

## AMO MEMO

**REF NO.** : GAM/AMO/22/012  
**TO** : All AMO Personnel.  
**FROM** : Engineering Manager.  
**DATE** : 17 June 2022  
**RE** : Company Approval renewal application made at the last-minute.

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There were cases of renewal application of Company Approval made near to the expiration date or worst, after the approval was already expired.

The renewal processes will take time and this condition will affect the Approval Holder privilege and authorisation in signing-off the applicable task.

Therefore, the purpose of this memo is to remind all Company Approval Holders to be more vigilant and responsible for their own Company Approval validity. Approval Holder shall make a submission for renewal to Quality Department **not less than 30 days before the expiry date.**

Payment for the applicable allowances to the holder with respect to the invalid approval shall be halted until the approval has been renewed.

Thank You.

- END -

**GALAXY AEROSPACE (M) SDN.BHD.**

**Management Office** : No. A-01-02, Blok A, Bangunan Perdagangan Siera Ara Damansara, Jalan PJU 1A/5A, Ara Damansara, 47301 Petaling Jaya, Selangor Darul Ehsan, Malaysia.

**AMO Office** : Suite 11-14, Helicopter Centre, Malaysia International Aerospace Centre, Sultan Abdul Aziz Shah Airport, 47200 Subang, Selangor Darul Ehsan, Malaysia.

**Hangar Address** : Hangar 2, UniKL-MIAT, Persiaran A, Off Jalan Lapangan Terbang Subang, 47200 Subang, Selangor Darul Ehsan, Malaysia.  
Tel: +603 7455 0555 Fax: +603 7734 7526

[www.galaxyaerospace.my](http://www.galaxyaerospace.my)