

---

## INFORMATION CIRCULAR

---

### LAUNCH OF THE CIVIL AVIATION PERSONNEL LICENSING SYSTEM (CAPELS) – PHASE 1

- 1 This Information Circular serves to inform on the launch of CAPELS Phase 1 on 6 January 2020. CAPELS has been designed to provide an all-in-one system enabling users a quick overview of their licences, expiry dates and provide for applications on-the-go.
- 2 Previously, Phase 1 was conducted as a beta programme to allow us to gather feedback and refine the system. CAAS would like to thank everyone for their patience and understanding; and for providing us with the invaluable feedback.
- 3 With beta phase concluded, only users registered with CAPELS will be notified via email and SMS when their licence is due for renewal. Licence holders are also advised to monitor the expiry of their licences.
- 4 CAPELS Phase 1 launched the following flight crew applications:
  - a) Initial Issuance of Licence
    - Initial SPL
    - Initial PPL
    - Initial CPL
    - Initial MPL
    - Initial ATPL
  - b) Endorsements
    - Aircraft/ Group Rating
    - Reactivation of Lapsed Aircraft/ Group Rating
    - Mixed Fleet Flying
  - c) Flight Test Applications
  - d) Flight Crew Licence (FCL) Renewal
  - e) Replacement of Licence
  - f) Update of Particulars
  - g) Examiner Portal
- 5 To submit any licensing application listed in paragraph 4, users can access CAPELS via the website <https://capels.caas.gov.sg>. For more information on the registration of a CAPELS account and the new licence template for flight crew, please refer to IC 4/2019.
- 6 For applications not listed above, these applications will be launched in subsequent phases. In the meantime, please continue to visit My PEL Hub to submit your licensing applications.

- 7 Further information on CAPELS will be released progressively via circulars and emails.
- 8 Please email [CAAS\\_CAPELS\\_Helpdesk@caas.gov.sg](mailto:CAAS_CAPELS_Helpdesk@caas.gov.sg) or call +65 6541 2482 should you require clarification, assistance or to provide feedback on CAPELS.

Issued by  
FLIGHT STANDARDS DIVISION  
CIVIL AVIATION AUTHORITY OF SINGAPORE