

澳門特別行政區
REGIÃO ADMINISTRATIVA ESPECIAL DE MACAU



民航局
AUTORIDADE DE AVIAÇÃO CIVIL
CIVIL AVIATION AUTHORITY

AACM

Flight Application System

Airline Account

User Manual

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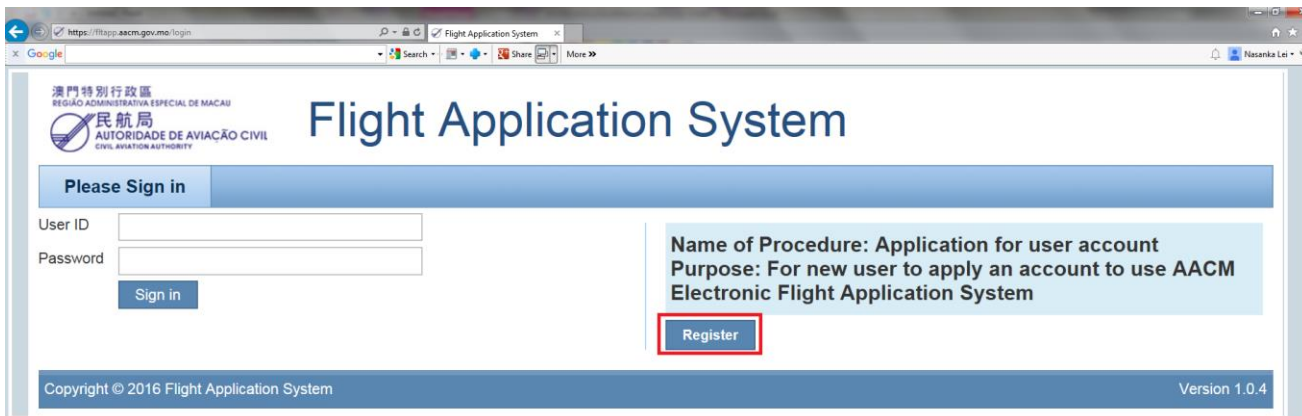
1. System overview

- **Airline** account is mainly for holder of an Air Operator Certificate (AOC) or equivalent document.
- System is created with a “self-administered” concept.
- File size of one document uploaded to the System is limited to **3Mb**. Both PDF and JPEG format is acceptable, while PDF is preferred.
- Always submit documents before a flight application.
- Always check carefully your application or files uploaded before submission to AACM.
- An “**Approved**” or “**Rejected**” application cannot be revised, deleted or cancelled. A new application is to be submitted should there be any change.
- Specify the Day of Operation “DOP” if the flight is operated for a period of time.
- Always “**Save**” before “**Submit**”.
- Data or documents “**Saved**” are only saved at the Account, click “Submit” to submit an application or document.

2. Registration of account

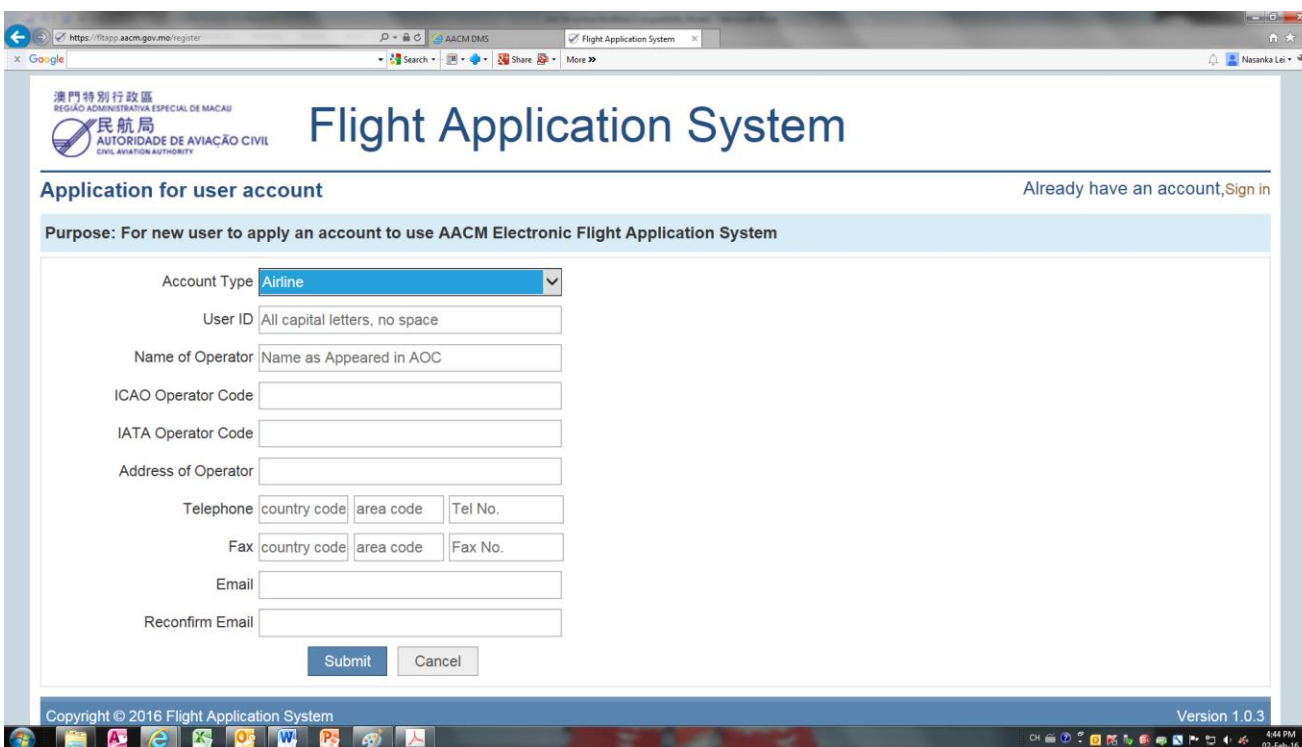
2.1. To register an Account

Go to Flight Application System login page at: <https://fltapp.aacm.gov.mo/login>, click **Register**.



Login page

The following screen will be displayed.




Application for user account for Airline

Fill-in the required fields.

- 1) **Account Type** – Choose “Airline” from the pull down menu if the account is applied by an airline.
- 2) **User ID** – User ID is a unique identification for login. Use ALL CAPITAL LETTERS without space for User ID.

Note: User ID cannot be changed after registration.

- 3) **Name of Operator** – Enter the name of operator as appeared in the Air Operator Certificate or the equivalent document.
- 4) **ICAO Operator Code** – Enter the 4-letter ICAO Operator Code of the Airline.
- 5) **IATA Operator Code** – Enter the 3-letter IATA Operator Code of the Airline.
- 6) **Address of Operator** – Enter the **principle** address of the Airline. It should be the address as appeared in the Air Operator Certificate or the equivalent document.
- 7) **Telephone** – Enter the main telephone number of the Airline.
- 8) **Fax** – Enter the main fax number of the Airline.
- 9) **Email** – Enter the email address of the Responsible Department/Person for use of the “Flight Application System” Account.
- 10) **Reconfirm Email** – Re-enter the email address of the Responsible Department/Person for use of the “Flight Application System” Account.

Click  to submit the registration to AACM. A notification message indicating that the application has been submitted will be displayed. Once the application for account is approved, the Account Password will be sent by email to the email address specified on the application form for account.



Flight Application System



Application for user account

Already have an account, [Sign in](#)

Application has been submitted, you will receive notification by email when your application is approved.

Acknowledgement of application for user account

2.2. First Time Login

Click **Save** to change password for first time login.

Change Password
KANDY(Airline) | [Sign out](#)

Please change your password.

Change Password

Current Password:


New Password:

Reconfirm New password:

Save

Change Password

After successfully changing the password, a notification message indicating that the password has successfully changed will be displayed.



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Flight Application System

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Application List
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You have successfully changed the password.

Account Info

Change Password | Change Account Info

Account Info

User ID	KANDY
Email	kandy@wideboxmacau.com
Account Type	Airline
Account Status	Enabled


Account Password changed successfully

3. Dashboard

In this module, operator may:

- View Account Information
- Change Password
- Change Account Information

3.1. View Account Information



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Flight Application System

Dashboard

Application List

Apply New Flight

Submit Documents

AIRMACAU(Airline) | [Sign out](#)


[Account Info](#) | [Change Password](#) | [Change Account Info](#)

Account Info

User ID	AIRMACAU
Email	abc@airmacau.com
Account Type	Airline
Account Status	Enabled

Account Info

3.2. Change Password



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Flight Application System

Dashboard

Application List

Apply New Flight

Submit Documents

AIRMACAU(Airline) | [Sign out](#)

[Account Info](#) | [Change Password](#) | [Change Account Info](#)

Change Password

Current Password:	
New Password:	
Reconfirm New password:	

[Save](#)

Change Password

3.3. Change Account Information.

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Flight Application System

Dashboard | Application List | Apply New Flight | Submit Documents

Account Info | Change Password | Change Account Info AIRMACAU(Airline) | Sign out

Account Info

User ID: AIRMACAU	Address: 398 Alameda Dr. Carlos D'assumpcao, ed		
Account Type: Airline	Telephone: 00853	area code	83966888
ICAO Operator Code: AMU	Fax: 00853	area code	83966866
IATA Operator Code: NX	Email: abc@aacm.gov.mo		
Name of Operator: Air Macau	Application Status: Approved		
Account Status: Enabled			

Save

Change Account Info

Note: Some of the Account information is NOT to be changed. A new account has to be registered when any of the information is to be changed.

