

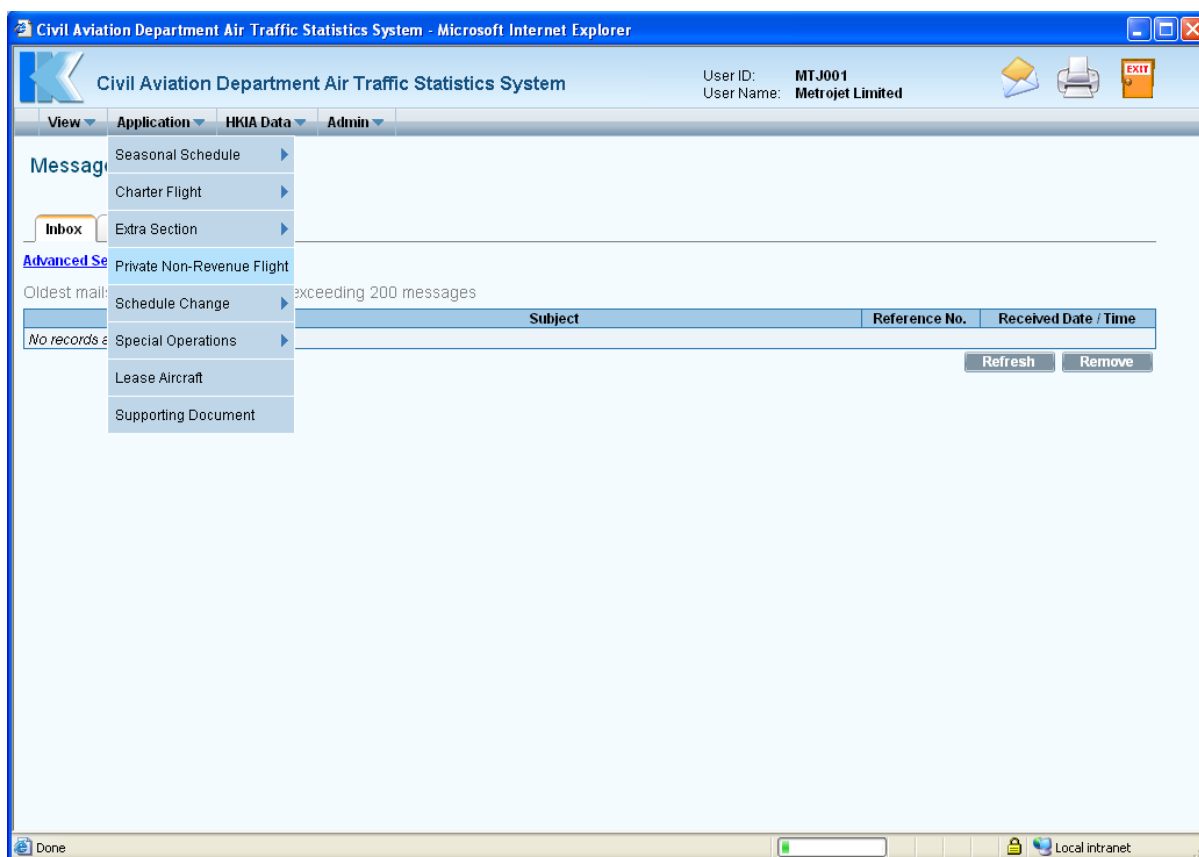
## 1.1 PRIVATE NON-REVENUE FLIGHT APPLICATION

### 1.1.1 Introduction

This section contains procedures for Users to apply for operation of Private Non-Revenue Flights to/from Hong Kong through e-filing System. Private Non-Revenue Flights are defined as Flights Not Operated for Hire or Reward, requirements for which can be found in Paragraph 5, 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 Private Non-Revenue Flight Application

1.1.2.1 From the Main menu, click *Application* → click *Private Non-Revenue Flight*. The **Create Private Non-Revenue Flight** screen will be displayed. User can create, update, and submit private non-revenue flight applications.



Main Menu

**Create Private Non-Revenue Application**

1.1.2.2 Fill in the Private Non-Revenue Flight Application form. Fields marked with \* are mandatory (i.e. information must be provided).

- a. **Operator (ICAO)** – Users can choose a suitable ICAO operator code (three-letter code) from the **Operator (ICAO) pull down menu**. For registered operators, their Operator code is displayed automatically. If the suitable code is not available from the menu, users can input the code manually.
- 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 Insurance Certificate or Air Operator’s Certificate.
- c. **Local Handling Agent** – User can choose a suitable local handling agent from the **Local Handling Agent pull down menu**. The full name of the local handling agent will be displayed automatically. Users can also input the desired **Local Handling Agent** manually if it is not available in the pull down menu. The text should be limited to 10 characters.

