

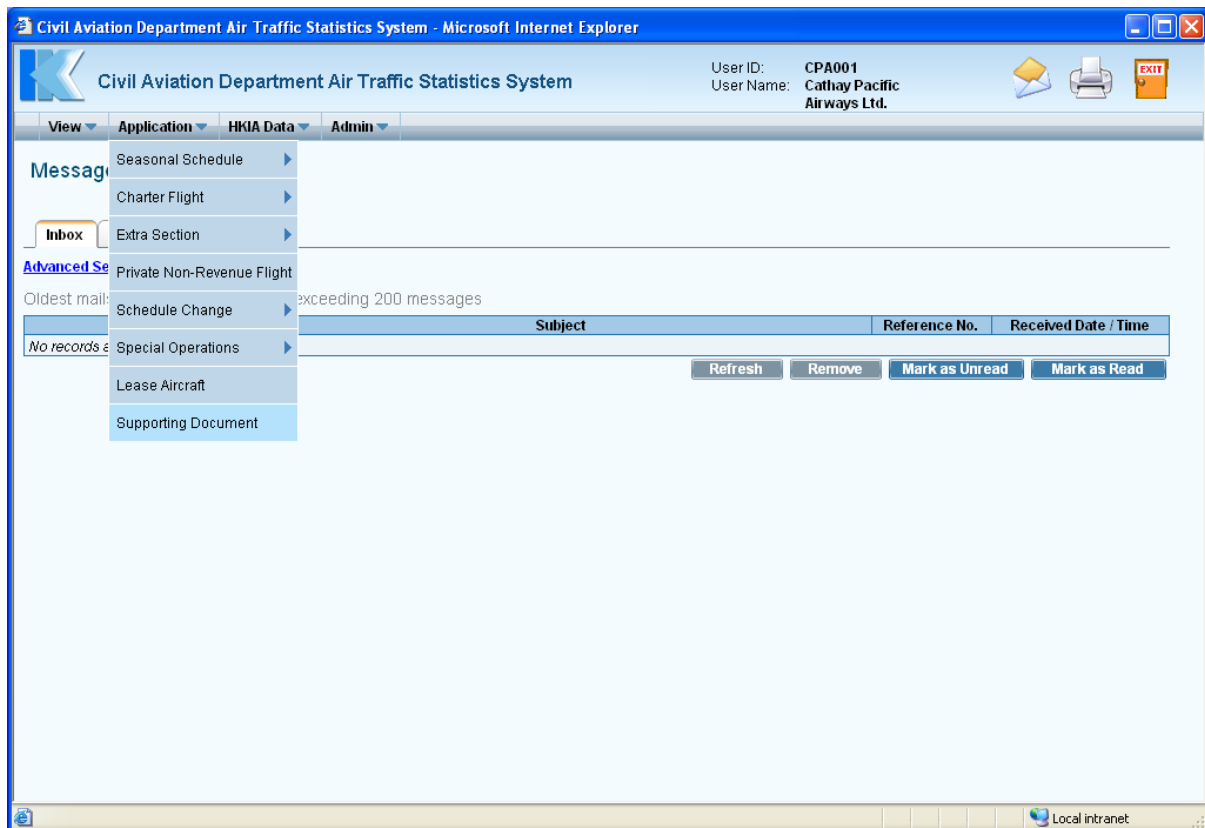
## 1.1 SUPPORTING DOCUMENT APPLICATION

### 1.1.1 Introduction

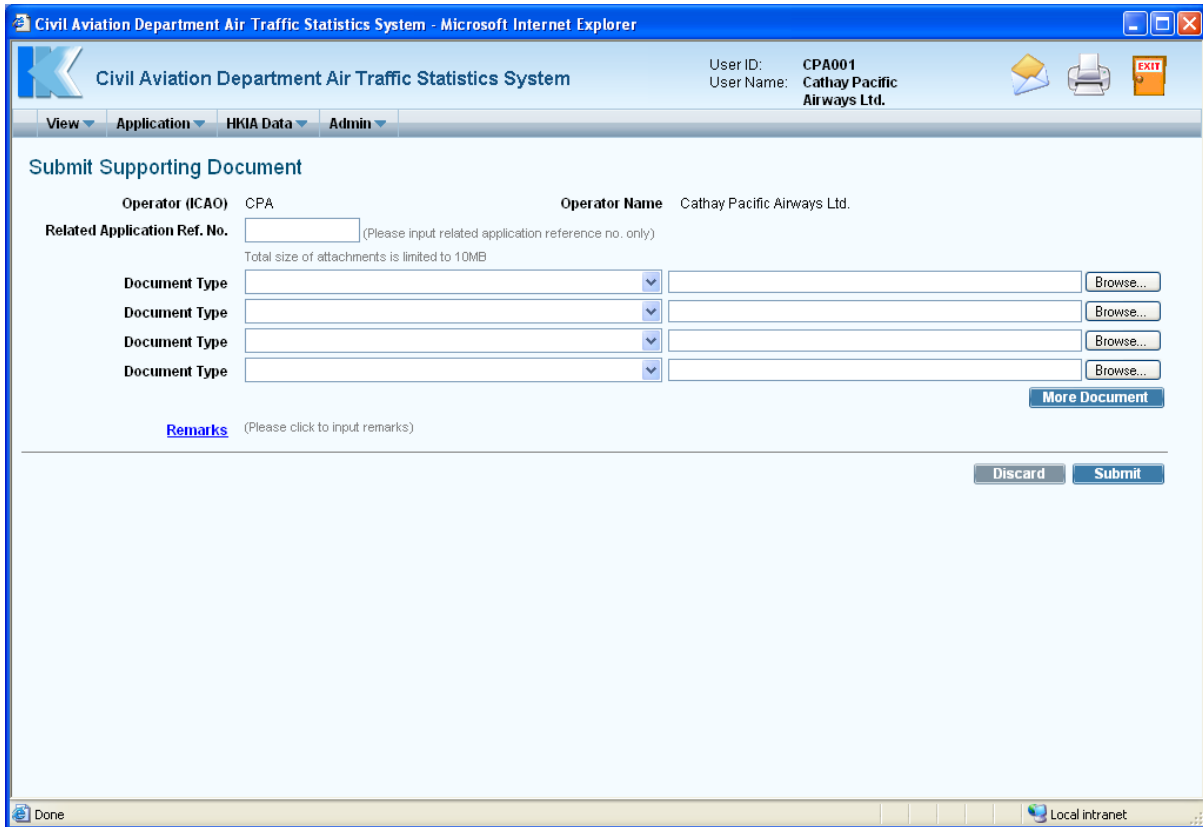
This section contains procedures for Users to submit supporting documents including Insurance Certificates, airlines’ technical documents, lease aircraft agreements or information on charter flight justification, etc.

### 1.1.2 Submit Supporting Document

1.1.2.1 From the Main menu, click *Application* → click *Supporting Document*. The **Submit Supporting Document** screen will be displayed.



