

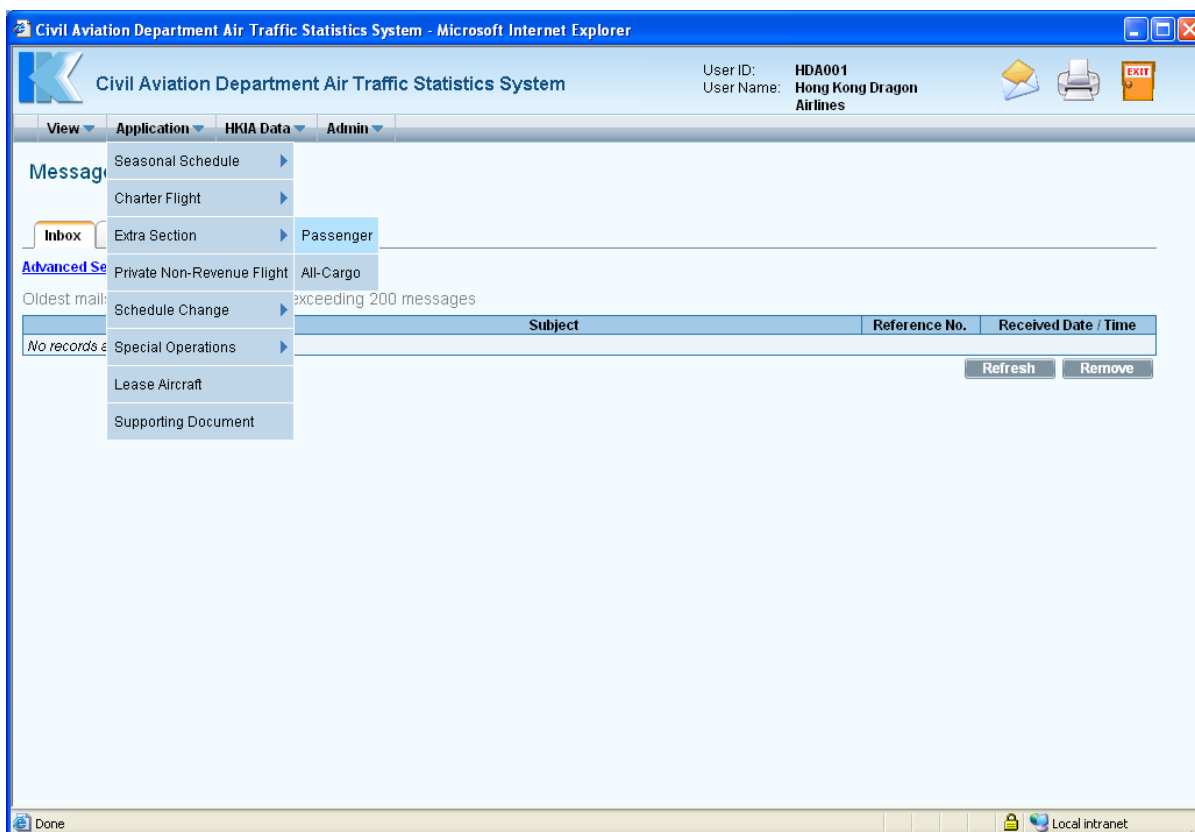
## 1.1 EXTRA SECTION PASSENGER FLIGHT APPLICATION

