

Reference No.	
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Effective Date	01-02-2021

### 1. APPLICANT DETAILS

Name of the Applying Company/Org.:

Department/Section (*applicable to Airport Org.*):

Contact No.:

Contact Email:

Billing Address (*if different from applicant*):

### 2. VEHICLE DETAILS

Vehicle Type:

Vehicle Registry no./VIN no.:

Insurance Policy:

Vehicle Capacity (*tonnage/pax. no.*):

Vehicle Registered Owner:

### 3. VEHICLE ACCESS (*Please circle*)

New

Renewal

AVP Expiry Date (*For Renewal*):

Lost/Damage

Temporary TVP

Duration:

### 4. PURPOSE OF VEHICLE PERMIT (*please write the purpose in detail*)

### 5. AREA REQUIRED (*Please tick*)

AIRSIDE AREA

LANDSIDE & AIRSIDE AREA

LANDSIDE AREA

### 6. ARRANGEMENTS FOR MOVING VEHICLE, IF IMMOBILISED (*please write*)

### 7. ACKNOWLEDGEMENT BY THE APPLYING COMPANY

I agree to fulfill the requirements of Vehicle Operator and ensure to abide the conditions stated in MCAA and that the vehicle is operated in accordance with the Airside Driving Handbook & any amendments issued (circulars, safety notice, etc.) as well as the National Driving rules and Regulations.

In consideration of being granted an AVP in accordance with this application, the Applicant agrees and undertakes to Indemnify MACL for any loss or damage caused to the vehicle or any third party due to rash and negligence for failing to adhere to the rules and regulations and also for damage to the vehicle in moving the vehicle if the vehicle becomes immobilized on the Movement Area.

Company Delegate's Name:

Company/organization Stamp:

Company Delegate's Designation:

Date:

Sign:

**Please refer to section 12 for Checklists for attachments and section 14 for requirements, prior to submitting the Application form to AVSECOM.**

### 8. AVSECOM ENDORSEMENT

APPROVED  YES  NO


REF. NO.:

Endorsement Stamp

NAME:

DATE:

REMARKS:

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**9. APPROVAL OF MACL RELEVANT DEPARTMENTS (FOR IMPORT/EXPORT GOOD TRANSFER, PROJECTS & ON CONTRACTS)**

<b>APPROVED</b> <input type="checkbox"/> YES <input type="checkbox"/> NO	<b>REF. NO.:</b>	<b>SIGN:</b>
<b>AUTHORIZED BY:</b>		
<b>DATE:</b>		
<b>REMARKS:</b>		

**10. AGA of MACL USE ONLY**

Form Received on:

Airport Worthiness Passed: <b>YES</b> <input type="checkbox"/> <b>NO</b> <input type="checkbox"/> <b>NA</b> <input type="checkbox"/>	Seatbelts: <b>YES</b> <input type="checkbox"/> <b>NO</b> <input type="checkbox"/> <b>NA</b> <input type="checkbox"/>
Company Livery/Insignia: <b>YES</b> <input type="checkbox"/> <b>NO</b> <input type="checkbox"/> <b>NA</b> <input type="checkbox"/>	Fire Extinguisher: <b>YES</b> <input type="checkbox"/> <b>NO</b> <input type="checkbox"/> <b>NA</b> <input type="checkbox"/>
Beacon/Obstruction Light/flag: <b>YES</b> <input type="checkbox"/> <b>NO</b> <input type="checkbox"/> <b>NA</b> <input type="checkbox"/>	Communication with ATC: <b>YES</b> <input type="checkbox"/> <b>NO</b> <input type="checkbox"/> <b>NA</b> <input type="checkbox"/>

**Vehicle Category**

<input type="checkbox"/> <b>MACL</b>	<input type="checkbox"/> <b>Airport Org.</b>	<input type="checkbox"/> <b>On Projects</b>
<input type="checkbox"/> <b>Catering</b>	<input type="checkbox"/> <b>Import/Export</b>	<input type="checkbox"/> <b>Other</b>

