

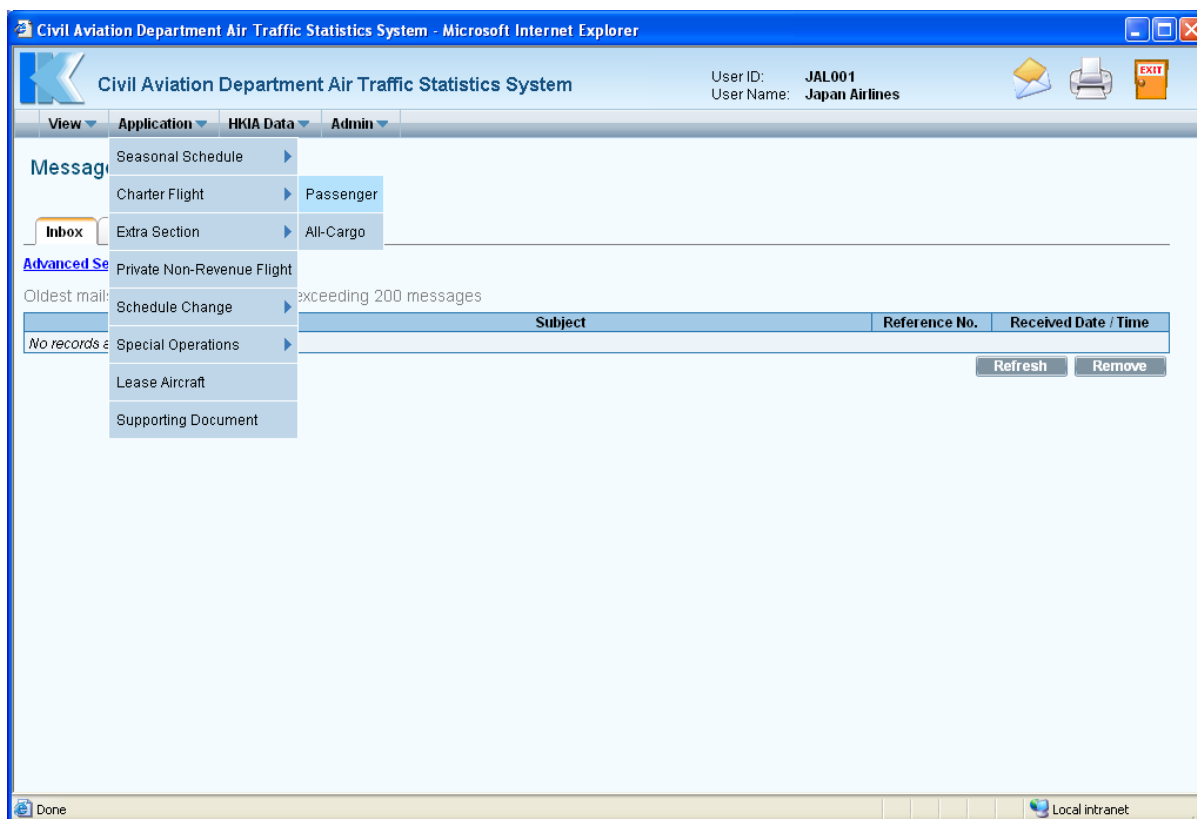
## 1.1 CHARTER PASSENGER FLIGHT APPLICATION

### 1.1.1 Introduction

This section contains procedures for users to apply for operation of Charter Passenger Flights to/from Hong Kong through e-filing System. Charter Flights are defined as non-scheduled flights and the requirements for which can be found in Paragraph 4, GEN 1.2 of AIP Hong Kong. Users should ensure these requirements are complied with when submitting the application to CAD.

### 1.1.2 Create Charter Passenger Flight Application

1.1.2.1 From the Main menu, click *Application* → click *Charter Flight* → click *Passenger*. The **Create Charter Passenger Application** screen will be displayed.



Main Menu

**Create Charter Passenger Application**

Operator (ICAO) JAL Operator Nationality JAPAN  
 Operator Name Japan Airlines  
 Registration Mark   Lease Aircraft  
 \* Aircraft Type  \* Aircraft Nationality   
 \* Name of Charterer   
 \* Address of Charterer   
 \* Local Handling Agent   
 \* Purpose of Service   
 Points of landing en-route, to and from Hong Kong, if any

Service Type	Flight No.	Operation Period (dd/mm/yyyy)		DOP							No. of Pax	Port (ATA)		Local Time (HH24MI)	
		From	To	1	2	3	4	5	6	7		From	To	STA	STD
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Remarks (Please click to input remarks)

**Conditions**

- The operator shall take adequate precautions in relation to security and safety and shall comply with all reasonable directions given by the Director-General of Civil Aviation from time to time in that regard.
- The operator may not advertise or in any other way offer direct to members of the public services authorised by this permit.
- The requirements set out in the Air Transport (Licensing of Air Services) Regulations must be adhered to.
- The operator must be in possession of a valid air operator's certificate or equivalent document issued by the aeronautical authority of the state of the operator.
- The proposed service(s) is / are to be provided only by aircraft maintained and operated according to standards and recommended practices no less demanding than those set out in the appropriate Annexes to the Convention on International Civil Aviation opened for signature at Chicago on 7 December 1944.
- The operator must be in possession of documentary evidence from the operator's insurance company to the effect that all aircraft carry appropriate insurance cover as set out in the Civil Aviation (Insurance) Order.