### 1.1.1 Introduction

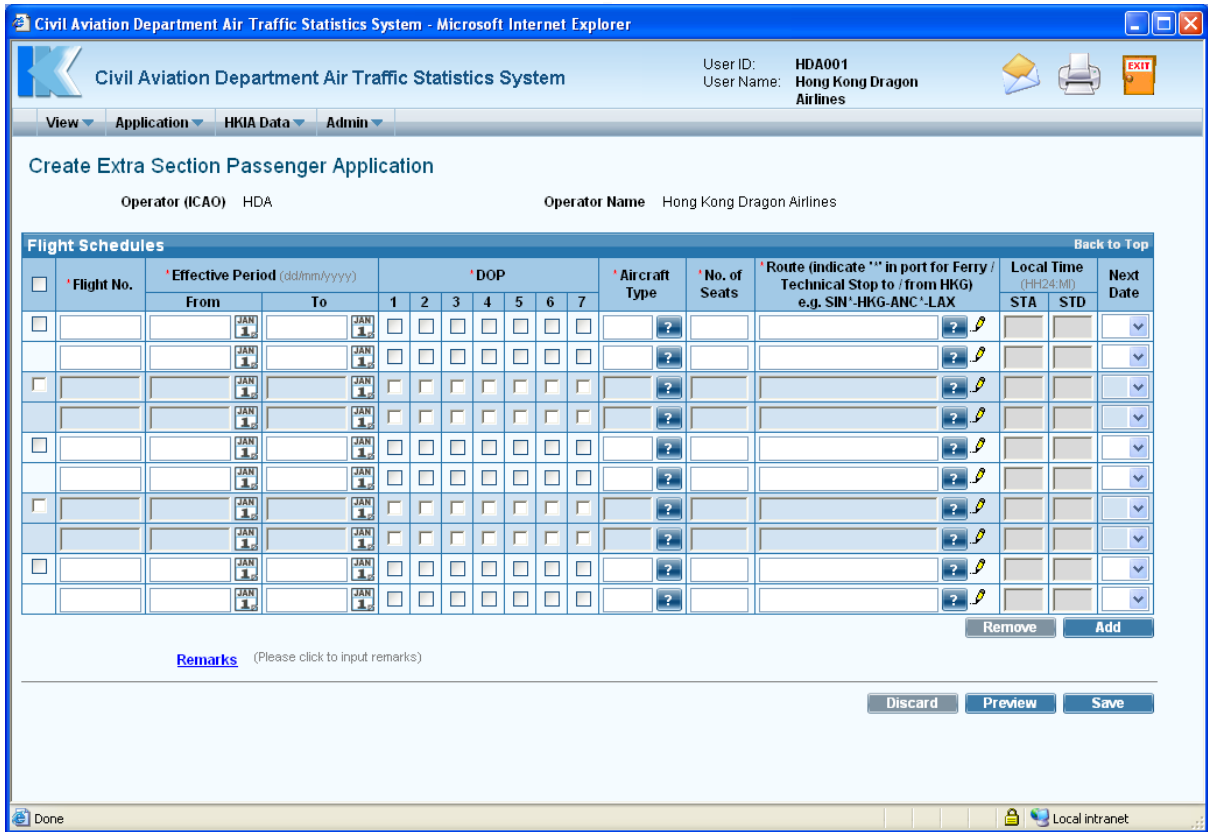
This section contains procedures for users to apply for operation of Passenger /Combination Extra Section Flights to/from Hong Kong in addition to the existing seasonal scheduled Passenger / Combination Flights through the E-filing System.

