



نادي الإمارات للسيارات والسياحة  
Automobile & Touring Club  
of the United Arab Emirates



## 2011 COMPETITION LICENCES.

### APPLICATION INSTRUCTIONS.

*Applying for a new or renewing an FIA, FIM or CIK Competition Licence.*

As we approach the end of the year we will be accepting new Licence applications and renewals for 2011 from **DECEMBER 1<sup>ST</sup> 2010**. The Licencing department will be closed from Christmas till the New Year, so it is highly recommended that you apply early.

For 2011, we will **NOT** be accepting or processing Licence applications on the day of an event. It is your responsibility to ensure you have allowed sufficient time to have your Licence processed in advance.

These are the procedures.

#### LOCATION

All Licences are produced at the Dubai Head Office. Applications may be submitted to our Abu Dhabi Office and must be complete and with Payment. Applications received from our Abu Dhabi office will be returned to Abu Dhabi and will take **2 weeks** as a minimum to process.

#### WEBSITE

Application forms and competition Licence notes plus other details can be downloaded from our website [www.atcuae.ae](http://www.atcuae.ae)

## **LICENCE COURSES**

If you are a new licence holder and are applying for the following Licences you will be required to attend and pass an accredited Licensing course.

FIA – Race National	(Circuit)
CIK – Kart National	(Circuit)
FIM – National Road Race.	(Circuit)

For further details about these courses please contact [matthew@atcuae.ae](mailto:matthew@atcuae.ae) or [elton@atcuae.ae](mailto:elton@atcuae.ae) or call 04 296 1122.

## **MEDICAL**

- 1) All *International* Licence holders must have an annual medical or for it to be no older than 4 months.
- 2) Medicals for All Senior *National* Licence holders are valid for 3 years. Please check that yours is valid.
- 3) Competitors over 45 years (FIA) applying or renewing a Circuit or Kart Licence must have an annual medical. Competitors over 55 years (FIM) applying or renewing a Circuit Licence must have an annual eyesight report.
- 4) A Medical can be done at any clinic or Medical centre and must be stamped. The ATCUAE recommended Motorsport doctor is Dr. Sean Petherbridge.  
[spetherbridge@ihcdubai.com](mailto:spetherbridge@ihcdubai.com)
- 5) Competitors over **16** years and applying for a Circuit or Kart Licence must have a medical.

## **PERSONAL ACCIDENT INSURANCE**

All ATCUAE Valid Competition holders are covered by our Personal accident Insurance. This only applies to official events that have been sanctioned by the ATCUAE. Private testing prior to an event is **NOT** covered and we recommend that you take out an additional Policy.

## **ONLINE APPLICATIONS**

- 1) Applications can be received on-line and sent to [matthew@atcuae.ae](mailto:matthew@atcuae.ae) or [elton@atcuae.ae](mailto:elton@atcuae.ae) . All online applications must be typed and include a scanned signature in the correct box. Photos must be attached and be **ONLY** in a **jpeg** format.
- 2) The online application must have a clear and high resolution copy of a valid passport and valid residence visa attached plus a copy of the old Licence.
- 3) New applications for Circuit or Kart Licences must have completed the required competence course and the certificate or proof of completion of the course must be submitted with the application.
- 4) Incomplete applications will not be processed
- 5) You will need to collect and pay for your Licence at our Office in Dubai.

## **FAX APPLICATIONS**

Applications may be received by fax (04 296 1133) but originals of Passport, Visa and photos and proof of completing a competence course will need to be produced in person. No faxed copies of these documents are acceptable. Incomplete applications will not be processed.

You will need to collect and pay for your Licence at our Office in Dubai.

## **WALK IN APPLICATIONS**

Applications can be received in person at our Office in Dubai, and as mentioned above must have all the correct details. All paperwork must be Original, and incomplete applications will not be processed.

## **PAYMENT AND FEES**

All payments must be made in CASH. No Cheques will be accepted.

