

# 1 SUBMIT FLIGHT APPLICATION THROUGH E-FILING

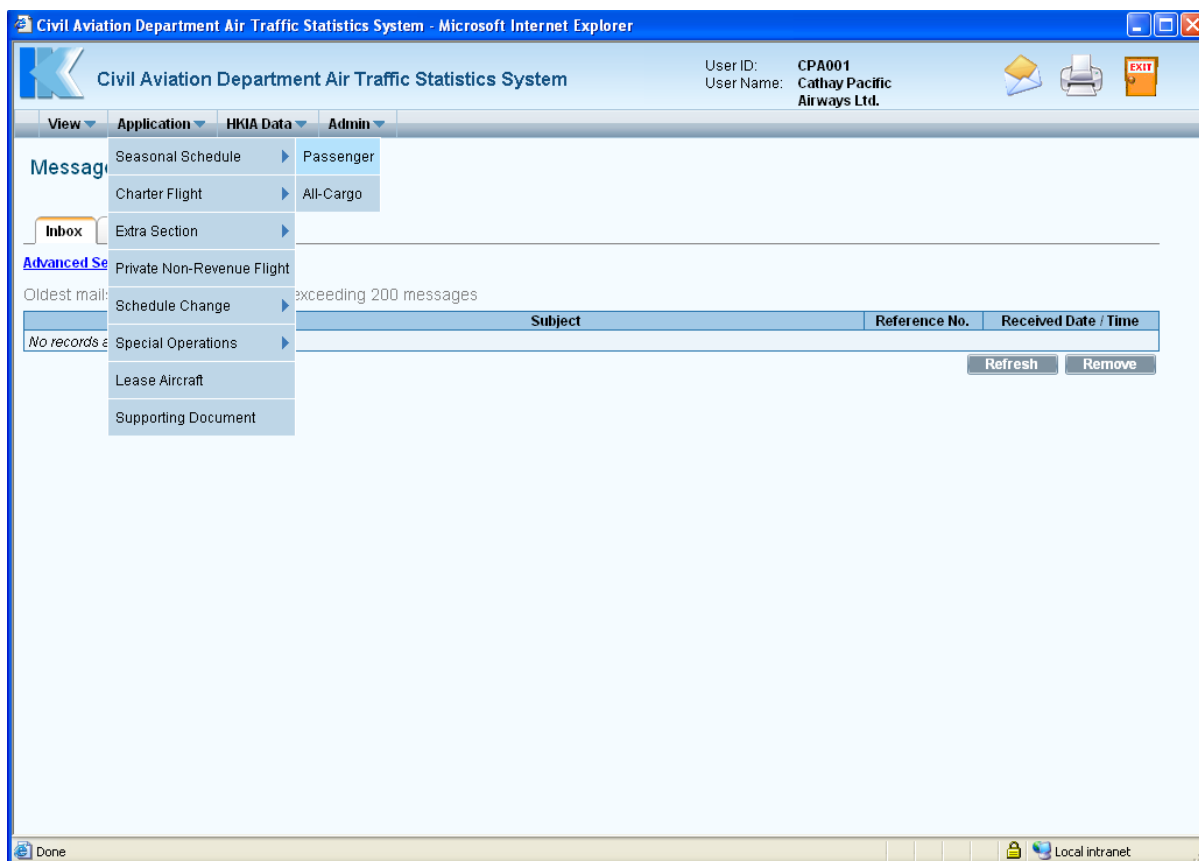
## 1.1 SEASONAL SCHEDULED PASSENGER FLIGHT APPLICATION

### 1.1.1 Introduction

This section contains procedures for users to apply for operation of Seasonal Scheduled Passenger or Combination Flights to/from Hong Kong through the E-filing System.

### 1.1.2 Create Seasonal Scheduled Passenger Flight Application

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



Main Menu

**Create Seasonal Schedule Application**

1.1.2.2 Fill in the following Seasonal Scheduled Passenger Flight details. Fields marked with \* are mandatory (i.e. information must be provided).