### 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.

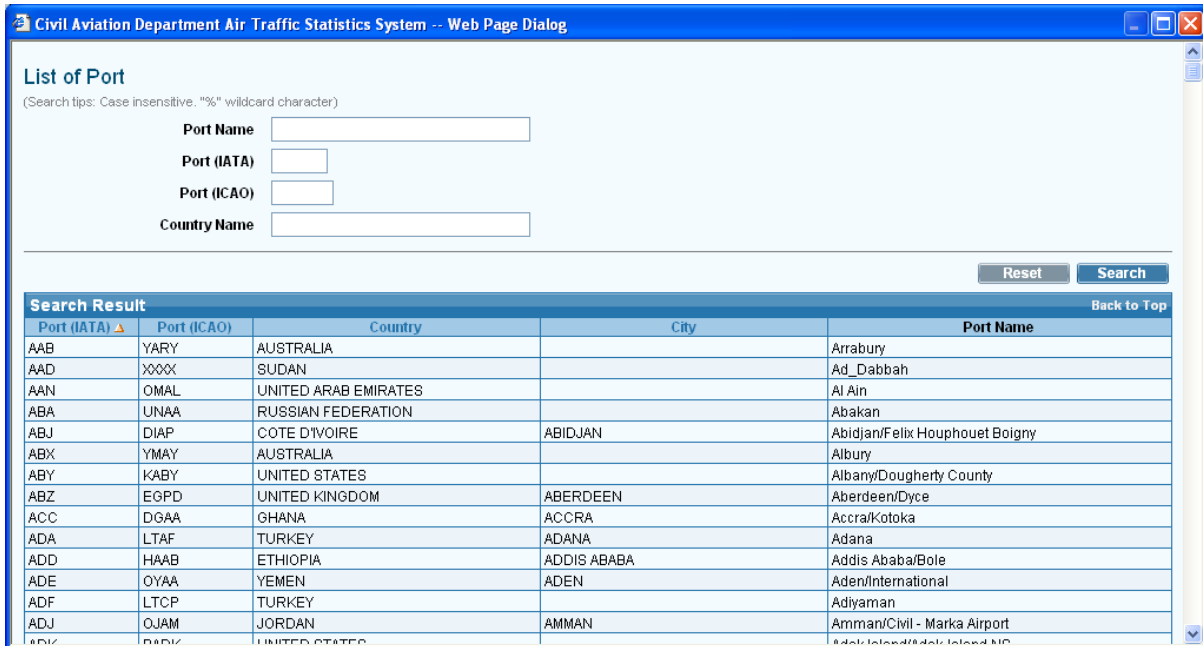
Flight No.	Effective Period (dd/mm/yyyy)		DOP							Aircraft Type	No. of Seats	Route (indicate "" in port for Ferry / Technical Stop to / from HKG) e.g. SIN-HKG-ANC-LAX	Local Time (HH:MM)		Next Date
	From	To	1	2	3	4	5	6	7				STA	STD	
<input type="checkbox"/> HDA2001	01/02/2009	28/02/2009	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	320	168	HKG-KHH		0910	
<input type="checkbox"/> HDA2002	01/02/2009	28/02/2009	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	320	168	KHH-HKG	2300		
<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"/>						

- Flight No** - The format should consist of two parts namely - 3-letter ICAO Operator code and 3 to 5 numerals (e.g. HDA2001).
- Effective Period From/To** - Use *date picker* to specify the **Effective Period** of the flight schedules or input manually in dd/mm/yyyy format.
- 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)
- 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.

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

- 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.

Flight Schedules														Back to Top		
☐	*Flight No.	*Effective Period (dd/mm/yyyy)		*DOP							*Aircraft Type	*No. of Seats	*Route (indicate "" in port for Ferry / Technical Stop to / from HKG) e.g. SIN'-HKG-ANC'-LAX	Local Time (HH:MM)		Next Date
		From	To	1	2	3	4	5	6	7				STA	STD	
<input type="checkbox"/>	HDA2001	01/02/2009	28/02/2009	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	320	168	HKG-KHH		0910	
<input type="checkbox"/>	HDA2002	01/02/2009	28/02/2009	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	320	168	KHH-HKG	2300		
<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)

**Discard** **Preview** **Save**

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.




[Remarks link](#)

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

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.