Local Handling Agent pull down menu

Full Name of Local Handling Agent

Local Handling Agent	BAC	The Hong Kong Business Aviation Centre
Registration Mark	AAT	* Aircraft Type <input type="text"/> ?
Noise Standard	BAC	ance with ICAO Annex 16 Vol 1 Part II Chapter 3 noise standard or equivalent.
	CAL	

- d. **Registration Mark** – Enter the aircraft registration mark. The text should be limited to 10 characters.
- e. **Aircraft Type** – User can use the *Aircraft Type search* to choose a suitable aircraft type. Users can also input the aircraft type (IATA aircraft code) manually. The text should be limited to 4 characters.

Aircraft Type search

\* Aircraft Type  ?

On click of *Aircraft Type search*, the **List of Aircraft Types** screen will be displayed. Users can select the aircraft type to be used from the list.

Civil Aviation Department Air Traffic Statistics System -- Web Page Dialog

List of Aircraft Types

(Search tips: Case insensitive. "%" wildcard character)

English Description

Aircraft Type (IATA)

Aircraft Type (ICAO)

Reset Search

Search Result			
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

- f. **Noise Standard** – Tick the *Noise Standard checkbox* to indicate that the aircraft is in compliance with ICAO Annex 16 Vol. 1 Part II chapter 3 noise standard or equivalent.

Noise Standard  Aircraft is in compliance with ICAO Annex 16 Vol 1 Part II Chapter 3 noise standard or equivalent.

Noise Standard Checkbox

- g. **Purpose of Flight** – Input the purpose of the private non-revenue flight in free text format (e.g. Business or Transportation for aircraft owner). The text should be limited to 250 characters.
- h. **No. of Crew** – Input the number of crew onboard.

- i. **Aircraft Fitted with TCAS** – Tick the **Aircraft Fitted with TCAS checkbox** if the aircraft is equipped with TCASII (v7.0) meeting ICAO TCASII standards.

**Aircraft Fitted with TCAS checkbox**

Aircraft Fitted with TCAS	<input checked="" type="checkbox"/>	TCASII (v7.0)
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1.1.2.3 Fill in the flight schedules with the details below.

**Service Type pull down menu**

**Operation Date date picker**

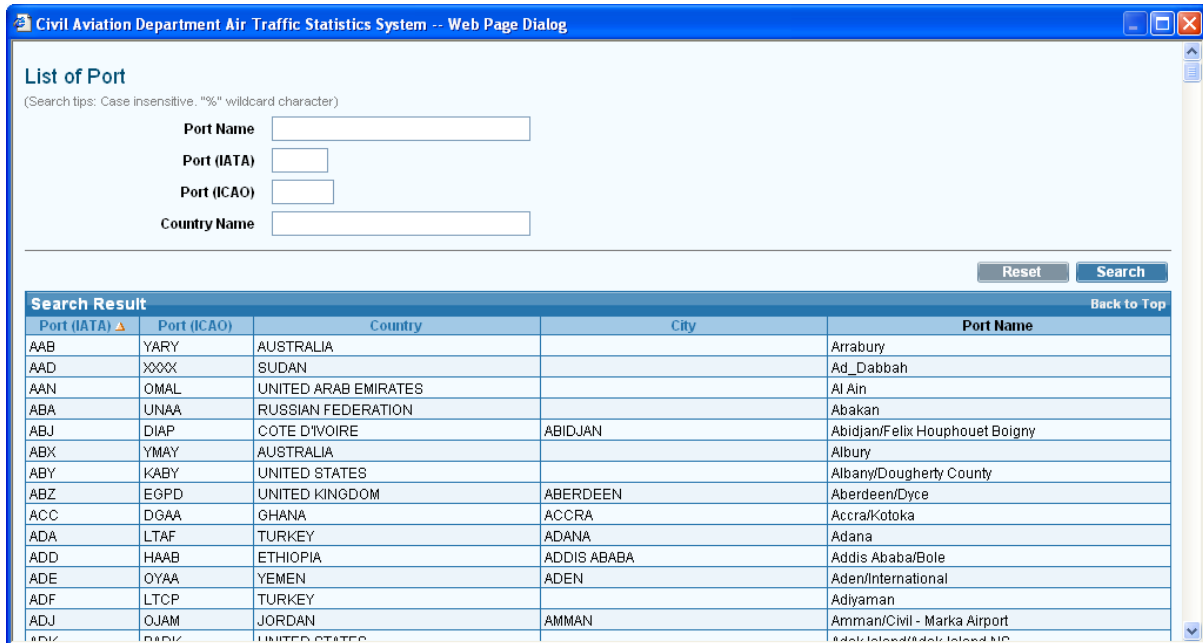
**Port (IATA) Search**

Private Non-Revenue Flights										Back to Top	
<input type="checkbox"/>	* Service Type	* Flight No. / Call Sign	* Operation Date (dd/mm/yyyy)	* No. of Pax	* Port (IATA)				Local Time (HH24MI)		
					From	To	STA	STD			
<input type="checkbox"/>	GA	MTJ001	01/03/2009	5	HKG	MFM				1300	
<input type="checkbox"/>	GA	MTJ002	01/03/2009	5	MFM	HKG			1600		
<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"/>											

