

 ÉPÍTÉSI ÉS KÖZLEKEDÉSI MINISZTERIUM	APPLICATION FORM	
	APPLICATION FOR AIR OPERATOR CERTIFICATE / Regulation EU 2018/1139	
	Revision: 2	Date of amendment: 16.01.2023
	Flight Operations Unit	03-090-AP

Initial Application	<input type="checkbox"/>
Change in management system and nominated persons	<input type="checkbox"/>
Addition of aircraft to be operated on AOC	<input type="checkbox"/>
Removal of aircraft currently on AOC	<input type="checkbox"/>
Variation of areas of operations	<input type="checkbox"/>
Variation of specific approvals (SPA)	<input type="checkbox"/>

PART I

SECTION A – COMPANY INFORMATION

Official Name of Company	
Trading Name or DBA (if applicable)	
AOC Number <i>(Applicable to current AOC holders)</i>	
Address of Principal Place of Business	
E-mail address	
Telephone Number	
Fax Number	
Mobile Number / Contact Person	

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Contact details at which operational management can be contacted without undue delay:

Telephone:	Fax:	E-mail:
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SECTION B - DETAILS OF PROPOSED OPERATIONS (MARK AS APPLICABLE)

A to A Operations (from 2017. APR. 21.)	<input type="checkbox"/>
A to B Operations	<input type="checkbox"/>
Cargo Operations	<input type="checkbox"/>
Passenger Operations	<input type="checkbox"/>
Passenger and Cargo Operations	<input type="checkbox"/>

SECTION C - MANAGEMENT SYSTEM AND PERSONNEL REQUIREMENTS

(Note: CV's and copies of relevant certificates, licences and endorsements for all personnel shall be attached with this application)

Accountable Manager	
Name	
Surname	
Qualifications	
Management Experience	

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Compliance Monitoring Manager	
Name	
Surname	
Qualifications relevant to post	
Management Experience	

Safety Manager	
Name	
Surname	
Qualifications relevant to post	
Management Experience	

Flight Operations	
Name	
Surname	
Licence Type	
Current Type Rating(s)	



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Total Flying Hours	
Total Hours PIC	
Qualifications relevant to post	
Management Experience	

Crew Training

Name	
Surname	
TRI	Yes <input type="checkbox"/> No <input type="checkbox"/>
TRE	Yes <input type="checkbox"/> No <input type="checkbox"/>
Licence Type	
Current Type Rating(s)	
Total Flying Hours	
Total Hours PIC	
Qualifications relevant to post	
Management Experience	

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Ground Operations	
Name	
Surname	
Qualifications relevant to post	
Management Experience	

Continuing Airworthiness	
Name	
Surname	

Security Manager	
Name	
Surname	

PART II

SECTION A – AIRCRAFT DETAILS TO BE OPERATED UNDER AOC

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Is the company presently holding an AOC from another State? YES NO

If Yes, Name of issuing Authority

Type(s) of Aircraft to be used.

(Note in case of addition or removal of aircraft under AOC fill in details of concerned aircraft only)

Manufacturer	Type / model	Date of Manufacture	Engine Type	Seating installed ¹	Present registration ²	Hungarian Registration	MTO M (kg)	MSN

NB. If any of the aircraft are leased for the operation, a copy of the lease agreement must be attached to this application.

¹ Note – Enter Seating Installed in the format ‘‘Crew + Pax’’ seats available and approved for takeoff and landing only.

² Fill only if aircraft is still registered on a foreign register at time of application.

SECTION B – DETAILS OF OPERATING BASES OUTSIDE PRINCIPAL PLACE OF BUSINESS

OPERATING BASE	Type of Operations Conducted

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SECTION C – AREAS OF OPERATION AND SPECIFIC APPROVALS

I. Areas of Operation by ICAO Air Navigation regions or part thereof.

ICAO Region	Tick as applicable	Applicable Aircraft Type(s)
EUR	<input type="checkbox"/>	
MID	<input type="checkbox"/>	
AFI	<input type="checkbox"/>	
ASIA	<input type="checkbox"/>	
PAC	<input type="checkbox"/>	
SAM	<input type="checkbox"/>	
CAR	<input type="checkbox"/>	
NAM	<input type="checkbox"/>	
NAT	<input type="checkbox"/>	

If any other FIR / National Boundaries or areas within an ICAO Air Navigation Region are required, list here:

II. Required Flight Operating Conditions (*enter aircraft type(s) in applicable column*)

Day - VFR	Night - VFR	IFR

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III. Specific Approvals

Important:

Enter only the required specific approvals and not the aircraft capability.