I confirm that the proposed service(s) is / are in compliance with the above conditions.

Discard Preview Save

**Create Charter Passenger Application**

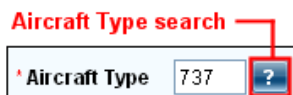
1.1.2.2 Fill in the Charter Passenger Flight Application form. Fields marked with \* are mandatory (i.e. information must be provided).

- a. **Operator (ICAO)** – For registered operators, their Operator code is displayed automatically. Users can choose a suitable operator code from the **Operator (ICAO) pull down menu**. If the suitable code is not available from the menu, users can input the code manually in 3-letter (ICAO) code format.
- b. **Operator Nationality** – For registered operators, their nationality is displayed automatically. Users can choose a suitable country from the **Operator Nationality pull down menu**. If the suitable country name is not available from the menu, please select "unknown" from the menu and provide information in Remarks. See section 1.1.2.6.

- c. **Operator Name** –The name of the Operator will be displayed according to the selected operator code. If the operator code is not available, users can input the full name of the operator manually. The text should be limited to 100 characters. Please ensure the name should tally with the one appears on the Insurance Certificate or Air Operator’s Certificate.
- d. **Registration Mark** –Enter the aircraft registration mark. The text should be limited to 10 characters.
- e. Tick the **Lease Aircraft checkbox**, if lease aircraft will be used. Users may submit Lease Aircraft Operation application after submission of the charter passenger application, if required.



- f. **Aircraft Type** – Use the **Aircraft Type search** to choose a suitable aircraft type or input the aircraft type manually in 3-letter (IATA) aircraft code format. The text should be limited to 4 characters.



Click **Aircraft Type search**, the **List of Aircraft Types** screen will be displayed. Select the suitable aircraft type from the list.

Aircraft Type (IATA)	Aircraft Type (ICAO)	Aircraft Group	English Description
100	F100	100	FOKKER 100
141	B461	146	British Aerospace 146-100 Passenger
143	B463	146	British Aerospace 146-300 Passenger
146	B461	146	British Aerospace 146 Passenger
14F	B462	14F	BRITISH AEROSPACE 146-200 FREIGHTER
310	A310	310	AIRBUS INDUSTRIE A310 PASSENGER
312	A310	310	AIRBUS INDUSTRIE A310-200 PASSENGER
313	A310	310	AIRBUS INDUSTRIE A310-300 PASSENGER
319	A319	32S	AIRBUS INDUSTRIE A319
31F	A310	31F	Airbus Industrie A310 Freighter
31X	A310	31F	Airbus Industrie A310-200 Freighter
31Y	A310	31F	Airbus Industrie A310-300 Freighter
320	A320	32S	AIRBUS INDUSTRIE A320
321	A321	32S	AIRBUS INDUSTRIE A321
330	A332	330	AIRBUS INDUSTRIE A330
332	A332	330	AIRBUS INDUSTRIE A330-200

**List of Aircraft Types**

- g. **Aircraft Nationality** – Click **Aircraft Nationality pull down menu** to specify the aircraft nationality, i.e. the country at which the aircraft is registered. If the suitable country name is not available from the menu, please select "unknown" from the menu and provide information in Remarks. See section 1.1.2.6.

Aircraft Nationality pull down menu

\* Aircraft Nationality JAPAN

- h. **Name of Charterer** – Enter the name of the charterer. The text should be limited to 100 characters.
- i. **Address of Charterer** – Enter the address of the charterer. The text should be limited to 100 characters.
- j. **Local Handling Agent** – Choose a suitable local handling agent at HKIA from the **Local Handling Agent pull down menu**. The full name of the local handling agent will be displayed automatically. If the suitable code is not available from the menu, please provide information in Remarks. See section 1.1.2.6.

Local Handling Agent pull down menu

Full name of Local Handling Agent

* Local Handling Agent	JAL	Japan Airlines
* Purpose of Service	AAT	
ints of landing en-route, from Hong Kong, if any	BAC	
	CAL	

- k. **Purpose of Service** – Input the purpose of the charter passenger flight in free text format (e.g. Tour group). The text should be limited to 250 characters.
- l. **Points of landing en-route, to and from Hong Kong, if any** – Input the full routing the proposed flights including points of landing en-route to/from Hong Kong, in free text format. The text should be limited to 100 characters.

