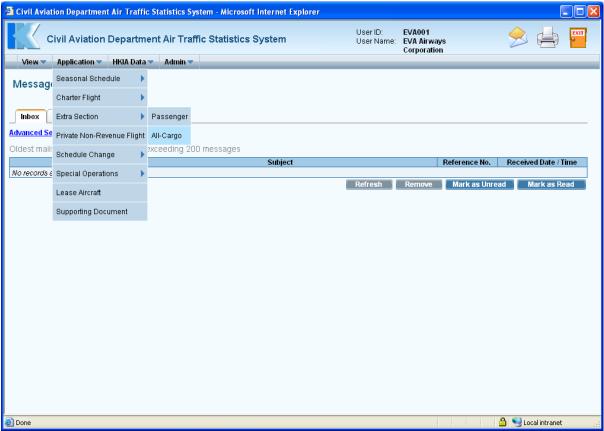
1.1 EXTRA SECTION ALL-CARGO FLIGHT APPLICATION

1.1.1 Introduction

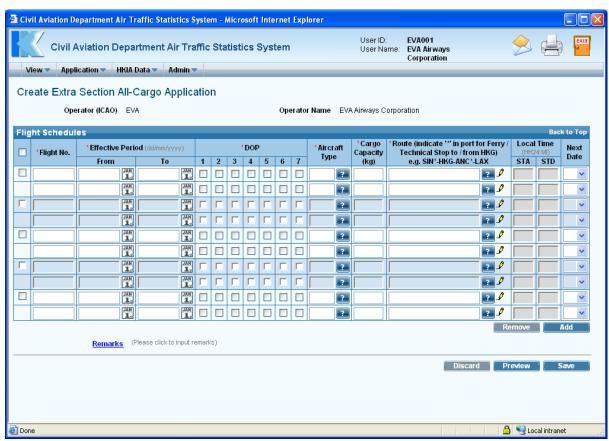
This section contains procedures for users to apply for operation of All-cargo Extra Section Flights to/from Hong Kong in addition to the existing seasonal scheduled All-cargo Flights through the E-filing System.

1.1.2 Create Extra Section All-Cargo Flight Application

1.1.2.1 From the Main menu, click *Application* \rightarrow click *Extra Section* \rightarrow *All-Cargo*. The Create Extra Section All-Cargo Application screen will be displayed.



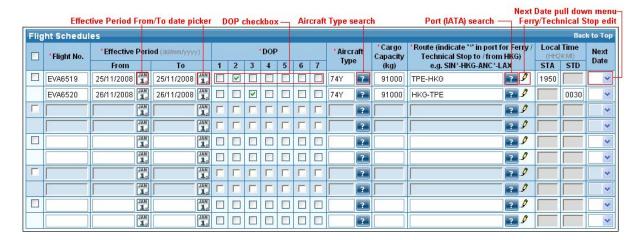
Main Menu



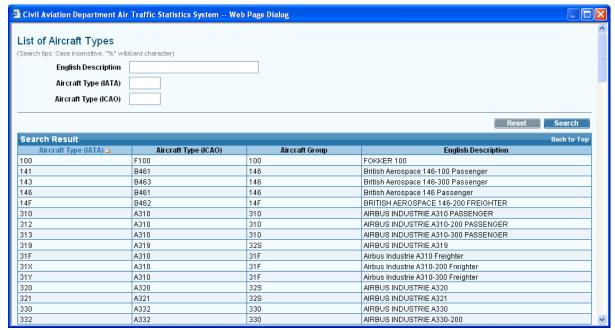
Create Extra Section All-Cargo Application

- 1.1.2.2 Fill in the Extra Section All-Cargo Flight Application form. 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. Users 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. EVA6519).
- 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. *Cargo Capacity* Enter the cargo capacity of the specified aircraft type in kg. The number should not exceed 6 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.



Maintain 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)* The scheduled time of departure is 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 the departure day at HKG.
- 1.1.2.4 Click Add to add rows to input more flight schedules.



Extra Section All-Cargo 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 <u>Remarks</u> 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-filling System.
 - b. To submit the application, click Preview and continue the procedures in sections 1.1.3 Preview Extra Section All-Cargo Flight Application and 1.1.4 Submit Extra Section All-Cargo 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 and exit the E-filing System. Please refer to section 1.1.5 Update Extra Section All-Cargo Flight Application and continue the application procedures at a later time.