III A. Performance Based Navigation (PBN) Operations

(Tick and enter aircraft type(s) as applicable)

Navigation Specifications	Yes	Aircraft Type(s)
RNP AR APCH	<input type="checkbox"/>	
RNP 0.3 (Helicopters)	<input type="checkbox"/>	

III B. Minimum Navigation Performance Specifications (MNPS)

(Enter aircraft types requested for each region)

ICAO Regions	Aircraft Type(s)

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III C. Reduced Vertical Separation Minima (RVSM)

Aircraft Type(s)

III D. Low Visibility Operations (LVO)

(Tick and enter aircraft type(s) as applicable)

Category	Yes	Aircraft Type(s)
CAT I Ht (ft) / RVR (m) /	<input type="checkbox"/>	
LTS CAT I Ht (ft) / RVR (m) /	<input type="checkbox"/>	
CAT II Ht (ft) / RVR (m) /	<input type="checkbox"/>	
OTS CAT II Ht (ft) / RVR (m) /	<input type="checkbox"/>	
CAT IIIA Ht (ft) / RVR (m) /	<input type="checkbox"/>	
CAT IIIB Ht (ft) / RVR (m) /	<input type="checkbox"/>	
CAT IIIB (no DH) RVR (m)	<input type="checkbox"/>	

Take-off RVR _____(enter distance) metres.

III E. Extended Range Operations with two-engined aeroplanes (ETOPS)

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(Fill in as applicable)

Aircraft Type(s)	Engine Type	Threshold distance	Diversion Time

III F. Transport of Dangerous Goods

Aircraft Type(s)	Contact Person Responsible for Transport of DG by Air

PART III

Declaration

I hereby apply for the Initial issue / Variation of an AOC in accordance with the provisions of Regulation (EU) No. 2018/1139 and it's implementing rules and declare that all documentation provided with this application to the NTA-AA have been verified and found compliant with the applicable requirements.

Accountable Manager Name

.....

Date

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CHECKLIST AND REQUIREMENTS FOR SUBMISSION OF AN INITIAL AOC (PRE APPLICATION):

*For AOC A-A application, only items marked with * are required.*

*	AOC Application form complete in all aspects	<input type="checkbox"/>
*	Covering letter.	<input type="checkbox"/>
*	Leasing contract or letter of intent for all aircraft.	<input type="checkbox"/>
*	Proof of own crew members	<input type="checkbox"/>
*	Tenancy (lease) agreement for office space for the Nominated Person Flight Operations.	<input type="checkbox"/>
*	Resume & supporting documentation of Accountable Manager and Nominated Persons.	<input type="checkbox"/>
*	EASA Form 4	<input type="checkbox"/>
*	Certificate for passenger legal liability insurance and third party legal liability.	<input type="checkbox"/>
*	The Maintenance Support Contract(s) with Part-145 Approved Maintenance Organisation(s) Part – M.A. 708(c).	<input type="checkbox"/>
*	The Number of Aircraft	<input type="checkbox"/>
	Application forms for required specific approvals.	<input type="checkbox"/>
*	Evidence of subscription to manufacturers' manual.	<input type="checkbox"/>
*	Copies or access to the manufacturers' manuals.	<input type="checkbox"/>
	Proof of European character of the company.	<input type="checkbox"/>
	Business plan over 2 years	<input type="checkbox"/>
	Business plan over the first 3 months of operation without income	<input type="checkbox"/>
	Opening balance sheet.	<input type="checkbox"/>
	Copy from the shareholder book (list of shareholders)	<input type="checkbox"/>
	Security manager application form	<input type="checkbox"/>
	Letter of intent for CAMO including CAMO organisation chart	<input type="checkbox"/>

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CHECKLIST AND REQUIREMENTS FOR SUBMISSION OF AN INITIAL AOC (FORMAL APPLICATION):

*For AOC A-A application, only items marked with * are required.*

OPERATING LICENCE		
	AOC Application form complete in all aspects	<input type="checkbox"/>
	Application fee for issuing Operating Licence	<input type="checkbox"/>
	Business plan over 2 years	<input type="checkbox"/>
	Business plan over the first 3 months of operation without income	<input type="checkbox"/>
	Founder certificate of Business company	<input type="checkbox"/>
	Opening balance sheet	<input type="checkbox"/>
	Business regulation book	<input type="checkbox"/>
	List of shareholders	<input type="checkbox"/>
	European character of the company	<input type="checkbox"/>
	Certificate about approved signature of Director	<input type="checkbox"/>
	Submitting of financial, economic and legal matters requested by 1008/2008 EC	<input type="checkbox"/>
APPLICATION FOR AOC		
*	AOC Application form complete in all aspects	<input type="checkbox"/>
*	Transferring the fee of application for issuing AOC	<input type="checkbox"/>
*	Operator's pre-assessment statement	<input type="checkbox"/>
*	Documents of purchase, leases, contracts or letters of intent operated aircrafts	<input type="checkbox"/>
*	Proof of own crew members	<input type="checkbox"/>
*	Certificate for passenger legal liability insurance and third party legal liability	<input type="checkbox"/>
*	Draft operations specifications	<input type="checkbox"/>
*	Initial statement of compliance	<input type="checkbox"/>