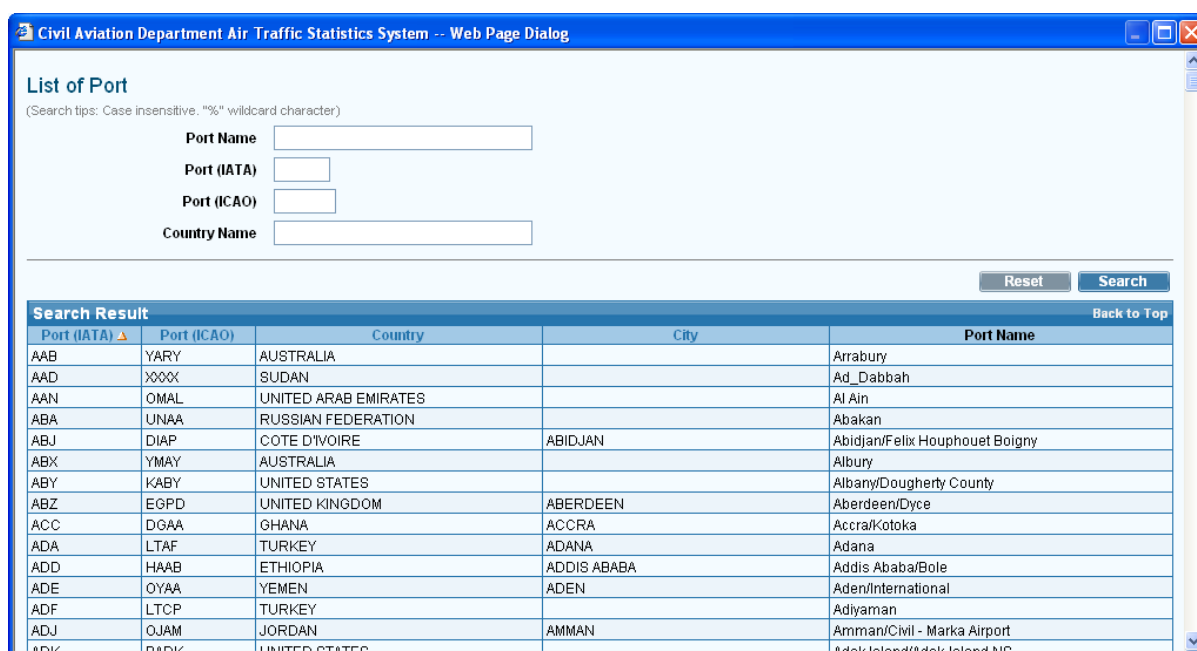
1.1.2.3 Fill in the flight schedules with the details below.

Charter Passenger Flights													Back to Top				
Service Type	Flight No.	Operation Period (dd/mm/yyyy)		DOP							No. of Pax	Port (IATA)		Local Time (HH24MI)			
		From	To	1	2	3	4	5	6	7		From	To	STA	STD		
Charter Pax	JAL001	01/01/2009	01/01/2009	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	160	KKJ	?	HKG	?	1100	
Charter Pax	JAL002	02/01/2009	02/01/2009	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	160	HKG	?	KKJ	?		2200
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			?		?		
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			?		?		
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			?		?		
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			?		?		
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			?		?		
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			?		?		
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			?		?		

Charter Passenger Flights grid

- a. **Service Type** – Specify the suitable service type from the **Service Type pull down menu**, e.g. Ferry, Charter Pax or Medical.
- b. **Flight No.** – Enter either Flight no. or Call Sign. For Flight No., the format should contain two parts - 3-letter ICAO Operator Code and 3 to 5 numerals (e.g. JAL 001). For Call Sign, it is in free format and up to 8 characters (e.g. JAL001).

- c. **Operation Period From / To** –Use *date picker* to specify the operation period of the proposed flights or input manually in dd/mm/yyyy format.
- d. **DOP** - Tick the **DOP checkbox** to specify the days of operation. (1-Monday; 2-Tuesday; 3-Wednesday; 4-Thursday; 5-Friday; 6-Saturday; 7-Sunday)
- e. **No. of Pax** – Enter the number of passengers carried on the flight, if any. The specified value should not exceed 4 numerals.
- f. **Port (IATA) From/To** – Click **Port (IATA) search**, the **List of Port** screen will be displayed. Select the suitable port from the list. If suitable port is not available, input the 3-letter (IATA) port code manually. In each flight, either the **Port (IATA) From** or the **Port (IATA) To** should be Hong Kong (HKG).



List of Port

- g. **Scheduled Time of Arrival (STA)** –The scheduled time of arrival is in local time. The format is HH24MI (e.g. 1300).
- h. **Scheduled Time of Departure (STD)** –The scheduled time of departure is in local time. The format is HH24MI (e.g. 1300).

1.1.2.4 To enter more than 10 flight schedules, click **Add** to add rows for more flight schedules.

Charter Passenger Flights														Back to Top				
<input type="checkbox"/>	*Service Type	*Flight No.	*Operation Period (dd/mm/yyyy)		*DOP							*No. of Pax	*Port (IATA)		Local Time (HH:MM)			
			From	To	1	2	3	4	5	6	7		From	To	STA	STD		
<input type="checkbox"/>	Charter Pax	JAL001	01/01/2009	01/01/2009	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	160	KKJ	?	HKG	?	1100	
<input type="checkbox"/>	Charter Pax	JAL002	01/01/2009	02/01/2009	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	160	HKG	?	KKJ	?		2200
<input type="checkbox"/>					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			?		?		
<input type="checkbox"/>					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			?		?		
<input type="checkbox"/>					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			?		?		
<input type="checkbox"/>					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			?		?		
<input type="checkbox"/>					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			?		?		
<input type="checkbox"/>					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			?		?		
<input type="checkbox"/>					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			?		?		
<input type="checkbox"/>					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			?		?		