4. Submit Documents

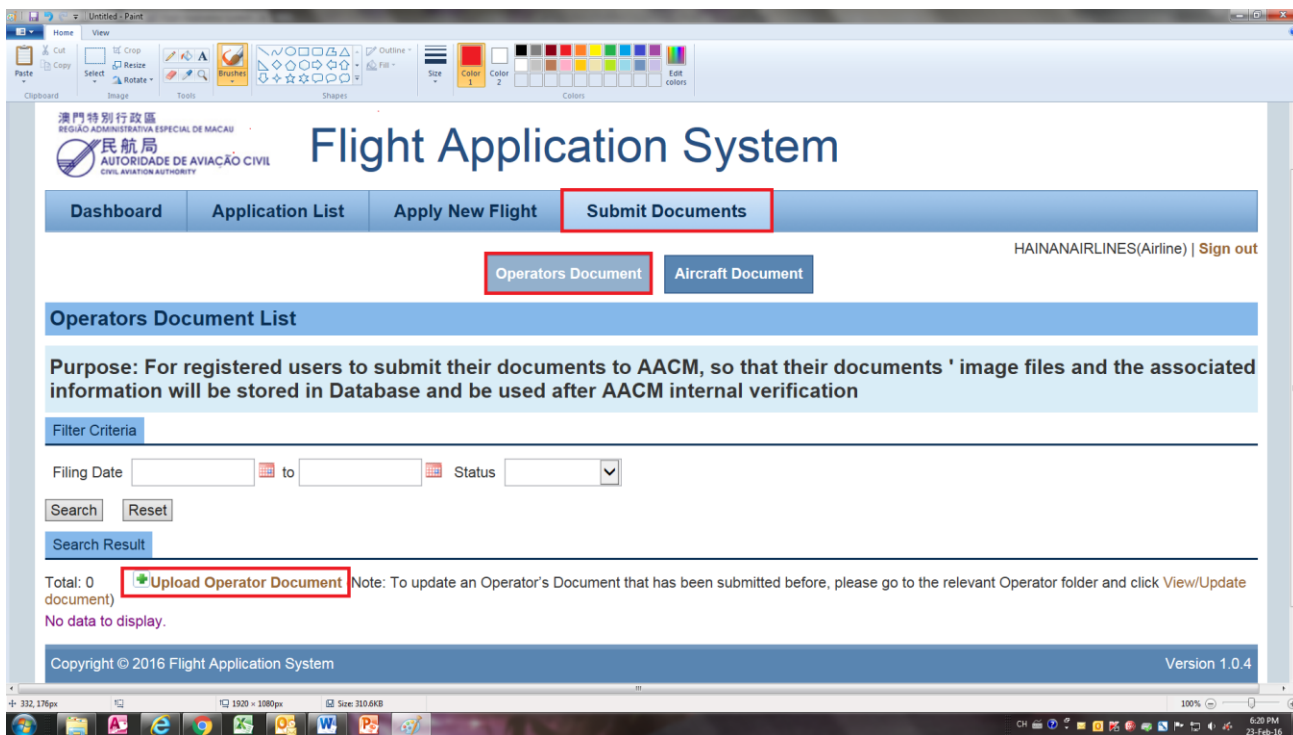
In this module, operator may:

- Upload Operator's Document.
- Upload Aircraft Documents.
- Update Expired/Rejected documents.
- View the status of the documents uploaded.


4.1. Upload Operator's Document

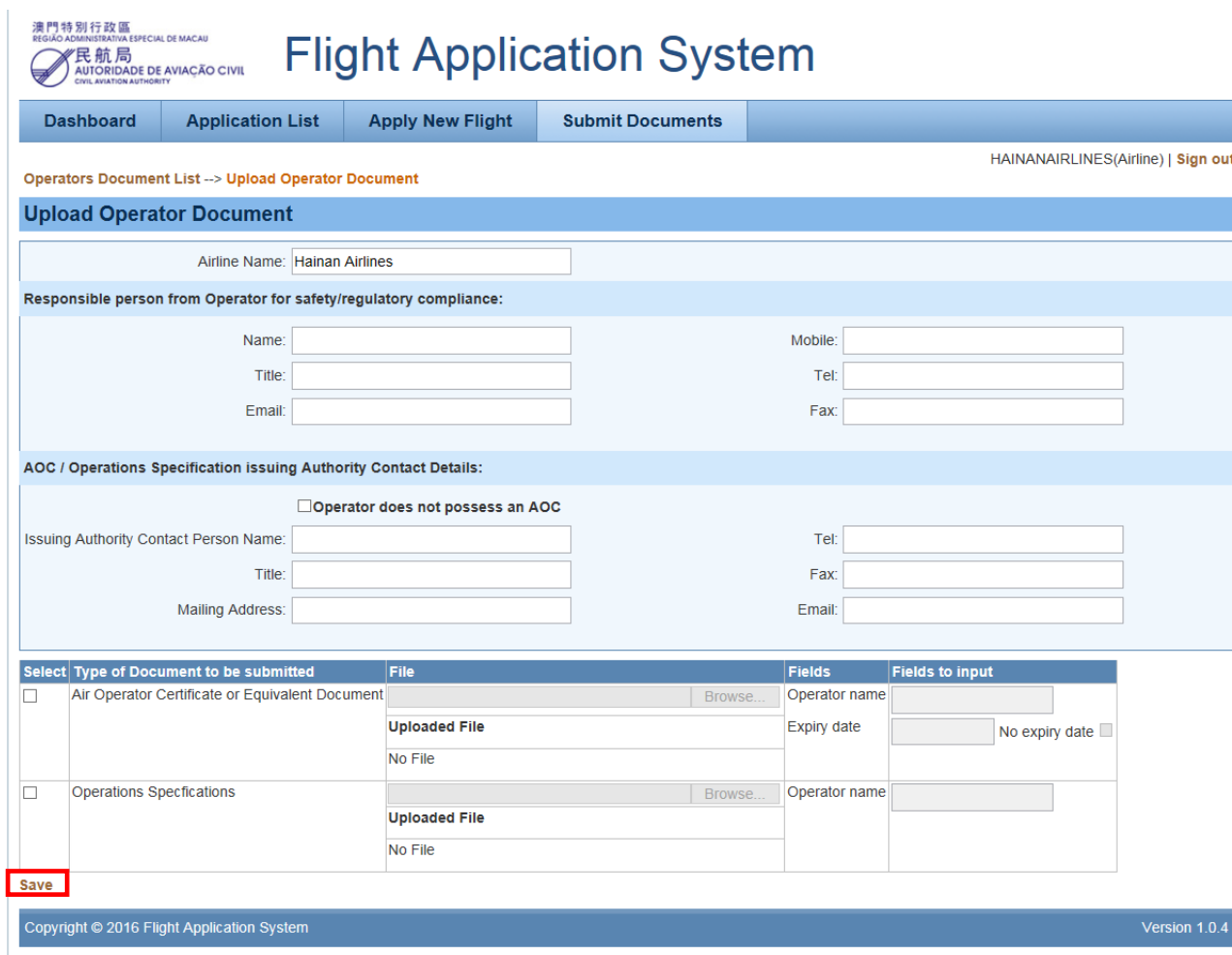
Operator's Document – **TWO (2)** documents are to be uploaded in this procedure: i) **Air Operator Certificate or Equivalent Document** and ii) **Operations Specifications**.

Choose **Submit Documents** in the main menu, click **Operators Document**, the following screen will be displayed.



Operator Document List

Click  **Upload Operator Document**, the following screen will be displayed.



Upload Operator Document

Fill-in the required fields.


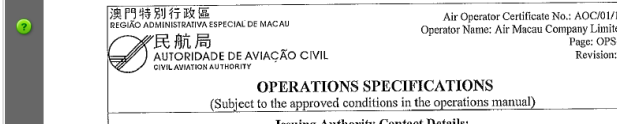
- 1) **Airline Name** – Airline Name will be displayed automatically.
- 2) **Responsible person from Operator for safety/regulatory compliance** – Enter the information of a personnel from the airline who is in charge of safety issues of the airline.
- 3) **AOC/Operations Specifications issuing Authority Contact Details** - Issuing Authority is the Authority that issued the licenses to the airline. For example, the issuing Authority of Air Macau is the Civil Aviation Authority, Macao.
- 4) **Air Operator Certificate or Equivalent Document** - Tick the checkbox of the Type of Document to be submitted. the file to be uploaded.
- 5) **Operator Name** – Enter the operator name as appeared in the AOC or the equivalent document.
- 6) **Expiry Date** – Use date picker to specify the Expiry Date of the AOC or the equivalent document or input manually in dd/mm/yyyy format. If the AOC has no expiry date specified, tick the checkbox No expiry date .
- 7) **Operations Specifications** – tick the checkbox of the Type of Document to be submitted. the file to be uploaded.

NOTE: Operations Specifications – Minimum requirement is to submit the summary pages of the Operation Specifications in ICAO standard format.

To save and preview the documents uploaded, click **Save**, the following screen will be displayed.