Form No:	Issue Date:
AVP No. :	Expiry Date:

I certify that the above mentioned AVP application has been verified and is acceptable to issue an AVP

Officer in charge:	Date:	Signature:
Authorized by:	Date:	Signature:

**11. AVP DECLARATION BY CUSTOMER**

I, the recipient, accept that this vehicle is permitted on to the airside/landside only when the permit is clearly displayed on the windscreen of the vehicle. The vehicle permit remains a property of the issuing MACL and MACL shall not be liable for any loss or damage to the vehicle or its contents.  
 I will ensure that all drivers are aware of the rules and regulations as per the Airside Driving Handbook as well as National Driving Regulations.  
 I will ensure that all Airside Drivers are aware to get ATC Clearance before entering the Maneuvering area and does not confer the right to park on the Airside unless Authorized.

Vehicle permit Received by:

Designation:	Company/Dep.:
Date:	Signature:

**12. Check list for attachments**

AVP Application form must be submitted with the following documents: -

<input type="checkbox"/> Copy of Registration certificate of the vehicle (private vehicles are not allowed)
<input type="checkbox"/> A Copy of Documentary evidence of Insurance coverage
<input type="checkbox"/> Supporting Documents for Vehicle/Equipment on Projects/Contracts
<input type="checkbox"/> A photo of Vehicle Livery/Logo imprinted on vehicle

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### 13. Conditions & Requirements

- Airport Worthiness Inspection (AWI) will be conducted for all Vehicles situated at VIA and Charges are applicable.
- For Non-Airport Organization- Vehicle/Equipment shall have a valid Roadworthiness Sticker.
- Vehicle must be in company/organization identification & livery on BOTH SIDES of the vehicle.
- Obstacle light (amber flashing beacon) for vehicles operated on movement area(Airside), Non-Mobile vehicles/equipment shall have Obstruction light and a checkered flag.
- Fire Extinguisher shall be equipped in vehicles accessing movement area(Airside).
- AVP should be Renewed **01-month prior of Expiry**.
- The permit is issued to a specific vehicle and not transferable between vehicles or companies.

### 14. Self-check list for Conditions & Requirements

All vehicles	Airside Aprons & Service Roads	Maneuvering Area
<input type="checkbox"/> Seatbelts	<input type="checkbox"/> Beacon/Obstruction Light/flag	<input type="checkbox"/> VHF communication with ATC
<input type="checkbox"/> Company Livery/Logo/insignia	<input type="checkbox"/> Fire Extinguisher	

### 15. Cancellation policy

- The applicant or sponsor is responsible for returning the AVP to MACL for Cancellation in the following Circumstances;
- When the purpose for which the pass issued has ceased, when the vehicle ownership changes and when the vehicle is scrapped, sold or otherwise permanently ceases operation at airside.
  - In the case of a sponsored vehicle, when the vehicle is no longer used by the sponsoring company, even though the pass is still valid.
  - On request by MACL, MACL may remove or request to return of an AVP/TVP.
  - If the pass is defaced, altered, amended or bears marking not entered by the issuing authority.
  - If a pass is obtained for a privately owned vehicle purported to be company owned.
  - The issue of an AVP during the previous carries no Automatic right to re-issue. The Issue of an AVP does not confer the right to park at Airside. Applications for Privately owned or Non-operational vehicles will not be approved.

### 16. Charges for AVP/TVP

*Note: all rates are in Maldivian Rufiyaa and is subject to additional 6% GST*

AVP FEE	LVP FEE	VEHICLE CATEGORY
305mrf per annum	305mrf per month	category A: 0-2 Tons / up to 20 pax.
610mrf per annum	610mrf per month	category B: above 2 Tons up to 4 Tons / above 20 pax.
915mrf per annum	915mrf per month	category C: above 4 Tons
60.00	1st instance of damage/loss of card/permit	
120.00	2st instance of damage/loss of card/permit	
185.00	3rd instance of damage/loss of card/permit	
All Payments incurred in the AVP process are non-refundable once settled		

### AVP PROCESS FLOW FOR CUSTOMERS