- a. **Season** – Choose the current IATA season or the IATA next season. Summer season means the days between the last Sunday of March up to the last Saturday of October of current year. Winter season means the days between the last Sunday of October of current year up to the last Saturday of March of next year.
- b. **Operator (ICAO)** – For registered operators, their Operator code is displayed automatically. Users can choose a suitable ICAO operator code (three-letter code) from the **Operator (ICAO) pull down menu**. If the suitable code is not available from the menu, users can input the code manually.
- c. **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. Users should enter related inbound and outbound flights in pair (i.e. two consecutive rows). For single inbound/outbound flights, please skip one row.

Flight Schedules	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"/>	CPA001	26/10/2008	28/03/2009	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	A380	760	HKG-NRT		1000	
<input type="checkbox"/>	CPA002	26/10/2008	28/03/2009	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	A380	760	NRT-HKG	0800		+1
<input type="checkbox"/>	CPA003	26/10/2008	28/03/2009	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	A330	250	HKG-LAX		1300	
<input type="checkbox"/>	CPA005	26/10/2008	28/03/2009	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	B747	300	ICN-HKG-SIN	1000	1100	
<input type="checkbox"/>	CPA004	26/10/2008	28/03/2009	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	B747	300	SIN-HKG-ICN	1900	1000	+1

- Flight No.** - The format should consist of 2 parts namely - 3-letter Operator (ICAO) and 3 to 5 numerals (e.g. CPA001).
- Effective Period From/To** - Users can 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** - Use input the aircraft type (IATA aircraft code) manually. The text should be limited to 4 characters. Or click **Aircraft Type search** to choose the suitable aircraft type 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):

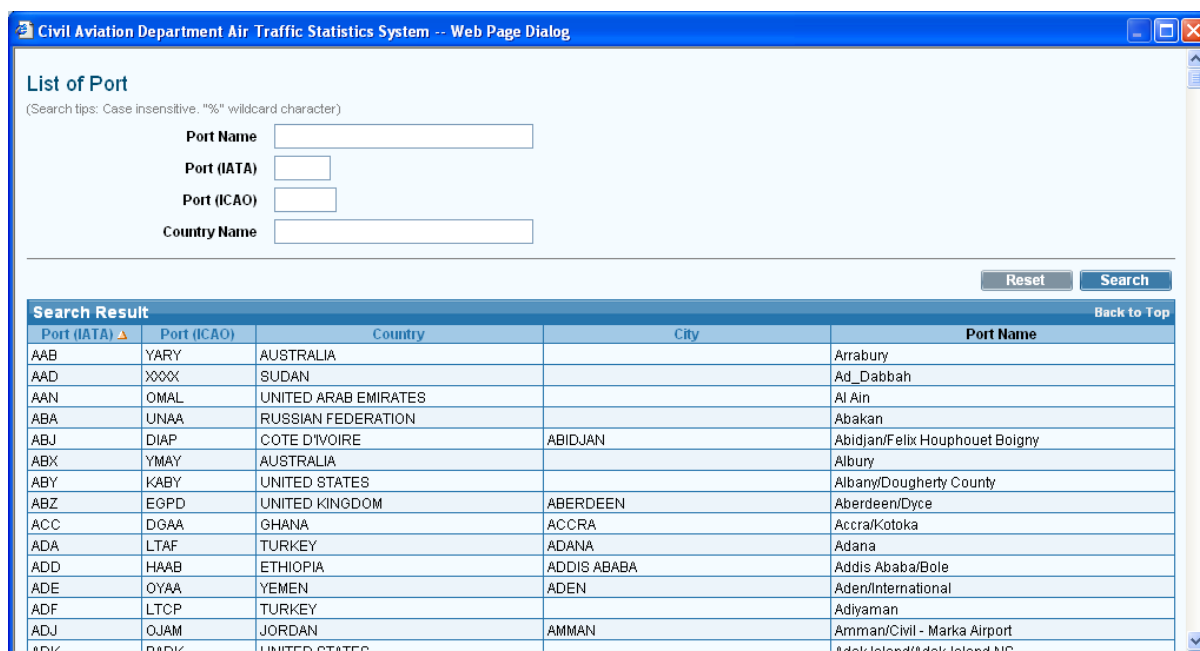
Aircraft Type (ICAO):