Save Delete Update Document Submit

Operators Document

File	Type
	<p>Document Type: Air Operator Certificate or Equivalent Document</p> <p>Operator name: Air Macau</p> <p>Expiry date: 31/05/2016</p> <p>Verification by System: <input checked="" type="checkbox"/></p>
	<p>Document Type: Operations Specifications</p> <p>Operator name: Air Macau</p> <p>Verification by System: <input checked="" type="checkbox"/></p>

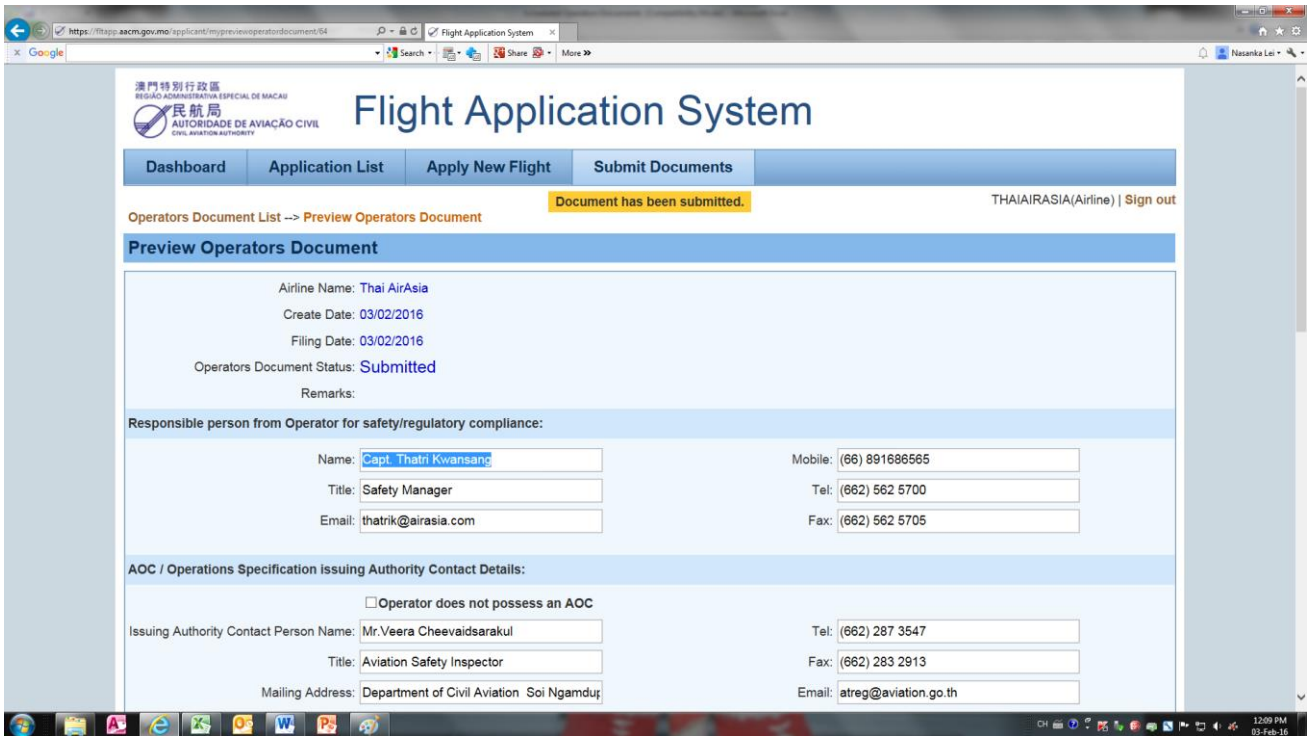
Preview Operators Document

Click **Save** to save the documents uploaded but NOT submitting to AACM.

Click **Delete** to delete the documents uploaded.

Click **Update Document** to re-upload a document or re-type the required fields.

Click **Submit** to submit the documents. A notification message indicating that the document has been submitted will be displayed.

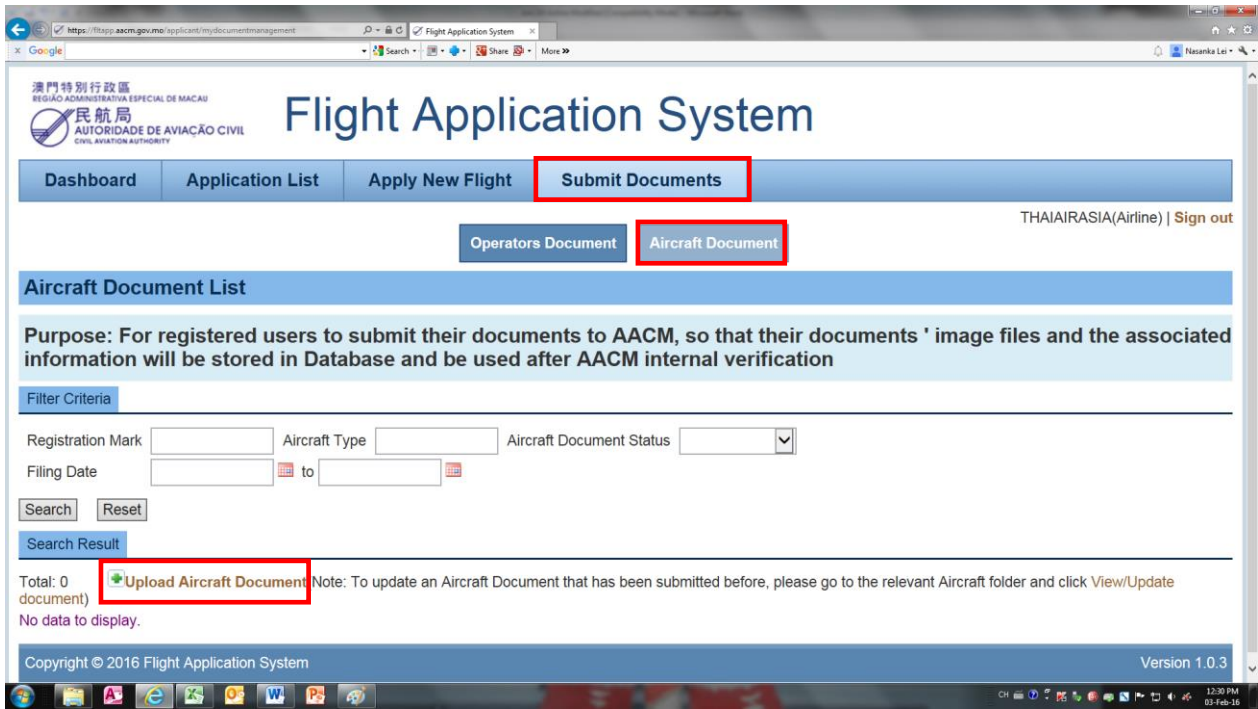


Document has been submitted

4.2. Upload Aircraft Documents

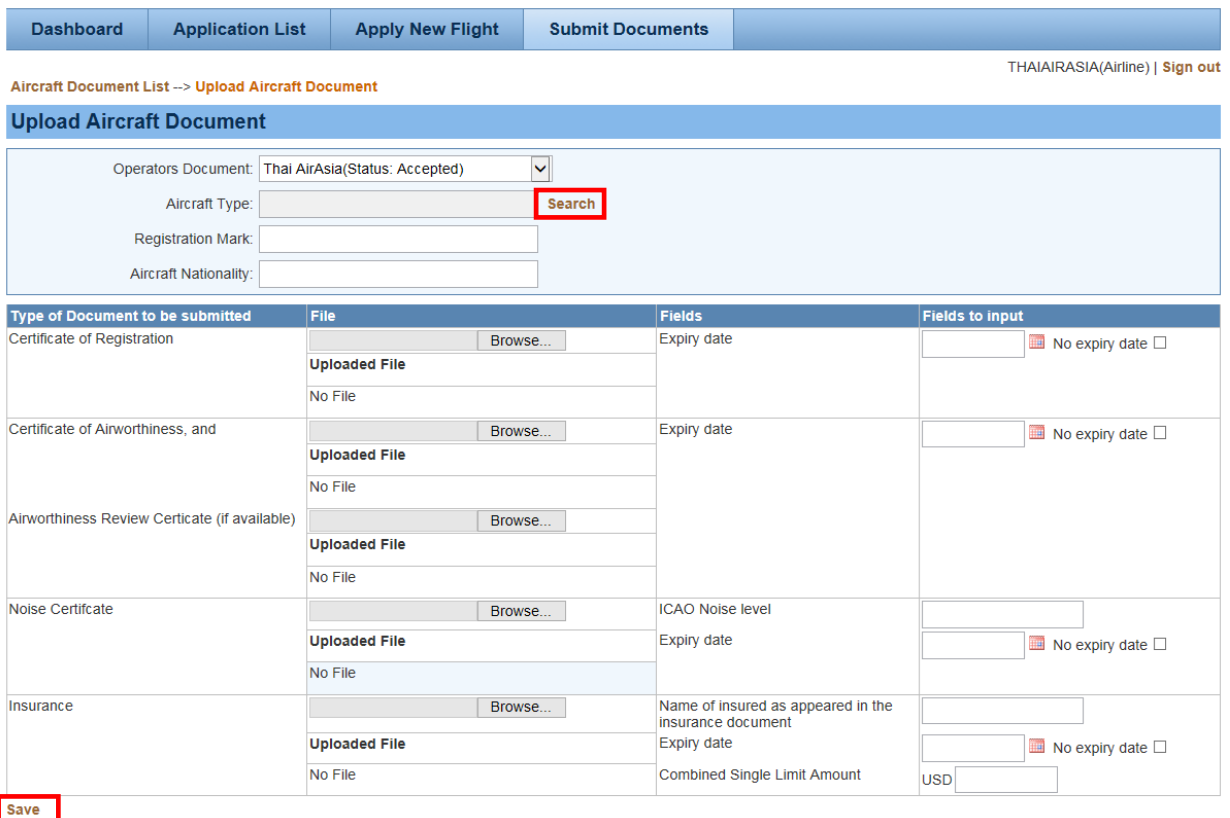
Aircraft Document – **FOUR (4)** main documents of an aircraft are to be uploaded in this procedure: i) **Certificate of Registration (CoR)**, ii) **Certificate of Airworthiness (CoA) & Airworthiness Review Certificate** (if available), iii) **Noise Certificate** and iv) **Insurance**.

