

# APPLICATION FOR AN AIRCRAFT RADIO OPERATOR APPROVAL

## Instructions

### General

1. This application form will take approximately 5 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*

### Payment

3. You are required to make a payment of \$14 through credit card (VISA/ MasterCard), cheque or money order at the point of application.
4. Crossed cheque payment must be made payable to "Civil Aviation Authority of Singapore".

### Collection

5. You will be notified when the licence is ready for collection at the Personnel Licensing office.

### Supporting Documents

	For Initial Application	For CAAS Use
1.	A copy of the R12 (Radiotelephony Procedures) Exam Result Slip	
2.	Recent coloured passport photograph with your name written on the back	
3.	Copy of identity document (e.g. front & back of your NRIC)	

## Part I – Application Type (Please tick the appropriate box)

I am applying for:	<input type="checkbox"/> Aircraft Radio Operator Approval (Initial Issue)	<input type="checkbox"/> Aircraft Radio Operator Approval (Renewal) Licence Number: _____
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## Part II – Personal Particulars

Name as in NRIC/ Passport: (please underline surname)		Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female
Date of Birth: (dd/mm/yyyy)	Country of Birth:	NRIC Number: (For Singapore Citizen/ PR)
Mailing Address:		Tel (Home):
		Tel (Mobile):
Email:		Organisation:
For PR and non-Singapore Citizen:		
Nationality:	Passport No:	Country of Issue:

### Part III – Purpose of Application

I require an Aircraft Radio Operator Approval to communicate with the relevant authority for the purpose of :

- Testing Radio Equipment
- Aircraft Compass Swing
- Engine Ground Runs
- Moving Aircraft on Ground
- Other Business

(Please state nature of business) : \_\_\_\_\_

### Part IV – Declaration and Consent to Disclosure and Collection of Information

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 am currently not and have not been the subject of any investigation or suspension action by any civil aviation authority. I am not, or have not committed, or been charged, in court with any psychoactive substance abuse offences. I am not suffering from any physical or mental condition which renders me unfit to exercise the privileges of this aviation safety instrument.

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 the Air Navigation Order (ANO) 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 authorise the collection by the Chief Executive of the Civil Aviation Authority of Singapore or any person authorised by the Chief Executive, and the disclosure to the Chief Executive by any person, organisation or government department, of any details of my knowledge & compliance with transport safety regulatory requirements.

I authorise the Chief Executive to use, and disclose, the information obtained about me for any purpose under the Air Navigation Order, or other such purpose permitted by law.

Signature of Applicant:

Date (dd/mm/yyyy):

### 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:

- Credit Card
- Money Order (MO)
- Cheque

MO/ Cheque No.:

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