**Private Non-Revenue Flights grid**

- a. **Service Type** – Users can specify the suitable service type from the **Service Type pull down menu**. The possible values of service types are Ferry, GA, Tech Stop, Test Flight, and Training.
- b. **Flight No. / Call Sign** – Input the **Flight No.** or **Call Sign** of the flight schedule. For **Flight No.**, the format should consist of 2 parts - 3-letter (ICAO) Operator Code; and 3 to 5 numerals (e.g. CPA001). On the other hand, if **Call Sign** is used, it is in free format and up to 8 characters.
- c. **Operation Date** – Users can use the **Operation Date date picker** to specify the **Operation Date** of the flight schedule or input it manually. The specified date should be in dd/mm/yyyy format.
- d. **No. of Pax** – Enter the number of passengers on the flight. The specified value should not exceed 4 numerals.
- e. **Port (IATA) From/To** – Users can use the **Port (IATA) search** to choose the port of origin / port of destination; or input it in three-letter code format. Either the **Port (IATA) From** or the **Port (IATA) To** should be Hong Kong (HKG).

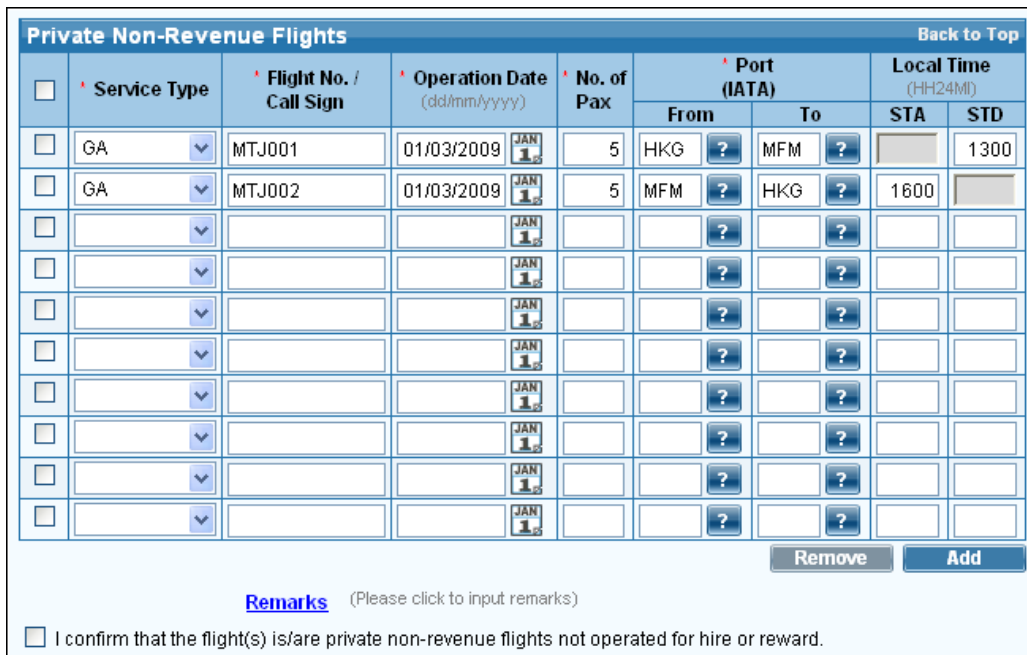
Click **Port (IATA) search**, the **List of Port** screen will be displayed. Users can select the suitable port from the list. If suitable port is not available from the list, users can input the three-letter port code manually.



**List of Port**

- f. **Scheduled Time of Arrival (STA)** – This is the scheduled time of arrival in local time. The format is HH24MI (e.g. 1300). It is a mandatory field for flights arriving Hong Kong.
- g. **Scheduled Time of Departure (STD)** – This is the scheduled time of departure in local time. The format is HH24MI (e.g. 1300). It is a mandatory field for flights departing from Hong Kong.

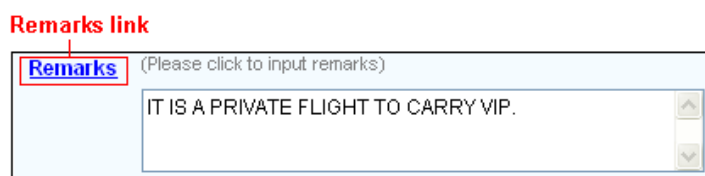
1.1.2.4 If users can click **Add** to add new row for inputting flight schedules if the provided rows are not adequate.



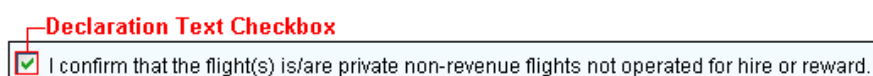
**Private Non-Revenue Flights grid**

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

1.1.2.6 To input further information related to this application, Click the Remarks link to display the area for input of remarks.