Choose **Submit Documents** in the main menu, click **Aircraft Document**, the following screen will be displayed.



Submit Aircraft Documents

Click **+ Upload Aircraft Document**, the following screen will be displayed.



Upload Aircraft Documents

Fill-in the required fields.

- 1) **Operators Document** – Airline name will be displayed automatically.
- 2) **Aircraft Type** – Click **Search**, the following screen will be displayed. Search the suitable aircraft type, click **Select** to input the suitable aircraft type.

Dashboard Application List Apply New Flight Submit Documents

AIRMACA(U) | Sign out

Aircraft Document List --> Upload Aircraft Document --> Select Aircraft Type

Aircraft Type List

Filter Criteria

ACTYPE Description TYPE

Search

Search Result

Total: 200

ACTYPE	Description	TYPE	Functions
A124	Antonov 124	ANTONOV AN-124 FREIGHTER	Select
A139	AGUSTA S.P.A. AW139	AGUSTA S.P.A. AW139	Select
A300	Airbus 300	AIRBUS INDUSTRIE A300B2/B4/C4	Select
A306	Airbus 306	AIRBUS INDUSTRIE A300-600/600C	Select

Select Aircraft Type

- 3) **Registration Mark** – Enter the Registration Mark of the Aircraft as appeared in the Certificate of Registration.
- 4) **Aircraft Nationality** – Enter the aircraft nationality, i.e. the country at which the aircraft is registered.
- 5) **Certificate of Registration (CoR)** – Use date picker to specify the Expiry Date of the CoR or input manually in dd/mm/yyyy format. If the CoR has no expiry date specified, tick the checkbox No expiry date.
- 6) **Certificate of Airworthiness (CoA)** – Use date picker to specify the Expiry Date of the CoA or input manually in dd/mm/yyyy format. If the CoA has no expiry date specified, tick the checkbox No expiry date.

NOTE: If an ARC is available, enter the Expiry date of the ARC instead of the CoA.

- 7) **Airworthiness Review Certificate (if available) (ARC)** – Upload also the Airworthiness Review Certificate if available. Use date picker to specify the Expiry Date of the Airworthiness Review Certificate or input manually in dd/mm/yyyy format. If the Airworthiness Review Certificate has no expiry date specified, tick the checkbox No expiry date.
- 8) **Noise Certificate** – Enter the ICAO Noise Level of the aircraft. Example, enter “4” for a Chapter 4 noise level aircraft. Use date picker to specify the Expiry Date of the Noise Certificate or input manually in dd/mm/yyyy format. If the Noise Certificate has no expiry date specified, tick the checkbox No expiry date.
- 9) **Insurance** – Enter the name of the insured in the insurance document. Use date picker to specify the Expiry Date of the Insurance or input manually in dd/mm/yyyy format. If the Insurance has no expiry date specified, tick the checkbox No expiry date. Enter the Combined Single Limit for Third Party Liability for any one accident/incident/occurrence in USD or equivalent value.

Click **Save** to save and preview the documents uploaded. Preview of the documents uploaded will be

displayed.

Save Delete Update Document Submit

Aircraft Document

File	Type																																
<p>Registration Mark: B-16726 Serial Number: 44552 Type and Manufacturer: B777-300ER / The Boeing Company Name of Owner: ALC B773 44554, LLC</p>	<p>Document Type: Certificate of Registration</p> <p>Expiry date: No expiry date</p> <p>Verification by System: ✔</p>																																
<p>Date of Issue: JAN. 14, 2016 Valid Until: DEC. 31, 2016</p>	<p>Document Type: Certificate of Airworthiness</p> <p>Expiry date: 31/12/2016</p> <p>Verification by System: ✔</p>																																
<table border="1" style="width: 100%; border-collapse: collapse; font-size: small;"> <tr> <td colspan="2">7. Engine: GE90-115B/115BL</td> <td colspan="2">8. N/A</td> </tr> <tr> <td colspan="4">Configuration Description: Basic configuration including Inlet and fan Duct Treatments</td> </tr> <tr> <td colspan="2">9. Maximum Take-Off Mass*:</td> <td colspan="2">10. Maximum Landing Mass:</td> </tr> <tr> <td colspan="2">1. 775,000 lbs 351,534 kgs</td> <td colspan="2">554,000 lbs 251,290 kgs</td> </tr> <tr> <td colspan="2">2. 612,886 lbs 278,000 kgs</td> <td colspan="2">11. Noise Certification Standard: • CHAPTER 4 • STAGE 4</td> </tr> <tr> <td colspan="4">12. Additional modifications incorporated for the purpose of compliance with the applicable noise certification standards:</td> </tr> <tr> <td>13. Lateral/Full Power Noise Level*:</td> <td>14. Approach Noise Level:</td> <td>15. Flyover Noise Level*:</td> <td>16. 17.</td> </tr> <tr> <td>1. 98.7 EPNdB 2. 99.8 EPNdB</td> <td>100.5 EPNdB</td> <td>1. 92.8 EPNdB 2. 86.7 EPNdB</td> <td>N/A N/A</td> </tr> </table>	7. Engine: GE90-115B/115BL		8. N/A		Configuration Description: Basic configuration including Inlet and fan Duct Treatments				9. Maximum Take-Off Mass*:		10. Maximum Landing Mass:		1. 775,000 lbs 351,534 kgs		554,000 lbs 251,290 kgs		2. 612,886 lbs 278,000 kgs		11. Noise Certification Standard: • CHAPTER 4 • STAGE 4		12. Additional modifications incorporated for the purpose of compliance with the applicable noise certification standards:				13. Lateral/Full Power Noise Level*:	14. Approach Noise Level:	15. Flyover Noise Level*:	16. 17.	1. 98.7 EPNdB 2. 99.8 EPNdB	100.5 EPNdB	1. 92.8 EPNdB 2. 86.7 EPNdB	N/A N/A	<p>Document Type: Noise Certificate</p> <p>ICAO Noise level: 4</p> <p>Expiry date: No expiry date</p> <p>Verification by System: ✔</p>
7. Engine: GE90-115B/115BL		8. N/A																															
Configuration Description: Basic configuration including Inlet and fan Duct Treatments																																	
9. Maximum Take-Off Mass*:		10. Maximum Landing Mass:																															
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2. 612,886 lbs 278,000 kgs		11. Noise Certification Standard: • CHAPTER 4 • STAGE 4																															
12. Additional modifications incorporated for the purpose of compliance with the applicable noise certification standards:																																	
13. Lateral/Full Power Noise Level*:	14. Approach Noise Level:	15. Flyover Noise Level*:	16. 17.																														
1. 98.7 EPNdB 2. 99.8 EPNdB	100.5 EPNdB	1. 92.8 EPNdB 2. 86.7 EPNdB	N/A N/A																														
<p>Effective Date: 1st June, 2015 or the date on which the Aircraft becomes the insurance responsibility of the Insured in accordance with the Contract(s).</p>	<p>Document Type: Insurance</p> <p>Name of insured as appeared in the insurance document: EVA AIRWAYS CORPORATION and/or Subsidiary Company</p> <p>Expiry date: 01/06/2016</p> <p>Combined Single Limit Amount in USD: 1,750,000,000.00</p> <p>Verification by System: ✔</p>																																

Copyright © 2016 Flight Application System

Preview Aircraft Documents

Click **Save** to save the documents uploaded but NOT submitting to AACM.

Click **Delete** to delete the documents uploaded.

Click **Update Document** to re-upload a document or re-type the required fields.

Click **Submit** to submit the documents uploaded. A notification message indicating that the document has been submitted will be displayed.

Document has been submitted

4.3. Update Expired/Rejected documents

To update an “Expired” or “Rejected” Operators Document, choose **Submit Documents** in the main menu, click **Operators Document**, the following screen will be displayed.

Operators Document List

Click **View / Update document**, the following screen will be displayed.

Preview Operators Document

Airline Name: **Air Macau**
 Create Date: **20/01/2016**
 Filing Date: **04/02/2016**
 Operators Document Status: **Accepted**
 Remarks:

Responsible person from Operator for safety/regulatory compliance:

Name: Mobile:
 Title: Tel:
 Email: Fax:

AOC / Operations Specification Issuing Authority Contact Details:

Operator does not possess an AOC

Issuing Authority Contact Person Name: Tel:
 Title: Fax:
 Mailing Address: Email:

Save Delete **Update Document**

Operators Document

Document 1:
 Document Type: Air Operator Certificate or Equivalent Document
 Operator name: Air Macau
 Expiry date: 31/05/2016
 Verification by System:

Document 2:
 Document Type: Operations Specifications
 Operator name: Air Macau
 Verification by System:

Preview Operators Document

Click **Update Document**, the following screen will be displayed.

