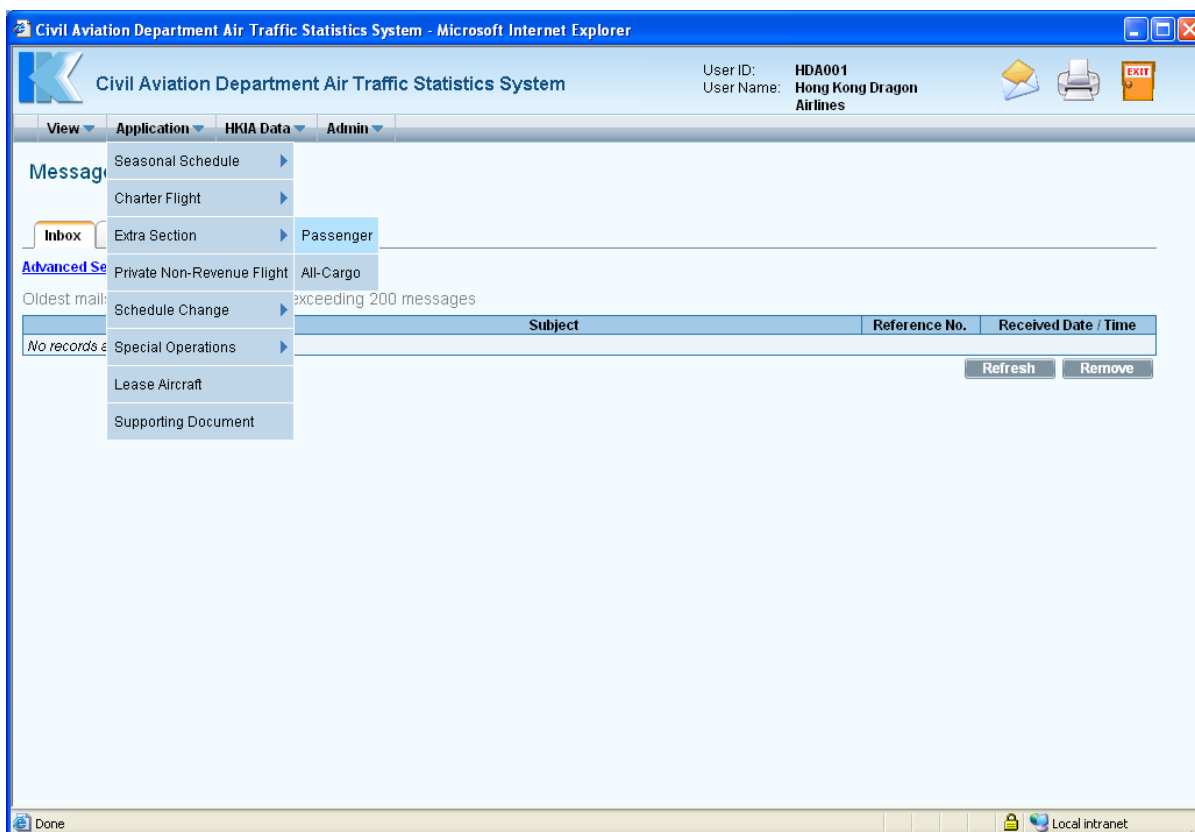## 1.1 EXTRA SECTION PASSENGER FLIGHT APPLICATION

1.1.1 Introduction

This section contains procedures for users to apply for operation of Passenger /Combination Extra Section Flights to/from Hong Kong in addition to the existing seasonal scheduled Passenger / Combination Flights through the E-filing System.