1.1.2.7 Tick the **declaration text checkbox** to confirm the proposed flight(s) is/are not operated for hire or reward.






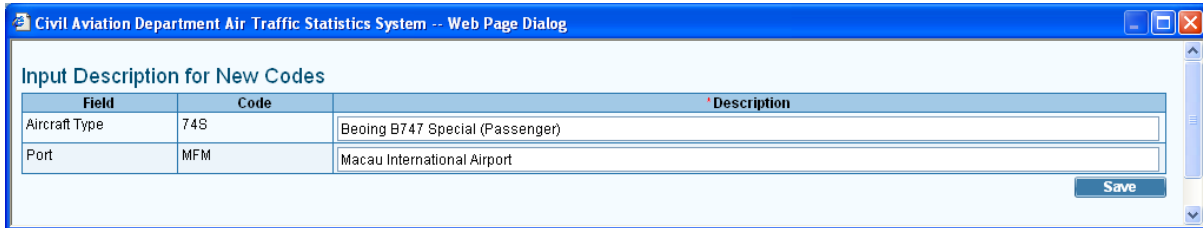
1.1.2.8 Review / Modify the application before submission.

- If users wish to cease the process of application, click **Discard** to remove the entered information.
- To submit the application, click **Preview** and continue the procedures in **Preview Private Non-Revenue Flight Application** under section 1.1.3.
- To continue the application procedures at a later time, click **Save**. A notification message indicating the application is successfully saved will be displayed.



1.1.2.9 Click **OK**. **Update Private Non-Revenue Application** screen will be displayed. Refer to go to section 1.1.5 **Update Private Non-Revenue Flight Application** screen to continue the application procedures at a later time.

1.1.2.10 If user has manually entered a value not selected from the pull down menu  or search screen  on any of the following fields: **Local Handling Agent**, **Aircraft Type**, or **Port Code**, users will be prompted to provide further information when saving the application. Users may input additional information through the **Input Description for New Codes** screen when saving the application. If information is not available, users can click  to cease application procedures.



Description for New Codes

### 1.1.3 Preview Private Non-Revenue Flight Application

1.1.3.1 Click  **Preview Private Non-Revenue Application** screen is displayed.

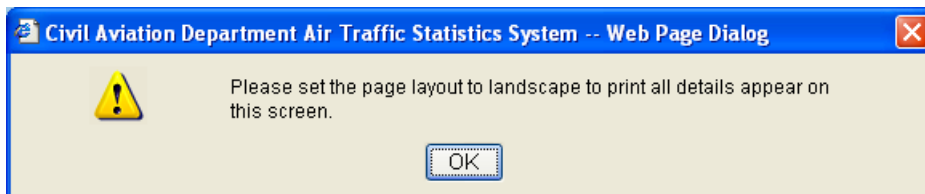
- a. **Reference No.** of the application is blank because the application has not been saved or submitted yet.
- b. If users previews the application from **Update Private Non-Revenue Application** screen (details provided under section 1.1.5), **Reference No.** of the application is generated by the system after the application is saved.
- c. **Code Description** grid is displayed with the description entered by the user, if any.



Preview Private Non-Revenue Application

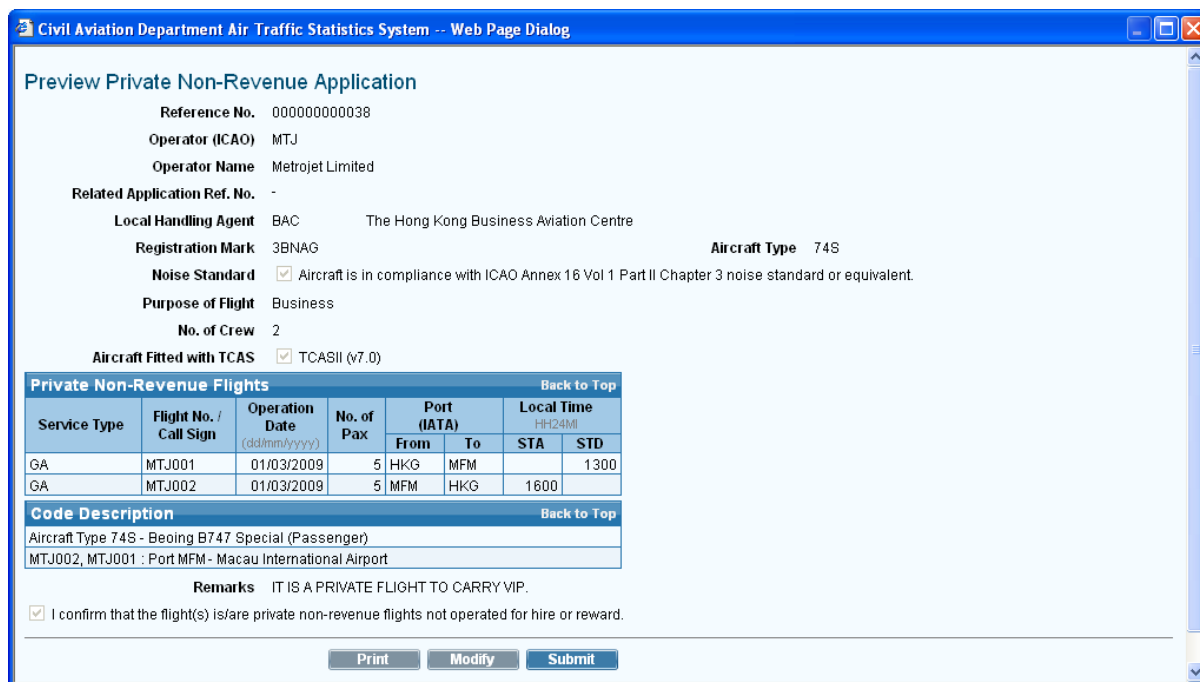
1.1.3.2 Click **Modify** if users wish to modify the flight details after previewing the application. **Update Private Non-Revenue Flight Application** screen will be displayed. For details of modifying flight details, please refer to section 1.1.5.