**Remove** **Add**

[Remarks](#) (Please click to input remarks)

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**Conditions** Back to Top

- The operator shall take adequate precautions in relation to security and safety and shall comply with all reasonable directions given by the Director-General of Civil Aviation from time to time in that regard.
- The operator may not advertise or in any other way offer direct to members of the public services authorised by this permit.
- The requirements set out in the Air Transport (Licensing of Air Services) Regulations must be adhered to.
- The operator must be in possession of a valid air operator's certificate or equivalent document issued by the aeronautical authority of the state of the operator.
- The proposed service(s) is / are to be provided only by aircraft maintained and operated according to standards and recommended practices no less demanding than those set out in the appropriate Annexes to the Convention on International Civil Aviation opened for signature at Chicago on 7 December 1944.
- The operator must be in possession of documentary evidence from the operator's insurance company to the effect that all aircraft carry appropriate insurance cover as set out in the Civil Aviation (Insurance) Order.

I confirm that the proposed service(s) is / are in compliance with the above conditions.

**Charter Passenger Flights grid**

1.1.2.5 To remove some of the entered flight schedules, tick the corresponding checkbox of the flight schedules. Click **Remove**. More than one flight schedules can be deleted at one time.

1.1.2.6 To provide further information related to the application, click Remarks link to display the input box.

**Remarks link**

**Remarks** (Please click to input remarks)

1.1.2.7 Tick the **Conditions checkbox** to confirm that the proposed service(s) is / are in compliance with the conditions.

**Conditions** Back to Top

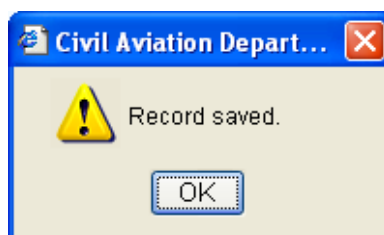
- The operator shall take adequate precautions in relation to security and safety and shall comply with all reasonable directions given by the Director-General of Civil Aviation from time to time in that regard.
- The operator may not advertise or in any other way offer direct to members of the public services authorised by this permit.
- The requirements set out in the Air Transport (Licensing of Air Services) Regulations must be adhered to.
- The operator must be in possession of a valid air operator's certificate or equivalent document issued by the aeronautical authority of the state of the operator.
- The proposed service(s) is / are to be provided only by aircraft maintained and operated according to standards and recommended practices no less demanding than those set out in the appropriate Annexes to the Convention on International Civil Aviation opened for signature at Chicago on 7 December 1944.
- The operator must be in possession of documentary evidence from the operator's insurance company to the effect that all aircraft carry appropriate insurance cover as set out in the Civil Aviation (Insurance) Order.

I confirm that the proposed service(s) is / are in compliance with the above conditions.



**Conditions checkbox**

## 1.1.2.8 Review / Modify the application before submission:

- To cease the application, click **Discard** to remove the entered information and exit E-filing System.
- To submit the application, click **Preview** and continue the procedures in section 1.1.3 **Preview Charter Passenger Flight Application** and 1.1.4 **Submit Charter Passenger Flight Application**.
- To continue the application procedures at a later time, click **Save** to save the application as a draft. A message that the application is successfully saved will be displayed.



1.1.2.9 Click **OK** and exit E-filing System. Refer to sections 1.1.5 and 1.1.4 **Update Charter Passenger Application and Submit Charter Passenger Flight Application** to continue the application procedures at a later time.

1.1.2.10 If users have manually entered a value in the fields such as *Aircraft Type*, or *Port Code*, not selected from the pull down menu  or search screen , the users will be prompted to input additional information through the **Input Description for New Codes** screen when saving the application. If information is not available, users can click **Save** to save the application as a draft and exit the E-filing System. Refer to section 1.1.5 **Update Charter Passenger Application** to continue the application procedures at a later time.

Field	Code	Description
Port	KKJ	Kita Kyushu/Kokura

Description for New Codes

## 1.1.3 Preview Charter Passenger Flight Application

1.1.3.1 Click **Preview**, **Preview Charter Passenger Application** screen is displayed.

- Reference No.** of the application is blank as the application has not been saved or submitted yet.
- If users preview the application from **Update Charter Passenger Application** screen (details provided under section 1.1.5), **Reference No.** of the application is generated by the system when the application is saved.

- c. **Code Description** and **Remarks** is displayed with the information entered previously, if any.

**Preview Charter Passenger Application**

Reference No. 00000000074  
 Operator (ICAO) JAL Operator Nationality JAPAN  
 Operator Name Japan Airlines  
 Related Application Ref. No. -  
 Registration Mark JAL111  Lease Aircraft  
If more than 1 aircraft, please specify the aircraft details in the remarks box  
 Aircraft Type 737 Aircraft Nationality JAPAN  
 Name of Charterer Satellite Holidays  
 Address of Charterer 10A Queensway House, 21/F  
 26 Queensway, Hong Kong  
 Local Handling Agent JAL Japan Airlines  
 Purpose of Service Tour Group  
 Points of landing en-route, to and from Hong Kong, if any -

Service Type	Flight No.	Operation Period <small>(dd/mm/yyyy)</small>		DOP <b>1234567</b>	No. of Pax	Port (IATA)		Local Time <small>(HH24M)</small>	
		From	To			From	To	STA	STD
Charter Pax	JAL001	01/01/2009	01/01/2009	4	160	KKJ	HKG	1100	
Charter Pax	JAL002	02/01/2009	02/01/2009	5	160	HKG	KKJ		2200

