

# UPDATE OF PERSONAL PARTICULARS FOR FLIGHT CREW & AIRCRAFT MAINTENANCE ENGINEER



## Instructions

### General

1. This application form will take approximately 2 minutes to complete. Incomplete applications will not be processed.
2. The completed form is to be submitted to:  
*Personnel Licensing Section, Safety Policy & Licensing Division, Civil Aviation Authority of Singapore, South Finger Pier level 3, #038-039, Singapore Changi Airport Terminal 2, Singapore 819643*

### Collection

3. Processing of application would take approximately 3 working days.
4. You will be notified when the licence is ready for collection at the Personnel Licensing office.

## Part I – Type of Licence Requesting Updating *(Please tick ✓ the appropriate box)*

<input type="checkbox"/> Flight Crew Licence/ Flight Radiotelephony Operator's Licence (FROL)	<input type="checkbox"/> Aircraft Maintenance Engineer Licence/ Aircraft Radio Operator's Approval (AROA)
Licence Type & No.:	Licence No.:
Date of Issue of FROL:	Date of Issue of AROA:

## Part II – Personal Particulars

*(Please fill in **ALL** the information. Where there are changes, please tick ✓ the box and provide relevant supporting documents.)*

		Provide Supporting Documents
<input type="checkbox"/>	Name as in NRIC/ Passport: (please underline surname)	Deed Poll/ NRIC/ Passport
<input type="checkbox"/>	Address:	NRIC/ Recent Billing Statement
<input type="checkbox"/>	Tel (Mobile):	Tel (Home):
<input type="checkbox"/>	Email:	-
<input type="checkbox"/>	Singapore/ PR* <i>*Delete where applicable</i>	NRIC No.:
<input type="checkbox"/>	Nationality:	NRIC/ Passport
<input type="checkbox"/>	Passport No.:	Country of Issue:
<input type="checkbox"/>	Organisation:	Designation:
		-

**Part III – Declaration and Consent to Disclosure and Collection of Information**

Please answer all the questions below. If the answer is "Yes", please provide details in the textbox below, otherwise check "No".

	<u>Yes</u>	<u>No</u>
1. Have you contravened any provision in the Air Navigation Act or any aviation safety subsidiary legislation that results in imposition of conditions, suspension or revocation of your aviation safety instrument?	<input type="checkbox"/>	<input type="checkbox"/>
2. Are you currently or have been disqualified from holding any aviation safety instrument?	<input type="checkbox"/>	<input type="checkbox"/>
3. Have you been the subject of any investigation or suspension actions by any civil aviation authority(s)?	<input type="checkbox"/>	<input type="checkbox"/>
4. Do you have any history of physical or mental health or serious behavioural problems?	<input type="checkbox"/>	<input type="checkbox"/>
5. Are you convicted for any offence, whether or not the conviction was in a Singapore court?	<input type="checkbox"/>	<input type="checkbox"/>

**If "Yes", please provide details:**

I hereby declare that I will maintain secrecy of all radiotelephony communications and shall not improperly divulge to any person the purpose or contents of any message which may come to my knowledge in connection with the operation of any radio apparatus on board the aircraft.

I declare to the best of my knowledge and belief that the statements made and the information supplied in this form are complete and correct. I understand that any false representations made by me for the purpose of procuring the Singapore aviation safety instrument is an offence under section 29C(1)(b) of the Air Navigation Act and I may be subject to the penalties stipulated thereunder and any Singapore aviation safety instrument granted pursuant to the application will be revoked.

I agree that CAAS may collect, use, and disclose my personal data to the Government of the Republic of Singapore and other public agencies, and aviation authorities, as provided in this application form, or obtained by CAAS as a result of processing my application for the purposes of assessing my application and the administration of any regulatory document that may be granted by CAAS, verification of regulatory documents issued by CAAS, or enforcing and ensuring my compliance with the relevant transport safety regulatory requirements.

(Please check the box below to indicate your preference)

I agree that CAAS may collect and use my personal data, which includes my contact information (e.g. email addresses, phone numbers and postal addresses) to receive information on aviation-related events and training.

Please visit our <https://www.caas.gov.sg/privacy-statement> for further details on our privacy statement.

Signature of Applicant :

Date (dd/mm/yyyy) :

**For Official Use**

Date application received  
(dd/mm/yyyy):

Received by:

Licence Updated by:

Date applicant notified  
(dd/mm/yyyy):