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

- 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 three-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 use the **Ferry/Technical Stop edit** 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). It is a mandatory field for flights departing from Hong Kong.
- i. **Next Date** - Use the **Next Date pull down menu** to indicate that the arrival day is different from departure day at HKG Click **Add** to add one more 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 (HH24:MI)		Next Date
	From	To	1	2	3	4	5	6	7				STA	STD	
<input type="checkbox"/> CPA001	26/10/2008	28/03/2009	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	A380	760	HKG-NRT	0800	1000	
<input type="checkbox"/> CPA002	26/10/2008	28/03/2009	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	A380	760	NRT-HKG			+1
<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"/>						

Remarks (Please click to input remarks)

Remove Add

Seasonal Scheduled Passenger Flight Schedules grid

1.1.2.4 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 schedule can be deleted at a time.

1.1.2.5 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)

1.1.2.6 Review / Modify the application before submission:

- a. To cease the process of application, click **Discard** to remove the entered information.
- b. To submit the application, click **Preview** and continue the procedures in section 1.1.4 **Preview Seasonal Scheduled Passenger Flight Application**.
- c. To continue the application procedures at a later time, click **Save**. A notification 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 Seasonal Scheduled Passenger Flight Application** to continue the application procedures at a later time.



1.1.2.7 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. This will facilitate the application processing by CAD. If information is not available, users can click  to cease application procedures.

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

Description for New Codes

### 1.1.3 Preview Seasonal Scheduled Passenger Flight Application

1.1.3.1 Click , **Preview Seasonal Schedule 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 previews the saved application from **Update Private Non-Revenue Application** screen (details provided under section 1.1.5), **Reference No.** is shown as it is generated by the system after the application is saved.
- c. **Code Description** grid is displayed with the description entered by the user.

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

**Preview Seasonal Schedule Application**

Reference No. 000000000073      Related Application Ref. No. -  
 Season Winter 2008      Service Type Sch Pax  
 Operator (ICAO) CPA      Operator Name Cathay Pacific Airways Ltd.

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	
CPA001	26/10/2008	28/03/2009	1234567	A380	760	HKG-NRT		1000	
CPA002	26/10/2008	28/03/2009	1234567	A380	760	NRT-HKG	0800		+1

**Code Description** Back to Top

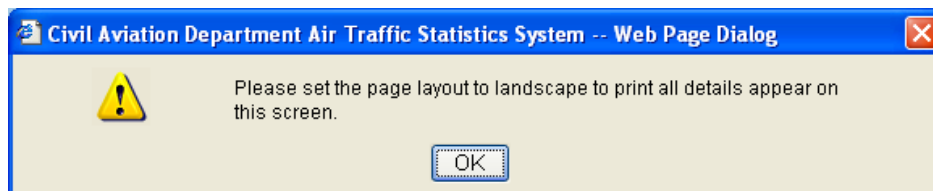
CPA002, CPA001 : Aircraft Type A380 - Airbus 380  
 CPA002, CPA001 : Port NRT - Tokyo/Narita

