

Instructions/guidelines to apply for security clearance applications by Ground Handling Agencies operating at Indian Airports.

GHA's (Ground Handling Agencies) who are working at Indian Airports and those who wish to apply for security clearance from BCAS will follow the instructions as given below :-

- i) Prescribed Performa as Format -A attached shall be filled in (type written) carefully by the respective GHA's authorized representative on firms official letter heads. Forms are available on BCAS website (free of cost).BCAS website address is **www.bcasindia.gov.in** .
- ii) There is another Format-A1 essential to be filled by all the applicants and information given in that should be type written, signed and enclosed with relevant supporting documents. Any unfilled or Nil/N.A space on desired information column will lead to rejection of the application. In case of nil or N.A a precise reason should be marked in respective column. Any correction/over writing should be avoided on the formats by the applicant and if done so his initials are essential for it.
- iii) Above combination of two formats (A &A1)should be submitted to the concerned area RDCOS(BCAS) where GHA's registered/corporate office exists (Not through other RDCOS ,BCAS).
- iv) RDCOS concerned after verifying all the documents and obtaining verification & background checks report from the local police in respect of the firm and each of their owner/Board of Directors will forward the GHA case to BCAS Hqrs as per prescribed Format-B (applicable for RDCOS only) alongwith two sets of each firms format A & A-1 . RDCOS will not entertain GHA application if any member is found prosecuted in any of the criminal case or GHA tries to conceal some material/facts on records deliberately. Hqrs should be invariably be intimated in this regard by the concerned RDCOS.
- v) On receipt of the GHA case through concerned Regional Dy. Commissioner of Security (CA), BCAS Hqrs will take up necessary action and revert back information to all the RDCO'S (BCAS) and concerned GHA company, if they are found security cleared from other agencies, concerned.
- vi) It is further informed to all concerned that procedure described above are given for public information to comply with BCAS Circular No. 4/ 2007 dated 19.2.2007 only. Security clearance to any GHA or company does not give claim to get any license or work permit to work at the airports.

FORMAT-A

TO BE WRITTEN ON LETTER HEAD OF THE CONCERNED FIRM.

**APPLICATION FOR GROUND HANDLING AGENCIES WORKING AT THE AIRPORTS
FOR THEIR SECURITY CLEARANCE**

(TO BE SUBMITTED THROUGH REGIONAL DCOS/BCAS OFFICE ONLY)

Letter ref. no. of the company

Date : _____

To

The RDCOS,

Delhi/Mumbai / Kolkata and Chennai. (As applicable)

Sir,

Following documents of our company /firm who intends to work / is working as Ground Handling agency at _____ airport are submitted in duplicate copies for necessary security clearance and background checks of our company.

- (i) Copy of certificate issue by Registrar of companies or any other central / state govt. authority registering the company for similar nature of work.
- (ii) Company's profile giving details of owner/Directors employees contact addresses (registered office / Branch offices) & telephone no's.
- (iii) Copy of latest license fee paid to Airport Director of respective airport.
- (iv) Allotment of space to the GHA firm by Airport Director.
- (v) Copy of valid contract/ agreement with client airlines authorizing GHA firm to work for them at the airport.
- (vi) Any other security clearance from BCAS is obtained earlier, if any;

Further ,I undertake that neither me nor any of the firms associate had been involved / charged in any criminal case in the past.

Our / my firm have not applied for security clearance through other RDCO (BCAS) office, except present application.

I further declare that all the information pertaining to background checks of the company given here are true and no relevant fact , is concealed by me/ us.

Yours faithfully,

Sign _____

Name _____

Company Seal :

Address _____

Contact Tel No _____

Fax No. _____

(Note : If the above documents of GHA firm found in order, only then request will be entertained by concerned RDCOS/ BCAS .)

BUREAU OF CIVIL AVIATION OF SECURITY FORMAT A-1

Mandatory for all applicant GHA's /Firms

(Column 1 to 10 to be filled and signed by concerned company)

1	2	3	4	5	6	7	8	9	10
Sl. No	Name & clear address of the company	Name of the All Directors / Owner/ Partners/Promoter/ Key persons of the Company	Alias, If any	Residential address of each person	Nationality With copy of supporting document	Date & Place of Birth	Parentage	ID proof, copy to enclose	Share holding Pattern of the company Foreign Direct Investment if any ?

I _____ undertake that all above in formations are true and best of my knowledge & belief .

(Name & Signature with date of GHA' s Signing Authority)

Portion below to be filled by concerned BCAS (RDCOs) / H/Q only :-

Whether GHA case referred to any other agency?

