
INFORMATION CIRCULAR

SUPPORT FOR PROFESSIONAL PILOTS AND AIRCRAFT MAINTENANCE ENGINEERS FROM 1 APRIL 2021 TO 31 MARCH 2022

The COVID-19 pandemic has caused significant disruptions to the Singapore aviation industry. CAAS recognises the challenges faced by professional pilots and aircraft maintenance engineers (AMEs) and had given rebates for the licence and/or medical evaluation fees paid to CAAS from 1 April 2020 to 31 March 2021¹. This Information Circular IC 07/2021 replaces IC 05/2021 issued on 9 June 2021 of the same subject and provides a revised set of Frequently Asked Questions (FAQs).

2 CAAS will be providing another 100% rebate² for the following application fees³ that were paid to CAAS within the qualifying period of 1 April 2021 to 31 March 2022:

- (a) Commercial Pilot Licence;
- (b) Multi-Crew Pilot Licence;
- (c) Airline Transport Pilot Licence;
- (d) Flight Radiotelephony Operator Licence;
- (e) Aircraft Maintenance Licence; and
- (f) Medical Evaluation for Class 1 Medical Assessment.

3 The rebate will be reimbursed through the credit or debit card that was used to pay the relevant application fee in the Civil Aviation Personnel Licensing

¹ Details of the rebate were provided in IC 06/2020.

² Eligible licence holders whose licence and/or medical evaluation is granted with a validity period of 6 months, will receive the amount of rebate(s) equivalent to the licence and/or medical evaluation fees paid for one year.

³ The applicable fees as mentioned in paragraph 2 are found in the Twelfth Schedule of the Air Navigation Order (ANO).

System (CAPELS) and/or the Electronic Licensing Medical Records System (ELMeRS). Eligible applicants can expect to receive an email notification on the credited amount starting from 3 January 2022.

4 For further information and clarification, please refer to the FAQs attached or contact CAAS_CAPELS_Helpdesk@caas.gov.sg.

Issued by
FLIGHT STANDARDS DIVISION and CIVIL AVIATION MEDICAL BOARD
CIVIL AVIATION AUTHORITY OF SINGAPORE

FREQUENTLY ASKED QUESTIONS (FAQs)

1. What is the purpose of the rebate?

This rebate is part of CAAS's efforts to support professional pilots and aircraft maintenance engineers (AMEs) who are affected by this COVID-19 pandemic.

2. Who is eligible for the rebate?

All professional pilots and AMEs who have paid the licensing and/or medical evaluation fees for the issuance or renewal of their licence via CAPELS or ELMeRS from 1 April 2021 to 31 March 2022 are eligible for the rebate.

3. Which are the fees eligible for the rebate?

- Initial licence application (excluding licence assessment) for Commercial Pilot Licence/Multi-Crew Pilot Licence/Airline Transport Pilot Licence;
- Licence renewal application for Commercial Pilot Licence/Multi-Crew Pilot Licence/Airline Transport Pilot Licence;
- Initial Flight Radiotelephony Operator Licence application;
- Initial Aircraft Maintenance Licence application (excluding the application for addition of rating(s) within the same application);
- Aircraft Maintenance Licence renewal/reactivation application; and
- Medical evaluation for Class 1 Medical Assessment.

4. How will I receive the rebate?

CAAS will credit the amount back to the credit or debit card that was used for payment in CAPELS and ELMeRS for all eligible applications. An email will be sent when the amount has been credited back to the credit or debit card.

5. What happens if my credit or debit card has expired or been cancelled?

The rebate will still be credited to the card used for the payment in CAPELS and/or ELMeRS, regardless the card is cancelled or re-carded to another card number. After the rebate has been credited, you can view the entry in the card statement. You can then arrange with the issuing bank to transfer the money to another active credit card / bank account with the same bank.

If you no longer have any banking relationship with the issuing bank, you can request the bank to issue you a Cashier's Order.

6. Will I be eligible for the rebate if I paid for the licensing and/or medical evaluation fees outside the period of 1 April 2021 to 31 March 2022?

No, only payments made from 1 April 2021 to 31 March 2022 are eligible for the rebate.

7. Can the licensing and/or medical evaluation fees be waived instead of requiring me to pay for the fees upfront and then having it credited back?

No, you will need to make the payment for the fees as CAAS needs to verify your eligibility for the rebate against your payment records before the rebate can be issued.

8. Can I renew my professional pilot licence and/or medical certificate earlier to enjoy the rebate?

While you may choose to renew the licence and/or medical certificate earlier, you will only be eligible for the rebate once. An exception to this is if your licence and/or medical evaluation is granted with a validity period of 6 months. For example, if you have been granted a rebate for the renewal of your licence and/or medical certificate paid on 22 April 2021, you will not be granted another rebate if you submit and pay for the renewal of licence and/or medical certificate on 23 March 2022. However, if you have paid on 1 April 2021 and on 1 October 2021 and were granted a period of 6 months validity for your licence and/or medical certificate, you will be eligible for rebate for both the payments.

9. Can I renew my aircraft maintenance licence earlier to enjoy the rebate?

For aircraft maintenance licence holders, an application for the renewal of your licence can only be submitted within 3 months of the expiry date (see SAR 66.40) of your licence.

10. Who can I contact on disbursement matters?

You can write to CAAS at CAAS_CAPELS_Helpdesk@caas.gov.sg concerning this rebate.