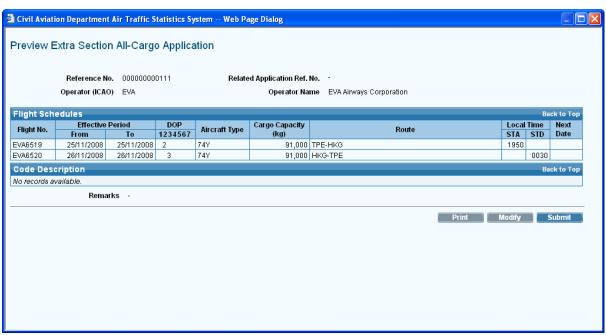
1.1.2.8 If users have manually entered codes not selected from the pull down menu → or search screen users will be prompted to provide further information through the **Input Description for New Codes** screen when saving the application. If information is not available, click save to save the application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



Description for New Codes

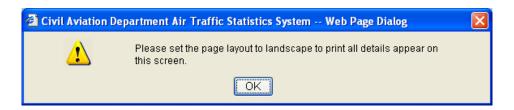
1.1.3 Preview Extra Section All-Cargo Flight Application

- 1.1.3.1 Click Preview Extra Section All-Cargo 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 All-Cargo 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.



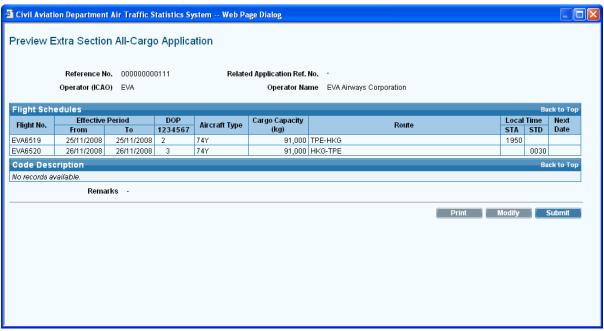
Preview Extra Section All-Cargo Application

- 1.1.3.2 Click Modify to modify the flight details after previewing the application. For details, please refer to section **Update Extra Section All-Cargo 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



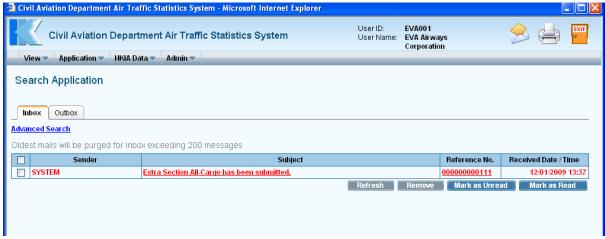
1.1.4 Submit Extra Section All-Cargo Flight Application

1.1.4.1 Click Submit



Preview Extra Section All-Cargo Application

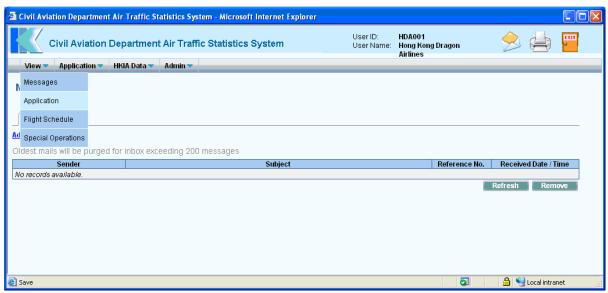
- 1.1.4.2 A message indicating that the application is submitted successfully will be displayed.
- 1.1.4.3 A system generated message will be sent to the user's inbox confirming that the application has been submitted to CAD for processing. An email will be sent to the email address of the responsible person of this account to remind users to check inbox message.



Messages

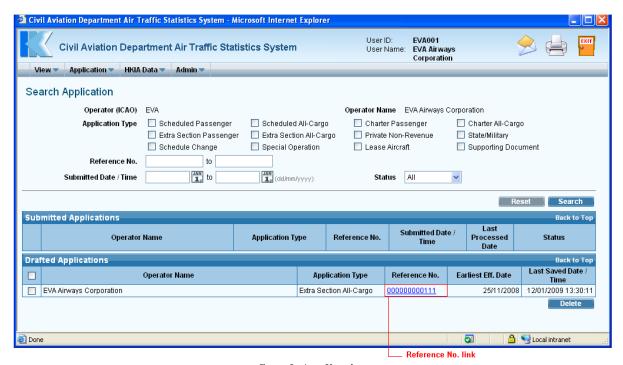
1.1.5 Update Extra Section All-Cargo Flight Application

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 to previously saved applications.