1.1.2 Create Extra Section Passenger Flight Application

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

Main Menu
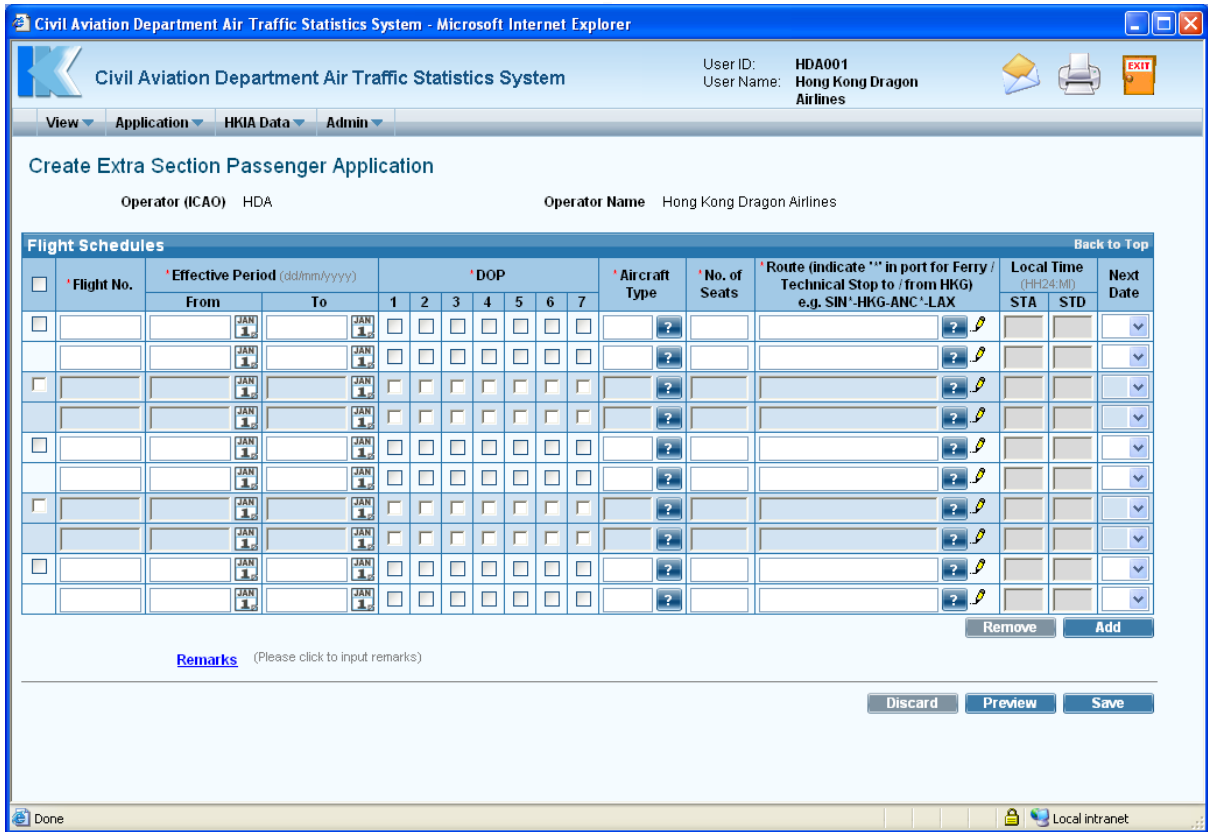
Create Extra Section Passenger Application

1.1.2.2 Fill in the following Extra Section Passenger Flight details. 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 Name*** - The name of the Operator will be displayed according to the selected 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 Air Operator's Certificate.

1.1.2.3 Fill in the flight schedules as shown below. User should enter related inbound and outbound flights in pair (i.e. two consecutive rows). For single inbound/outbound flights, please skip one row.


a. *Flight No* - The format should consist of two parts namely - 3-letter ICAO Operator code and 3 to 5 numerals (e.g. HDA2001).

b. *Effective Period From/To* - Use *date picker* to specify the **Effective Period** of the flight schedules or input manually in dd/mm/yyyy format.

c. *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)

d. *Aircraft Type* - Click *Aircraft Type search* to choose the suitable aircraft type from the list or input the aircraft type manually in 3-letter IATA aircraft code format. The text should be limited to 4 characters.

List of Aircraft Types

e. ***No. of Seats*** - Enter the number of seats of the specified aircraft type. The number should not exceed 4 numerals.

f. ***Route*** - Notes for entering routes:

- Click ***Port Search*** to choose the suitable ports,

- or input it manually in IATA 3-letter port code format.

- Ports must be separated by "–" (dash).