Dashboard Application List Apply New Flight **Submit Documents**

AIRMACAU(Airline) | Sign out

Operators Document List --> Preview Operators Document --> Update Operators Document

Update Operators Document

Airline Name: **Air Macau**
 Create Date: **20/01/2016**
 Filing Date: **04/02/2016**
 Operators Document Status: **Accepted**
 Remarks:

Select	Type of Document to be submitted	File	Fields	Fields to input
<input type="checkbox"/>	Air Operator Certificate or Equivalent Document	<input type="text"/> Browse...	Operator name	<input type="text" value="Air Macau"/>
		Uploaded File	Expiry date	<input type="text" value="31/05/2016"/> No expiry date <input type="checkbox"/>
		NX AOC.pdf Download		
<input checked="" type="checkbox"/>	Operations Specifications	<input type="text"/> Browse...	Operator name	<input type="text" value="Air Macau"/>
		Uploaded File		
		NX Ops. Spec..pdf Download		

Save

Update Operators Document

Tick the relevant checkbox of the Type of Document to be updated, in this example, only the Operations Specifications needs to be updated, the file to be uploaded, then repeat steps as in 4.1.

To update an “Expired” or “Rejected” Aircraft Document, Choose in the main menu, click , the following screen will be displayed.

Dashboard Application List Apply New Flight **Submit Documents**

Operators Document **Aircraft Document**

Aircraft Document List

Purpose: For registered users to submit their documents to AACM, so that their documents ' image files and the associated information will be stored in Database and be used after AACM internal verification

Filter Criteria

Registration Mark Aircraft Type Aircraft Document Status

Filing Date to

Search Result

Total: 19 (Note: To update an Aircraft Document that has been submitted before, please go to the relevant Aircraft folder and click View/Update document)

Airline Name	Registration Mark	Aircraft Type	Filing Date	Aircraft Document Status	Functions
Air Macau	B-MCF	Airbus 320	04/02/2016	Accepted	View / Update document
Air Macau	B-MBA	Airbus 321	04/02/2016	Accepted	View / Update document
Air Macau	B-MCE	Airbus 321	03/02/2016	Accepted	View / Update document
Air Macau	B-MCD	Airbus 321	03/02/2016	Accepted	View / Update document
Air Macau	B-MCC	Airbus 321	03/02/2016	Accepted	View / Update document

Aircraft Document List

Click [View / Update document](#), the following screen will be displayed.

Aircraft Document List --> [Preview Aircraft Document](#)

Preview Aircraft Document

Airline Name: **Air Macau**
 Operators Document Status: **Accepted**
 Aircraft Type: **Airbus 320**
 Registration Mark: **B-MCF**
 Aircraft Nationality: **Macao**
 Create Date: **04/02/2016**
 Filing Date: **04/02/2016**
 Aircraft Document Status: **Accepted**
 Remarks:

Delete **Update Document**

Aircraft Document

Preview Aircraft Document

Click **Update Document**, the following screen will be displayed.

Update Aircraft Document

Airline Name: **Air Macau**
 Operators Document Status: **Accepted**
 Aircraft Type: **Airbus 319**
 Registration Mark: **B-MAN**
 Aircraft Nationality: **Macao**
 Create Date: **02/02/2016**
 Filing Date: **22/02/2016**
 Aircraft Document Status: **Accepted**
 Remarks:

Select	Type of Document to be submitted	File	Fields	Fields to input
<input type="checkbox"/>	Certificate of Registration	<input type="text"/> Browse... Uploaded File B-MAN CoR (Exp. 16 Feb 2020).pdf Download	Expiry date	<input type="text"/> No expiry date <input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Certificate of Airworthiness, and Airworthiness Review Certificate (if available)	<input type="text"/> Browse... Uploaded File B-MAN CoA Exp.16 Feb 2017.pdf Download No File	Expiry date	16/02/2017 <input type="text"/> No expiry date <input type="checkbox"/>
<input type="checkbox"/>	Noise Certificate	<input type="text"/> Browse... Uploaded File B-MAN NC (Iss. 17 Feb 2003).pdf Download	ICAO Noise level Expiry date	3 <input type="text"/> <input type="text"/> No expiry date <input checked="" type="checkbox"/>
<input type="checkbox"/>	Insurance	<input type="text"/> Browse... Uploaded File B-MAN Declaration of Insurance.pdf Download	Name of insured as appeared in the insurance document Expiry date Combined Single Limit Amount	Air Macau <input type="text"/> 30/11/2016 <input type="text"/> No expiry date <input type="checkbox"/> USD <input type="text"/> 2,000,000,000

Save

Update Aircraft Document

Tick the relevant checkbox of the Type of Document to be updated, in this example, only the CoA needs to be updated, the file to be uploaded, then repeat steps as in 4.2.

4.4. View the status of the documents uploaded

To view the status of the document submitted, choose in the main menu, click either or . The following screens showing the status of the document will be displayed.

The screenshot displays the 'Flight Application System' interface. The navigation menu includes 'Dashboard', 'Application List', 'Apply New Flight', and 'Submit Documents' (highlighted in red). Below the menu, there are buttons for 'Operators Document' (highlighted in red) and 'Aircraft Document'. The main content area is titled 'Operators Document List' and includes a purpose statement, filter criteria, and a search result table. The table has columns for 'Airline Name', 'Filing Date', 'Status', and 'Functions'. The 'Status' column for the entry 'Thai AirAsia' is highlighted in red and shows 'Submitted'.

Airline Name	Filing Date	Status	Functions
Thai AirAsia	03/02/2016	Submitted	View / Update document

Operators Document List

When the document is submitted successfully to AACM, the status of the document will be shown as “Submitted”.

Dashboard Application List Apply New Flight **Submit Documents**

AIRMACAU(Airline) | Sign out

Operators Document **Aircraft Document**

Aircraft Document List

Purpose: For registered users to submit their documents to AACM, so that their documents ' image files and the associated information will be stored in Database and be used after AACM internal verification

Filter Criteria

Registration Mark Aircraft Type Aircraft Document Status

Filing Date to

Search Result

Total: 3 [Upload Aircraft Document](#)(Note: To update an Aircraft Document that has been submitted before, please go to the relevant Aircraft folder and click View/Update document)

Airline Name	Registration Mark	Aircraft Type	Filing Date	Aircraft Document Status	Functions
Air Macau	B-MCF	Airbus 320	04/02/2016	Accepted	View / Update document
Air Macau	B-MCB	Airbus 320	03/02/2016	Accepted	View / Update document
Air Macau	B-MBC	Airbus 320	01/02/2016	Accepted	View / Update document

Aircraft Document List

When the document is accepted by AACM, the status of the document will be shown as “Accepted”.

Dashboard Application List Apply New Flight **Submit Documents**

CEBUAIR(Airline) | Sign out

Operators Document **Aircraft Document**

Aircraft Document List

Purpose: For registered users to submit their documents to AACM, so that their documents ' image files and the associated information will be stored in Database and be used after AACM internal verification

Filter Criteria

Registration Mark Aircraft Type Aircraft Document Status

Filing Date to

Search Result

Total: 2 [Upload Aircraft Document](#)(Note: To update an Aircraft Document that has been submitted before, please go to the relevant Aircraft folder and click View/Update document)

Airline Name	Registration Mark	Aircraft Type	Filing Date	Aircraft Document Status	Functions
Cebu Pacific Air	RP-C3198	Airbus 319	16/02/2016	Accepted	View / Update document
Cebu Pacific Air	RP-C4106	Airbus 320	11/02/2016	Expired	View / Update document

Aircraft Document Status

When the document is expired, the status of the document will be shown as “Expired”. Click **View / Update document** to update the document as necessary.

5. Apply New Flight

This module is for operator to submit flight application to AACM.

Choose **Apply New Flight** in the main menu

- 1) **Type of Application** – Choose the type of application from the pull down list.

NOTE: Once the Type of Application is selected, it cannot be changed during the application process.