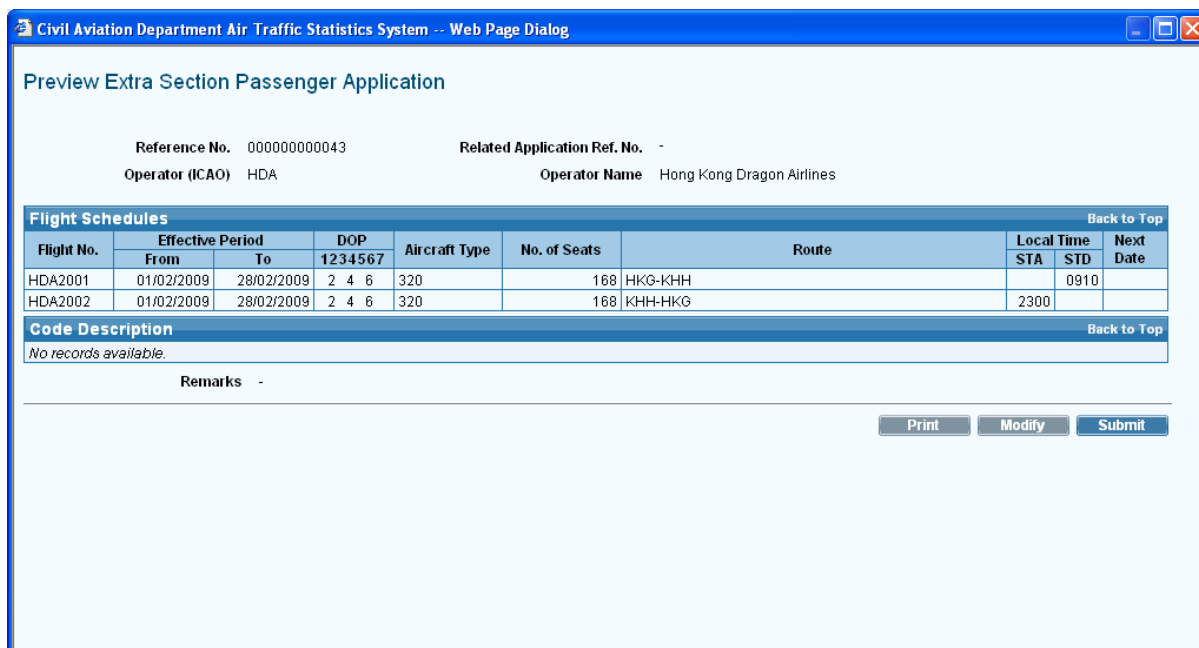
1.1.2.8 If users have manually entered codes not selected from the pull down menu  or search screen , users will be prompted to provide further information through the **Input Description for New Codes** screen when saving the application. If information is not available, click  to save the application 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.

Field	Code	Description
Port	NRT	Tokyo/Narita
Aircraft Type	A380	Airbus 380

**Description for New Codes**

### 1.1.3 Preview Extra Section Passenger Flight Application

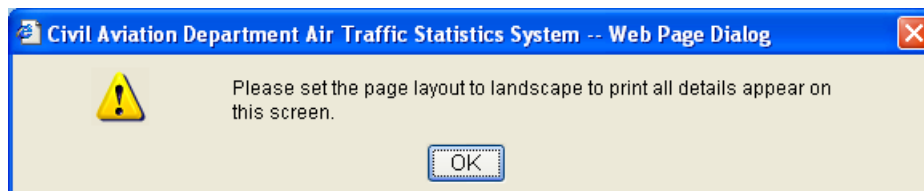
- 1.1.3.1 Click , **Preview Extra Section Passenger Application** screen is displayed.
- Reference No.** of the application is blank as the application has not been saved or submitted yet.
  - If users view the saved application from **Update Extra Section Passenger Application** screen (details provided under section 1.1.5), **Reference No.** is generated by the system when the application is saved.
  - Code Description** grid / **Remarks** are displayed with information, if any.



**Preview Extra Section Passenger Application**

1.1.3.2 Click  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  to print the application for own record before submission. Users are reminded to set the page orientation to landscape. Click  to print.



### 1.1.4 Submit Extra Section Passenger Flight Application

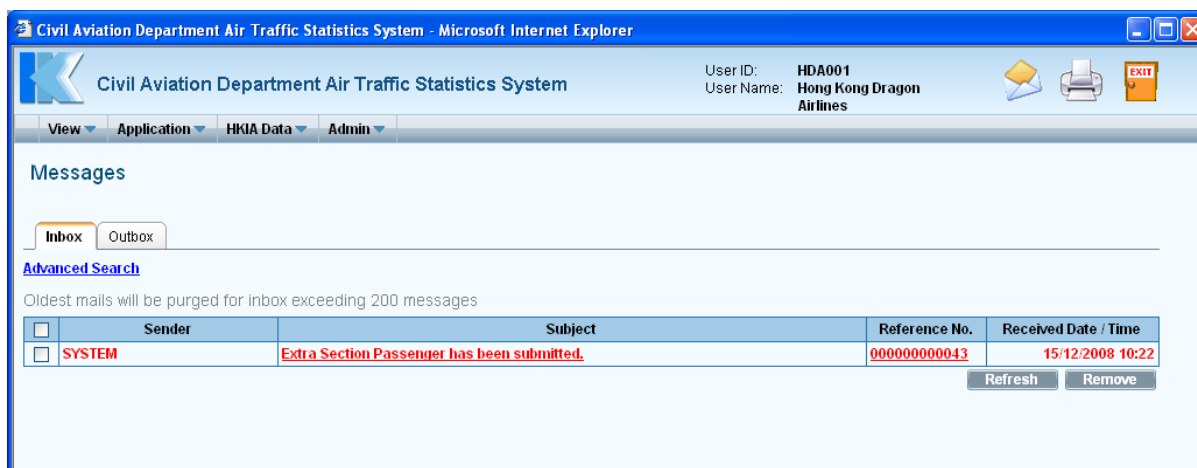
1.1.4.1 Click .