Instructions (Not to be typewritten on A-1 Format)

- 1. All the agencies applied for security clearance are advised to fill (Typewritten) all columns with supporting documents enclosed and no col. should remain unfilled (as N.A. or NIL) to avoid unnecessary correspondence or delay .**
- 2. It is mandatory to attach above format with Format - A as prescribed by the BCAS (H/Q).**
- 3. Firm should submit three sets all documents for records of BCAS (One set f for RDCOs and two sets for BCAS (H/Q)**

Specimen copy

FORMAT-A

TO BE WRITTEN ON LETTER HEAD OF THE CONCERNED FIRM.

M/s. ABC & Co.

Add: 1121, Anna Salai, Chennai(T.N.)

APPLICATION FOR GROUND HANDLING AGENCIES WORKING AT THE AIRPORTS FOR THEIR SECURITY CLEARANCE

Letter ref. no. of the company .

Date : _____

To
The RDCOS(BCAS),
Chennai. (as applicable for southern zone firms)
Sir,

Following documents (as per BCAS formats: **A** and **A-1**) of our company / firm who intends to work / is working as Ground Handling agency at COIMBATORE & KOLKATA airports are submitted in triplicate copies of each format for necessary security clearance and background checks of our company.

- (i) Copy of certificate issue by Registrar of companies or any other central / state govt. authority registering the company for similar nature of work.**

Narration: Firm should mention here , type of certificate (copy) ascertaining firms nature of work as GHA at the airports), for example certificate issued by Registrar of companies of the respective state along with companies Memorandum & Article of association or registration with other govt. body.)

- (ii) **Company's profile giving details of owner/Directors employees contact addresses (registered office / Branch offices) & telephone no's.**

Narration: Company should be stick to the information as desired by the point above and every important / key person with his / her portfolio in the company should be described in this document on its opening sheets. A brief work portfolio projecting introduction of the firm / company should be added in this).The foreign Joint Venture , if any, involved with the applicant firm, their details should also be clubbed within this profile. Normally company profile should be of maximum A-4 size 2-3 pages and avoid enclosing lengthy booklets of the firms used for presentation or obtaining contracts..

- (iii) **Copy of latest license fee paid to Airport Director of respective airport.**

Narration: Firm must quote here with receipts is / are being submitted such as ; receipt obtained from **coimbatore** airport is enclosed_or else write here the reasonable justification for not depositing the license fee on G.T.O. to the Airport operator.

- (iv) Allotment of space to the GHA firm by Airport Director.

Narration: Firm should enclose a copy of space allotment letter from the Airport operator to the concerned company from where it is operating in the a airport or else write here the reasonable justification for non allotment of space in the airport.

- (v) **Copy of valid contract/ agreement with client airlines authorizing GHA firm to work for them at the airport.**

Narration: Firm should enclose a current copy of an agreement with Airline or award of contract by the airport operator (as the case may be) and applicant to mention here which document is enclosed with format –A.

(vi) Any other security clearance from BCAS is obtained earlier, if any;

Narration: A company should disclose the fact vide which letter a security clearance was granted to the firm itself or it's sister concerned if any. Otherwise nil report should be mentioned .

Further ,I undertake that neither me nor any of the firms associate had been involved / charged in any criminal case in the past.

Narration: A company should be very much clear about this fact if it has earlier applied through any other BCAS regional office for the firms security clearance to avoid delicacy of the security clearance work. If found involved in such practice action may be taken against the firm.

Our / my firm have not applied for security clearance through other RDCO (BCAS) office, except present application.

I further declare that all the information pertaining to background checks of the company given here are true and no relevant fact , is concealed by me/ us.

Yours faithfully,

Sign _____

Name _____

Company Seal :

Address_____

Contact Tel No_____

Fax No._____

(Note : If the above documents of GHA firm found in order, only then request will be entertained by concerned RDCOS/ BCAS .)

Narration: The above note includes directions to make firms every sets of A & A-1 formats in given sequence and legible photocopies only provided in support of column filled by the company.