- One of the ports on the route must be Hong Kong (HKG).
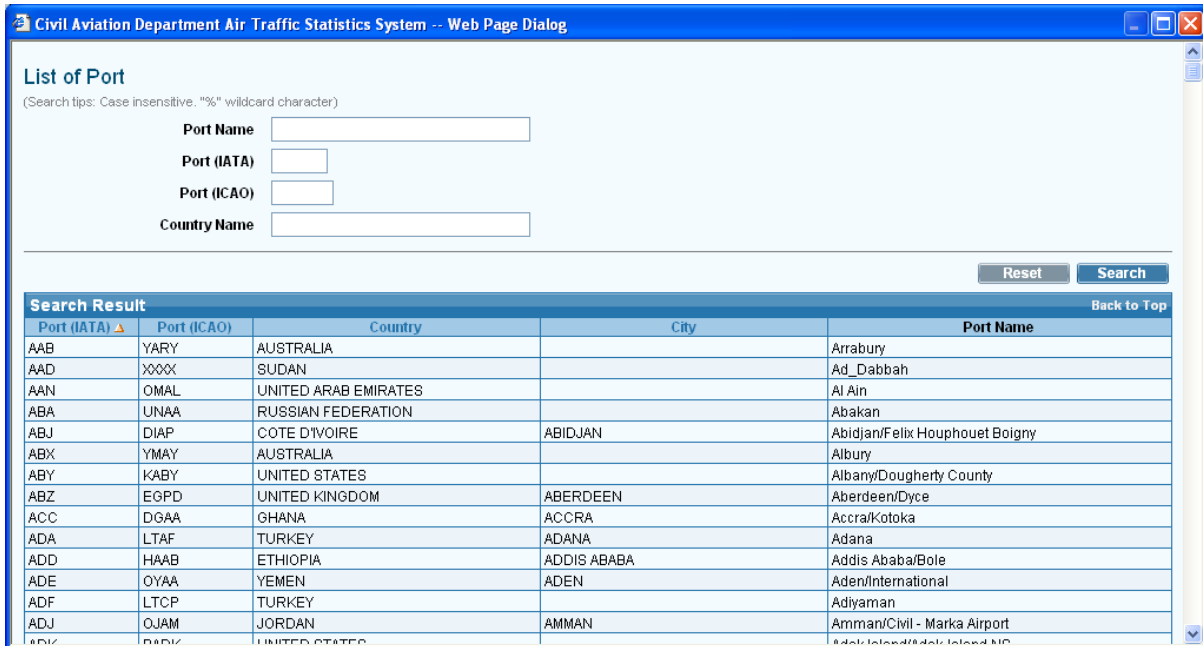
List of Port

- To mark technical stop or ferry sectors, place an asterisk (*) after the corresponding port and click ***Ferry/Technical Stop*** to indicate ferry or technical stop.

Ferry / Technical Stop

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)* - This is the scheduled time of departure in local time. The format is HH24MI (e.g. 1300).

i. *Next Date* - Use the *Next Date pull down menu* to indicate that the arrival day is different from departure day at HKG.

1.1.2.4 Click [Add] to add rows to input more flight schedules.

Extra Section Passenger Flight Schedules grid

1.1.2.5 To remove some of the entered flight schedules, tick the corresponding checkbox of the paired flight and click [Remove]. More than one pair of flight schedules can be deleted at one time.

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

1.1.2.7 Review/ modify the application before submission:

a. To cease the application, click [Discard] to remove the entered information and exit E-filing System.

b. To submit the application, click [Preview] and continue the procedures in sections 1.1.3 **Preview Extra Section Passenger Flight Application** and 1.1.4 **Submit Extra Section Passenger Flight Application.**

c. To continue the application procedures at a later time, click [Save] to save the application as a draft. A message indicating the application is successfully saved will be displayed. Click [OK] and exit the E-filing System.   Please refer to section 1.1.5 **Update Extra Section Passenger Flight Application** and continue the application procedures at a later time.