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.

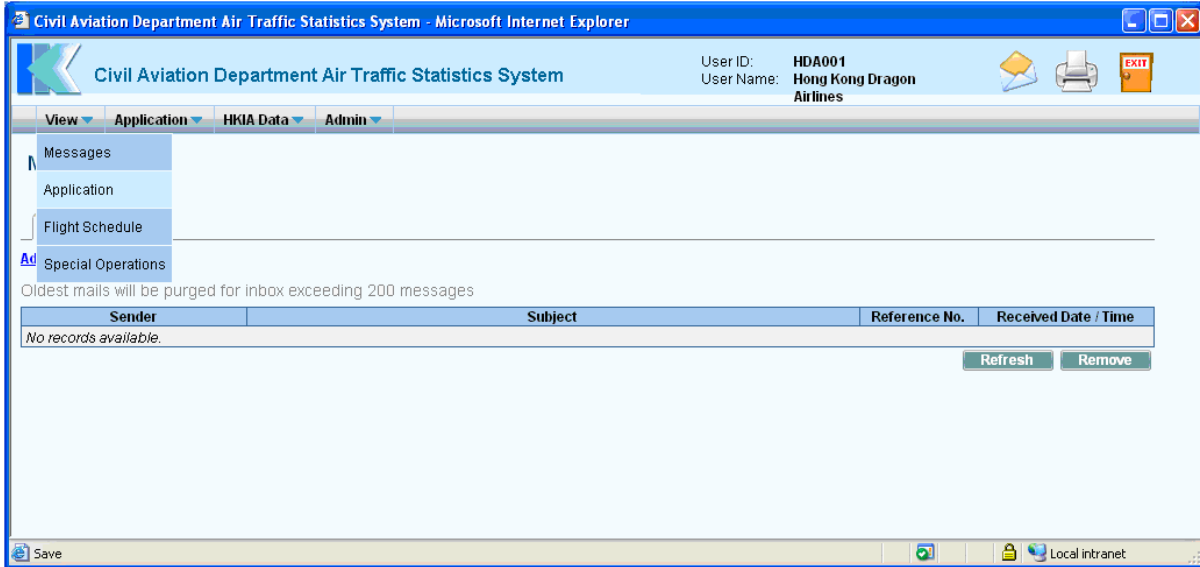


Messages



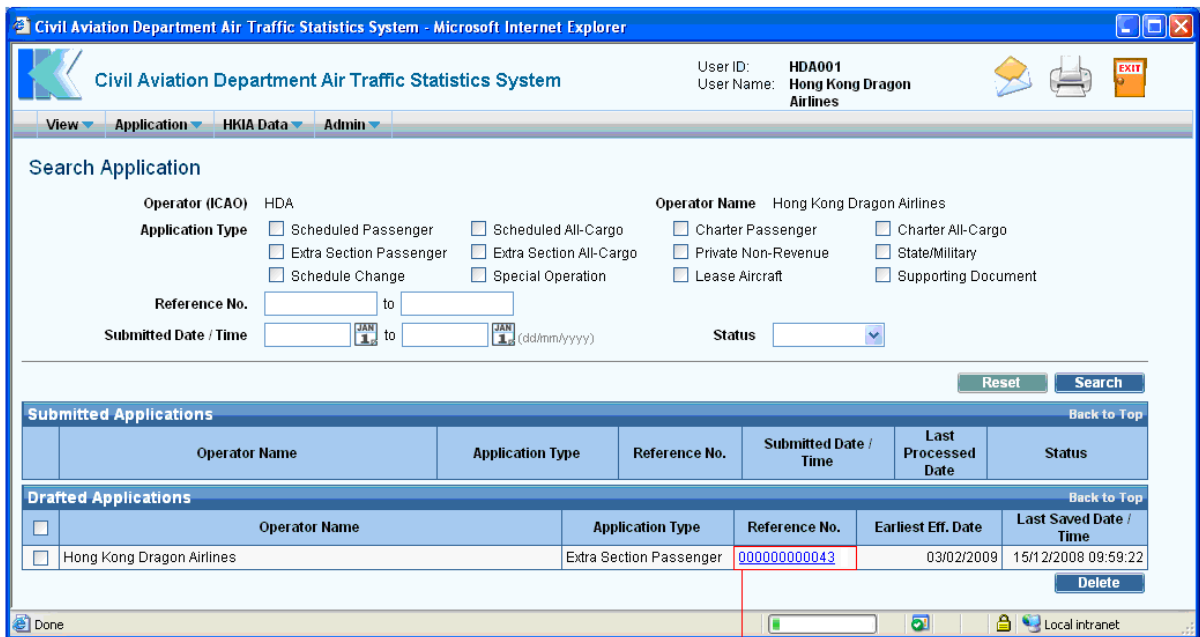
### 1.1.5 Update Extra Section Passenger Flight Application