1.1.3.3 Click **Print** to print the application for own record before submission. Set the page orientation to landscape to print all the details appear on the screen. Click **OK** to print the application record.



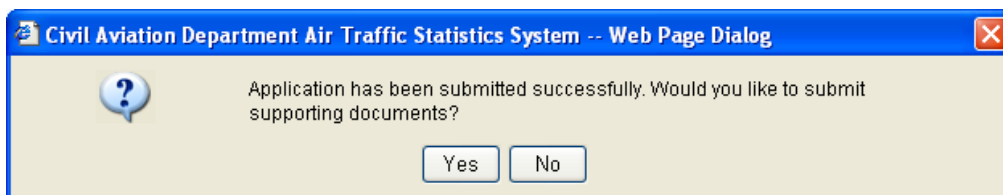
### 1.1.4 Submit Private Non-Revenue Flight Application

1.1.4.1 From **Preview Private Non-Revenue Application** screen, click **Submit** to submit the application.



**Preview Private Non-Revenue Application**

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





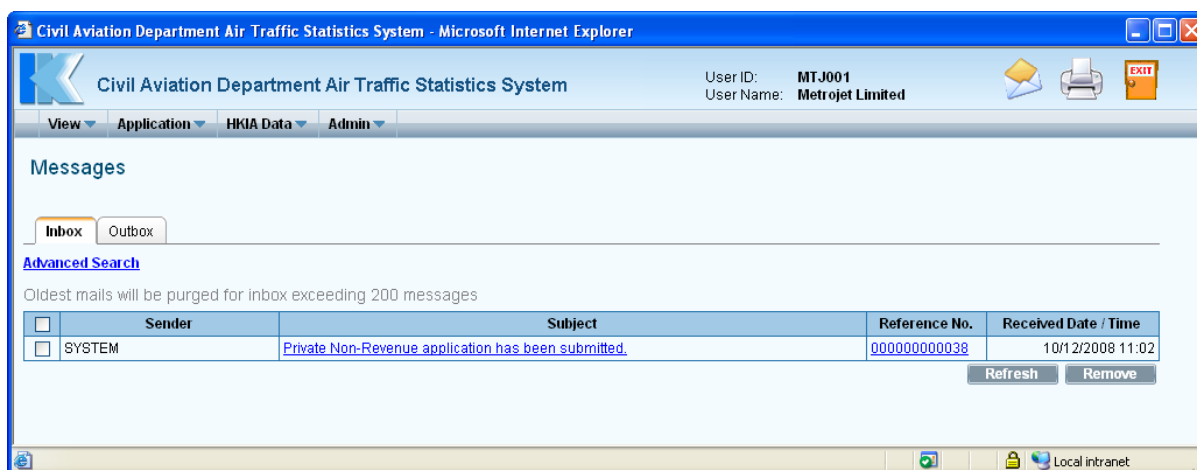
1.1.4.3 Click  to submit the following supporting documents:

- a. Aerodrome Operating Minima
- b. Certificate of Airworthiness
- c. Insurance Certificate
- d. Noise Certificate
- e. TCAS11 (Version 7)
- f. Others

1.1.4.4 Click  if submission of supporting documents is not required. To submit documents, please refer to **Submit Supporting Document** for details.

1.1.4.5 **Search Application** screen is displayed where user can view the submitted applications.