Remarks -

**Preview Seasonal Schedule Application**

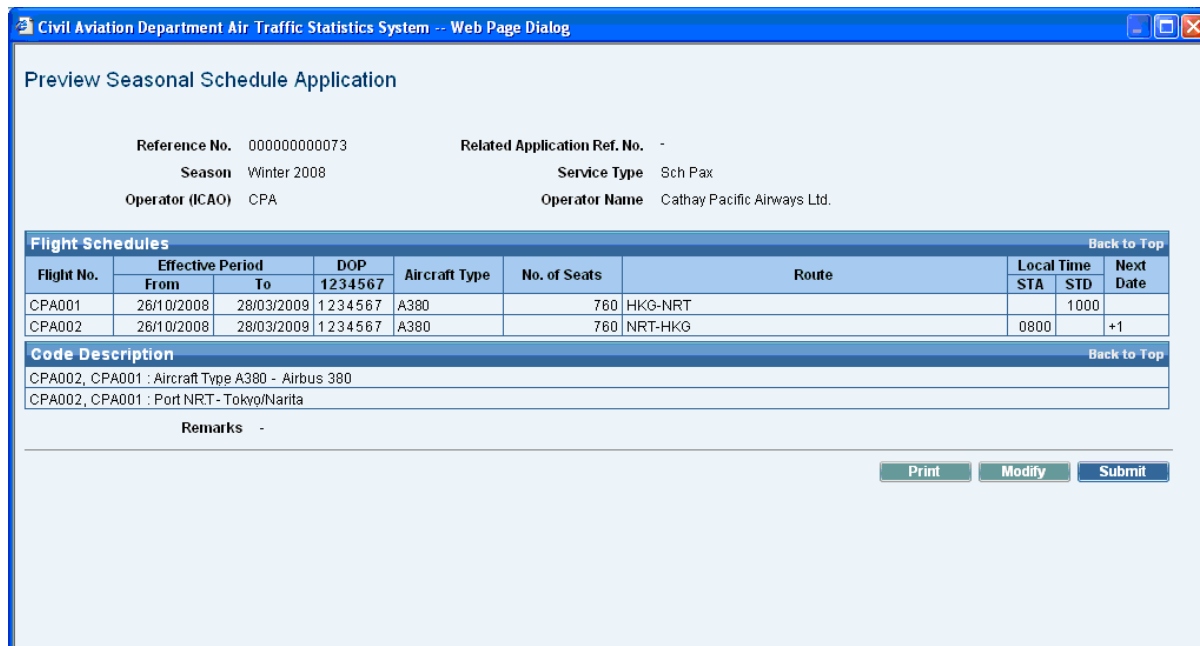
1.1.3.2 Click  if users wish to modify the flight details after previewing the application. For details, please refer to section 1.1.5 **Update Seasonal Schedule Application** screen.

1.1.3.3 Click  to print the application before submission. Users are reminded to set the page orientation to landscape. Click  to print.



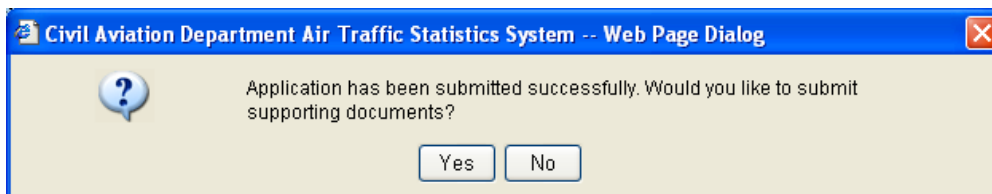
### 1.1.4 Submit Seasonal Scheduled Passenger Flight Application

1.1.4.1 From **Preview Seasonal Scheduled Application** screen, click .



**Preview Seasonal Schedule 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 or applications for lease aircraft / special operation, if required.

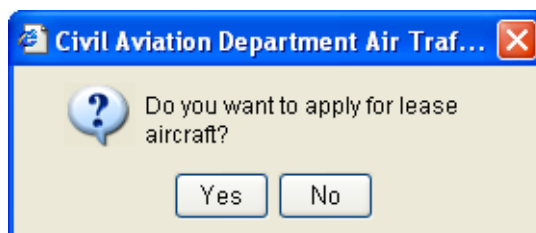


1.1.4.3 Click  to submit the following supporting documents. Refer to **Submit Supporting Document** section for details.

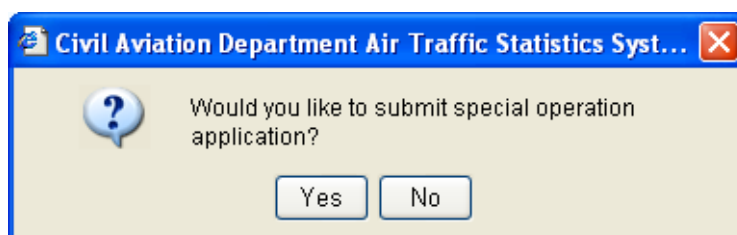
- a. Aerodrome Operating Minima
- b. Air Operator Certificate
- c. Certificate of Airworthiness
- d. Insurance Certificate
- e. Noise Certificate
- f. Operation Specification
- g. Pilots' Airport and Routes Qualification
- h. TCASII (Version 7)
- i. Certificate of Registration
- j. Designation Note
-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