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.



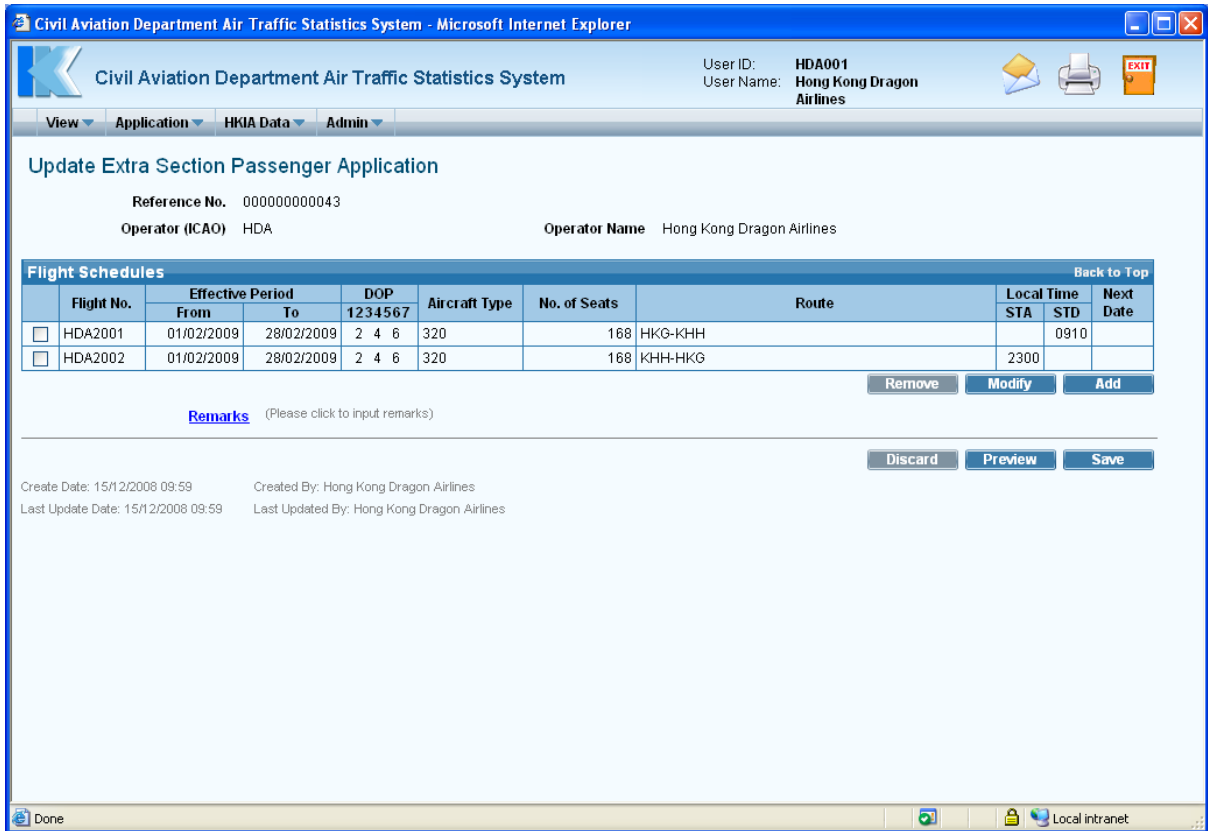
Main Menu

From the list of draft applications, click Reference No. link to open the application



