

**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.

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**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 .)**

## **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.

No. CAS-7 (29)/2007-Div-I (MHA)  
**BUREAU OF CIVIL AVIATION SECURITY**  
(MINISTRY OF CIVIL AVIATION)  
GOVERNMENT OF INDIA  
A' WING, JANPATH BHAWAN,  
JANPATH, NEW DELHI -110001  
Dated: 17/04/2009

To

The RDCOS,  
BCAS,  
Delhi/ Mumbai/ Kolkata and Chennai.

**Subject : Particulars of Owners/ Directors/ Key persons of Ground Handling Agencies.**

Sir (s),

We have been receiving particulars of owners/ Directors/ Key Persons of ground handling agencies without details of permanent address and native place. Permanent address is necessary information for the purpose of enquiry in respect of person.

2. A revised format (A-1) is enclosed herewith. In one page there should be particulars of three-four persons. If there are more directors/ owners/key persons, their particulars may be furnished in a separate sheet. Please ensure that the particulars are filled up properly by the company before forwarding to us.

Yours faithfully

Encl: As above

-sd-

(M.T Baig)  
Asstt. Commissioner of Security (CA)

**REVISED FORMAT (A-1)**

**Name & Address of Company**

**Whether Company is Indian, Foreign or JVC:**

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

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?

## Specimen

### REVISED FORMAT ( A-1)

**NAME & Address of Company :** ABC & Co. (Pvt.) Ltd F-12,Satya Niketrn, Delhi

( copy of Company registration certificate to enclose )

**Whether Company is Indian, Foreign or JVC :** ( Describe here as the case may be )

Sl.No		1	2	3	4
1	<b>Name (with alias) of Owner/Director/Key Persons</b>	Mr. Joseph D'Melo  Alias Jose  ( Director )	Mrs Shanti Devi  Alias Never kept  ( Director)	Mr.Ameenullah  Alias Never kept  (C.O.O.)	Mr Gurbaksh Singh  Alias Babban  ( M.D.)
2	<b>Nationality of owner/Director/Key Persons</b>	British  ( Copy of Passport enclosed )	Indian  ( Copy of Passport enclosed )	Indian  Copy of Election I card encl.	Indian  ( Copy of Passport enclosed )
3	<b>DoB of Owner/ Director/Key Persons</b>	5.05.1959 (Bermingham,U.K .)  ( Copy of Passport enclosed )	30.12.1965 Jind ( Haryana)  ( Copy of Passport enclosed )	13.05.1959  (Guntur)	19.11.1952  (Patyala)
4	<b>Present Address of Owner/Director/Key Persons</b>	E-12, Chanakya Pur, Delhi	112, Model Town, Ballabhgarh(	H-232, Begumpe th ,Hydraba	B-657, Azadpur, Bathinda ( Punjab)

			Haryana) ( Copy of Passport enclosed )	d,(A.P.) Copy of Election I card encl.	Punjab) ( Copy of Passport enclosed )
<b>5</b>	<b>Permanent Address of Owner/Director/Key Persons</b>	1134 , Suit No. #\$, Bishop Street, London (U.K.)  ( Copy of Passport enclosed )	115, Jwahaar Street- P.O.Jind ( Haryana)	252,Vill: Hakimpet, R.R. Distt.Hydrabad(A.P. )	<b>Village Nawasheher , Punjab.</b>
<b>6</b>	<b>Parentage</b>	(Menchester)  Mr. Sam Fernandies ( Father)  ( Copy of Passport enclosed )	(Sonipat)  Mr. Rajvir Prasad ( Father)  ( Copy of Passport enclosed )	(Guntur)  Mrs.Shakeela Bano. (Mothar)  ( Copy of ration card is enclosed )	(Navasheher)  Mr. Jagtap Singh (Father)  ( Copy of Passport enclosed )

7	<b>PP.No.</b> <b>(Legible Copy to enclose)</b>	Passport Details such as PP Number,Place & date of issue / Expiry	Passport Details such as PP Number,Place & date of issue / Expiry	Not yet made	Passport Details such as PP Number,Place & date of issue / Expiry
8	<b>ID Proof</b> <b>(Legible Copy to enclose)</b>	Copy of valid passport is OK, or Voter ID card, Driving Lic.etc.	Copy of valid passport is OK, or Voter ID card, Driving Lic.etc.	Copy of Election I card encl	Copy of valid passport is OK, or Voter ID card, Driving Lic.etc.
9	<b>Shareholding pattern of the company FDI, if any</b>	The company is a foreign joint venture company having 49 : 51 % ratio of the Foreign Direct investment  FDI = 49%	51% of share holding	<b>Nil</b>	<b>Nil</b>

**I Ameeruddin (C.O.O) of the company hereby undertake that all the above particulars and information are true to best of my knowledge and belief.**

**Signature**  
**(Name)**

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

## **Narration ( Must read to fill up the A-1 Format correctly )**

Legible photocopies of documents to be enclosed in support of column nos. , for example:-

**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 ).**

**For Indian Company, Foreign or Joint Venture Company : ( Describe here as the case may be )**

Row no. 1 : 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. Either write another name with which person known or **if no other name** or alias is there then write **ALIAS NEVER KEPT**.

Row no. 2 : Write Nationality of each person with detail of supporting document ( e.g.Passport or Election I'card etc.)

Row no.3 : This row should be filled with person's Date of Birth ( any supporting doc reference ) and place of birth complete address )

Row no.4 : Owner Residential Address proof any one : Copy of pass port ,Ration Card, Driving license, Election I – Card, Tel/ Elect/ Water Bill etc.

Row no.5 : Complete detail of permanent address ( if no, write proper reasoning)

Row no.6 : Parentage : you may write fathers/ mothers name or native place from which he / she belong s.

Row no.7 : Write your passport no:.....PP issuing office.....Date of issue..... in this row.

Row no.8 : For your identification proof, you may write any of the photo Id as refered in 1-7 row above.

Row no.9 : Share holding pattern & FDI : Company must briefly disclose in this row against each person. The percentage of major shares capital holding by the concerned Director ? How much foreign direct investment company have and through which source ? , Ratio of foreign & Indian partnership ? , ( **optional – 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, may be enclosed in support** )

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.

Final row certificate to be signed by a responsible official of appropriate level of the firm / company.

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