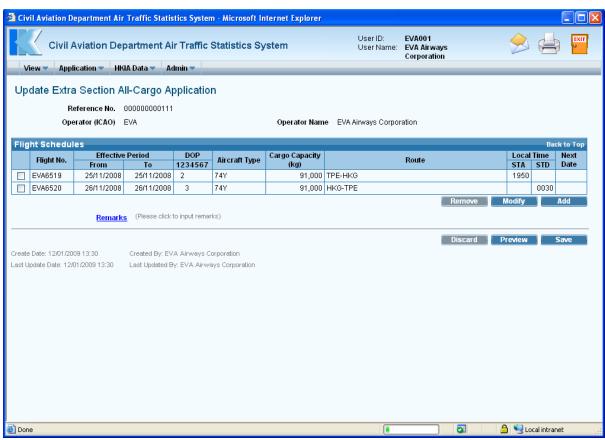
Main Menu

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



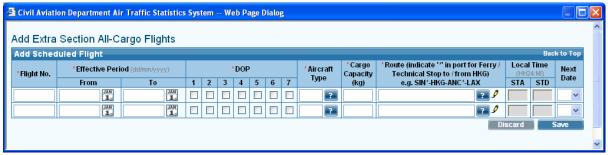
Search Application

1.1.5.2 Update Extra Section All-Cargo Application screen is displayed.



Update Extra Section All-Cargo Application

- 1.1.5.3 To add a flight schedule,
 - a. Click and under *Flight Schedules* grid. **Add Extra Section All-Cargo Flights** screen is displayed.



Add Extra Section All-Cargo Flights

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

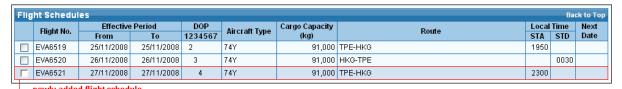


Add Extra Section All-Cargo Flights

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

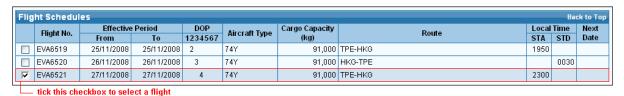


d. Click Update Extra Section All-Cargo Flight screen is displayed with updated information in the *Flight Schedules* grid.



Extra Section All-Cargo Flight Schedules grid (with newly added flight schedule)

- e. Repeat steps a to d above to add another flight schedule or click Discard to discard entered details and return to **Update Extra Section All-Cargo Flight** screen.
- 1.1.5.4 To modify an extra section all-cargo flight schedule,
 - a. Select the flight by ticking the checkbox besides the flight. Only one flight schedule can be selected at one time.



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



Update Extra Section All-Cargo Flight

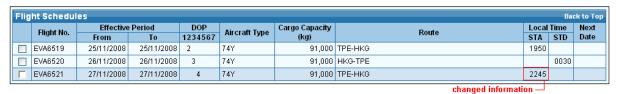
c. Modify the Extra Section All-Cargo Flight schedule. For example, modify the *Scheduled Time of Arrival (STA)* to "2245".



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

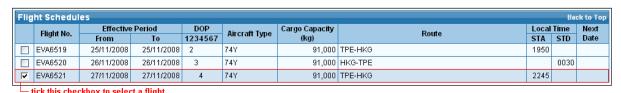


e. Click OK. Update Extra Section All-Cargo Application screen is displayed with changed information.



Extra Section All-Cargo Flight Schedules grid (with updated flight schedule)

- f. Repeat steps a to e above to update another flight schedule.
- 1.1.5.5 To delete an extra section all-cargo flight,
 - a. Select the flight by ticking the checkbox besides the flight to be deleted. Only one flight schedule can be deleted at one time. However, 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 the deletion or click to cancel deletion and return to **Update Extra Section All-Cargo Application** screen.
- d. Repeat steps a to c above to remove another 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 information.

Click save the changes.



Description for New Codes

1.1.5.7 After updating the application, click Preview to preview / submit the application. For details, please refer to sections 1.1.3 and 1.1.4.