

# Aeronautical Information Circular

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澳門特別行政區  
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民航局

AUTORIDADE DE AVIAÇÃO CIVIL  
CIVIL AVIATION AUTHORITY

AERONAUTICAL INFORMATION SERVICE

**AIC**  
No: 04/20  
**B** Date: 15 May 20

**SUBJECT: Application for Renewal of Student Air Traffic Controller (ATC) License /**  
**Air Traffic Controller License**

## 1. General

- 1.1. In accordance with paragraph 62 in Part IX of the Air Navigation Regulation of Macao (ANRM), the AACM may grant or renew a license subject to such conditions as it thinks fit to any person to act as an air traffic controller or as a student air traffic controller.
- 1.2. Paragraph 14 of the Fourth Schedule to the ANRM specifies that the period of validity of an ATC License is the same of the correspondent medical fitness certificate. Before the expiry of the license, an application for renewal shall be submitted to the AACM if the holder wishes to continue to use the privileges of his/her license, and the license may be renewed, provided the applicant shall have exercised the appropriate privileges of the license in the last 90 days.
- 1.3. The period of validity of a Student ATC License is valid for 6 months. If the license holder wishes to continue to act as student ATC, he/she shall submit the application to the AACM before the expiry of the license.
- 1.4. In case of a license which has expired, additional processing time for the renewal of license may be required and the applicant may be required to undergo examinations which AACM deems necessary and sufficient to ascertain the competency of the license holder in addition to the requirements in paragraph 2 and 3.

## 2. Application for Renewal of a Student ATC License

- 2.1. When applying for renewal of a Student ATC License, the applicant must:
  - a) submit his / her original of the Student ATC License;
  - b) submit an employment letter certified that the applicant is employed by the ATS provider;
  - c) submit a valid class 3 Macao medical certificate;
  - d) submit two recent color photographs in accordance with the requirements specified in Attachment A of this AIC;
  - e) submit a completed application form – PEL/APP/004;
  - f) pay the appropriate fee for the renewal of an Student ATC License.
- 2.2. The AACM may in a particular case require the applicant to meet additional requirements.

### **3. Application for Renewal of an ATC License**

3.1. An applicant shall submit an application to the AACM for renewal of an ATC license. For this purpose, the applicant must:

- a) submit his/her original ATC license;
- b) submit an employment letter certified that the applicant is employed by the ATS provider;
- c) submit the Language Proficiency endorsement;
- d) be assessed as fit for Class 3 aviation medical standards by a medical examiner designated by the AACM;
- e) submit a proof of recent experience showing that he/she has exercised the appropriate privileges of the license in the last 90 days;
- f) submit the ATC license rating competency check report filled by the AACM authorized ATC Examiner;
- g) submit a completed application form – PEL/APP/004;
- h) pay the appropriate fee for renewal of an ATC license.

3.2. The AACM may in a particular case require the applicant to meet additional requirements.

### **Photograph Requirements**

1. A recent, color, bare-headed and full-faced photograph.
2. Dimensions of the photograph must be 45mm high by 35mm wide (1.5 inches). Photograph must be taken in plain white background without margin.
3. The photograph must be clear and well defined. No effect lenses are allowed.
4. The image in the photograph must not be altered to change the natural appearance of the applicant, such as moles or scar and so on.
5. The photograph must be full-faced and show the facial features of the applicant clearly.
6. Head coverings are not allowed and heavy make-up, camisoles or tube-tops should be avoided when taking photograph.
7. To show full face, exaggerated accessories should be avoided when taking photograph.

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