Search Application

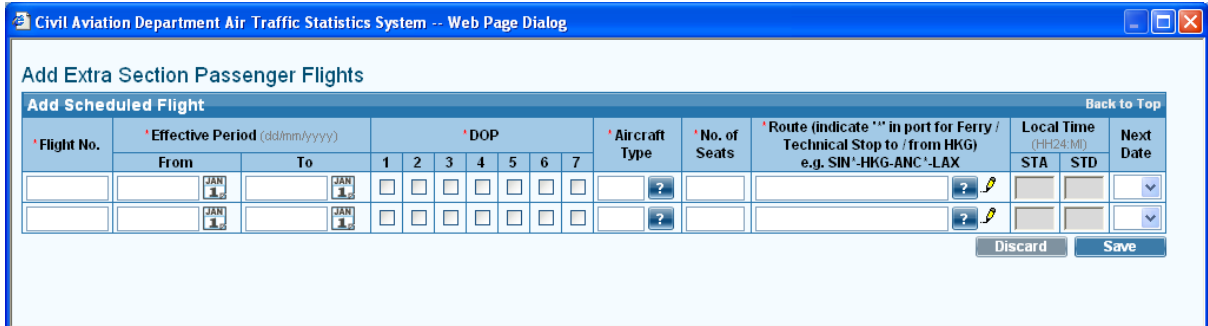
1.1.5.2 Update Extra Section Passenger Application screen is displayed.



Update Extra Section Passenger Application

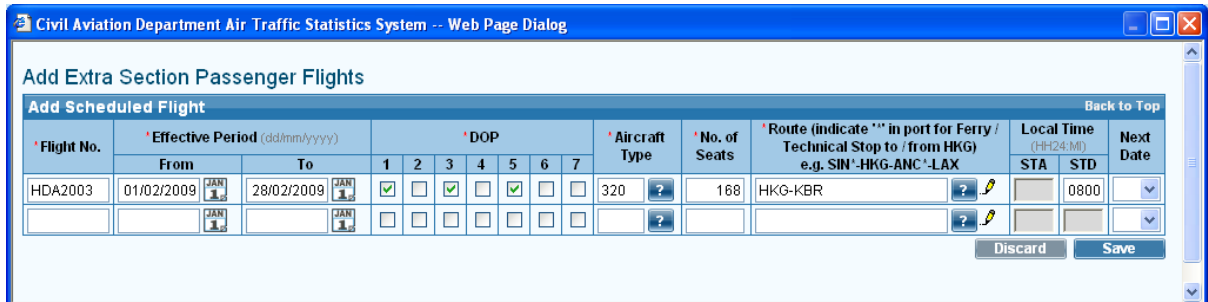
1.1.5.3 To add new flight schedule,

- 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.

Flight Schedules										Back to Top
	Flight No.	Effective Period		DOP 1234567	Aircraft Type	No. of Seats	Route	Local Time		Next Date
		From	To					STA	STD	
<input type="checkbox"/>	HDA2001	01/02/2009	28/02/2009	2 4 6	320	168	HKG-KHH		0910	
<input type="checkbox"/>	HDA2002	01/02/2009	28/02/2009	2 4 6	320	168	KHH-HKG	2300		
<input checked="" type="checkbox"/>	HDA2003	01/02/2009	26/02/2009	1 3 5	320	168	HKG-KBR		0800	

newly added flight schedule

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.