1.1.4.4 Click  if no supporting documents will be submitted. User will be prompted to submit lease aircraft application.

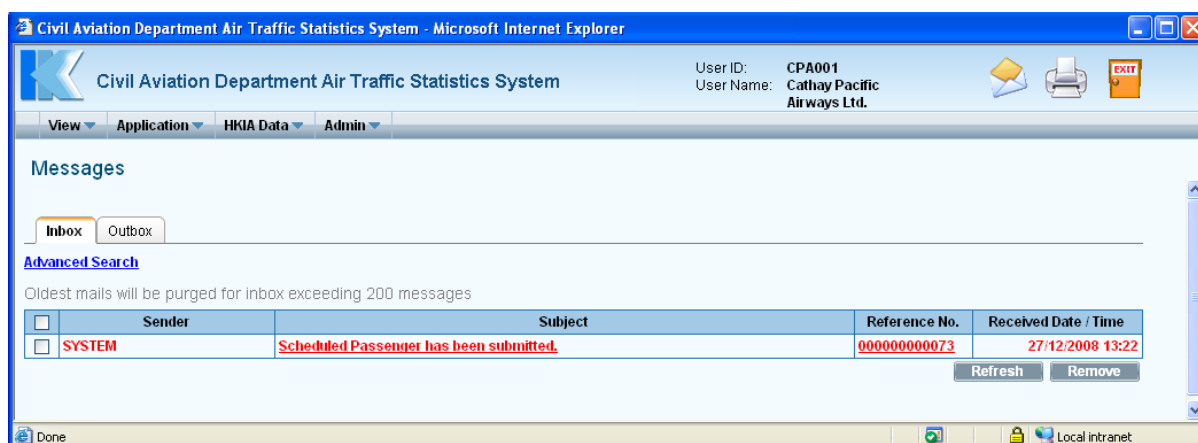


1.1.4.5 Click  to submit related lease aircraft application, refer to **Submit Lease Aircraft Application** for details. Click  if lease aircraft application will not be submitted.



1.1.4.6 Click  to submit related special operation application, refer to **Submit Special Operation Application** for more details. Click  if special operation application will not be submitted.

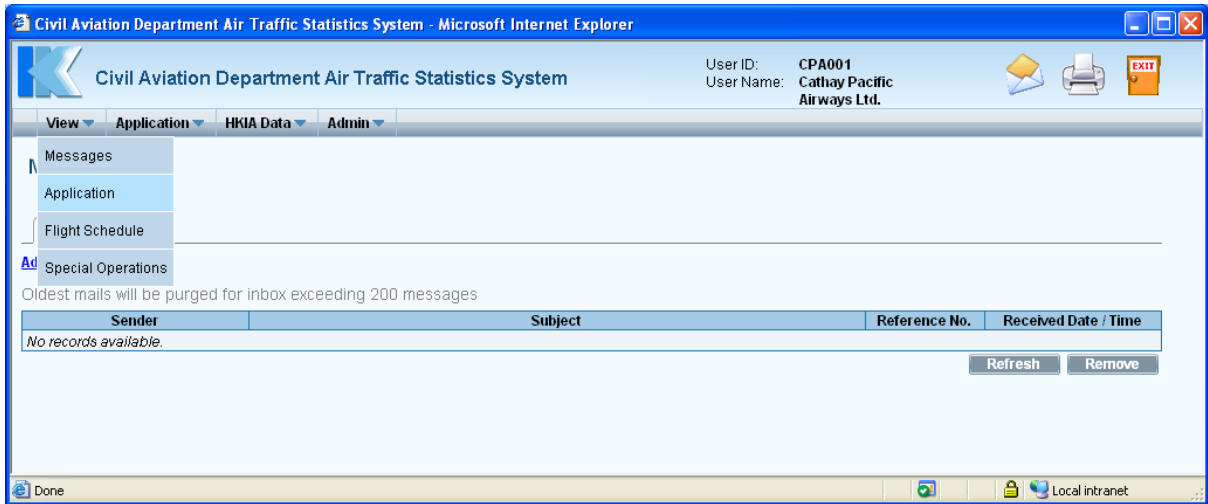
1.1.4.7 A system generated notification message will be sent to the user's inbox confirming that the application has been submitted to CAD for processing. Please refer to **Messages** for details. An email will be sent to the email address of the Responsible Person of this account to remind users to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



