
INFORMATION CIRCULAR

COLLECTION OF AIRCRAFT MAINTENANCE LICENCES FROM SELF-SERVICE LOCKERS WITH EFFECT FROM 1 APRIL 2024

1. Please be informed that with effect from 1 April 2024, Monday, the collection of an approved Aircraft Maintenance Licence (AML), except the initial AML, will be via the self-service locker located at My PEL Hub. An AML that has been renewed, reactivated, replaced or amended to add (sub)category/aircraft ratings or remove limitations, will be collected from the locker.
2. This arrangement facilitates the collection of AML at any time of the day. Details on the location of the self-service locker can be found in **Annex A**.
3. An email and SMS will be sent to the AML holder when the licence is ready for collection. The email and SMS will contain the necessary information to retrieve the licence from the locker. Licences can be collected from the self-service lockers within 7 calendar days from (and including) the date of notification.
4. In the event that collection within the stipulated timeframe is not feasible, please email CAAS_PEL_AML@caas.gov.sg to arrange for another collection slot.
5. For initial grant of licences (including the conversion of a foreign AML), collection will continue to take place at My PEL Hub. Details for collection will be communicated via email upon grant of licence.
6. Should you require further clarifications, please contact us at (65) 6542 1122 or email at CAAS_PEL_AML@caas.gov.sg.

Issued by
SAFETY POLICY & PLANNING DIVISION
CIVIL AVIATION AUTHORITY OF SINGAPORE

ANNEX A: LOCATION OF SELF-SERVICE LOCKER

Self-Service Locker Area



Map of Changi Airport Terminal 2 Basement