Dashboard	Application List	Apply New Flight	Submit Documents
AIRMACAU(Airline) Sign out			
Apply New Flight			
Purpose: For registered users to submit flight application to AACM			
Basic information:			
Type of Application:	Scheduled Pax <input type="button" value="v"/>		
Airline Name:	Air Macau		
Name of local handling agent:	<input type="text"/>		
Applicant Details:			
Name:	<input type="text"/>	Email:	<input type="text"/>
Tel:	<input type="text"/>	Title:	<input type="text"/>
Fax:	<input type="text"/>		
Aircraft used for operations to Macao:			
Registration Mark:	<input type="text"/>	<input type="button" value="Search"/>	No. of Seat: <input type="text"/>
Aircraft Manufacturer/Model:	<input type="text"/>		
Use leased aircraft:	No <input type="button" value="v"/>		
Other Description:			
Reason/Purpose of flight:	<input type="text"/>		
Remark:	<input type="text"/>		
<input type="button" value="Save and input flight details"/>			

Apply New Flight – Scheduled Pax

Dashboard	Application List	Apply New Flight	Submit Documents	
-----------	------------------	-------------------------	------------------	--

AIRMACA(U) | Sign out

Apply New Flight

Purpose: For registered users to submit flight application to AACM

Basic information:

Type of Application:

Airline Name:

Name of local handling agent:

Applicant Details:

Name: Email:

Tel: Title:

Fax:

Aircraft used for operations to Macao:

Registration Mark: Cargo capacity (tonnes):

Aircraft Manufacturer/Model:

Use leased aircraft:

Other Description:

Reason/Purpose of flight:

Remark:

Apply New Flight – Scheduled Cargo

Apply New Flight

Purpose: For registered users to submit flight application to AACM

Basic information:

Type of Application:

Airline Name:

Name of local handling agent:

Applicant Details:

Name:

Email:

Tel:

Title:

Fax:

Aircraft used for operations to Macao:

Registration Mark: Search

No. of Seat:

Aircraft Manufacturer/Model:

Use leased aircraft:

Charterer Details:

Name of Charterer:

Email:

Address:

Fax:

Tel:

Other Description:

Reason/Purpose of flight:

Remark:

Save and input flight details

Apply New Flight – Charter Pax

Dashboard	Application List	Apply New Flight	Submit Documents
---------------------------	----------------------------------	---	----------------------------------

AIRMACAU(Airline) | [Sign out](#)

Apply New Flight

Purpose: For registered users to submit flight application to AACM

Basic Information:

Type of Application:
Airline Name:
Name of local handling agent:

Applicant Details:

Name: Email:
Tel: Title:
Fax:

Aircraft used for operations to Macao:

Registration Mark: Cargo capacity (tonnes):
Aircraft Manufacturer/Model:
Use leased aircraft:

Charterer Details:

Name of Charterer: Email:
Address: Fax:
Tel:

Details of Cargo:

Amount of Cargo(kg): Name of Consignor:
Loading Point(s): Name of Consignee:
Unloading Point(s):
Description/Nature:
Transport of Dangerous Goods:

Other Description:

Reason/Purpose of flight:
Remark:

save and input flight details

Apply New Flight – Charter Cargo



Flight Application System

Dashboard | Application List | **Apply New Flight** | Submit Documents

AIRMACAU(Airline) | [Sign out](#)

Apply New Flight

Purpose: For registered users to submit flight application to AACM

Basic Information:

Type of Application:
Airline Name:
Name of local handling agent:

Applicant Details:

Name: Email:
Tel: Title:
Fax:

Aircraft used for operations to Macao:

Registration Mark: No. of Seat:
Aircraft Manufacturer/Model:
Use leased aircraft:

Other Description:

Reason/Purpose of flight:
Remark:

Save and Input flight details

Apply New Flight – Extra Pax

Dashboard	Application List	Apply New Flight	Submit Documents	
-----------	------------------	-------------------------	------------------	--

AIRMACAU(Airline) | Sign out

Apply New Flight

Purpose: For registered users to submit flight application to AACM

Basic Information:

Type of Application:

Airline Name:

Name of local handling agent:

Applicant Details:

Name: Email:

Tel: Title:

Fax:

Aircraft used for operations to Macao:

Registration Mark: Search

Aircraft Manufacturer/Model:

Use leased aircraft:

Charterer Details:

Name of Charterer: Email:

Address: Fax:

Tel:

Other Description:

Reason/Purpose of flight:

Remark:

Save and input flight details

Apply New Flight – Aerial Work

Apply New Flight

Purpose: For registered users to submit flight application to AACM

Basic Information:

Type of Application:
Airline Name:
Name of local handling agent:

Applicant Details:

Name: Email:
Tel: Title:
Fax:

Aircraft used for operations to Macao:

Registration Mark:
Aircraft Manufacturer/Model:
Use leased aircraft:

Charterer Details:

Name of Charterer: Email:
Address: Fax:
Tel:

Other Description:

Reason/Purpose of flight:
Remark:

Apply New Flight – Charter

Dashboard	Application List	Apply New Flight	Submit Documents	AIRMACAU(Airline) Sign out
Apply New Flight				
Purpose: For registered users to submit flight application to AACM				
Basic Information:				
Type of Application:	<input type="text" value="Private non-revenue"/>			
Airline Name:	<input type="text" value="Air Macau"/>			
Name of local handling agent:	<input type="text"/>			
Applicant Details:				
Name:	<input type="text"/>	Email:	<input type="text"/>	
Tel:	<input type="text"/>	Title:	<input type="text"/>	
Fax:	<input type="text"/>			
Aircraft used for operations to Macao:				
Registration Mark:	<input type="text"/>	<input type="button" value="Search"/>		
Aircraft Manufacturer/Model:	<input type="text"/>			
Use leased aircraft:	<input type="text" value="No"/>			
Other Description:				
Reason/Purpose of flight:	<input type="text"/>			
Remark:	<input type="text"/>			
<input type="button" value="Save and Input flight details"/>				

Apply New Flight – Private Non-revenue, State Flight, Ferry/Position, Test, Training, Technical Stop

Dashboard	Application List	Apply New Flight	Submit Documents	
-----------	------------------	-------------------------	------------------	--

AIRMACAU(Airline) | [Sign out](#)

Apply New Flight

Purpose: For registered users to submit flight application to AACM

Basic Information:

Type of Application:
 Airline Name:

Applicant Details:

Name:
 Tel:
 Fax:
 Email:
 Title:

Aircraft used for operations to Macao:

Registration Mark:
 Aircraft Manufacturer/Model:

Other Description:

Reason/Purpose of flight:
 Remark:

Apply New Flight – Alternate

Fill-in the required fields.

- 1) **Airline Name** – Airline Name will be displayed automatically.
- 2) **Name of local handling agent** – Enter the name of the agent or company that does the local ground handling, cargo handling, passenger handling or aircraft maintenance of the airline.
- 3) **Applicant Details** – Enter the details of the personnel who submits the application.
- 4) **Aircraft Registration Mark** – Use **Search** to go to the “Aircraft Document List”. Aircraft of which the documents saved in System will be displayed.

Dashboard	Application List	Apply New Flight	Submit Documents
-----------	------------------	------------------	------------------

AIRMACAU(Airline) | [Sign out](#)

Apply New Flight --> [Select Document](#)

Aircraft Document List

Filter Criteria

Aircraft Type Registration Mark

Search Result

Total: 4

Airline Name	Aircraft Type	Registration Mark	Filing Date	Create Date	Operators	Document Status	Aircraft Document Status	Functions
Air Macau	Airbus 319	B-MAN	22/02/2016	02/02/2016	Accepted	Accepted		<input type="checkbox"/>
Air Macau	Airbus 319	B-MAO	02/02/2016	02/02/2016	Accepted	Accepted		<input checked="" type="checkbox"/>
Air Macau	Airbus 319	B-MAL	02/02/2016	02/02/2016	Accepted	Accepted		<input type="checkbox"/>
Air Macau	Airbus 319	B-MAK	01/02/2016	01/02/2016	Accepted	Accepted		<input type="checkbox"/>

Aircraft Document List

Tick the checkbox to select the aircraft to be used. Click **Save** to return to the “**Apply New Flight**” page.

NOTE: “Aircraft Document List” for flight application only shows “Submitted” or “Accepted” aircraft.

NOTE: For scheduled and extra flights application, just need to select one (1) aircraft for each aircraft type used.

- 5) **Aircraft Manufacturer/Model** – This field will be displayed automatically after selection of aircraft from the “**Aircraft Document List**”.
- 6) **Use leased aircraft** – Use pull-down menu to state if leased aircraft(s) will be used for the application. **Additional documents or information are required for use of leased aircraft(s).**
- 7) **No. of seat** – Enter the number of seats of the specified aircraft type. The number should not exceed 4 numerals. This field is optional.
- 8) **Cargo capacity (tonnes)** – Enter the cargo capacity (tonnes) of the aircraft. This field is optional.
- 9) **Reason/Purpose of flight** – Enter the reason or purpose of the flight in free text format. Example, “*Position an aircraft to charter passenger flights*”, “*Additional flights to meet extra demand for Chinese New Year.*”
- 10) **Remark** – Enter any other additional information in free text format as necessary. Example, “*This is a revision of Approval No. AACM16001*”.

Charterer Details:


- 11) **Name of Charterer** – Enter the name of the charterer.
- 12) **Address** - Enter the address of the charterer.
- 13) **Tel** - Enter the telephone number of the charterer.
- 14) **Email** - Enter the email address of the charterer.
- 15) **Fax** - Enter the fax number of the charterer.

Details of Cargo:

- 16) **Amount of Cargo (kg)** – Enter the cargo amount (kg) on the flight.
- 17) **Loading Point(s)** – Enter the point(s) where the cargo is loaded.
- 18) **Unloading Point(s)** – Enter the point(s) where the cargo is unloaded.
- 19) **Description/Nature** - Provide information of cargo transported, example, “*computer parts*”, “*musical instruments for concert*”.
- 20) **Name of Consignor** - Enter the name of cargo consignor.
- 21) **Name of Consignee** –Enter the name of cargo consignee.
- 22) **Transport of Dangerous Goods** - Use pull-down menu to state if the operation involves transport of dangerous goods.

NOTE: A separate authorization is needed for transport of Dangerous Goods. Additional documents and/or information are required for transport of dangerous goods.

After inputting all fields, click [Save and input flight details](#), the following page will be displayed.



