

IMPORTANT INFORMATION FOR APPLICATION FOR CONVERSION OF A FOREIGN PROFESSIONAL PILOT LICENCE



Please ensure the following steps are complied with in your application to convert your professional pilot licence to a Singapore professional pilot licence.

CAAS will not accept incomplete applications and/or if supporting documents are not fully provided. Please note that temporary aviation documents, including licences and certificates, will not be recognised.

Step 1	Foreign Professional Pilot Licence and Medical Certificate
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1. The foreign professional pilot licence shall be issued by an ICAO Contracting State.
2. The foreign licence, medical certificate and associated ratings submitted for conversion must be issued by the same licensing authority.
3. The foreign licence, medical certificate and associated ratings must be valid at the time of submission of the application and at the time of issue of the Singapore licence.

Note 1: Applicants are advised to ensure sufficient validity period to take into account the processing time required.

4. All flying experience records, including pilots' logbook records, must be verified by the relevant aviation organisation or the civil aviation authority.
5. Foreign military flying hours will not be recognised for the crediting of flying hours for the purpose of the conversion.

Note 2: An applicant undergoing aircraft training in a Singapore registered aircraft is required to apply for a CAAS Certificate of Validation of his foreign licence in advance.

Step 2	Form Completion
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The Form CAAS FC02 – Application for Conversion of a Foreign Professional Pilot Licence (enclosed) must be completed and submitted with the full set of supporting documents to *My PEL Hub, Safety Policy and Planning Division, Civil Aviation Authority of Singapore, South Finger Pier Level 3, #038-035, Singapore Changi Airport Terminal 2, Singapore 819643.*

Step 3	Supporting Documents
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6. Please submit your flying logbook and a copy of each of the following supporting documents with your original application form CAAS FC02:

1	Passport (clearly showing the front cover, personal details and photo) or NRIC (front and back) for Singapore Citizens	<input type="checkbox"/>
2	Letter from Singapore air operator or aviation organisation indicating employment or intent of employment	<input type="checkbox"/>
3	Foreign professional pilot licence (all pages)	<input type="checkbox"/>
4	ICAO English Language Proficiency certificate of at least level 4	<input type="checkbox"/>
5	Flight Radiotelephony Operator's licence	<input type="checkbox"/>
6	Medical certificate on foreign licence	<input type="checkbox"/>
7	ATPL examination results (not required if candidate holds an ATPL)	
8	Human Performance examination results on foreign licence (if available)	
9	Most recent certified instrument rating (IR) proficiency check report / certified logbook Entry (if IR not endorsed on licence)	<input type="checkbox"/>
10	Certified proof of two proficiency checks completed at least 4 months apart, within the preceding 12 months from date of application (If not available, at least proof of one proficiency check completed within the preceding 12 months is to be submitted)	
11	Copy of logbook showing the most recent 6 months' flying entries (highlight entries)	<input type="checkbox"/>
12	Copy of logbook showing completion of 5 hours of night flying as pilot-in-command (PIC) (highlight entries)	<input type="checkbox"/>
13	Copy of logbook showing 4 commercial operations in the aircraft type sought in the 12 months immediately preceding the date of application (highlight entries)	<input type="checkbox"/>
14	Copy of logbook or official document showing having completed at least 3 take-offs and landings in the 90 days immediately preceding the date of application, in an aircraft or a simulator approved by the foreign CAA	<input type="checkbox"/>
15	Proof of successful completion of a course of flying training approved by the foreign CAA (if applicable)	<input type="checkbox"/>
16	Training programme proposed by the air operator or aviation organisation.	<input type="checkbox"/>

7. The application form, an assessment fee of **\$345** and supporting documents must be submitted in the English language or accompanied with English-translated documents endorsed by an official authority, such as the relevant consulate, aviation authority, solicitor etc.

Step 4	Verification of original documents
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The applicant is required to present the original copies of the supporting documents at *My PEL Hub, Safety Policy and Planning Division, Civil Aviation Authority of Singapore, South Finger Pier Level 3, #038-035, Singapore Changi Airport Terminal 2, Singapore 819643* when requested.

APPLICATION FOR ASSESSMENT FOR CONVERSION OF A FOREIGN PROFESSIONAL PILOT LICENCE



Instructions	
1. This application form will take approximately 1 hour to complete. Incomplete applications will not be processed.	
2. Please complete this form in BLOCK LETTERS .	
3. The declarations stated herein are required to be substantiated by providing supporting documents with the application.	
4. Only application forms submitted through a Singapore air operator or aviation organisation will be accepted. The assessment result will be provided to the organisations. Applicants can check the results with their organisations.	
5. You are required to make payment of \$345 as assessment fee through credit card (VISA/ MasterCard) at the point of application. The assessment fee will not be refunded should the application be rejected.	

Part I - Personal Particulars			
Name as in NRIC/ Passport: (underline surname)		NRIC / Passport Number:	
Mailing Address:		Mobile Number:	
Date of Birth:	Age:	Place of Birth:	Nationality:

Part II – FOREIGN Licence Particulars					
Type of Pilot's Licence	Country of Issue	Licence Number	Date of Initial Issue	Date of Expiry	Date of Medical Expiry
1. (Licence for conversion)					
2.					
3.					
Flight Radiotelephony Operator's Licence					

Endorsements or Restrictions in the Pilot or Flight Radiotelephony Operator Licence :
Level of English language proficiency endorsed on the licence:

Part III - Instrument Ratings Held		
Instrument Ratings Held	Country & Date of Initial Issue	Date of Last Instrument Rating Test

Part IV - Flying Experience*

Name of Air Operator/ Aviation Organisation	Period of Service		Aircraft Type	Hours Flown As				Date of Most Recent Flight			
	From	To		Pilot-in-Command		Co-Pilot		Pilot-in-command		Co-Pilot	
				Day	Night	Day	Night	Day	Night	Day	Night
Total hours on all aircraft types stated above				As Pilot-in-Command:				As Co-Pilot:			

* **Foreign military flying hours shall not be included.**

Part V - Declaration and Consent to Disclosure and Collection of Information by Applicant

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.