BUREAU OF CIVIL AVIATION OF SECURITY

FORMAT A-1

Mandatory for all applicant GHA's /Firms

(Column 1 to 10 to be filled and signed by concerned company)

1	2	3	4	5	6	7	8	9	10
Sl. No	Name & clear address of the company	Name of the All Directors / Owner/ Partners/Promoter/ Key persons of the Company	Alias, If any	Residential address of each person	Nationality With copy of supporting document	Date & Place of Birth	Parentage	ID proof, copy to enclose	Share holding Pattern of the company Foreign Direct Investment if any ?
1.	ABC & Co. (Pvt.) Ltd F-12, Satya Niketan, Delhi (copy of Company registration certificate and ---- enclosed	Mr. Joseph D'Melo (Director)	Jose	1134 , Suit No. #\$, Bishop Street, London (U.K.) (Copy of Passport enclosed)	British (Copy of Passport enclosed)	5.05.1959 (Birmingham, U.K.) (Copy of Passport enclosed)	(Manchester) Mr. Sam Fernandes (Father) (Copy of Passport enclosed)	Copy of Passport enclosed	The company is a foreign joint venture company having 49 : 51 % ratio of the Foreign Direct investment FDI = 49%
2.	-Do_	Mrs Shanti Devi (Director)	Never kept	112, Model Town, Ballabgarh (Haryana) (Copy of Passport enclosed)	Indian (Copy of Passport enclosed)	30.12.1965 Jind (Haryana) (Copy of Passport enclosed)	(Sonapat) Mr. Rajvir Prasad (Father) (Copy of Passport	(Copy of Passport enclosed)	51% of share holding

							enclosed)		
3.	-Do-	Mr.Ameenullah (C.O.O.)	Never kept	H-232, Begumpeth ,Hydrabad,(A.P.) Copy of Election I card encl.	Indian Copy of Election I card encl.	13.05.1959 Sicundrab ad (A.P.)	(Guntur) Mrs.Shakeela Bano. (Mothar) (Copy of ration card is enclosed)		Nil
4.	-Do-	Mr Gurbaksh Singh (M.D.)	Babban	B-657, Azadpur,Bathinda (Punjab) (Copy of Passport enclosed)	Indian (Copy of Passport enclosed)	19.11.1952 Patyala(P unjab)	(Navashe her) Mr. Jagtap Singh (Father) (Copy of Passport enclosed)		Nil

I , Gurbaksh Singh, Managing Director of ABC & Co. (P) Ltd.New Delhi undertake that all above in formations are true and best of my knowledge & belief .

(Name & Signature with date of GHA' s Signing Authority)

Portion below to be filled by concerned BCAS (RDCOs) / H/Q only :-

Whether GHA case referred to any other agency?

Narration :-

Documents legible photocopies may be enclosed in support of column nos. , for example:-

Col. 1 :

Col. 2 : Company name: Registration certificate issued by the registrar of company of the respective state.

(To ascertain address proof of the company any of the following documents copy will be sufficient: Landline telephone electricity, water supply bill in the name of concerned company).

Col. 3 : Name of the Directors and key persons with their designation in the company / firm is to be written here separate rows of format A-1..

Col. 4 : Either write second name with which person known or if no other name or alias is there then write ALIAS NEVER KEPT.

Col. 5 : Owner Residential Address proof any one : Copy of pass port ,Ration Card, Driving license, Election I – Card, Tel/ Elect/ Water Bill etc.

Col. 6 : Nationality : Copy of Pass port , Ration Card, Voter ID Card, PAN Card issued by the Govt. authorities.

Col. 7 : Date & Place of Birth: Copy of ration card, Passport, Voter ID card

Col. 8 : Parentage : you may write fathers/ mothers name or native place from which he / she belongs.

Col. 9 : ID Proof : Any one which is enclosed by you may be written over here.

Col. 10 : Share holding pattern & FDI : Company must briefly disclose in this col. against each person percentage of major shares capital they are holding ?, How much foreign direct investment company have and through which source ? , Ratio of foreign & Indian partnership ? ,(In case of more clarity, firm's own designated and Indian registered chartered Accountant certificate issued in this **regard certifying there is no foreign Direct Investments included in the firm's capital / Investments**, may be enclosed in support of col. No.10.)

If company is purely Indian based and governed by Indian Directors / Owners then mention pattern of the company as Private / Public Ltd. , Partnership , sole proprietorship company with no FDI involved in its capital.

Col. 11 : There should be clear space to write at least three lines by the BCAS office.

REVISED FORMAT (A-1)

Name & Address of Company

Whether Company is Indian, Foreign or JVC:

Sl. No.	1	2	3	4
Name (with alias) of Owner/Director/Key Persons				
Nationality of Owner/ Director/ Key Persons				
DoB of Owner/ Director/ Key Persons				
Present Address of Owner/ Director/ Key Persons				
Permanent Address of Owner/ Director/ Key Persons				
Parentage				
PP. No. (Legible Copy to enclose)				
ID Proof (Legible Copy to enclose)				
Shareholding pattern of the company FDI, if any				

I _____ hereby undertake that all the above particulars and information are true and best of my knowledge and belief.

Signature
(Name)

Portion below to be filled by concerned BCAS (RDCOS)/H/O only :-

Whether GHA case referred to any other agency?