Remarks -

**Conditions**

- The operator shall take adequate precautions in relation to security and safety and shall comply with all reasonable directions given by the Director-General of Civil Aviation from time to time in that regard.
- The operator may not advertise or in any other way offer direct to members of the public services authorised by this permit.
- The requirements set out in the Air Transport (Licensing of Air Services) Regulations must be adhered to.
- The operator must be in possession of a valid air operator's certificate or equivalent document issued by the aeronautical authority of the state of the operator.
- The proposed service(s) is / are to be provided only by aircraft maintained and operated according to standards and recommended practices no less demanding than those set out in the appropriate Annexes to the Convention on International Civil Aviation opened for signature at Chicago on 7 December 1944.
- The operator must be in possession of documentary evidence from the operator's insurance company to the effect that all aircraft carry appropriate insurance cover as set out in the Civil Aviation (Insurance) Order.

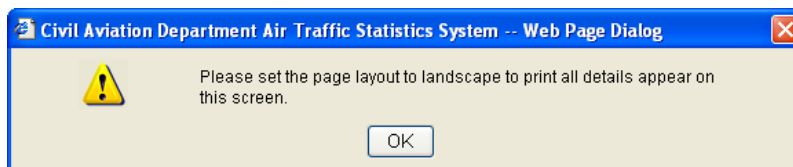
I confirm that the proposed service(s) is / are in compliance with the above conditions.

Print Modify Submit

**Preview Charter Passenger Application**

1.1.3.2 Click **Modify** to modify the flight details, if required. **Update Charter Passenger Flight Application** screen will be displayed. For details, please refer to section 1.1.5.

1.1.3.3 If the application is ready for submission, click **Print** to print the application for own record. Set the page orientation to landscape. Click **OK**.





### 1.1.4 Submit Charter Passenger Flight Application

1.1.4.1 Click  to submit application.



**Preview Charter Passenger Application**

Reference No. 00000000074  
 Operator (ICAO) JAL Operator Nationality JAPAN  
 Operator Name Japan Airlines  
 Related Application Ref. No. -  
 Registration Mark JAL111  Lease Aircraft  
If more than 1 aircraft, please specify the aircraft details in the remarks box  
 Aircraft Type 737 Aircraft Nationality JAPAN  
 Name of Charterer Satellite Holidays  
 Address of Charterer 10A Queensway House, 21/F  
 26 Queensway, Hong Kong  
 Local Handling Agent JAL Japan Airlines  
 Purpose of Service Tour Group  
 Points of landing en-route, to and from Hong Kong, if any -

Service Type	Flight No.	Operation Period <small>(dd/mm/yyyy)</small>		DOP <b>1234567</b>	No. of Pax	Port (IATA)		Local Time <small>(HH24MI)</small>	
		From	To			From	To	STA	STD
Charter Pax	JAL001	01/01/2009	01/01/2009	4	160	KKJ	HKG	1100	
Charter Pax	JAL002	02/01/2009	02/01/2009	5	160	HKG	KKJ		2200

Remarks -

**Conditions**

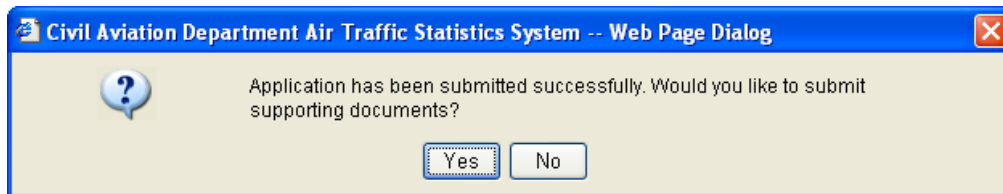
- The operator shall take adequate precautions in relation to security and safety and shall comply with all reasonable directions given by the Director-General of Civil Aviation from time to time in that regard.
- The operator may not advertise or in any other way offer direct to members of the public services authorised by this permit.
- The requirements set out in the Air Transport (Licensing of Air Services) Regulations must be adhered to.
- The operator must be in possession of a valid air operator's certificate or equivalent document issued by the aeronautical authority of the state of the operator.
- The proposed service(s) is / are to be provided only by aircraft maintained and operated according to standards and recommended practices no less demanding than those set out in the appropriate Annexes to the Convention on International Civil Aviation opened for signature at Chicago on 7 December 1944.
- The operator must be in possession of documentary evidence from the operator's insurance company to the effect that all aircraft carry appropriate insurance cover as set out in the Civil Aviation (Insurance) Order.

I confirm that the proposed service(s) is / are in compliance with the above conditions.

Print Modify Submit

**Preview Charter Passenger Application**

1.1.4.2 A message that record is submitted successfully will be displayed. Users will be prompted to submit the supporting documents if required.



1.1.4.3 Click  to submit the following supporting documents:

- a. Aerodrome Operating Minima
- b. Air Operator Certificate
- c. Certificate of Airworthiness
- d. Certificate of Registration
- e. Insurance Certificate
- f. Justification
- g. Noise Certificate
- h. Operation Specification
- i. Pilots' Airport and Routes Qualification
- j. Reciprocal Statement
- k. TCAS11 (Version 7)
- l. Others

Please refer to **Submit Supporting Documents** for details.