1.1.2.8 If users have manually entered codes not selected from the pull down menu ⌄ or search screen ? , users will be prompted to provide further information through the **Input Description for New Codes** screen when saving the application. If information is not available, click [Save] to save the application as a draft and exit E-filing System. Please refer to section 1.1.5 **Update Extra Section Passenger Flight Application** and continue the application procedures at a later time.
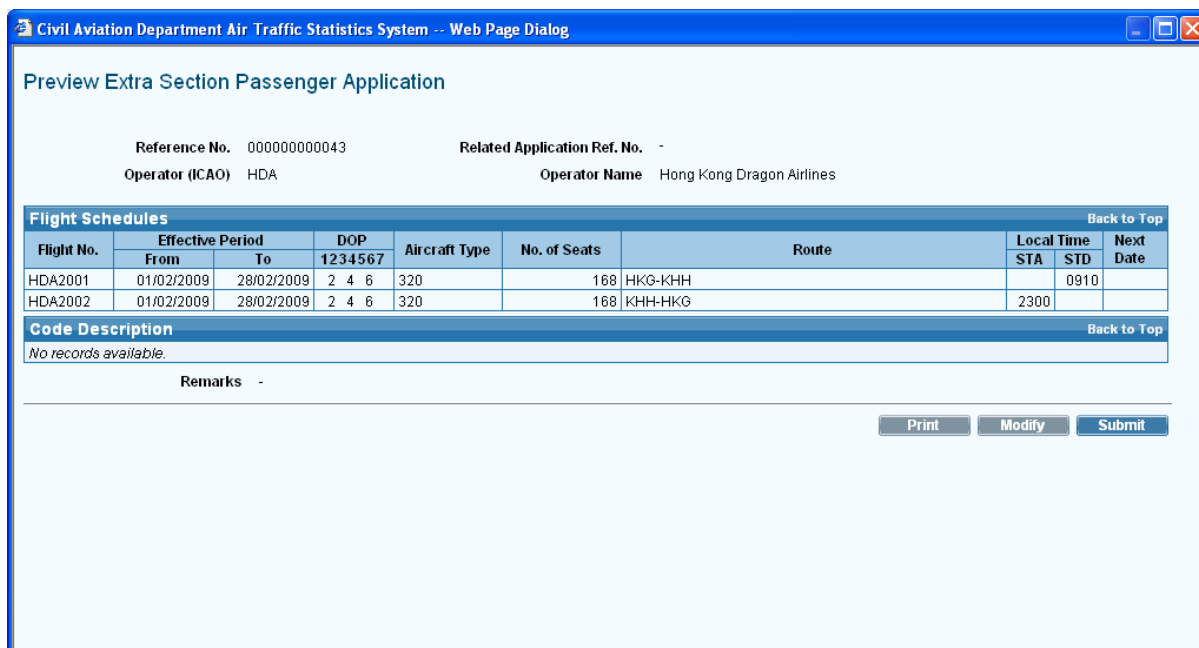

Description for New Codes

1.1.3   Preview Extra Section Passenger Flight Application

1.1.3.1 Click [Preview], **Preview Extra Section Passenger Application** screen is displayed.

   a. **Reference No.** of the application is blank as the application has not been saved or submitted yet.

   b. If users view the saved application from **Update Extra Section Passenger Application** screen (details provided under section 1.1.5), **Reference No.** is generated by the system when the application is saved.

   c. **Code Description** grid / **Remarks** are displayed with information, if any.

Preview Extra Section Passenger Application

1.1.3.2 Click [Modify] to modify the flight details after previewing the application. For details, please refer to section 1.1.5 **Update Extra Section Passenger Application**.

