



To: All GAM approval holder (LAE, MI/S, ATP, NTP, WBA, ARS & others)
From: Quality Assurance Department
cc: Safety Department, CAMO Department, TS department, APMM Eng. Dept
Issue: 13042018-01
Re: Late submission of Company Approval for Renewal

Dear all,

Quality Assurance Department has shown deep concern on late submission of renewal of Company Approval.

It is obligatory for each approval holder to submit your renewal application at least 14 days before expiry date.

There is a recent cases where the Approval Holder submitted the renewal application 1-2 days before expiry. This kind of norm is not acceptable.

Therefore, kindly please adhere to the procedure as stated in the MOE, WBM, & MMP and Quality Assurance Notices no. 004.

Strict Compliance is required by all concerned.

Thank you.

A handwritten signature in black ink, appearing to read 'Salman'.

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Salman bin Abu Zarim  
Quality Assurance Manger  
13/04/2018