Messages

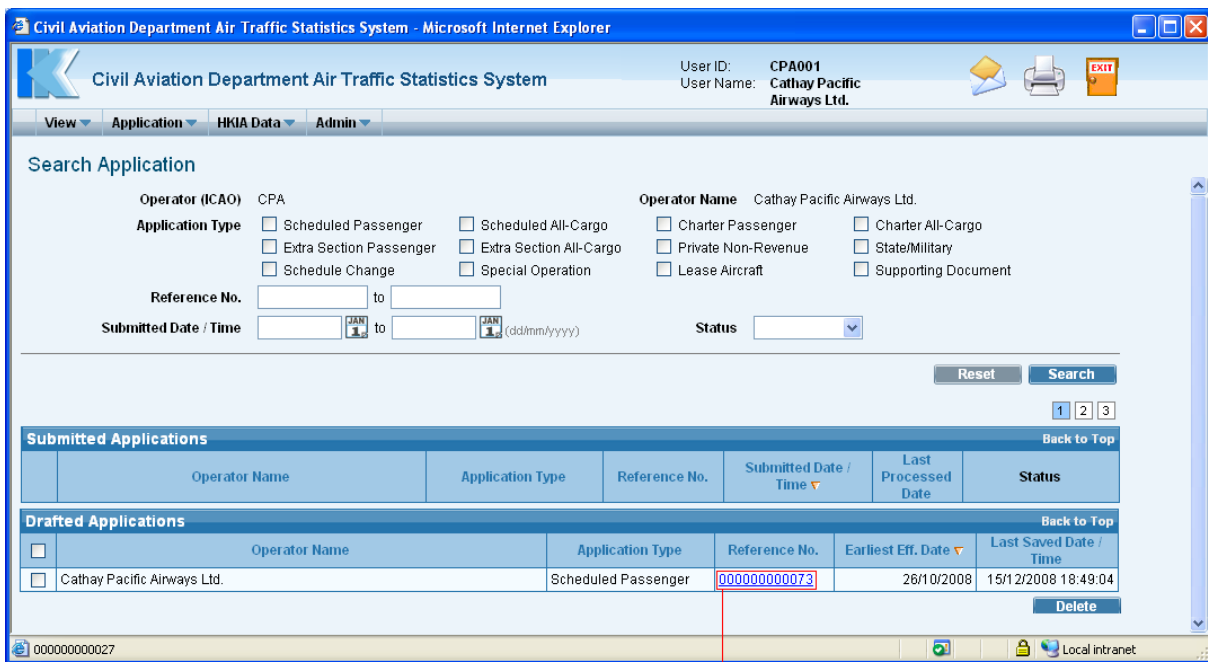
### 1.1.5 Update Seasonal Scheduled Passenger Flight Application