1.1.3.3 If application is ready for submission, click [Print] to print the application for own record before submission. Users are reminded to set the page orientation to landscape. Click [OK] to print.
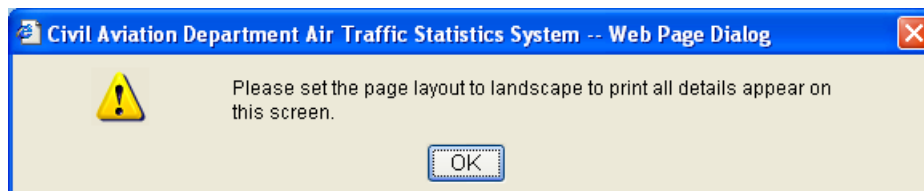
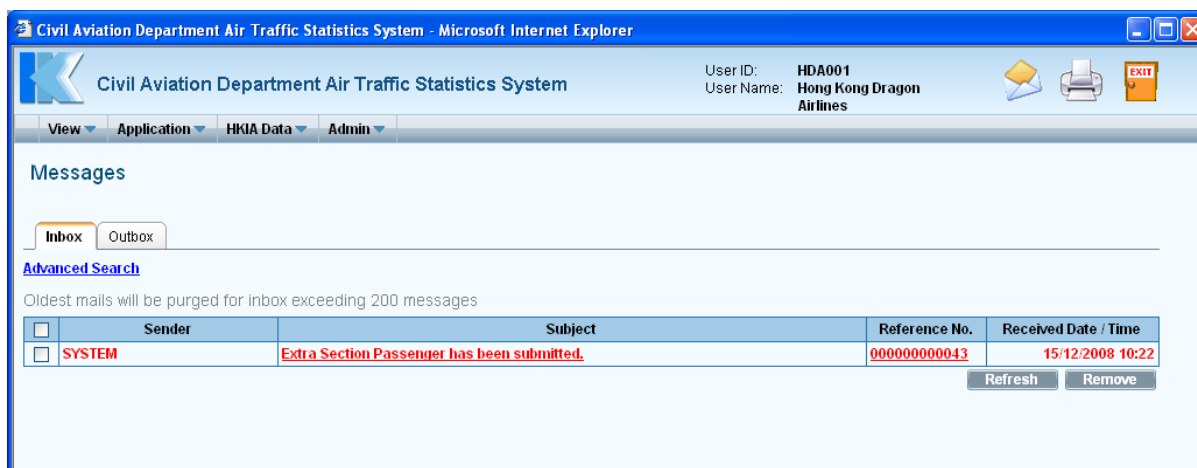## 1.1.4 Submit Extra Section Passenger Flight Application