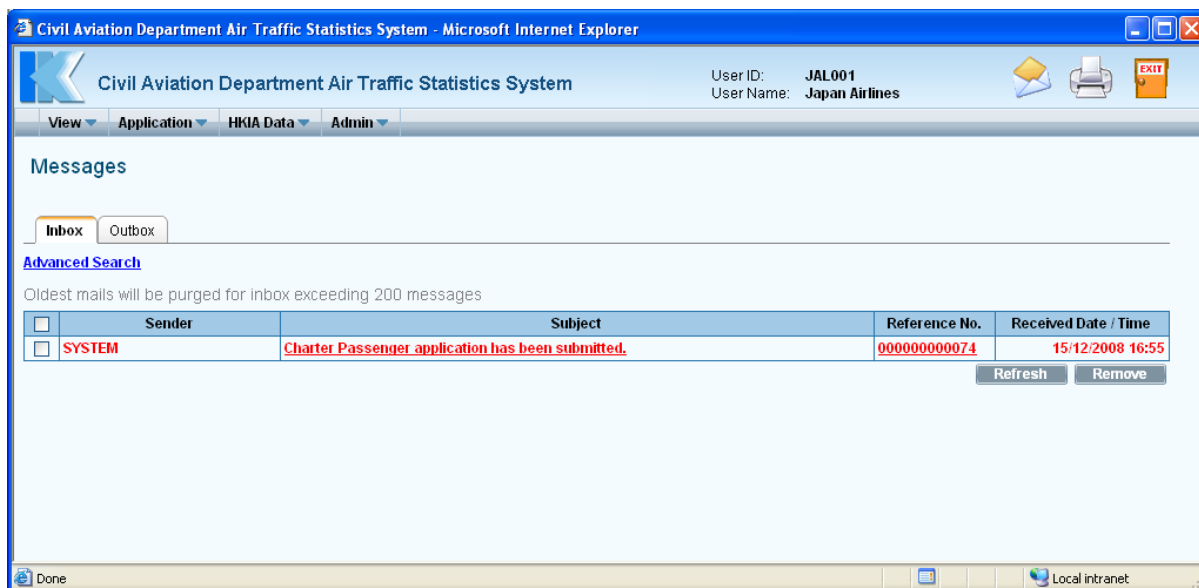
1.1.4.4 Click  if submission of supporting documents is not required.

1.1.4.5 Users will be prompted to submit lease aircraft operation application if **Lease Aircraft checkbox** has been ticked. Click  to submit a lease aircraft operation application. Please refer to **Lease Aircraft Application** for details. If lease aircraft operation application is not required to submit, click  and exit E-filing System.



1.1.4.6 After the submission process, **Search Application** screen is displayed for users to view the submitted application.

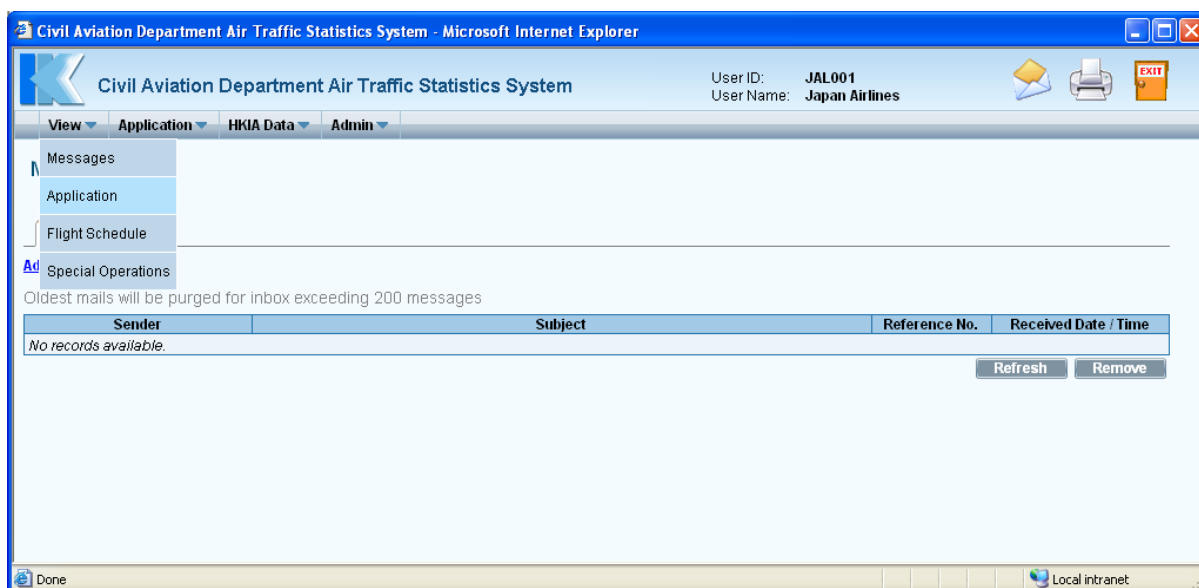
1.1.4.7 A system generated message will be sent to the user's inbox confirming that the application has been submitted to CAD for processing. An email will be sent to the email address of the Responsible Person of this account to remind users to check inbox message in the E-filing System.