## **NON OBJECTION LETTERS- FIA/CIK – **VERY IMPORTANT****

If your Nationality is not Emirati then “we” will need to apply to your home country for a letter of non objection for you to hold a UAE Competition Licence. This is a standard procedure and is part of the International Sporting Code. Even if you are renewing your Licence we will need to acquire this letter as it is done **yearly**.

In order for us to obtain this permission we will forward a copy of your passport and UAE residency to the appropriate Motorsport authority in your home country. A list of these can be obtained from the members listed on the FIA website.

[www.fia.com](http://www.fia.com)

This process can take time and you should allow at least **1 working week**, taking into account the weekends of other countries and the time difference.

This letter is **vital** to completing your application, and without this permission we cannot issue you with a UAE competition Licence.

Please also bear in mind that all Competition Licences worldwide expire at the same time, so the New Year is the busiest times of the year for issuing new Licences.

### **FOREIGN LICENCES**

If you are in possession of a current and valid FIA / FIM / CIK Completion licence from another country, and wish to exchange this to a UAE Licence of the same grade, you must inform that Governing body first and you may be required to surrender that licence **BEFORE** you can apply for a UAE Licence.

The normal Licence procedure will then apply.

### **ENTRANTS LICENCES**

If you wish to enter under a team name then you will require either a National or International Entrants Licence. Application is per the "Auto" form and only sections 1, 4, 5 needs to be completed.

**BE ADVISED.** The Entrant is responsible for the competitor(s) entered using the Entrant name. Any judicial penalty or fines will be the responsibility of the Entrant and non compliance will affect both the Entrant **and** the Competitor(s) registered with the name.

### **TURN AROUND TIME**

We will endeavour to complete your Licence application in as quick a time as possible, so please allow a minimum of 5 working days for processing, once we have received **ALL** the correct documents.

## **START PERMISSION**

If you are entering into an event outside the UAE, you will need to obtain a letter of "Start Permission" from ourselves. This letter is sent to the Motorsport Authority in the Country that you are competing in. There is no charge for a "Start Permissions" letter. Please allow a minimum of 3 days to obtain such a letter. To produce this permission, we will require the following.

- 1) Name(s)
- 2) Licence Number
- 3) Status of the event (International or National)
- 4) Where and When.

## **UPGRADES**

To upgrade your Licence to a higher Category you will need to have met the criteria (refer to the Competition Notes) and have collected the required signatures or proof in the form of race results with timesheets.

## **LOST LICENCES**

If you have lost or misplaced your Licence, a replacement can be issued at the cost of 200 AED. Please allow 3 days for processing.

## **YOUR SIGNATURE ON THE REVERSE SIDE OF THE LICENCE**

Once you receive your new licence please sign it immediately. When you present your licence for a race meeting it must be signed. Unsigned licences will not be accepted.

## **PRESENTING YOUR LICENCE FOR AN EVENT**

All Licence holders must present and surrender their original licence for **ALL** race meetings. Failure to present and surrender your licence may result in non participation for the event.

## **RESPONSIBILITY**

You are responsible for your own licence. It is **NOT** the responsibility of a venue or an organiser to safe guard your licence between events. Licences lost or misplaced will be the sole responsibility of the Licence holder.

## **NEW FOR 2011**

After the completion of our 2010/2011 season (finishing in April/ May) we will be issuing new style licences before the start of the new season. Your current licence will be valid.

In order to simplify some of the lower grade licences for new competitors under the FIA a new “Novice Restricted” Licence will be introduced at a lower cost.

Costs for most of the Licences remain unchanged but some have a small price adjusted due to the risk insurance assessment of certain categories.

**All** International Licences will have Automatic “Start Permission” stated on the Licence which supersedes the requirement for a letter to be issued.

This permission granted on the Licences is **ONLY** for FIA International Events that appear on the FIA International Calendar. All National events will still require the written letter.

If you require any further information or clarification with respect to any Competition Licence then please contact [matthew@atcuae.ae](mailto:matthew@atcuae.ae) or [elton@atcuae.ae](mailto:elton@atcuae.ae) or call 04 296 1122.