1.1.4.1 Click [Submit].

Preview Extra Section Passenger Application

1.1.4.2 A message indicating that the application is submitted successfully will be displayed.

1.1.4.3 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.
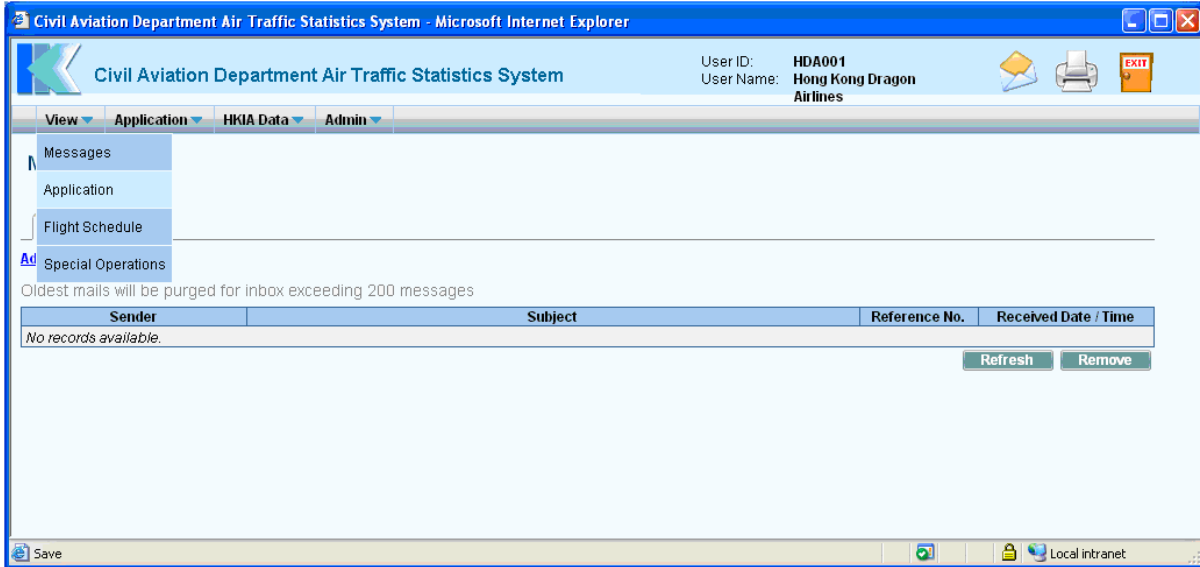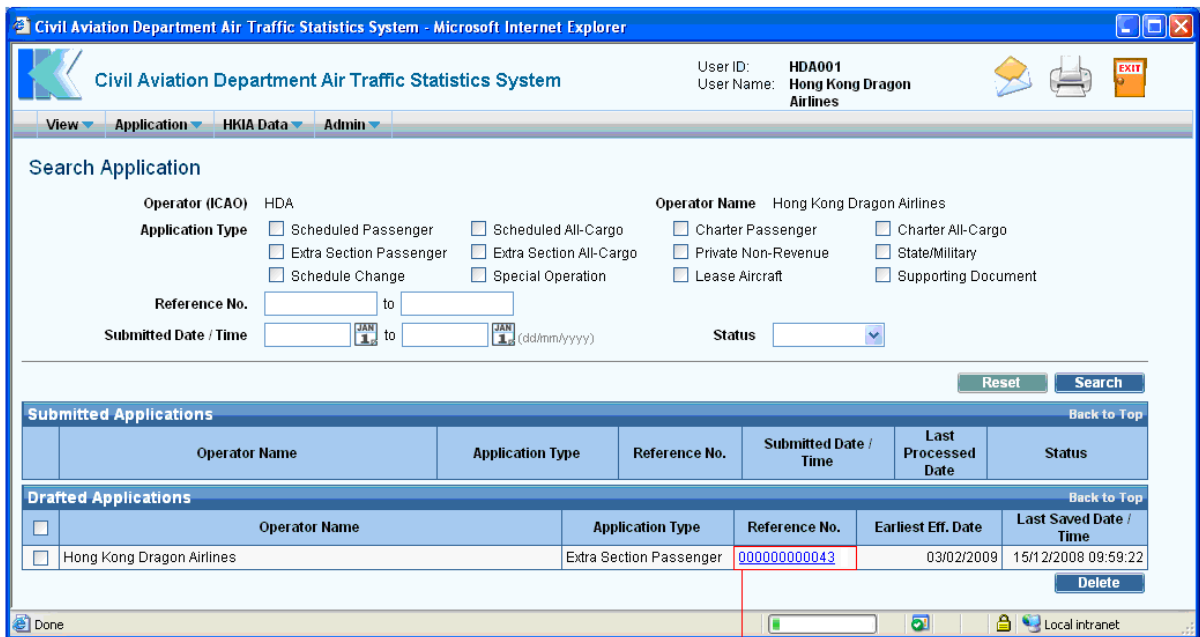

