

Advisory Circular

REGISTRATION OF UNMANNED AIRCRAFT

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GENERAL

Advisory Circulars (ACs) are issued by the Director-General of Civil Aviation (DGCA) from time to time to provide practical guidance or certainty in respect of the statutory requirements for aviation safety. ACs contain information about standards, practices and procedures acceptable to CAAS. An AC may be used, in accordance with section 3C of the Air Navigation Act (Cap. 6) (ANA), to show that compliance with a statutory requirement has been achieved. The revision number of the AC is indicated in parenthesis in the suffix of the AC number.

PURPOSE

This Advisory Circular provides guidance for requirements relating to unmanned aircraft (UA) registration in Singapore.

APPLICABILITY

This AC is applicable to the person who is required to register his UA prior to operating it in Singapore.

RELATED REGULATIONS

This AC relates specifically to Part 5 of the Air Navigation (101 – Unmanned Aircraft Operations) Regulations (“ANR-101”).

RELATED ADVISORY CIRCULARS

Nil.

CANCELLATION

Nil.

EFFECTIVE DATE

This AC is effective from 2 January 2020.

OTHER REFERENCES

Nil.

1 APPLICABILITY

- 1.1 All UA with a total weight exceeding 250 grams must be registered with CAAS before flying. The purpose of UA registration is for accountability and traceability.
- 1.2 A registrant must be at least 16 years old at the point of registration.
- 1.3 For a person who is below 16 years old, he needs to obtain the permission of the eligible registrant of an UA (e.g. his parent or legal guardian who is at least 16 years old) to operate the UA. The eligible registrant remains responsible for the safe operation of the UA.
- 1.4 The UA registration involves a two-step process:
 - (a) Purchase of a registration label bearing a unique UA registration number; and
 - (b) Completion of the registration online.

2 PURCHASE OF REGISTRATION LABELS

- 2.1 The registration labels can be purchased through the following methods:
 - (a) Online (www.caas.gov.sg/UAregistration); or
 - (b) Over the counter at designated SingPost post offices. Refer to **Appendix 1** for the designated SingPost post offices.

Note: It will take up to 5 working days for the registration label to be delivered to a local mailing address.

- 2.2 The following documents are required during the purchase of the registration labels:
 - (a) Online:
 - (i) Digital copy of the purchaser's photo identification;
 - (b) Over-the-counter:
 - (i) Physical copy of the completed UA Registration Label Purchase Form (the form can be downloaded from: <https://www.caas.gov.sg/e-services-forms/forms/unmanned-aircraft-systems>); and
 - (ii) Original and photocopy of the purchaser's photo identification.

Note: The acceptable photo identification documents include NRIC, FIN, SAF11B (or equivalent) and passport.

- 2.3 Purchasing limits for the registration labels are as follows:
 - (a) A citizen or permanent resident of Singapore may purchase up to a maximum of 5 registration labels;
 - (b) A person who is neither a citizen nor permanent resident of Singapore may purchase 1 registration label only.

Note: A person who wishes to purchase more than the purchasing limits may write to CAAS (ua_registration@caas.gov.sg) to request for additional labels. These requests will be considered on a case-by-case basis.

2.4 A fee of \$15 will be collected for each registration label.

3 ONLINE REGISTRATION OF UA

3.1 The UA registration label must be affixed on the outer surface of a non-detachable part of the UA (e.g. top surface of the main body) and be clearly visible. The registration label must not be pasted on places such as the removable batteries or propellers.

3.2 Once the UA registration label is affixed on the UA, the registrant must complete the registration at the online UA portal (<https://esoms.caas.gov.sg/uaportal/index.html>). The registrant will need to login via via the following accounts:

- (a) SingPass Account – when registering as an individual;
- (b) CorpPass Account – when registering on behalf of an organisation;
- (c) UAPass Account – for a person without a valid SingPass/CorpPass account e.g Tourists.

Note: As the creation of a UAPass account will take 3 to 5 working days to be approved, the registrant is advised to create his UAPass account prior to visiting Singapore.

3.3 Upon logging in, the registrant will need to submit the following information:

- (a) Personal Particulars (only for registrants logging in via the UAPass account; for registrants logging in via the SingPass or CorpPass, only the email address will suffice.);
- (b) Information about the UA (Brand, Model, Weight, Frequency, Serial No);
- (c) Photograph of the UA affixed with the registration label; and
- (d) Unique identification number listed on the registration label.

Note: Please ensure all information provided are accurate before pressing the 'submit' button. If there is any inaccurate or false information discovered by CAAS, the application will be considered null and void and the fee paid will be not refunded.

4 DE-REGISTRATION OF UA

4.1 The registrant must de-register his UA with CAAS at the online UA portal (<https://esoms.caas.gov.sg/uaportal/index.html>) if –

- (a) the UA is lost or damaged beyond repair (for instances where the UA is lost, please also make a police report);

- (b) the registration label is damaged or when the information on the label becomes illegible; or
 - (c) the UA is sold, or given, to another person.
- 4.2 The UA registration label is non-transferrable. The new owner of the UA will need to obtain a new registration label and complete the online registration.
- 4.3 Upon de-registration, the registrant should remove the de-registered label from the UA and destroy the label.

1. Ang Mo Kio Central
2. Bedok Central
3. Bukit Batok Central
4. Bukit Merah Central
5. Bukit Panjang
6. Bukit Timah
7. Changi Airport Terminal 2
8. Choa Chu Kang Central
9. Clementi Central
10. General Post Office (Paya Lebar)
11. Ghim Moh Estate
12. Hougang Central
13. Jurong East
14. Jurong Point
15. Jurong West
16. Orchard
17. Pasir Ris Central
18. Punggol
19. Sengkang Central
20. Serangoon Central
21. Suntec City
22. Tampines Central
23. Tanglin
24. Tanjong Pagar
25. Toa Payoh Central
26. Woodlands Central
27. Yishun Central