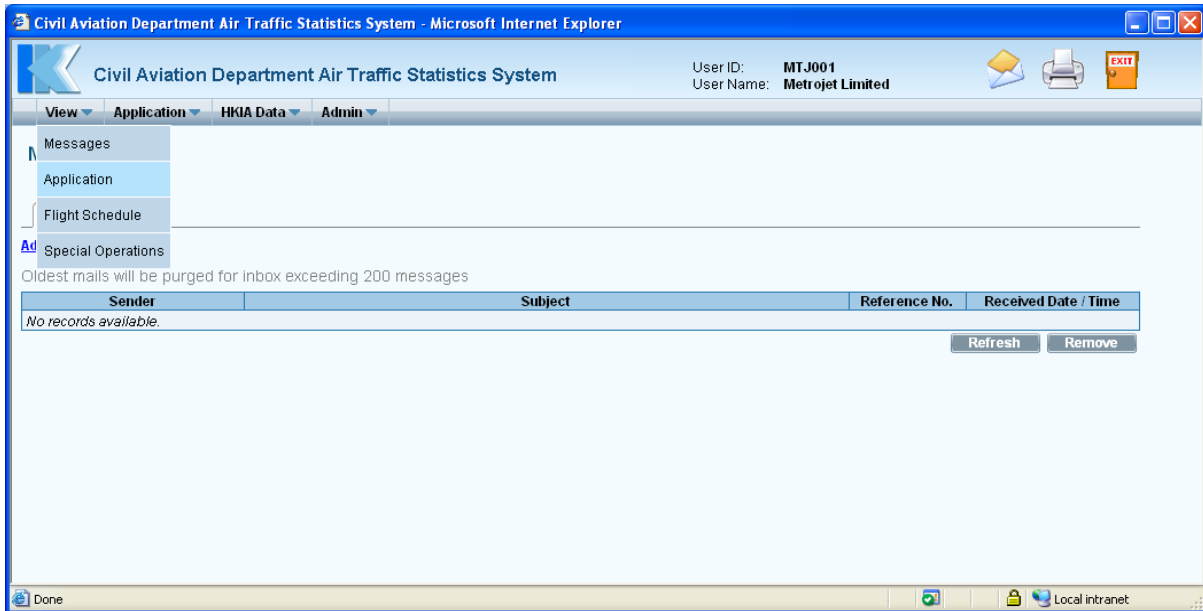
1.1.4.6 A system generated notification message will be sent to the user's inbox to inform the user that a private non-revenue flight application has been submitted to CAD for processing. Please refer to **Messages** for details. An email will be sent to the email address of the Responsible Person of this account to remind users to check inbox message in the E-filing System.



Messages

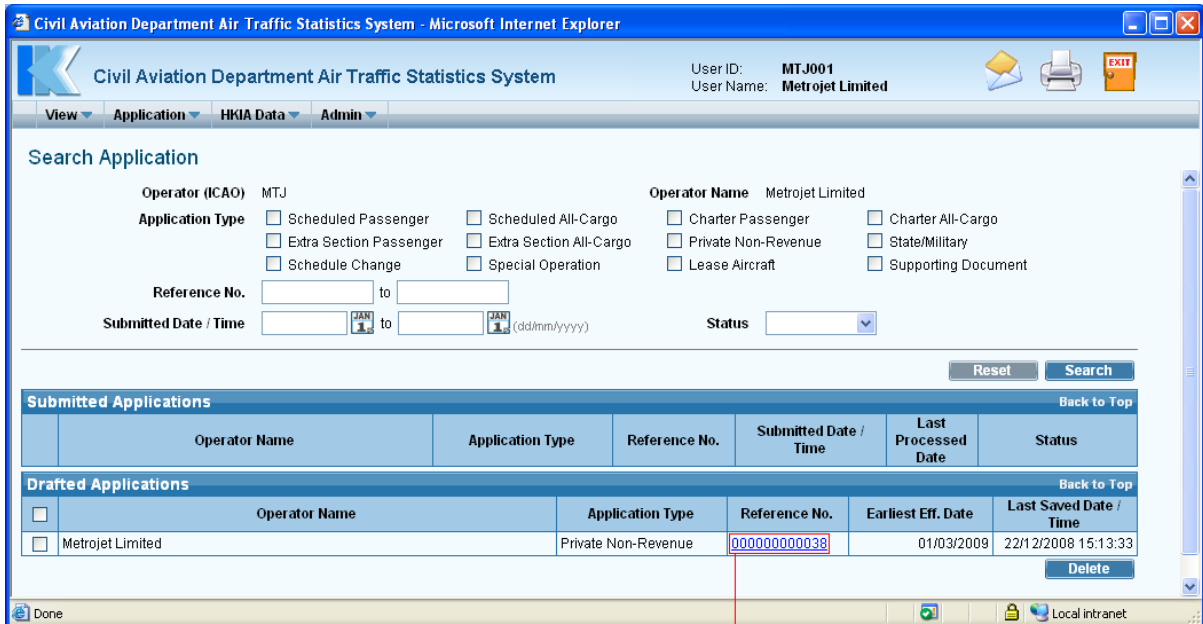
### 1.1.5 Update Private Non-Revenue Flight Application

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 previously saved.