Messages

1.1.5 Update Extra Section 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 previously saved applications.
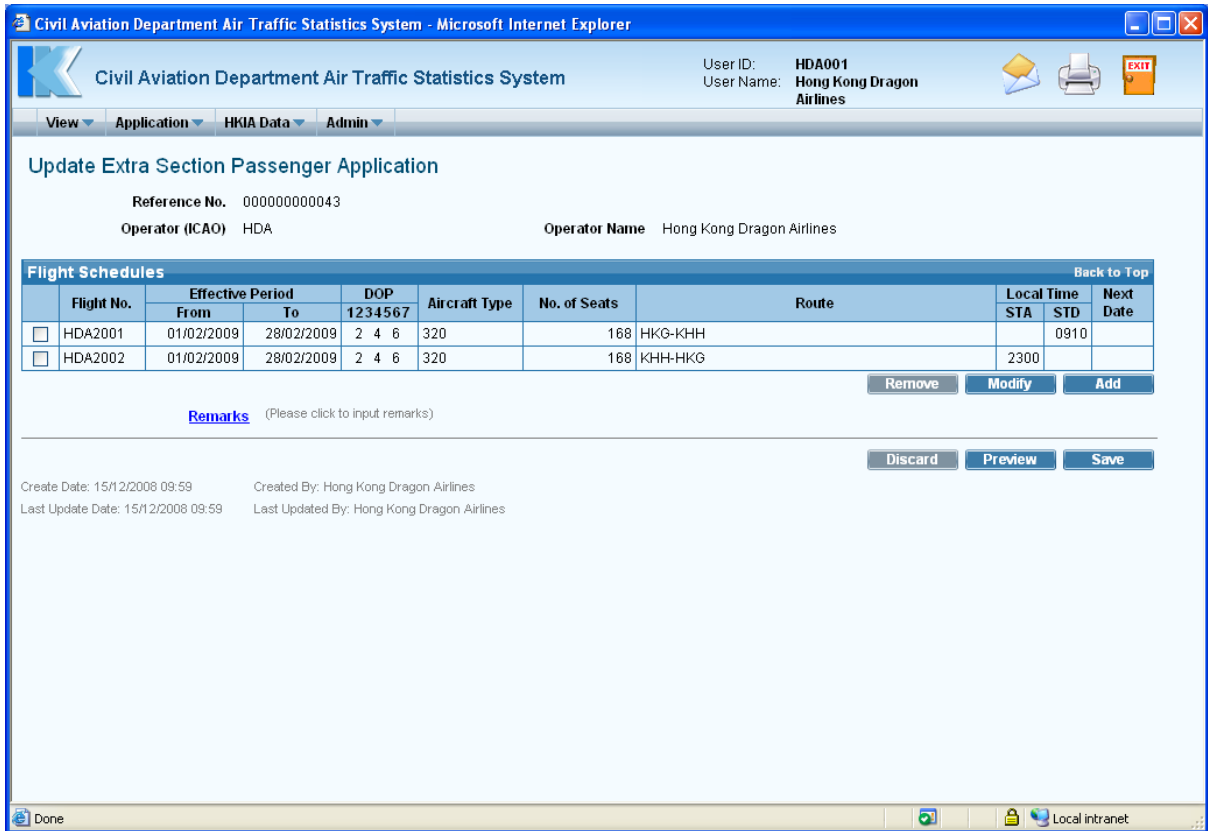

Main Menu

From the list of draft applications, click <u>Reference No.</u> link to open the application
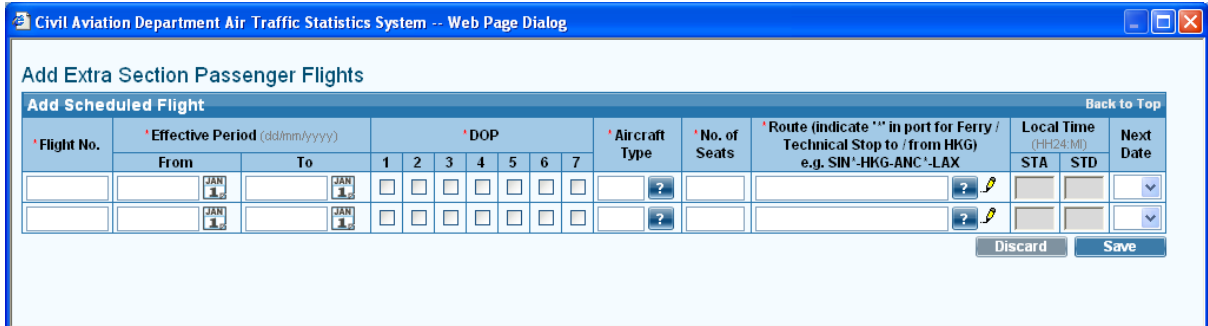

Search Application

1.1.5.2 **Update Extra Section Passenger Application** screen is displayed.

Update Extra Section Passenger Application
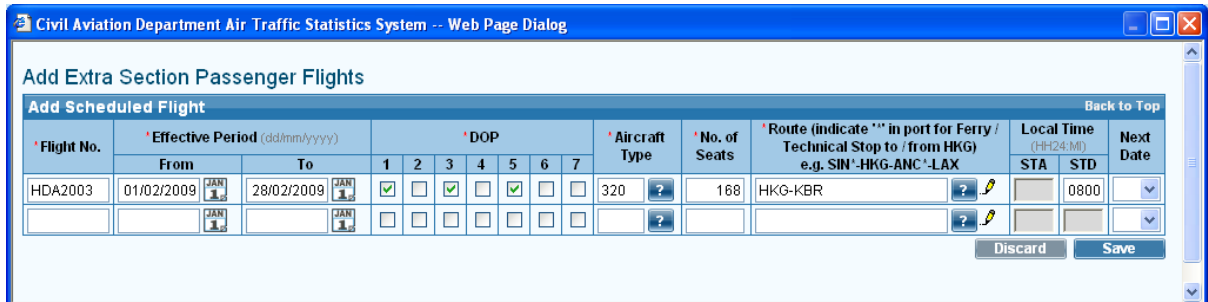
1.1.5.3 To add new flight schedule,

a. Click [**Add**] under *Flight Schedules* grid. **Add Extra Section Passenger Flights** screen is displayed.