Flight Schedules										Back to Top
	Flight No.	Effective Period		DOP 1234567	Aircraft Type	No. of Seats	Route	Local Time		Next Date
		From	To					STA	STD	
<input type="checkbox"/>	HDA2001	01/02/2009	28/02/2009	2 4 6	320	168	HKG-KHH		0910	
<input type="checkbox"/>	HDA2002	01/02/2009	28/02/2009	2 4 6	320	168	KHH-HKG	2300		
<input checked="" type="checkbox"/>	HDA2003	01/02/2009	28/02/2009	1 3 5	320	160	HKG-KBR		0800	

tick this checkbox to select a flight

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

The screenshot shows a web page dialog titled 'Civil Aviation Department Air Traffic Statistics System -- Web Page Dialog'. The main content is 'Update Extra Section Passenger Flight'. It features a table for 'Update Scheduled Flight' with columns for Flight No., Effective Period (From/To), DOP (1-7), Aircraft Type, No. of Seats, Route, Local Time (STA/STD), and Next Date. The HDA2003 row is selected, and the 'STD' field is set to 0800. There are 'Discard' and 'Save' buttons at the bottom right.

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".

Flight No.	Effective Period (dd/mm/yyyy)		DOP							Aircraft Type	No. of Seats	Route (use (F) / (TS) in port for Ferry / Technical Stop to / from HKG) e.g. SIN(F)-HKG-ANC(TS)-LAX	Local Time (HH24:MM)		Next Date
	From	To	1	2	3	4	5	6	7				STA	STD	
HDA2003	01/02/2009	28/02/2009	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	320	168	HKG-KBR	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.

Flight No.	Effective Period		DOP 1234567	Aircraft Type	No. of Seats	Route	Local Time		Next Date
	From	To					STA	STD	
<input type="checkbox"/> HDA2001	01/02/2009	28/02/2009	2 4 6	320	168	HKG-KHH		0910	
<input type="checkbox"/> HDA2002	01/02/2009	28/02/2009	2 4 6	320	168	KHH-HKG	2300		
<input checked="" type="checkbox"/> HDA2003	01/02/2009	28/02/2009	1 3 5	320	160	HKG-KBR		1130	

changed information

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

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

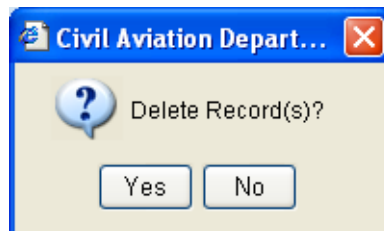
1.1.5.5 To delete a seasonal scheduled passenger flight

- 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.

Flight No.	Effective Period		DOP 1234567	Aircraft Type	No. of Seats	Route	Local Time		Next Date
	From	To					STA	STD	
<input type="checkbox"/> HDA2001	01/02/2009	28/02/2009	2 4 6	320	168	HKG-KHH		0910	
<input type="checkbox"/> HDA2002	01/02/2009	28/02/2009	2 4 6	320	168	KHH-HKG	2300		
<input checked="" type="checkbox"/> HDA2003	01/02/2009	28/02/2009	1 3 5	320	160	HKG-KBR		1130	

tick this checkbox to select a flight

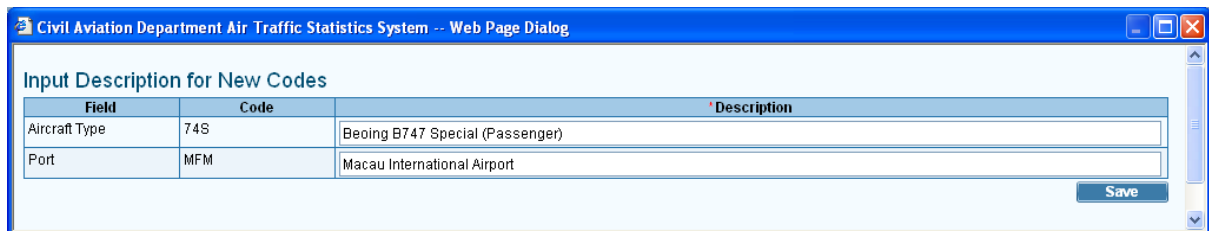
- b. A message will be prompted to confirm deletion.



- c. Click  to proceed with deletion or click  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  from the *Code Description grid*. **Input Description for New Codes** screen will be displayed. Modify the information.
- b. Click  to save the changes.



**Description for New Codes**

- 1.1.5.7 After updating the application, click  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.