

AIR TRANSPORT LICENSING AND ADMINISTRATION SYSTEM (ATLAS)

1 INTRODUCTION

- 1.1 The Civil Aviation Authority of Singapore (CAAS) will be introducing the ATLAS on **3 December 2013 (Tuesday)** - 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 With the introduction of the ATLAS, 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 (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 FOR ACCESS TO ATLAS

- 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 **Annexes A** and **B** respectively, and email it to the AT Administrator (stella_tan@caas.gov.sg or sim_mong_kai@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. To prevent delays to the registration of individual accounts for officers, airlines and / or appointed agents are encouraged to return the duly completed form **before 3 December 2013**.

Step Two Registration of Users

From 3 December 2013, officers from airlines and / or appointed agencies which have been 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 the “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 Administrator at stella_tan@caas.gov.sg or sim_mong_kai@caas.gov.sg.

3 EXPRESS PERMITS

- 3.1 With the introduction of the ATLAS, 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 8/13 dated 6 November 2013.

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

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

AT Administrators:
Email: stella_tan@caas.gov.sg &
sim_mong_kai@caas.gov.sg

AIRLINE INFORMATION

Airline Name (as per Air Operator's Certificate): _____
Airline Code (ICAO): _____
Airline Code (IATA): _____
Type of Operations: Passenger Freight
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: _____

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: _____
Signature: _____

FOR COMPLETION BY CAAS AIR TRANSPORT DIVISION

Handled By: _____
Date Created: _____



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

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

AT Administrators:
Email: stella_tan@caas.gov.sg &
sim_mong_kai@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: _____