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REPUBLIC OF SINGAPORE
AERONAUTICAL INFORMATION SERVICES
CIVIL AVIATION AUTHORITY OF SINGAPORE
SINGAPORE CHANGI AIRPORT
P.O. BOX 1, SINGAPORE 918141

AIC

01/16
03RD MAY

AIR TRANSPORT LICENSING AND ADMINISTRATION SYSTEM (ATLAS)

1 INTRODUCTION

- 1.1 The ATLAS is a one stop web portal that facilitates the application, renewal and administration of licences and permits for scheduled and non-scheduled air services.
- 1.2 Applications for the following **will only be accepted** through the ATLAS:
- Licence for scheduled air services (pursuant to Part IA of the Air Navigation (Licensing of Air Services) Regulations)
 - Permit for non-scheduled air services (pursuant to Part III of the Air Navigation (Licensing of Air Services) Regulations)
 - Operations Permit for foreign scheduled and non-scheduled operators conducting public transport or aerial work (pursuant to paragraph 87A of the Air Navigation Order)

Note: Applications for permits for additional flights by scheduled airlines shall be made using ATLAS, instead of the Changi Airport Group's E-Schedules system. However, airlines will continue to use the E-Schedules system for filing and revision of seasonal schedules.

2 REGISTRATION

- 2.1 The registration process for access to ATLAS is as follows:

Step One

Registration of Companies – Airlines and / or Appointed Agencies

All airlines and / or appointed agencies are required to complete the relevant form at **Annex A** and **Annex B** respectively, and email it to the AT Administrators at caas_atlas_admin@caas.gov.sg.

Airlines and / or appointed agencies must be registered in the ATLAS, before their officers can apply for individual account to access the system.

Step Two Registration of Users

All officers from airlines and / or appointed agencies (registered in the ATLAS) may apply for an individual account to access the system. Please go to URL: <http://www.caas.gov.sg/atlas>, click on "User Registration" link and proceed to complete the requested information and submit for approval. Once the ATLAS Administrator has approved the account, users will receive the login credentials via the registered email addresses furnished.

For assistance in registration, please contact the AT Administrators at caas_atlas_admin@caas.gov.sg.

3 EXPRESS PERMITS

- 3.1 Airlines and / or appointed agencies can still apply for express permits for urgent applications. For assistance in submitting applications for express permits via the ATLAS, please contact the Air Transport Duty Officer at +65 9833 1775.

4 OPERATIONS PERMIT

- 4.1 For queries on the application, variation and renewal of the Operations Permit, please contact the Airworthiness and Flight Operations Division at: CAAS_AFO_Infocenter@caas.gov.sg.

5 CANCELLATION

- 5.1 This AIC supersedes AIC 9/13 dated 12 November 2013.

**CIVIL AVIATION AUTHORITY OF SINGAPORE (CAAS)
THE AIR TRANSPORT ADMINISTRATION AND LICENSING SYSTEM
REGISTRATION FORM FOR AIRLINES**

AIR TRANSPORT DIVISION
CIVIL AVIATION AUTHORITY OF SINGAPORE
PO BOX 1
SINGAPORE CHANGI AIRPORT
SINGAPORE 918141

AT Administrator:
Email: caas_atlas_admin@caas.gov.sg

AIRLINE INFORMATION

Airline Name (as per Air Operator's Certificate): _____

Airline Code (ICAO): _____

Airline Code (IATA): _____

Type of Operations: Passenger Freight
 Aerial Work Non-Scheduled carrier

Carrier Type: Scheduled carrier Non-Scheduled carrier

State of Registry: _____

Radio Telephony Designator: _____

MAIN INFORMATION (AS PER AIR OPERATOR'S CERTIFICATE)

Address Line 1: _____

Address Line 2: _____

City: _____

State: _____

Postal Number: _____

Country: _____

Contact Number: _____

Fax Number: _____

Email Address: _____

** Please kindly attached Air Operator Certificate (AOC) for verification.*

DECLARATION

I declare that the information provided is true. Incomplete or false information may affect the registration.

Name of Contact Person: _____ Contact Number: _____

Designation: _____ Date: _____

Singature: _____

FOR COMPLETION BY CAAS AIR TRANSPORT DIVISION

Handled By : _____

Date Created: _____

**CIVIL AVIATION AUTHORITY OF SINGAPORE (CAAS)
THE AIR TRANSPORT ADMINISTRATION AND LICENSING SYSTEM
REGISTRATION FORM FOR AGENCIES**

AIR TRANSPORT DIVISION
CIVIL AVIATION AUTHORITY OF SINGAPORE
PO BOX 1
SINGAPORE CHANGI AIRPORT
SINGAPORE 918141

AT Administrator:
Email: caas_atlas_admin@caas.gov.sg

AGENCY INFORMATION

Agency Name _____

Agency Type

Local

Ground Handling

MAIN CONTACT INFORMATION

Address Line 1: _____

Address Line 2: _____

City: _____

State: _____

Postal Number: _____

Country: _____

Contact Number: _____

Fax Number: _____

Email Address: _____

(Main Point of Contact for Agency) _____

DECLARATION

I declare that the information provided is true. Incomplete or false information may affect the registration.

Name of Contact Person: _____

Contact Number: _____

Designation: _____

Date: _____

Singature: _____

FOR COMPLETION BY CAAS AIR TRANSPORT DIVISION

Handled By: _____

Date Created: _____