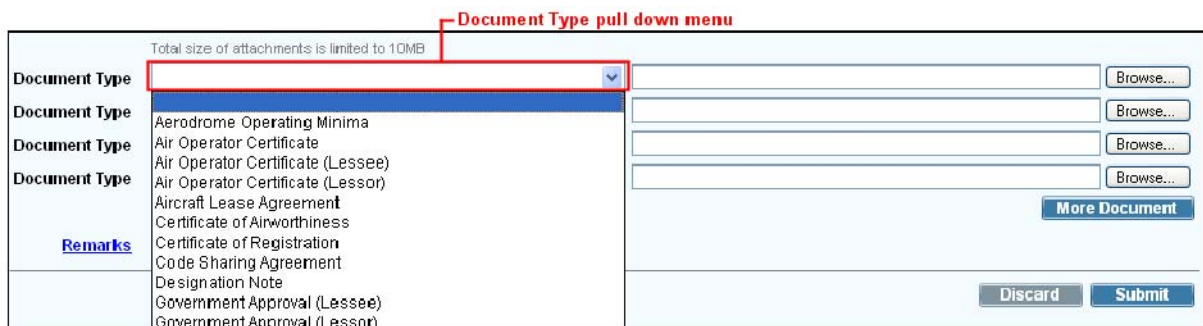
Main Menu



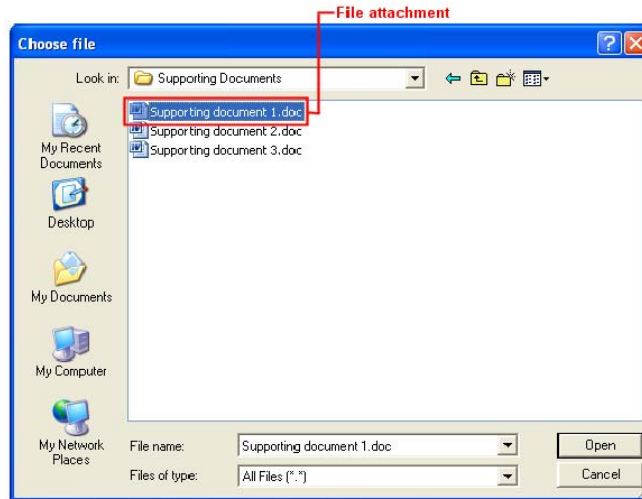
Submit Supporting Document

1.1.2.2 Fill in the supporting document submission 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 airlines, their Operator codes will be 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 be tally with the one appears on the Insurance Certificate or Air Operator’s Certificate.
- c. **Related Application Ref. No.** – Users can input the reference no. of the application to which the supporting document, if any, is referred.



