

## APPLICATION FORM Permit To Fly (PTF)

Please fill in clearly Parts I, II, III, IV and V of this application form.

### **INSTRUCTIONS**

#### (1) Application

This application form together with all the documents listed on Appendix A must be submitted **at least 5 working days before the intended date of operation**. CAAS holds the right to delay or reject any application with incomplete submission of documents. The application must be submitted by an employee of the operators or in the case of a representative of operator, a written delegation letter signed by the management of operator must be accompanied with the application.

Please note that the validity of the "Permit to Fly" will not be more than two weeks from the date of the approval.

#### (2) Fee

- (a) The applicable fees are based on ANR 91 Second Schedule.
- (b) Payment via cheque shall be made payable to the CIVIL AVIATION AUTHORITY OF SINGAPORE and crossed "ACCOUNT PAYEE ONLY".
- (c) Payment via telegraphic/wire transfer shall be made to the following bank account:

Bank Name: DBS Bank Ltd  
Bank code: 7171  
Branch code: 003  
Account no: 0039186673  
Account name: Civil Aviation Authority of Singapore  
Swift code: DBSSSGSG  
Address of Bank: 12 Marina Boulevard, DBS Asia Central,  
Marina Bay Financial Centre Tower 3,  
Singapore 018982

Note:

- i. All bank charges and correspondent bank/agent fees, i.e., the remittance amount, your bank charges, as well as all the other banks' (Intermediary and Beneficiary banks, etc.) shall be borne by the applicant and the Beneficiary receives full payment.
  - ii. Please arrange with your bank to debit your account for payment of all charges to prevent deduction of any bank charges from the remittance amount.
  - iii. Provide the necessary payment details, including your organisation name and purpose of payment (e.g., Application for CAAS Permit To Fly)
- (d) Please note that the Permit to Fly can only be issued after receipt of payment.

**You do not need to submit this page with your application form.**

# APPLICATION FORM

## Permit To Fly (PTF)

### Part I – PARTICULARS

Full Name of Aircraft Owner :			
Address of Aircraft Owner :			
Full Name of Aircraft Operator:			
Address of Aircraft Operator:			
Name of Applicant (Operator or Representative of Operator) :			
Designation of Applicant :			
Tel (O) :		Mobile :	
Address of Applicant :			
Full Name of Aircraft Manufacturer :			
Address of Aircraft Manufacturer :			
Aircraft Type and Model	Aircraft Registration	Aircraft Serial No	Year of Construction
Name of person responsible for the flight :			

### Part II – PURPOSE OF APPLICATION FOR PERMIT TO FLY

<input type="checkbox"/> Ferry flight for repair or maintenance
<input type="checkbox"/> Function flight test required as part of Supplemental Type Certificate application or after completion of repair.
<input type="checkbox"/> Aircraft without Type Certificate or Standard Certificate of Airworthiness
<input type="checkbox"/> Others:

### Part III – DETAILS OF FOREIGN FLIGHT PERMIT ISSUED BY THE STATE OF REGISTRY / OPERATOR (FOR FOREIGN AIRCRAFT ONLY)

Country of aircraft registration :
Flight Permit certificate number issued by State of Registry / Operator :
Validity period of Foreign flight permit :
Any limitations specified in the Foreign Flight Permit : <a href="#">Click here to enter text.</a>

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### Part IV – PROPOSED ITINERARY FOR PURPOSE

<p>Flight Details</p> <p>From _____ (Airport / Country) To _____ (Airport / Country)</p> <p>Proposed date of intended flight from _____ (DD/MM/YYYY) to _____ (DD/MM/YYYY)</p>
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### Part V – DECLARATION FROM OPERATOR / AIRLINES

<p>1) I declare that the above particulars and all documents submitted in support of this application are true in every respect.</p> <p>2) I hereby agree to indemnify and hold harmless the Civil Aviation Authority of Singapore (“CAAS”), its employees, agents and servants against any and all claims, demands, suits or loss, including all costs connected therewith, and for any damages which may be asserted, claimed or recovered against or from the CAAS, its employees, agents and servants, by reason of personal injury, including bodily injury or death and/or property damage, including loss of use thereof, which arises out of or is in any way connected or associated with the issue of this Permit To Fly.</p>	
<p>_____</p> <p>Name &amp; Designation of Applicant</p>	<p>_____</p> <p>Signature &amp; Date</p>

### FOR OFFICAL USE ONLY

Fee Payable : \$2,540		No: AW / PTF /
Receipt No :	Cheque No :	Signature & Date :
This application is *approved / not approved for permit to fly		CAAS P8 (refund form) Ref :
Period of validity from : _____		to _____
<p>_____</p> <p>Name of Approving Officer</p>		<p>_____</p> <p>Signature &amp; Date</p>

## APPLICATION FORM Permit To Fly (PTF)

### Appendix A

List of documents to be submitted to support the application for “Permit to Fly”

1	Cover letter for the application	<input type="checkbox"/>
2	A delegation letter (if application form is submitted by an appointed representative other than employee of the operator. The applicant may only delegate the representative to submit the application on behalf of the applicant. The applicant is responsible to ensure that all documents submitted are accurate and authentic.)	<input type="checkbox"/>
3	A completed application form CAAS (AW) 101 with a fee of \$2,540	<input type="checkbox"/>
4	Evidence that the aircraft has been appropriately registered, e.g. Certificate of Registration.	<input type="checkbox"/>
5	A flight permit issued by the Authority of the country of registration, e.g. a Laissez Passer issued by DGAC France, Special Certificate of Airworthiness issued by the FAA, Special Right Permit issued by CASA	<input type="checkbox"/>
6	Evidence that the flight crew are appropriately licensed (Ratings, Medical Certificate, English Language Proficiency, License validated by State of registration)	<input type="checkbox"/>
7	Details of maintenance checks required to support the application.	<input type="checkbox"/>
8	Evidence that the aircraft has third party insurance covering the intended date of flight, e.g. Insurance Certificate	<input type="checkbox"/>
9	Evidence of an approved Aircraft Flight Manual	<input type="checkbox"/>
10	Declaration of mandatory inspections and ADs for the Aircraft, engines and its components are carried out	<input type="checkbox"/>
11	*Evidence that the aircraft has been certified fit for the intended flight by the appropriate type – rated personnel (This document may or may not be available during submission, hence not required to submit during application)	<input type="checkbox"/>
12	A copy of the approved flight test plan (if the application is required as part of Supplemental Type Certificate application or after completion of repair.)	<input type="checkbox"/>
13	Any other documents required by CAAS	<input type="checkbox"/>