
INFORMATION CIRCULAR

THE CIVIL AVIATION PERSONNEL LICENSING SYSTEM (CAPELS)

- 1 This Information Circular IC 1/2020 replaces IC 4/2019 and IC 7/2019. IC 4/2019 and IC 7/2019 are thereby cancelled.
- 2 CAPELS provides an all-in-one system enabling users to make licensing applications on-the-go, and have a quick overview of their licences and expiry dates. The launch of CAPELS is split into a few phases. Phase 1 was launched on 6 January 2020. Further information on the launch of the other phases will be released progressively via circulars and emails.

ACCOUNT REGISTRATION FOR FIRST-TIME USAGE OF CAPELS

- 3 CAPELS is available at <https://capels.caas.gov.sg>. Instructions and user guides for CAPELS are available on the website. All users will need to first register for an account in order to access CAPELS.
- 4 For existing licence holders, only users registered with CAPELS will be notified via email and SMS when their licence is due for renewal. Those who are not registered with CAPELS will not receive such notifications and are advised to monitor the expiry of their licences.
- 5 The account registration can be made through the following means:
 - (a) SingPass account holders will need to register for an account by logging in using their SingPass via the CAPELS website.
 - (b) Non-SingPass account holders will need to register for an account using their email address via the CAPELS website. Upon registration, users will receive an email that contains a link for e-mail verification to complete their account set-up.
- 6 The following are currently available in CAPELS for Phase 1:
 - (a) Licensing applications:
 - (i) Initial issuance and renewal of a pilot licence
 - (ii) Endorsement of Aircraft/ Group Rating and Mixed Fleet Flying
 - (iii) Reactivation of lapsed Aircraft/ Group Rating
 - (iv) Flight Test
 - (v) Replacement of licence
 - (vi) Update of particulars
 - (b) Examiner Portal for examiners to upload test reports
 - (c) Online payment
 - (d) Tracking of application status and transaction history

- 7 Other applications not listed above will be launched in subsequent phases. Therefore, applicants will have to visit My PEL Hub to submit such applications.

REVISED PILOT LICENCE FORMAT

- 8 The pilot licence format was revised and issued with the introduction of CAPELS. Applicants are required to keep their existing Certificate of Test (COT) for the validation of their rating(s) (e.g. aircraft rating, instrument rating etc.) in the revised licence format. For this reason, the licence holder may have different formats of the COT in the licence.

FURTHER INFORMATION

- 9 For further information and clarification, please contact CAAS_PEL_FCL@caas.gov.sg or +65 6541 2482.

Issued by
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