Add Extra Section Passenger Flights

b. Enter either a pair of flight schedules or a single inbound/outbound flight at one time.

Add Extra Section Passenger Flights

   c.   Click [Save] to save the new flight schedule(s). A message indicating that the flight schedule is saved successfully will be displayed.

   d.   Click [OK]. **Update Extra Section Passenger Application** screen is displayed with updated information in the *Flight Schedules* grid.

Extra Section Passenger Flight Schedules grid (with newly added flight schedule)

   e.   Repeat step a to d above to add another flight schedule or click [Discard] to discard entered details and return to **Update Extra Section Passenger Application** screen.

1.1.5.4 To modify an extra section passenger flight schedule,

   a.   Select the flight by ticking the checkbox beside the flight to be modified. Only one flight schedule can be selected at one time.

   b.   Click [Modify]. **Update Extra Section Passenger Flight** screen is displayed.

Update Extra Section Passenger Flight

   c.   Modify the selected extra section passenger flight schedule. For example, modify the *Scheduled Time of Departure (STD)* to "1130".

d. Click [Save] to save the changes or click [Discard] to discard the changes. A message indicating that the flight schedule is saved successfully will be displayed.

e. Click [OK]. **Update Extra Section Passenger Application** screen is displayed with changed information.

Extra Section Passenger Flight Schedules grid (with updated flight schedule)

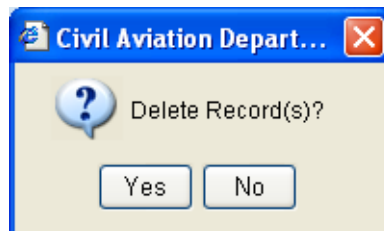f. Repeat steps a to d above to update another flight schedule.

1.1.5.5 To delete a seasonal scheduled passenger flight

a. Select the flight by ticking the checkbox beside the flight to be deleted. Only one flight schedule can be deleted at one time. If the selected flight is in a pair, the corresponding pair flight will also be deleted. Click [Remove] under *Flight Schedules* grid to delete the selected flight.


b. A message will be prompted to confirm deletion.

c. Click [Yes] to proceed with deletion or click [No] to cancel deletion and return to **Update Extra Section Passenger Application** screen.

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

1.1.5.6 To update the new codes description,

a. Click [Edit] from the *Code Description grid*. **Input Description for New Codes** screen will be displayed. Modify the information.

b. Click [Save] to save the changes.
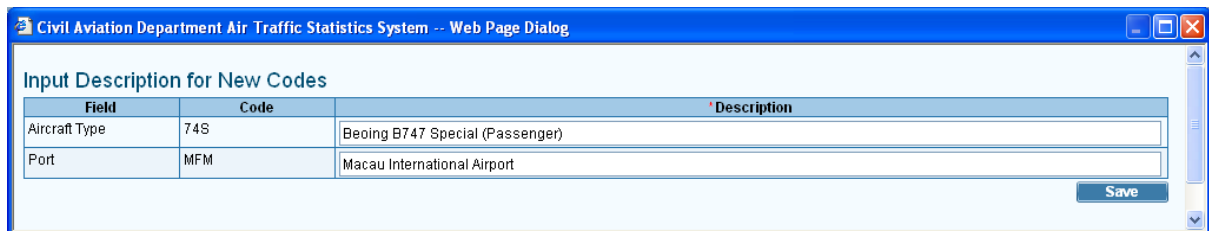
Description for New Codes

1.1.5.7 After updating the application, click [Preview] on the **Update Extra Section Passenger Application** screen to preview / submit the application. For details, please refer to sections 1.1.3 and 1.1.4.