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



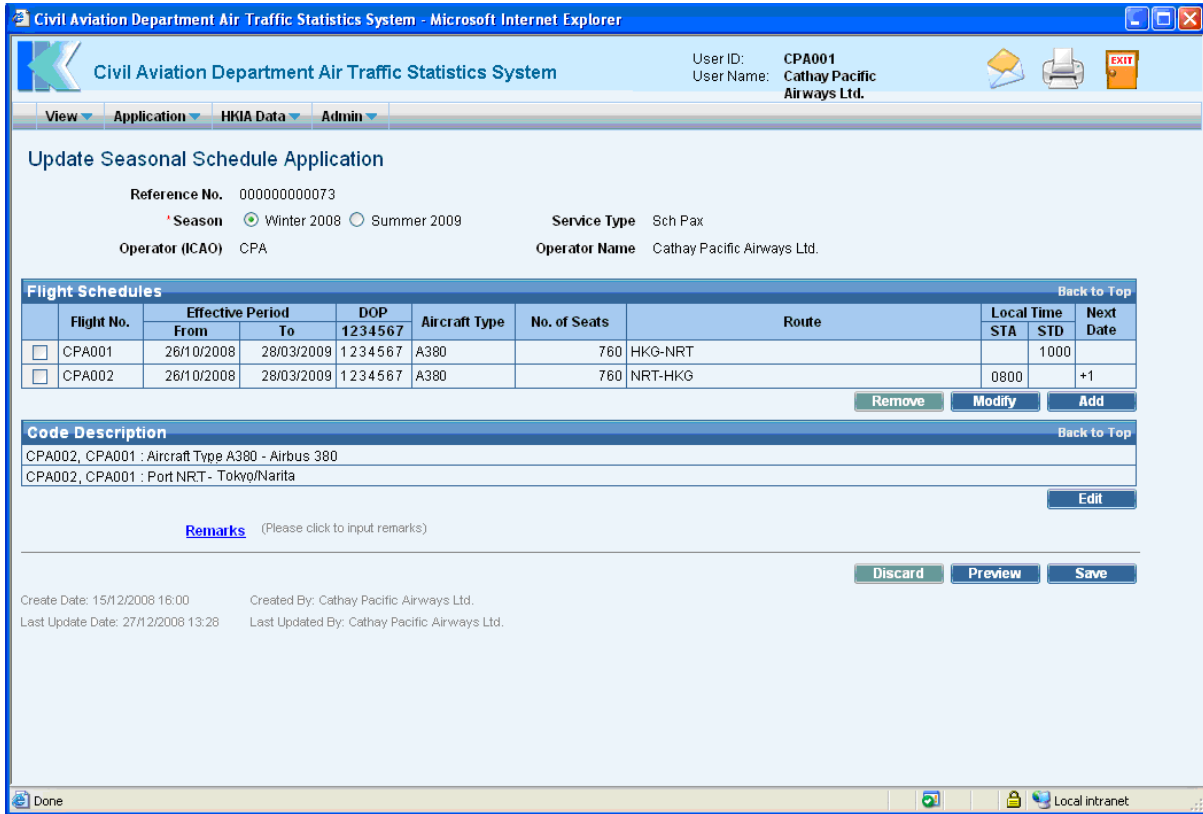
Main Menu

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



Search Application

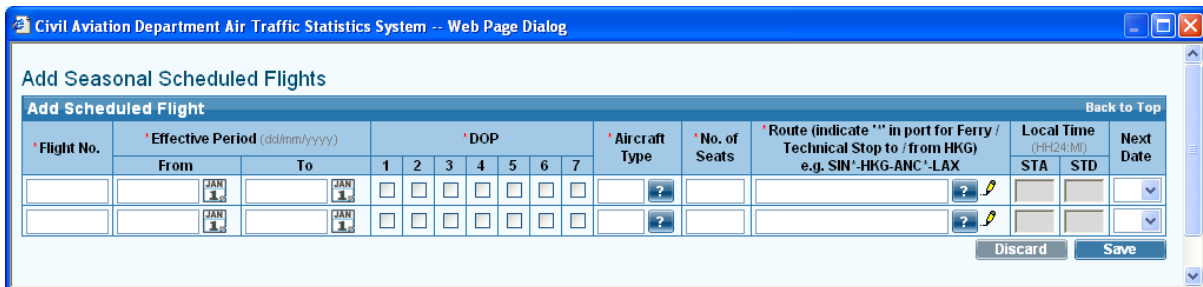
1.1.5.2 Update Seasonal Schedule Application screen is displayed.



Update Seasonal Schedule Application

1.1.5.3 To add new flight schedule,

- a. Click **Add** under *Flight Schedules* grid. **Add Seasonal Scheduled Flights** screen is displayed.



Add Seasonal Scheduled Flights

- b. Enter the flight schedule details. Users can enter either a pair of flight schedules or a single inbound/outbound flight at one time.