Messages

### 1.1.5 Update Charter Passenger Flight Application

1.1.5.1 From the Main menu, click **View** → click **Application**. The **Search Application** screen will be displayed. Users can add/modify/delete flight schedules in a previously saved draft application.



Main Menu

Civil Aviation Department Air Traffic Statistics System - Microsoft Internet Explorer

Civil Aviation Department Air Traffic Statistics System

User ID: JAL001  
User Name: Japan Airlines

View Application HKIA Data Admin

### Search Application

Operator (ICAO) JAL

Application Type

Scheduled Passenger  Scheduled All-Cargo  Charter Passenger  Charter All-Cargo

Extra Section Passenger  Extra Section All-Cargo  Private Non-Revenue  State/Military

Schedule Change  Special Operation  Lease Aircraft  Supporting Document

Operator Name Japan Airlines

Reference No.  to

Submitted Date / Time   to   (dd/mm/yyyy) Status

Reset Search

#### Submitted Applications

Back to Top

Operator Name	Application Type	Reference No.	Submitted Date / Time	Last Processed Date	Status
No records available.					

#### Drafted Applications

Back to Top

<input type="checkbox"/>	Operator Name	Application Type	Reference No.	Earliest Eff. Date	Last Saved Date / Time
<input type="checkbox"/>	Japan Airlines	Charter Passenger	0000000074	01/01/2009	05/01/2009 14:17:34

Delete

Reset Local intranet

Reference No. link

Search Application

1.1.5.2 Click Reference No. link to open the draft application. **Update Charter Passenger Application** screen is displayed.

**Civil Aviation Department Air Traffic Statistics System - Microsoft Internet Explorer**

Civil Aviation Department Air Traffic Statistics System  
 User ID: JAL001  
 User Name: Japan Airlines

View Application HKIA Data Admin

### Update Charter Passenger Application

Reference No. 000000000074  
 Operator (ICAO) JAL Operator Nationality JAPAN  
 Operator Name Japan Airlines  
 Registration Mark JAL111  Lease Aircraft  
 If more than 1 aircraft, please specify the aircraft details in the remarks box  
 \* Aircraft Type 737 ? \* Aircraft Nationality JAPAN  
 \* Name of Charterer Satellite Holidays  
 \* Address of Charterer 10A Queensway House, 21/F  
 26 Queensway, Hong Kong  
 Local Handling Agent JAL Japan Airlines  
 \* Purpose of Service Tour Group  
 Points of landing en-route, to and from Hong Kong, if any

Charter Passenger Flights										Back to Top
	Service Type	Flight No. ▲	Operation Period <small>(dd/mm/yyyy)</small>		DOP <small>1234567</small>	No. of Pax	Port (IATA)		Local Time <small>(HH24MM)</small>	
			From	To			From	To	STA	STD
<input type="checkbox"/>	Charter Pax	JAL001	01/01/2009	01/01/2009	4	160	KKJ	HKG	1100	
<input type="checkbox"/>	Charter Pax	JAL002	02/01/2009	02/01/2009	5	160	HKG	KKJ		2200

Remove Modify Add

[Remarks](#) (Please click to input remarks)

#### Conditions

- The operator shall take adequate precautions in relation to security and safety and shall comply with all reasonable directions given by the Director-General of Civil Aviation from time to time in that regard.
- The operator may not advertise or in any other way offer direct to members of the public services authorised by this permit.
- The requirements set out in the Air Transport (Licensing of Air Services) Regulations must be adhered to.
- The operator must be in possession of a valid air operator's certificate or equivalent document issued by the aeronautical authority of the state of the operator.
- The proposed service(s) is / are to be provided only by aircraft maintained and operated according to standards and recommended practices no less demanding than those set out in the appropriate Annexes to the Convention on International Civil Aviation opened for signature at Chicago on 7 December 1944.
- The operator must be in possession of documentary evidence from the operator's insurance company to the effect that all aircraft carry appropriate insurance cover as set out in the Civil Aviation (Insurance) Order.

I confirm that the proposed service(s) is / are in compliance with the above conditions.

Discard Preview Save

Create Date: 15/12/2008 16:16 Created By: Japan Airlines  
 Last Update Date: 05/01/2009 14:17 Last Updated By: Japan Airlines

Search Local Intranet

**Update Charter Passenger Application**

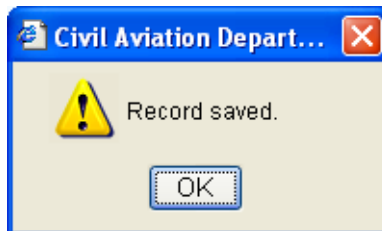
1.1.5.3 To add a flight schedule,

- a. Click **Add** under *Charter Passenger Flights* grid. Add **Charter Passenger Flight** screen is displayed.

Add Charter Passenger Flight

- b. Enter the flight schedule details. Only one flight schedule can be entered at one time.

- c. Click **Save** to save the new flight schedule or click **Discard** to discontinue and return to **Update Charter Passenger Application** screen. A message indicating that the flight schedule is saved successfully will be displayed.



- d. Click **OK**. **Update Charter Passenger Application** screen is displayed with updated information in the *Charter Passenger Flights* grid.