- d. **Document Type** –Specify the document type from the **Document Type pull down menu**. and click **Browse...** to specify the file path. The total size of all attachments in one application should not exceed 10MB. Click **More Document** to add new rows to attach more documents.



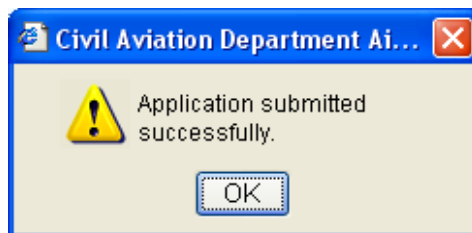
**Choose File dialog box**

- e. **Remarks** - To input further information related to this application, Click the **Remarks** link to display the area for input of remarks. **Remarks** must be provided if "Others" Document Type has been attached.

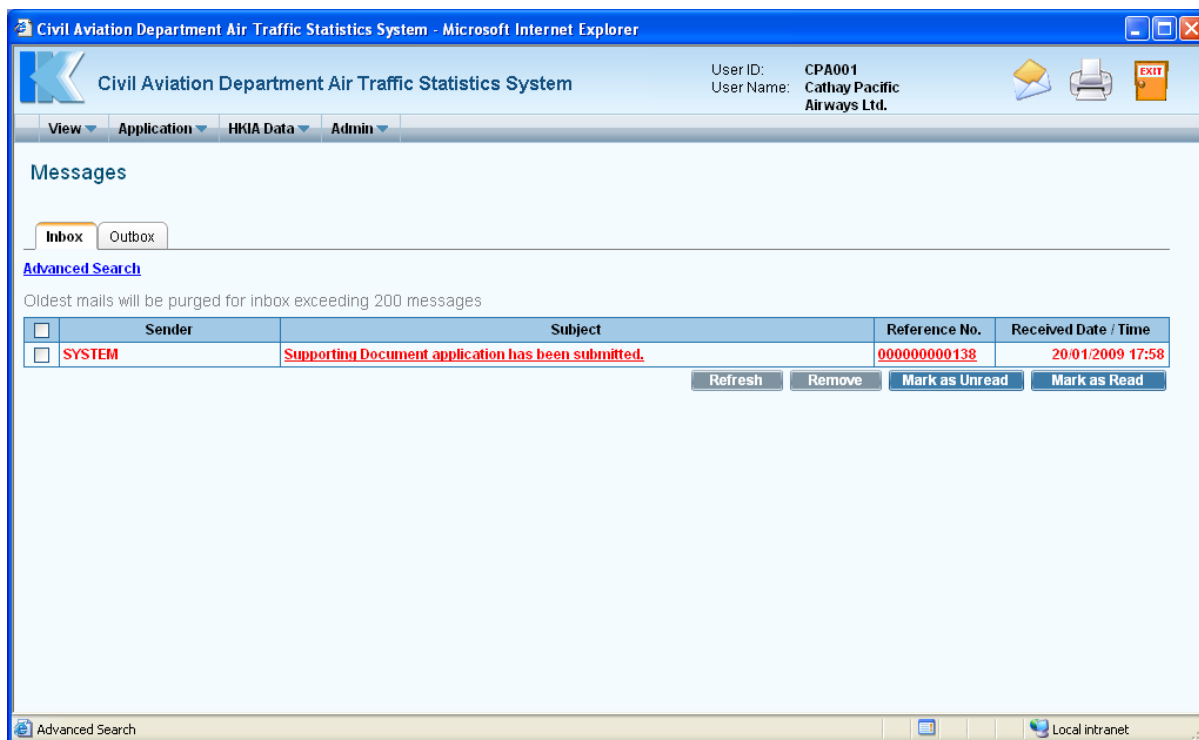
1.1.2.3 Review the application before submission.

- a. To cease the submission of supporting documents, click **Discard** to remove the information entered.
- b. To submit supporting documents, click **Submit**.

1.1.2.4 A notification message indicating that the application is submitted successfully will be displayed. Click **OK**.



1.1.2.5 **Search Application** screen is displayed where user can view the submitted application. Please refer to **Search Application** for more details.