**Add Seasonal Scheduled Flights**

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



- d. Click **OK**. **Update Seasonal Schedule 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"/>	CPA001	26/10/2008	28/03/2009	1234567	A380	760	HKG-NRT		1000	
<input type="checkbox"/>	CPA002	26/10/2008	28/03/2009	1234567	A380	760	NRT-HKG	0800		+1
<input checked="" type="checkbox"/>	CPA003	26/10/2008	28/03/2009	1234567	A380	760	HKG-MNL		1000	

**newly added flight schedule**

**Seasonal Scheduled Passenger Application Flight Schedules grid (with newly added flight schedule)**

1.1.5.4 Repeat steps a to d above to add another flight schedule.

1.1.5.5 To modify a seasonal scheduled passenger flight schedule,

1.1.5.6 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"/>	CPA001	26/10/2008	28/03/2009	1234567	A380	760	HKG-NRT		1000	
<input type="checkbox"/>	CPA002	26/10/2008	28/03/2009	1234567	A380	760	NRT-HKG	0800		+1
<input checked="" type="checkbox"/>	CPA003	26/10/2008	28/03/2009	1234567	A380	760	HKG-MNL		1000	

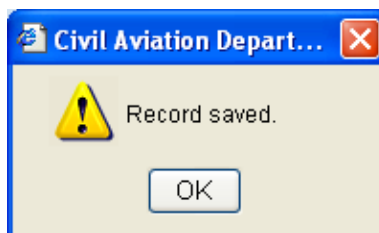
**tick this checkbox to select a flight**

- a. Click **Modify**. **Update Seasonal Scheduled Flight** screen is displayed.

**Update Seasonal Scheduled Flight**

- b. Modify the selected seasonal scheduled passenger flight schedule. For example, modify the *Scheduled Time of Departure (STD)* to "1100".

- c. Click **Save** to save the changes or click **Discard** to discard the changes. A notification message indicating that the flight schedule is saved successfully will be displayed.



- d. Click **OK**. **Update Seasonal Schedule Application** screen is displayed with updated schedule.

Flight Schedules									Back to Top	
	Flight No.	Effective Period		DOP	Aircraft Type	No. of Seats	Route	Local Time		Next Date
		From	To					STA	STD	
<input type="checkbox"/>	CPA001	26/10/2008	28/03/2009	1234567	A380	760	HKG-NRT		1000	
<input type="checkbox"/>	CPA002	26/10/2008	28/03/2009	1234567	A380	760	NRT-HKG	0800		+1
<input checked="" type="checkbox"/>	CPA003	26/10/2008	28/03/2009	1234567	A380	760	HKG-MNL		1100	

changed information

**Seasonal Scheduled Passenger Application Flight Schedules grid (with updated schedules)**

- e. Repeat steps 1.1.5.6 to d above update another flight schedule.

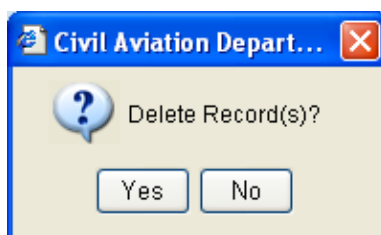
1.1.5.7 To delete a seasonal scheduled passenger flight

- a. Select the flight by ticking the checkbox beside the flight to be deleted. Only one flight schedule can be deleted at a 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 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"/>	CPA001	26/10/2008	28/03/2009	1234567	A380	760	HKG-NRT		1000	
<input type="checkbox"/>	CPA002	26/10/2008	28/03/2009	1234567	A380	760	NRT-HKG	0800		+1
<input checked="" type="checkbox"/>	CPA003	26/10/2008	28/03/2009	1234567	A380	760	HKG-MNL		1100	

— 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 Seasonal Schedule Application** screen.
- d. Repeat steps a to c above to remove another flight schedule.

1.1.5.8 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.

Field	Code	Description
Aircraft Type	748	Beoing B747 Special (Passenger)
Port	MFM	Macau International Airport

**Save**

Description for New Codes

- 1.1.5.9 After updating the application, click **Preview** on the **Update Seasonal Schedule Application** screen to preview / submit the application. For details, please refer to section 1.1.3 / 1.1.4.