Charter Passenger Flights										Back to Top
	Service Type	Flight No. ▲	Operation Period (dd/mm/yyyy)		DOP	No. of Pax	Port (IATA)		Local Time (HH24MI)	
			From	To			From	To	STA	STD
<input type="checkbox"/>	Charter Pax	JAL001	01/01/2009	01/01/2009	4	160	KKJ	HKG	1100	
<input type="checkbox"/>	Charter Pax	JAL002	02/01/2009	02/01/2009	5	160	HKG	KKJ		2200
<input type="checkbox"/>	Charter Pax	JAL003	03/01/2009	03/01/2009	6	160	KKJ	HKG	1000	

**newly added flight schedule**

Charter Passenger Flights grid (with newly added flight schedule)

- e. To add more flight schedule, repeat above steps a to d.

1.1.5.4 To modify a Charter Passenger flight schedule,

- a. Select the flight by ticking checkbox beside the flight. Only one flight schedule can be selected at one time.
- b. Click **Modify**. **Update Charter Passenger Flight** screen is displayed.

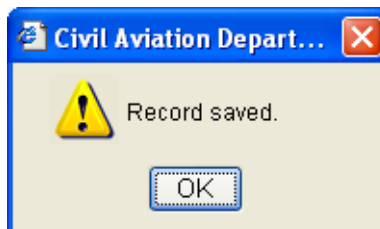
Charter Passenger Flights											Back to Top						
	Service Type	Flight No. ▲	Operation Period (dd/mm/yyyy)		DOP							Port (IATA)		Local Time (HH24MI)			
			From	To	1	2	3	4	5	6	7	No. of Pax	From	To	STA	STD	
<input type="checkbox"/>	Charter Pax	JAL001	01/01/2009	01/01/2009								4	160	KKJ	HKG	1100	
<input type="checkbox"/>	Charter Pax	JAL002	02/01/2009	02/01/2009								5	160	HKG	KKJ		2200
<input checked="" type="checkbox"/>	Charter Pax	JAL003	03/01/2009	03/01/2009								6	160	KKJ	HKG	1000	

tick this checkbox to select a flight

Update Charter Passenger Flight

- c. Modify the Charter Passenger Flight schedule as needed. For example, change the *Scheduled Time of Arrival (STA)* to "1100".

- d. Click **Save** to save changes. A message that the flight schedule is saved successfully will be displayed.



- e. Click **OK**. **Update Charter Passenger Application** screen is displayed with updated information in the *Charter Passenger Flights* grid.

Charter Passenger Flights										Back to Top
	Service Type	Flight No. ▲	Operation Period (dd/mm/yyyy)		DOP 1234567	No. of Pax	Port (IATA)		Local Time (HH24MI)	
			From	To			From	To	STA	STD
<input type="checkbox"/>	Charter Pax	JAL001	01/01/2009	01/01/2009	4	160	KKJ	HKG	1100	
<input type="checkbox"/>	Charter Pax	JAL002	02/01/2009	02/01/2009	5	160	HKG	KKJ		2200
<input type="checkbox"/>	Charter Pax	JAL003	03/01/2009	03/01/2009	6	160	KKJ	HKG	1100	

changed information ↴

Charter Passenger Flights grid (with updated flight schedule)

f. Repeat above steps a to e to update other flight schedules.

1.1.5.5 To delete a charter passenger flight schedule,

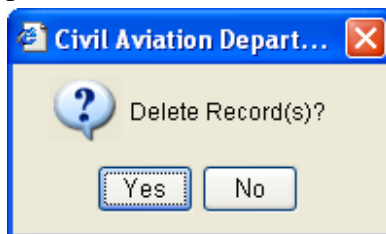
a. Select the flight by ticking the checkbox beside the flight to be deleted. Only one flight schedule can be deleted at one time. Click **Remove** under *Charter Passenger Flights* grid.

Charter Passenger Flights										Back to Top
	Service Type	Flight No. ▲	Operation Period (dd/mm/yyyy)		DOP 1234567	No. of Pax	Port (IATA)		Local Time (HH24MI)	
			From	To			From	To	STA	STD
<input type="checkbox"/>	Charter Pax	JAL001	01/01/2009	01/01/2009	4	160	KKJ	HKG	1100	
<input type="checkbox"/>	Charter Pax	JAL002	02/01/2009	02/01/2009	5	160	HKG	KKJ		2200
<input checked="" type="checkbox"/>	Charter Pax	JAL003	03/01/2009	03/01/2009	6	160	KKJ	HKG	1100	

**Remove** **Modify** **Add**

Tick this checkbox to select a flight.

b. A message will be prompted to confirm deletion.



c. Click **Yes** to proceed with the deletion or click **No** to cancel deletion and return to **Update Charter Passenger Application** screen.

d. Repeat steps a to c to remove another flight schedule.


1.1.5.6 To update the new codes description, click **Edit** from the *Code Description grid*. **Input Description for New Codes** screen will be displayed. Modify the information under *Description* as required and click **Save** to save the changes.

Field	Code	Description
Port	KKJ	Kita Kyushu/Kokura

**Save**

Description for New Codes



1.1.5.7 After updating the application, user can click  on the **Update Charter Passenger Application** screen to preview / submit the application. For details, please refer to sections 1.1.3 and 1.1.4.