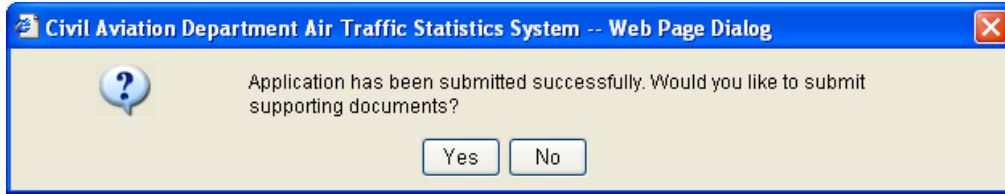


Messages

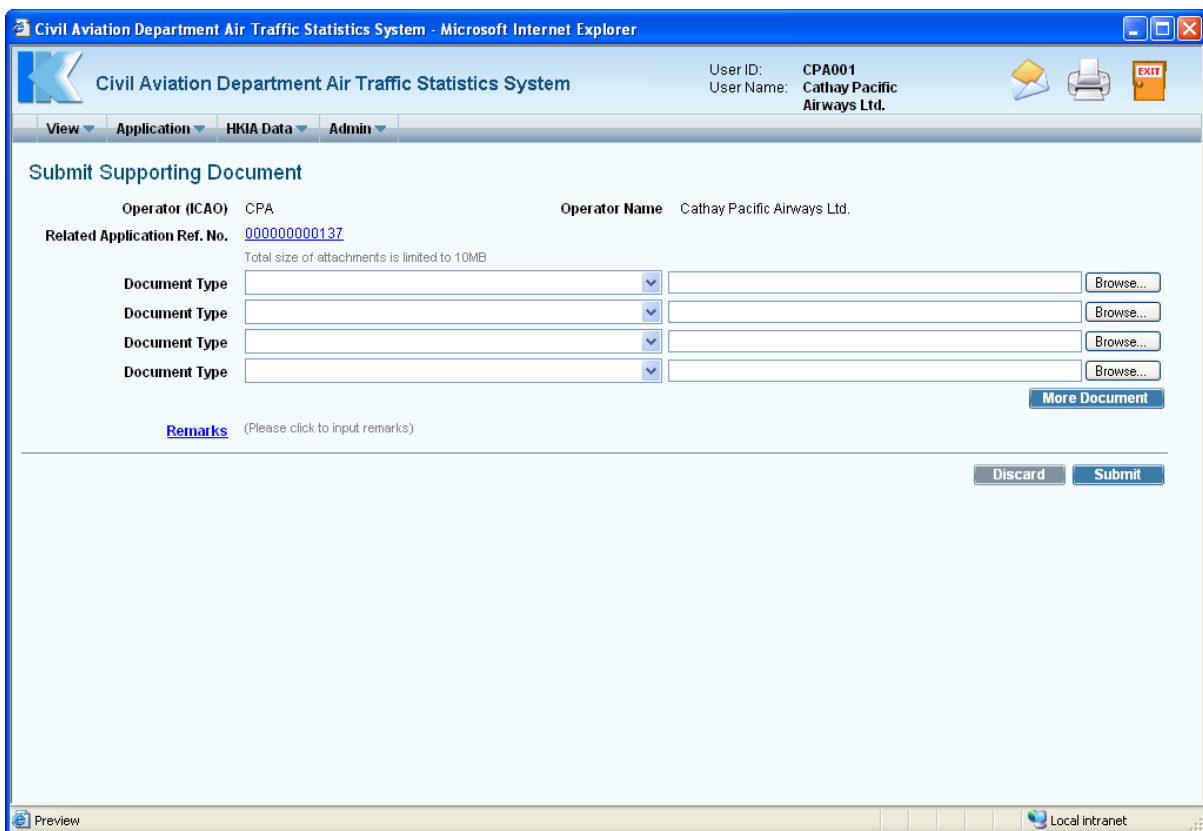
1.1.2.6 A system generated notification message will be sent to the user's inbox confirming that supporting documents have been submitted to CAD for processing. Please refer to **Messages** for details. An email will be sent to the email address of the Responsible Person of the registered account to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

### 1.1.3 Submit Supporting Document together with an application

Users can submit supporting documents immediately after submitting a flight application.



1.1.3.1 The confirmation message is prompted after submitting the application, click  to submit related supporting documents.



**Submit Supporting Document (submitted together with an application)**

**Related Application Reference No.-** the Reference No. of the submitted application is displayed automatically and users cannot change it.

1.1.3.2 Follow the steps in 1.1.2.2 above to submit supporting documents.