

# APPLICATION FOR PROFESSIONAL PILOT LICENCE THROUGH FOREIGN LICENCE CONVERSION

## Instructions

### General

1. This application form will take approximately 30 minutes to complete. Incomplete applications will not be processed.
2. This application form is to be submitted only after ascertaining that your Class 1 medical has been assessed as “fit” by the Civil Aviation Medical Board (CAMB) or if you have a Class 1 medical which will remain valid for at least 2 weeks from the date of this application.
3. The completed form is to be submitted 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*

### Payment

4. You are required to make payment through credit card (VISA/ MasterCard) at the point of application. Please refer to the Twelfth Schedule of the Air Navigation Order for the application fee.

### Collection

5. Assessment of the application would take approximately **7 working days** from the date of submission. You will be notified when the licence is ready for collection at My PEL Hub.

### Documents to be Submitted

	<b>For CPL/ ATPL Application Through Foreign Licence Conversion:</b>	
1.	A recent coloured passport photograph (white background) with your name written on the back	
2.	Copy of passport / FIN / NRIC (for Singaporeans/PR)	
3.	Copy of billing document / tenancy agreement stating (only for Non-Singaporeans)	
4.	Copy of <b>all</b> CAAS examination results (including aircraft type technical examination)	
5.	Flight Test reports (Eg. Instrument Rating Test (FC27))	
6.	English Language Screening Result (FC95A) if applicable. Applicants who completed the Aviation English Competency Test (AECT), please inform the Licensing Officer.	
7.	Application for Aircraft Rating (FC32) with Flight Test Report	

Part I – Application for the Issue of CPL/ATPL (Please tick the appropriate box)			
Application for:	<input type="checkbox"/> Commercial Pilot Licence	Aircraft Type to be endorsed in licence: (State only the most recent current type)	
	<input type="checkbox"/> Commercial Pilot Licence with Instrument Rating		
	<input type="checkbox"/> Airline Transport Pilot Licence		
<input type="checkbox"/> I will be involved in single-crew public transport of passengers	<input type="checkbox"/> I am < 40 years	Licence Fee: <b>\$144</b>	
	<input type="checkbox"/> I am ≥ 40 years old	Licence Fee: <b>\$72</b>	
<input type="checkbox"/> I will be involved in multi-crew public transport of passengers	<input type="checkbox"/> I am < 60 years	Licence Fee: <b>\$144</b>	
	<input type="checkbox"/> I am ≥ 60 years	Licence Fee: <b>\$72</b>	

Part II – Personal Particulars			
Name as in NRIC/ Passport: (please <u>underline</u> surname)		Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female	
Date of Birth: (dd/mm/yyyy)	Age: (as at date of application)	NRIC Number: (For Singapore Citizen/ PR)	
Address:		Tel (Home):	
		Tel (Mobile):	
Email:		Training Organisation:	
Employer:		Designation:	
For PR and non-Singapore Citizen:			
Country of Birth:		FIN/ Passport No:	
Nationality:		Country of Issue for Passport:	

Part III – Particulars of Licence Already Held			
Type of Licence:		Licence Number:	
Country of Issue:	Licence Expiry Date:	Medical Expiry:	
Type of Instrument Rating:		Date of Last Instrument Rating Test:	
Aircraft Ratings Endorsed in the Licence			
Type of Aircraft	PIC / Co-Pilot	Date of Last Aircraft Rating Test	

**Part IV – 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. Are you currently being or 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):
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For Official Use			
Date application received (dd/mm/yyyy):	Received by:	Document Issued by:	Date applicant notified (dd/mm/yyyy):
Attach Receipt Issued by POS	Receipt No:	Payment method: <input type="checkbox"/> Credit Card	
Passed CPL/ATPL subjects? Yes / No  Are the results valid? Yes / No	ELP Endorsement: AECT/ Screening*  Level: _____  Date of Assessment: _____	Is the applicant converting from a foreign licence? Yes/No CPL/ATPL issued on the strength of: _____ (Foreign Licence Authority, Type of Licence, Licence Number)	
	Flight Test Date:  AR - _____  IR - _____	Is applicant upgrading from a converted CPL? Yes/No  If yes, experience requirements are in accordance to the ATPL (Converted licence). Upgraded to ATPL through a Singapore CPL which was issued on the strength of: _____ (Foreign Licence Authority, Type of Licence, Licence Number)	