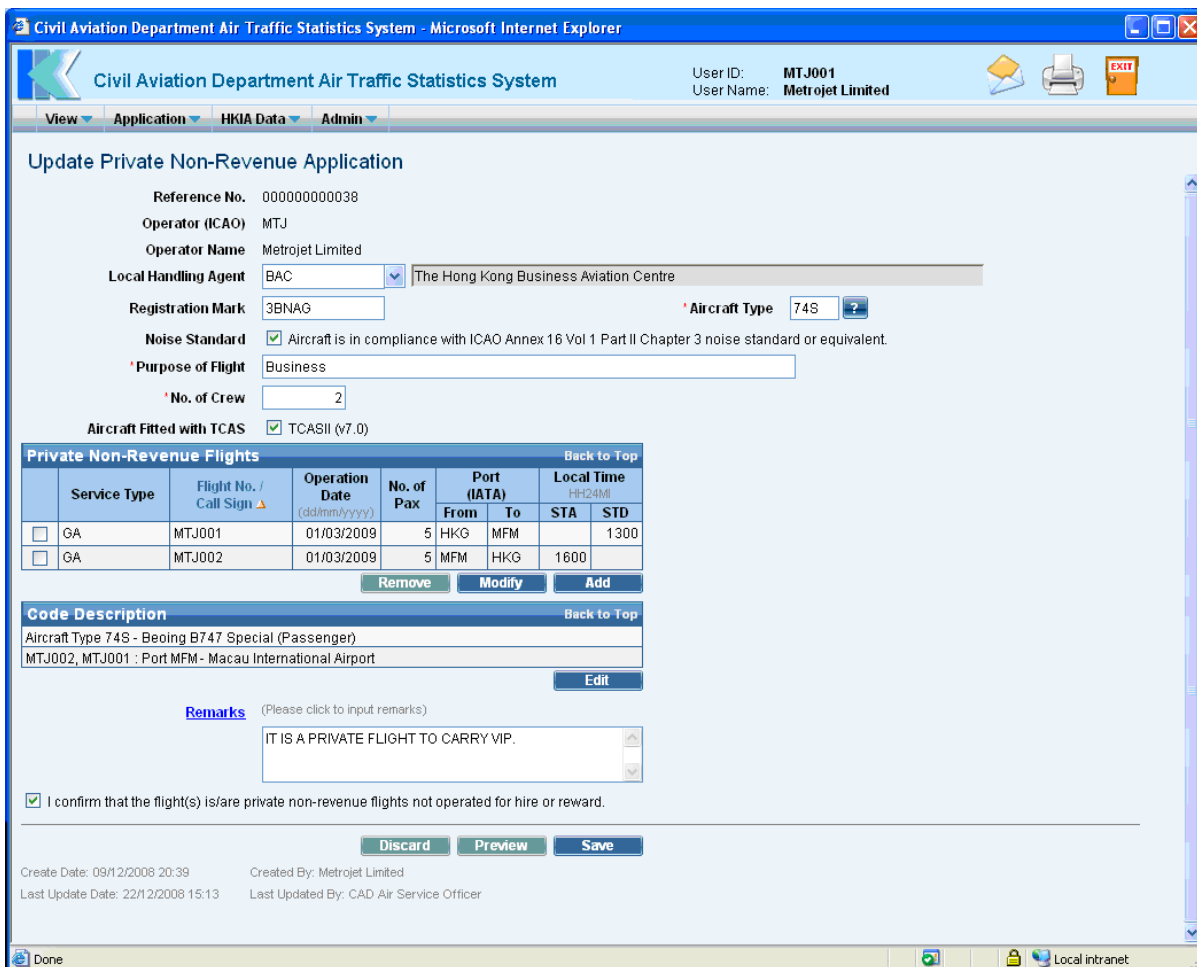
Main Menu

1.1.5.2 From the list of draft applications, click Reference No. link to view the draft application. **Update Private Non-Revenue Application** screen is displayed.



-Reference No. link

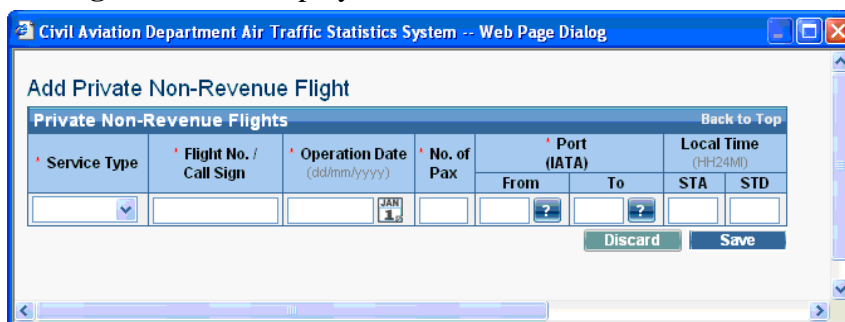
Search Application



Update Private Non-Revenue Application

1.1.5.3 To add a new flight schedule,

- a. Click **Add** under *Private Non-Revenue Flights* grid. **Add Private Non-Revenue Flight** screen is displayed.