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Flight Application System


Dashboard	Application List	Apply New Flight	Submit Documents
-----------	------------------	------------------	------------------

Application List --> [View or Update](#)

Application Details

Note: Please add flight schedule.

Basic information: **Add flight schedule**

Click  **Add** at the bottom of the page to add flight schedule.

Flight Schedule List

Total: 0 + Add

No data to display.

Save Delete Submit

Add Flight Schedule List

According to the “Type of Application”, the page for adding “*Flight Schedule Details*” will be displayed.

Flight Application System

Dashboard
Application List
Apply New Flight
Submit Documents

The record has been saved.

Application List --> Application Details --> Add

Flight Schedule Details

Flight No.	Route (Indicate ** in port for Ferry/Technical Stop to /from VMMC) ex. VTBS*-VMMC-PANC*-KLAS	Effective Period	DOP at VMMC							Local Time	
			Start Date	End Date	1	2	3	4	5	6	7
CCA120	VMMC-ZHHH Search	27/03/2016 📅 - 29/10/2016 📅	<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"/>	1650	

Save and Continue

Flight Schedule List

Total: 1

Flight No.	Route	Operation Period/Date	DOP	STD (Local Time)	STA (Local Time)	Functions
CCA119	ZHHH-VMMC	27/03/2016 - 29/10/2016	1,2,3,4,5,6,7		1545	Delete

Done

Flight Schedule Details - Scheduled/Extra flights

Flight Application System

Dashboard
Application List
Apply New Flight
Submit Documents

Application List --> Application Details --> Add

Flight Schedule Details

Flight No.	Route		Effective Period		DOP							Local Time	
	Port From(ICAO Code)	Port To(ICAO Code)	Start Date	End Date	1	2	3	4	5	6	7	STD	STA
	<input type="text"/> Search	<input type="text"/> Search	<input type="text"/> 📅	<input type="text"/> 📅	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

Save and Continue

Flight Schedule List

Total: 0

No data to display.

Done

Flight Schedule Details - Charter flights

Flight Application System

[Dashboard](#)
[Application List](#)
[Apply New Flight](#)
[Submit Documents](#)

[Application List](#) --> [Application Details](#) --> [Add](#)

Flight Schedule Details

Flight No.	Route		Operation Date	Local Time	
	Port From(ICAO Code)	Port To(ICAO Code)		STD	STA
<input type="text"/>	<input type="text"/> Search	<input type="text"/> Search	<input type="text"/>	<input type="text"/>	<input type="text"/>

[Save and Continue](#)

Flight Schedule List

Total: 0

No data to display.

[Done](#)

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Flight Schedule Details - Non-commercial flights

Flight Application System

[Dashboard](#)
[Application List](#)
[Apply New Flight](#)
[Submit Documents](#)

[Application List](#) --> [Application Details](#) --> [Add](#)

Flight Schedule Details

Flight No.	Route			Operation Date	Local Time	
	Port From(ICAO Code)	Port To(ICAO Code)	Or describe the flying route in details		STD	STA
<input type="text"/>	<input type="text"/> Search	<input type="text"/> Search	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

[Save and Continue](#)


Flight Schedule List

Total: 0

No data to display.

[Done](#)

Flight Schedule Details - Aerial Work



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Flight Application System

Dashboard
Application List
Apply New Flight
Submit Documents

AIRMACAU(Airline) | Sign out

Application List --> Application Details --> Add

Flight Schedule Details

Flight No.	Route		Effective Period		Local Time	
	Port From(ICAO Code)	Port To(ICAO Code)	Start Date	End Date	STD	STA
	Search	Search				

Save and Continue

Flight Schedule List

Total: 0
No data to display.

Done

Flight Schedule Details - Alternate

- 23) **Flight No.** – Input either Flight no. or Call Sign. For Flight No., the format should contain two parts - 3-letter ICAO Operator Code and 3 to 5 numerals (e.g. AMU001). For Call Sign, it is in free format (e.g. MEDIC01).
- 24) **Route** – Click Port **Search** to choose the suitable port, or input it manually **in ICAO 4-letter port** code format.

NOTE: For Scheduled Flight Application, Ports must be separated by "-" (dash) and indicate port for ferry/technical stop by "*".

NOTE: For Aerial Work, Route can also be described in details in free text format.

NOTE: For Alternate, enter the Routes that will use Macao as an alternate airport.

Application List --> Application Details --> Flight Schedule Details --> Select Port

Port List

Filter Criteria

Country Port(IATA) Port(ICAO)

Search Reset

Search Result

Total: 4

Port(IATA)	Port(ICAO)	Country	City	Port Name	Functions
ABA	UNAA	Russian Federation	Abakan		Select
ADA	LTAF	Turkey	Adana		Select
AKJ	RJEC	Japan	Asahikawa		Select
MFM	VMMC	Macau	Macau		Select

Port List Page

- 25) **Effective Period Start Date/End Date** - Use date picker to specify the Effective Period of the flight schedules or input manually in dd/mm/yyyy format.
- 26) **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)
- 27) **Local Time STD (Scheduled Time of Departure)** – This is the scheduled time of departure in local time. The format is HH24MI (e.g. 1800).
- 28) **Local Time STA (Scheduled Time of Arrival)** – This is scheduled time of arrival in local time. The format is HH24MI (e.g. 1800).

NOTE: For Alternate application, STD and STA are optional fields.

- 29) **Operation Date** – Use the **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.

Enter the flight sector by sector, click **Save and Continue** for each sector entered.

Click **Done** when all the flight sectors are inputted. The “**Application Details**” page will be displayed.

Application Details

Basic information:

Type of Application: **Charter Fax** Create Date: **26/04/2016**
 Application No.: **FA160041** Application Date:
 Approval No.: Approval Date:
 Airline Name: **Air Macau** Status: **Editing**
 Name of local handling agent:

Applicant Details:

Name: Email:
 Tel: Title:
 Fax:

Aircraft used for operations to Macao:

Registration Mark: No. of Seat:
 Aircraft Manufacturer/Model:
 Use leased aircraft:

Charterer Details:

Name of Charterer: Email:
 Address: Fax:
 Tel:

Other Description:

Reason/Purpose of flight:
 Remark:

Document List

Total: 1

Registration Mark	Aircraft Type	Operators Document Status	Aircraft Document Status	Functions
B-MAM	Airbus 320	Accepted	Accepted	View

Flight Schedule List

Total: 4 [Add](#) [Group Edit](#) [Delete All](#)

Flight No.	Route	Operation Period/Date	DOP	STD (Local Time)	STA (Local Time)	Functions
AMU9859	VMMC-RKPC	30/04/2016		1000		Delete Edit
AMU9880	RKPC-VMMC	01/05/2016			1500	Delete Edit
AMU9888	VMMC-RJBB	09/05/2016 - 20/05/2016	3	1000		Delete Edit
AMU9887	RJBB-VMMC	09/05/2016 - 20/05/2016	3		2000	Delete Edit

[Save](#) [Delete](#) [Submit](#)

Application Details under “Editing” status

Recheck the “**Flight Schedule List**” on the “**Application Details**” page.

Click **Group Edit** to edit the “**Flight Schedule List**”.

Click **Delete All** to delete the **whole** “**Flight Schedule List**”.

Click **Delete** at Functions to delete a flight sector.

Click **Edit** at Functions to edit a flight sector.

Click **Save** to save the application. The following screen will be displayed.

Dashboard
Application List
Apply New Flight
Submit Documents

Information has been updated
A0001(Airline) | Sign out

Application List --> [View or Update](#)

Application Details

Basic information:

Type of Application: Extra Pax	Create Date: 26/04/2016
Application No.: FA160042	Application Date:
Approval No.:	Approval Date:
Airline Name: Air Macau	Status: Editing
Name of local handling agent: <input type="text" value="Menzies Macau Airport Services"/>	

Applicant Details:

Name: <input style="border: 1px solid #ccc;" type="text" value="May Chen"/>	Email: <input style="border: 1px solid #ccc;" type="text" value="a@macau.com"/>
Tel: <input style="border: 1px solid #ccc;" type="text" value="88888888"/>	Title: <input style="border: 1px solid #ccc;" type="text" value="Schedule Planner"/>
Fax: <input style="border: 1px solid #ccc;" type="text" value="88888877"/>	

Aircraft used for operations to Macao:

Registration Mark: <input style="border: 1px solid #ccc;" type="text" value="B-MAM"/>	Search	No. of Seat: <input style="border: 1px solid #ccc;" type="text"/>
Aircraft Manufacturer/Model: <input style="border: 1px solid #ccc;" type="text" value="Airbus 320"/>		
Use leased aircraft: <input style="border: 1px solid #ccc;" type="text" value="No"/>		

Other Description:

Reason/Purpose of flight:	<input style="border: 1px solid #ccc;" type="text" value="Extra flight to meet market demand during Easter holiday"/>
Remark:	<input style="border: 1px solid #ccc;" type="text"/>

Document List

Total: 1

Registration Mark	Aircraft Type	Operators Document Status	Aircraft Document Status	Functions
B-MAM	Airbus 320	Accepted	Accepted	View

Flight Schedule List

Total: 2 [Add](#) [Group Edit](#) [Delete All](#)

Flight No.	Route	Operation Period/Date	DOP	STD (Local Time)	STA (Local Time)	Functions
AMU9887	VMMC-RJBB	26/04/2016 - 27/04/2016		1000		Delete Edit
AMU9888	RJBB-VMMC	26/04/2016 - 27/04/2016			2330	Delete Edit

Save
Delete
Submit

Application Details saved

Click **Delete** to delete the application.