Name & Signature of Applicant:	Date:
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Part VI - Verification of Documents by Recruitment Officer of Air Operator or Aviation Organisation

Check Items	Satisfactory	Unsatisfactory	Remarks
Validity of ATPL / CPL			
Validity of Medical Certificate			
Validity of Radiotelephony (RT licence) Or : Statement on RT licence from Foreign CAA			
Validity of Certificate of Test / Aircraft Rating			
Validity of Instrument Rating (IR on Licence) Or : Validity of Most Recent IR Report/Pilot Proficiency Check Report Or : Letter of Authentication from Foreign Airline / CAA on Instrument Rating			
Certification (stamp) from Foreign Airline / CAA on current logbook Or : Letter of Authentication from Foreign Airline / CAA on flying hours Or : Computer printouts of flying hours from Foreign Airline / CAA			
'Current' as per SASP 2 Chapter 12 Paragraph 20 Currently rated on the aircraft type sought in the foreign licence Has operated at least 4 commercial operations in the aircraft type sought in the 12 months immediately preceding the date of application Has completed 2 proficiency checks of the aircraft type sought in the 12 months immediately preceding the date of application. (at least 4 months apart) Has operated the flight controls during at least three take-offs and landings in the 90 days preceding the date of application			Aircraft Type: Date of commercial operations 1. 2. 3. 4. Date of proficiency checks 1. 2. Date of 3 take-offs & landings 1. 2. 3.

I have assessed the licence and documents submitted by the applicant for validity and completeness and found them to be satisfactory.

Name of Recruitment Officer

Signature & Date

Part VII - Training Programme Proposed by the Air Operator or Aviation Organisation's Chief Pilot / Head of Training

Proposed Training Programme (Any proposed exemption or deviation from CAAS requirement or CAAS approved organisation procedures must be highlighted and justified.) :

Name of Chief Pilot / Head of Training

Signature & Date

For Official Use

Date Received: (dd/mm/yyyy)	Received by:	
Attach Receipt Issued by POS	Receipt No:	Payment method: <input type="checkbox"/> Credit Card

DECLARATION OF FLYING EXPERIENCE



Civil Aviation Authority of Singapore

Name: _____	Indicate the licence sought:
Signature: _____	<input type="checkbox"/> Commercial Pilot Licence
	<input type="checkbox"/> Commercial Pilot Licence (with Instrument Rating)
	<input type="checkbox"/> Airline Transport Pilot Licence
	<input type="checkbox"/> Aeroplane
	<input type="checkbox"/> Helicopter

Instructions and Notes

- The declaration of flying experience must be made in compliance with the requirements in the Singapore Air Safety Publication Part 2, specifically Appendix D.
- Foreign military flying hours will not be recognised.
- Please indicate "NA" for fields that are not applicable.
- Flying hours declared must be based on the aircraft for the licence sought. i.e. Aeroplane hours for aeroplane licence, helicopter hours for helicopter licence

Ref	Description	Hours / Landings Claimed	For Official Use Only
SASP2 Chap11 Para:			
TOTAL FLYING EXPERIENCE			
4a, 6a, 16a, 16b	As pilot-in-command (PIC) of aeroplanes		
	As pilot-in-command under supervision (PIC U/S) of aeroplanes		
	As pilot-under-instruction (P U/T) of aeroplanes		
	As co-pilot (P2) of aeroplanes		
CROSS COUNTRY FLYING			
4a, 5a, 6b	As pilot-in-command (PIC) of aeroplanes		
	As pilot-in-command under supervision (PIC U/S) of aeroplanes		
	As pilot-under-instruction (P U/T) of aeroplanes		
	As co-pilot (P2) of aeroplanes		
	Date of flight \geq 300 nm which the aeroplane landed and came to rest at not less than two intermediate aerodromes		

Ref	Description	Hours / Landings Claimed	For Official Use Only
NIGHT FLYING			
4b, 6c	As pilot-in-command (PIC) of aeroplanes		
	As pilot-under-instruction (P U/T) of aeroplanes		
	As pilot-in-command under supervision (PIC U/S) of aeroplanes		
	As co-pilot (P2) of aeroplanes		
	No. of unassisted take-offs and landings		
INSTRUMENT FLYING			
4c, 5b, 5ci, 6d	As pilot-in-command (PIC) of aeroplanes		
	As pilot-under-instruction (P U/T) of aeroplanes		
	As pilot-under-instruction (P U/T) of multi-engines aeroplanes		
	Instrument ground time from approved multi-engine simulator as pilot-under-instruction (P U/T)		
	As pilot-in-command under supervision (PIC U/S) of aeroplanes		
	As co-pilot (P2) of aeroplanes		
NIGHT CROSS COUNTRY FLYING			
6c, 16c	As pilot-in-command (PIC) of aeroplanes		
	As pilot-in-command under supervision (PIC U/S) of aeroplanes		
	Date of two flights as pilot-in-command (PIC) terminating at an aerodrome \geq 65 nm from the point of departure	1. 2.	
INSTRUMENT CROSS COUNTRY FLYING			
16c	As pilot-in-command (PIC) of aeroplanes		
OTHER FLYING EXPERIENCE			
6e	As pilots on civil registered multi-engine transport aeroplanes certificated for operations with a minimum crew of at least 2 pilots		
ii	As pilot of multi-engine aeroplanes		