an applicant shall submit an application to the Civil Aviation Authority in accordance with the terms and procedures defined by the Civil Aviation Authority for the renewal of Professional Pilot License and Ratings.
- 1.2 The application shall be submitted by the applicant to AACM office from up to 2 months before the date of expiry of the license or rating which is applied for renewal.
- 1.3 In case of a license or rating has expired, additional processing time for the renewal of license or rating may be required and the applicant may be required to undergo examinations which the AACM deems necessary and sufficient to ascertain the competency of the applicant. Refer to paragraph 4 and 5 of this AIC for further details.
- 1.4 If the language proficiency (LP) endorsement or the medical certificate has expired, the applicant shall submit himself/herself to the appropriate test to assure the fulfillment of the corresponding requirement before submitting the application for the licence or rating renewal.
- 1.5 All documents required for the application shall be submitted in the original unless otherwise specified. Originals of the submitted documents will be returned to the applicant after checking by AACM licensing office or at the conclusion of the application process.
- 1.6 The AACM may in a particular case require the applicant to submit additional information necessary for the concerned application.

2. Application for renewal of a professional pilot license

- 2.1 To apply for the renewal of a professional pilot license before it expires, the applicant must:
 - (a) submit a completed application form - PEL/APP/002;
 - (b) submit his/her Macao professional pilot license, including valid medical certificate and LP endorsement;
 - (c) submit his/her personal flying log book(s); and
 - (d) pay the appropriate application fee.

2.2 To apply for the renewal of an expired licence, the applicant must:

- (a) ensure that the recent flight experience requirements are met before application;
- (b) ensure that applicable ratings in the licence are valid; or have met all the requirements for the renewal application of those ratings;
- (c) submit the documents stated in paragraph 2.1 above and pay the appropriate application fee;
- (d) submit proof of successful completion of the theoretical knowledge examination and other applicable additional requirement deemed necessary by the AACM.

3. Application for renewal of an instrument rating

3.1 An applicant shall apply to AACM for renewal of an instrument rating. For this purpose, the applicant must:

- (a) submit a completed application form - PEL/APP/002;
- (b) submit his/her valid Macao professional pilot license, including valid medical certificate and language proficiency endorsement;
- (c) submit his/her personal flying log book(s);
- (d) pass all required check rides conducted by an AACM authorized examiner; and
- (e) pay the appropriate application fee.

3.2 To apply for the renewal of an **expired** instrument rating, the applicant must:

- (a) ensure that the recent flight experience requirements are met before application;
- (b) submit the documents stated in paragraph 3.1 above and pay the appropriate application fee;
- (c) submit proof of successful completion of the training and/or testing and other applicable additional requirement deemed necessary by the AACM.

4. Additional notes for expired licence or rating renewal

4.1 Pursuant to paragraph 19(d) of the Eighth Schedule to the ANRM, to renew an expired licence or an expired rating, an applicant may be required to complete a number and type of examinations and/or training which the Civil Aviation Authority deems necessary and sufficient to ascertain the competency of the holder. The applicant, or his/her employer, is urged to write to AACM to confirm the exact examinations and/or training requirement necessary prior to the submission of the renewal application. The examinations in this context include any theoretical knowledge examinations and/or any flight tests as deemed necessary for the intended renewal.

4.2 Paragraph 5 of this AIC outlines some general considerations for the implementation of the abovementioned regulation, but the exact requirements will be determined by the AACM on a case-by-case basis depending on the information and supporting documents provided by the applicant. The applicant should expect that additional processing time is required when renewing an expired licence or rating.

4.3 An expired licence will not be renewed unless it contains at least one valid aircraft rating, and in the case of an ATPL(A), unless it also contains a valid instrument rating.

- 4.4 If both the licence and the rating(s) have expired, they may be renewed at the same time provided that the applicant has fulfilled all the corresponding requirements.
5. With effect from 1 March 2025, proficiency check / instrument rating test for the renewal of pilot licence or rating shall be documented with form no. PEL/CLR/027 or PEL/CLR/028 (as appropriate). Licensing office may no longer accept stamp on pilot logbook for pilot licence application purpose. These forms are available at [AACM website](#) under sidebar menu Application Forms > [Personnel Licensing](#).

6. General considerations for renewing an expired licence or rating

- 6.1 For renewing an expired professional pilot licence issued in Macao, an applicant may expect to fulfill the following examination requirement with respect to the duration the licence has expired:
- (a) If the licence has expired for **not more than 3 years**, no theoretical knowledge examination is required;
 - (b) If the licence has expired for **more than 3 years but not more than 5 years**, a pass in the examination in Air Law subject shall be re-obtained;
 - (c) If the licence has expired for **more than 5 years**, the applicant is required to pass all the theoretical knowledge examination subject(s) for the grant for that class of licence before the expired licence could be renewed;
 - (d) At the discretion of the AACM, the requirement in (c) of this paragraph may be modified when the licence holder has demonstrated that he/she has remained in active flying practice on a foreign equivalent licence issued by another ICAO Contracting State.
- 6.2 For renewing an expired instrument rating, an applicant may expect to fulfill the following test requirement with respect to the duration the rating has expired:
- (a) If the instrument rating has expired for **not more than 3 years**, the applicant is required to pass an instrument rating proficiency check as required in paragraph 35 of the Eighth Schedule to the ANRM;
 - (b) If the instrument rating has expired for **more than 3 years**, the applicant is required to pass an instrument rating skill test for the issue of an instrument rating as required by the Eighth Schedule.

7. AIC B 08/22 is hereby cancelled.

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