Add Private Non-Revenue Flight

- b. Enter the flight schedule details. Only 1 flight schedule can be entered at a time.

Add Private Non-Revenue Flight

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



- d. Click **OK**. **Update Private Non-Revenue Application** screen is displayed with updated information in the *Private Non-Revenue Flights* grid.

Private Non-Revenue Flights								Back to Top
	Service Type	Flight No. / Call Sign ▲	Operation Date (dd/mm/yyyy)	No. of Pax	Port (IATA)		Local Time (HH24MI)	
					From	To	STA	STD
<input type="checkbox"/>	GA	MTJ001	01/03/2008	5	HKG	MFM		1300
<input type="checkbox"/>	GA	MTJ002	01/03/2008	5	MFM	HKG	1650	
<input type="checkbox"/>	GA	MTJ003	03/03/2009	5	HKG	MFM		1300

↳ newly added flight schedule

- e. Repeat steps a to d above to add more flight schedules.

1.1.5.4 To modify a private non-revenue flight schedule,

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

Private Non-Revenue Flights								Back to Top
	Service Type	Flight No. / Call Sign ▲	Operation Date (dd/mm/yyyy)	No. of Pax	Port (IATA)		Local Time (HH24MI)	
					From	To	STA	STD
<input type="checkbox"/>	GA	MTJ001	01/03/2008	5	HKG	MFM		1300
<input type="checkbox"/>	GA	MTJ002	01/03/2008	5	MFM	HKG	1650	
<input checked="" type="checkbox"/>	GA	MTJ003	03/03/2009	5	HKG	MFM		1300

↳ tick this checkbox to select a flight

- b. Click **Modify**. **Update Private Non-Revenue Flight** screen is displayed.

Update Private Non-Revenue Flight

- c. Modify the Private Non-Revenue Flight schedule as needed. In this example, modify the *Scheduled Time of Departure (STD)* to "1350".

- d. Click **Save** to save the changes and return to **Update Private Non-Revenue Application** screen. A notification message indicating that the flight schedule is saved successfully will be displayed.



- e. Click **OK**. **Update Private Non-Revenue Application** screen is displayed with updated information in the *Private Non-Revenue Flights* grid.

Private Non-Revenue Flights								Back to Top
	Service Type	Flight No. / Call Sign ▲	Operation Date (dd/mm/yyyy)	No. of Pax	Port (IATA)		Local Time (HH24MI)	
					From	To	STA	STD
<input type="checkbox"/>	GA	MTJ001	01/03/2008	5	HKG	MFM		1300
<input type="checkbox"/>	GA	MTJ002	01/03/2008	5	MFM	HKG	1650	
<input type="checkbox"/>	GA	MTJ003	03/03/2009	5	HKG	MFM		1350

changed information

Private Non-Revenue Flights grid (with updated flight schedule)

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

1.1.5.5 To delete a private non-revenue flight schedule,

- a. Select the flight by ticking the checkbox beside the flight to be deleted. Only 1 flight schedule can be deleted at a time. Click **Remove** under *Private Non-Revenue Flights* grid.

Private Non-Revenue Flights							Back to Top	
	Service Type	Flight No. / Call Sign ▲	Operation Date (dd/mm/yyyy)	No. of Pax	Port (IATA)		Local Time HH24MI	
					From	To	STA	STD
<input type="checkbox"/>	GA	MTJ001	01/03/2008	5	HKG	MFM		1300
<input type="checkbox"/>	GA	MTJ002	01/03/2008	5	MFM	HKG	1650	
<input checked="" type="checkbox"/>	GA	MTJ003	03/03/2009	5	HKG	MFM		1350

tick this checkbox to select a flight

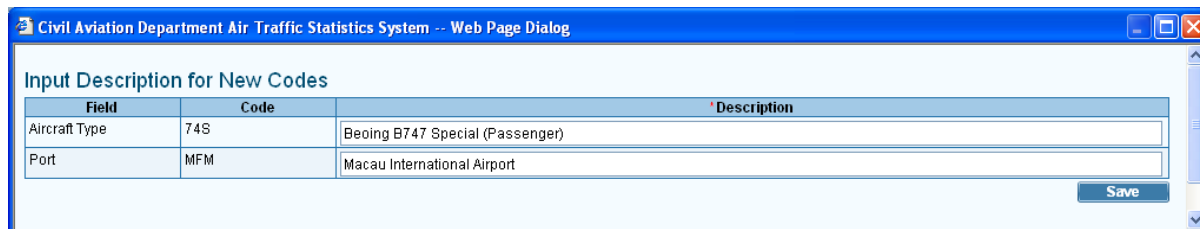
b. A message will be prompted for users to confirm deletion.



c. Click  to proceed with the deletion or click  to cancel deletion and return to **Update Private Non-Revenue Application** screen.

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

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



Description for New Codes

1.1.5.7 After updating the application, user can click  on the **Update Private Non-Revenue Application** screen to preview / submit the application. For details, please refer to section 1.1.3 / 1.1.4.