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## INFORMATION CIRCULAR

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### SHORT MESSAGE SERVICE (SMS) NOTIFICATION SERVICE FOR LICENCE RENEWAL OF PROFESSIONAL PILOT LICENCES

As part of the Personnel Licensing Office continual efforts to enhance licensing processes to facilitate the applications for renewal of professional pilot licence (ATPL/MPL/CPL), we will be implementing a Short Message Service (SMS) notification system to inform licence applicants to submit their application for licence renewal and licence collection.

2 With effect from 28 May 2013, licence applicants will be notified via SMS to inform of the clearance of their Medical Assessments by Civil Aviation Medical Board (CAMB) and that applicants may proceed to submit their licence renewal application at the Personnel Licensing Office. They will be able to collect their licence immediately once the application form has been submitted and payment has been made.

3 In order to receive this SMS notification, licence applicants will be required to provide their mobile number in the "Application for Medical Assessment" (Form 1002) during the registration for the Licensing Medical Examination (LME) at the Designated Medical Examiners' (DME) clinic. Licence applicants who are not notified should **not** attempt to submit their licence application or payment to the Personnel Licensing Office since the Medical Assessment results are not available. They should continue to liaise with their DMEs for any issues with regards to their medical examinations. If licence applicants are aware that their Medical Assessment has been cleared and have not been contacted for more than 30 days after completing their LME, the applicants may contact the Personnel Licensing Office to enquire on the progress.

4 With the introduction of the new SMS notification service, licence applicants will only require to make a single trip to the Personnel Licensing Office where they will be able to submit their application and collect their licence on the same day.

5 The Personnel Licensing Office has also revised the licence renewal application form. Licence applicants may download the application form "Renewal of Professional Pilot Licence" (CAAS FC09) from the CAAS website - [http://www.caas.gov.sg/caas/en/eServices\\_Forms/Flight\\_Crew\\_Licensing\\_and\\_Examination.html?\\_\\_lo\\_cale=en](http://www.caas.gov.sg/caas/en/eServices_Forms/Flight_Crew_Licensing_and_Examination.html?__lo_cale=en) .

The revised licence renewal procedure and application form will take immediate effect.