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THE MANAGEMENT AND ORGANIZATION		
*	Nominated post holders (FORM 4):	<input type="checkbox"/>
*	Sufficient flight crew, trained and checked iaw Part-OPS	<input type="checkbox"/>
	Sufficient cabin crew, trained and checked iaw Part-OPS	<input type="checkbox"/>
*	Sufficient Ground staff, trained	<input type="checkbox"/>
*	Supervision staff	<input type="checkbox"/>
	Operation Control	<input type="checkbox"/>
*	Accommodation facilities	<input type="checkbox"/>
*	All Documentation /see the details in below/	<input type="checkbox"/>
CAMO APPROVAL		
	Continued Airworthiness Management EXPOSITION iaw. subpart G of PART-M	<input type="checkbox"/>
	Maintenance Programme iaw. subpart C of PART-M	<input type="checkbox"/>
	Operator's Aeroplane Technical Log	<input type="checkbox"/>
	Maintenance Procedure Manual (If applicable)	<input type="checkbox"/>
*	Maintenance Contract(s) with PART-145 org.	<input type="checkbox"/>
	Quality manual	<input type="checkbox"/>
	EASA Part-26 compliance statement	<input type="checkbox"/>
	Contract(s) for Base and Line maintenance	<input type="checkbox"/>
AIRCRAFT'S DOCUMENTATION		
*	List of registration of the aircrafts to be operated	<input type="checkbox"/>
*	Certificate of Registration	<input type="checkbox"/>
*	Certificate of Airworthiness	<input type="checkbox"/>
*	Aircraft Review Certificate	<input type="checkbox"/>
*	Insurance	<input type="checkbox"/>
*	Noise certificate	<input type="checkbox"/>

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*	Aircraft Radio Certificate	<input type="checkbox"/>
MANUALS		
*	Operations manual with content of Part-OPS (Part A, B, C and D)	<input type="checkbox"/>
*	Organisation Management Manual (Including SMS procedures)	<input type="checkbox"/>
*	Aircraft operating manual	<input type="checkbox"/>
*	Minimum equipment list (MEL)	<input type="checkbox"/>
*	Configuration deviation list (CDL)	<input type="checkbox"/>
*	Aircraft performance manual	<input type="checkbox"/>
*	Mass and balance control manual	<input type="checkbox"/>
	Aircraft loading and handling manual or ground handling manual	<input type="checkbox"/>
	Training manuals for flight crew, cabin crew, operations personnel and ground personnel	<input type="checkbox"/>
	Route guide	<input type="checkbox"/>
	Dangerous goods manual	<input type="checkbox"/>
*	Passenger briefing cards	<input type="checkbox"/>
	Ground Handling Manual (If applicable)	<input type="checkbox"/>
	Aircraft search procedure checklist	<input type="checkbox"/>
	Operational control procedures, dispatch, flight following, etc.	<input type="checkbox"/>
	Operational control training manual	<input type="checkbox"/>
	Security programme manual	<input type="checkbox"/>

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CHECKLIST FOR SUBMISSION OF AN AOC VARIATION FOR CHANGES TO THE MANAGEMENT SYSTEM AND/OR NOMINATED PERSONS:

Covering letter with proposed changes	<input type="checkbox"/>
All applicable operations manual amendments	<input type="checkbox"/>
Operations Manual Approval – request form.	<input type="checkbox"/>
Resume & supporting documentation of Accountable Manager and/or Nominated Persons being changed.	<input type="checkbox"/>
Operators Proposed Schedule of Events for the Certification Process	<input type="checkbox"/>
The Number of Aircraft	<input type="checkbox"/>
Change Management Assessment	<input type="checkbox"/>

CHECKLIST FOR SUBMISSION OF AN AOC VARIATION FOR THE ADDITION OR REMOVAL OF AIRCRAFT:

Covering letter.	<input type="checkbox"/>
All applicable operations manual amendments	<input type="checkbox"/>
Operations Manual Approval – request form.	<input type="checkbox"/>
Application for Part M Subpart G CAMO approval (EASA Form 2G) (for addition of new type of aircraft).	<input type="checkbox"/>
The Continuing Airworthiness Management Exposition Part – M.A.704 (for addition of new type of aircraft).	<input type="checkbox"/>
The Aircraft Maintenance Programme Part – M.A. 302 (for addition of new type of aircraft).	<input type="checkbox"/>

The Aircraft Technical Log System Part – M.A. 306 (for addition of new type of aircraft).	<input type="checkbox"/>
The Maintenance Support Contract(s) with Part-145 Approved Maintenance. Organisation(s) Part – M.A. 708(c) (for addition of new type of aircraft).	<input type="checkbox"/>

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	Application forms for required specific approvals requested for each aircraft.	<input type="checkbox"/>
	Evidence of subscription to manufacturers' manual.	<input type="checkbox"/>
	Copies or access to the manufacturers' manuals.	<input type="checkbox"/>
	Change Management Assessment	<input type="checkbox"/>

CHECKLIST FOR SUBMISSION OF AN AOC VARIATION FOR THE ADDITION/REMOVAL OF AREAS OF OPERATION AND/OR SPECIFIC APPROVALS:

	Covering letter.	<input type="checkbox"/>
	All applicable operations manual amendments	<input type="checkbox"/>
	Operations Manual Approval – request form.	<input type="checkbox"/>
	Application forms for required specific approvals.	<input type="checkbox"/>
	Change Management Assessment	<input type="checkbox"/>

Notes applicable to the application for initial issue/variation of an AOC (Including the Part M Subpart G Approval).

1. This application, if for an initial issue of an **AOC**, must be submitted at least 90 days prior to the date of the intended start of operations. The Operations Manual must be submitted at least 60 days before the intended start of operations, together with a detailed Statement of Compliance and the proposed schedule of events for grant of an AOC.
2. The operator's certificate shall remain valid subject to:
 - The operator remaining in compliance with the relevant requirements of Regulation (EU) No 2018/1139 and its Implementing Rules, taking into account the provisions related to the handling of findings as specified under ORO.GEN.150;
 - NTA-AA being granted access to the operator as defined in ORO.GEN.140 to determine continued compliance with the relevant requirements of Regulation (EU) No 2018/1139 and its Implementing Rules; and
 - The certificate not being surrendered or revoked.
 Upon revocation or surrender the certificate shall be returned to NTA-AA without delay.
3. The application for a variation of an **AOC** must be submitted at least **30 days** before the date of intended changes. In the case of a planned change of a nominated person, a variation shall be filed at least **10 days** before the date of proposed change. All variations must be supported with the relevant Operations Manual (or amendments to) and other documents (Maintenance Support

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Contract, Continuing Airworthiness Management Exposition, Aircraft Maintenance Programme, Aircraft Technical Log System, etc.) pertaining to the variation.

4. The interval between application and grant or variation of a certificate will depend primarily upon matters within the control of the operator and no undertaking can be given that NTA-AA will be in a position to reach a decision within a particular period. Nevertheless, if after a period of 12 months the application process has not been substantially progressed, NTA-AA may refuse the application.
5. After initial study of the application and attachments, NTA-AA will schedule a formal application meeting to discuss the proposed operation.

NOTES IN RELATION TO PART I, SECTION A OF THIS APPLICATION:

6. A covering letter must be submitted with the AOC variation outlining any changes which are being applied for and if the application is being submitted without all supporting documentation, the letter should include the expected dates of submission for each of the missing documents.
7. Name of company should be the registered name of the company (the legal entity) seeking an AOC, not the name of intended aircraft operation.
8. Address shall be the operating address of the company to which all correspondence should be sent and shall be registered on all legal documents.
9. For applications to vary the AOC, the e-mail address, telephone number and fax number must match what is on your existing AOC unless you are applying to vary these details. Also, the "contact details at which operational management can be contacted without undue delay" should match the details on your existing operations specifications unless you are amending these.
10. The contact mobile number and person in this section should be the person with whom NTA-AA will communicate regarding this application.

NOTES IN RELATION TO PART I, SECTION C OF THIS APPLICATION:

11. Nominated Persons CV's should be attached, or sent separately. To Nominate the Continuing Airworthiness Manager, EASA form 4 should also be submitted. All CV's should be accompanied by copies of relevant licences, endorsements and certificates.

NOTES IN RELATION TO PART II, SECTION C OF THIS APPLICATION:

Area of operations should be that which the company intends to operate within, and not the area(s) that *might*, subsequently, be operated within. It is well to note that the company's operations manual must include all information relevant to its area of operation as stated in the AOC.