NOTE: An application can be deleted before submission, but cannot be deleted after submission.

Click **Submit** to submit the application. A notification message indicating that the data has been modified successfully will be displayed.

Dashboard
Application List
Apply New Flight
Submit Documents

Application List --> [View or Update](#)
Data modified successfully.
CHINA EASTERN(Airline) | [Sign out](#)

Application Details

Basic information:

Type of Application: Scheduled Pax	Create Date: 02/03/2016
Application No.: FA160328	Application Date: 02/03/2016
Approval No.:	Approval Date:
Airline Name: China Eastern Airlines	Status: Submitted
Name of local handling agent: <input type="text" value="Menzies Macau Airport Services"/>	

Applicant Details:

Name: <input style="border: 1px solid #ccc;" type="text" value="Shen Guobing"/>	Email: <input type="text" value="chzsgb@ceair.com"/>
Tel: <input type="text" value="862122350084"/>	Title: <input type="text" value="Manager airline planning"/>
Fax: <input type="text" value="862162683863"/>	

Aircraft used for operations to Macao:

Registration Mark: <input type="text" value="B-9971,B-8870,B-5689,B-5258"/>	No. of Seat: <input type="text"/>
Aircraft Manufacturer/Model: <input type="text" value="Airbus 321,Airbus 320,Boeing 738,Boeing"/>	
Use leased aircraft: <input type="button" value="No"/>	

Other Description:

Reason/Purpose of flight:

Remark:

Document List

Total: 4

Registration Mark	Aircraft Type	Operators Document Status	Aircraft Document Status	Functions
B-9971	Airbus 321	Accepted	Accepted	View
B-8870	Airbus 320	Accepted	Accepted	View
B-5689	Boeing 738	Accepted	Accepted	View
B-5258	Boeing 737	Accepted	Accepted	View

Flight Schedule List

Total: 4

Flight No.	Route	Operation Period/Date	DOP	STD (Local Time)	STA (Local Time)
CES2055	ZSSS-VMMC	27/03/2016 - 29/10/2016	1,2,3,4,5,6,7		1855
CES2056	VMMC-ZSSS	27/03/2016 - 29/10/2016	1,2,3,4,5,6,7	1955	
CES2007	ZSPD-VMMC	27/03/2016 - 29/10/2016	1,2,3,4,5,6,7		1500
CES2008	ZSPD-VMMC	27/03/2016 - 29/10/2016	1,2,3,4,5,6,7	1800	

[Cancel this Application](#)

Application Details under “Submitted” Status

Click [Cancel this Application](#) to cancel the submitted application.

NOTE: An Application which is approved or rejected by AACM cannot be cancelled.


6. Application List

In this module, operator may

- Check the status of each application.
- View the details of each application.
- Cancel submitted application **NOT** yet approved or rejected by AACM.
- Download Approval when the Application is approved.
- Indicate flight sector(s) cancelled.
- Copy an existing application as a new application.

6.1. Check the status of each application

Choose **Application List** in the main menu. The following screen will be displayed. Operator may check the status of each application at “Application Status”.



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CIVIL AVIATION AUTHORITY

Flight Application System

Dashboard

Application List

Apply New Flight

Submit Documents

A0001(Airline) | [Sign out](#)

Application List

Filter Criteria

Create Date to Application No. Approval No.

Application Date to Type of Application

Approval Date to Application Status

Search Result

Total: 32

1
2

Application No.	Airline Name	Type of Application	Create Date	Application Date	Application Status	Approval No.	Approval Date	Functions
FA160021	Air Macau	Scheduled Pax	14/04/2016	26/04/2016	Submitted			View Copy
FA160018	Air Macau	Scheduled Pax	14/04/2016	26/04/2016	Approved		26/04/2016	.pdf View Copy
FA160017	Air Macau	Scheduled Pax	14/04/2016		Editing			View Copy
FA160014	Air Macau	Scheduled Pax	22/03/2016	22/03/2016	Rejected			View Copy
FA160009	Air Macau	Scheduled Pax	27/02/2016	22/03/2016	Submitted			View Copy
FA160008	Air Macau	Scheduled Pax	25/02/2016	21/03/2016	Approved	AACM160004	26/04/2016	AACM160004.pdf View Copy
FA160007	Air Macau	Scheduled Pax	25/02/2016	25/02/2016	Cancelled			View Copy
FA160006	Air Macau	Charter	25/02/2016	11/03/2016	Rejected			View Copy
FA160004	Air Macau	Charter	28/01/2016	24/02/2016	Submitted			View Copy
FA160002	Air Macau	Charter	26/01/2016	26/01/2016	Approved	AACM160002	26/04/2016	AACM160002.pdf View Copy
FA160001	Air Macau	Scheduled Pax	25/01/2016	25/01/2016	Submitted			View Copy
FA150001	Air Macau	Scheduled Pax	09/12/2015	09/12/2015	Approved	AACM150001	09/12/2015	AACM150001.pdf View Copy

1
2

Application List

6.2. View the details of each application

Click **View** at Functions column to view the details of the each application. Details of the application will be displayed.

Dashboard	Application List	Apply New Flight	Submit Documents
-----------	------------------	------------------	------------------

AIRMACAU(Airline) | [Sign out](#)

Application List --> [View or Update](#)

Application Details

[Download Signature Report](#)

Basic information:

Type of Application: Ferry/Position	Create Date: 16/02/2016
Application No.: FA160190	Application Date: 16/02/2016
Approval No.: AACM160176	Approval Date: 16/02/2016
Airline Name: Air Macau	Status: Approved
Name of local handling agent: <input type="text" value="Menzies"/>	

Applicant Details:

Name: <input type="text" value="Kevin Siu"/>	Email: <input type="text" value="despatch@airmacau.com.mo"/>
Tel: <input type="text" value="+853 8898 3130"/>	Title: <input type="text" value="FDS"/>
Fax: <input type="text" value="+853 8898 3139"/>	

Aircraft used for operations to Macao:

Registration Mark: <input type="text" value="B-MAQ"/>
Aircraft Manufacturer/Model: <input type="text" value="Airbus 321"/>
Use leased aircraft: <input type="text" value="No"/>

Other Description:

Reason/Purpose of flight: <input type="text" value="Position"/>
Remark: <input type="text"/>

Document List

Total: 1

Registration Mark	Aircraft Type	Functions
B-MAQ	Airbus 321	View

Flight Schedule List

Total: 1

Flight No.	Route	Operation Period/Date	STD (Local Time)	STA (Local Time)	Cancellation Remark	Functions
AMU701P	RJBB-VMMC	16/02/2016		1255		Edit Remark

Application Details under “Approved” Status

Applicant may download the Approval of an approved Application by clicking [Download Signature Report](#) on the “Application Details” page.

Alternatively, the Approval can also be downloaded by clicking the Approval at Functions on “Application List” page.

6.3. Cancel submitted application NOT yet approved or rejected by AACM

Dashboard	Application List	Apply New Flight	Submit Documents		
Application List --> View or Update			AIRMACAU(Airline) Sign out		
Data modified successfully.					
Application Details					
Basic Information:					
Type of Application:	Charter Pax	Create Date:	02/03/2016		
Application No.:	FA160327	Application Date:	02/03/2016		
Approval No.:		Approval Date:			
Airline Name:	Air Macau	Status:	Submitted		
Name of local handling agent:	Menzies Macau Airport Services				
Applicant Details:					
Name:	<input type="text" value="Peter Chan"/>	Email:	<input type="text" value="peterchan@airmacau.com"/>		
Tel:	<input type="text" value="853-8888888"/>	Title:	<input type="text" value="Schedule Planner"/>		
Fax:	<input type="text" value="853-8888999"/>				
Aircraft used for operations to Macao:					
Registration Mark:	<input type="text" value="B-MAN,B-MAQ,B-MCE"/>	No. of Seat:	<input type="text"/>		
Aircraft Manufacturer/Model:	<input type="text" value="Airbus 319,Airbus 321,Airbus 321"/>				
Use leased aircraft:	<input type="text" value="No"/>				
Charterer Details:					
Name of Charterer:	<input type="text" value="Hong Travel Company"/>	Email:	<input type="text" value="hong@travel.com.mo"/>		
Address:	<input type="text" value="Rua Nova 1 A, Macau"/>	Fax:	<input type="text" value="853-28864321"/>		
Tel:	<input type="text" value="853-28861234"/>				
Other Description:					
Reason/Purpose of flight:	<input type="text" value="Charter flight to meet travel demand for Easter holiday"/>				
Remark:	<input type="text"/>				
Document List					
Total: 3					
Registration Mark	Aircraft Type	Operators Document Status	Aircraft Document Status	Functions	
B-MAN	Airbus 319	Accepted	Accepted	View	
B-MAQ	Airbus 321	Accepted	Accepted	View	
B-MCE	Airbus 321	Accepted	Accepted	View	
Flight Schedule List					
Total: 4					
Flight No.	Route	Operation Period/Date	DOP	STD (Local Time)	STA (Local Time)
AMU9888	VMMC-RJBB	01/04/2016		1100	
AMU9887	RJBB-VMMC	01/04/2016			2200
AMU9886	VMMC-RJCC	03/04/2016		0930	
AMU9885	RJCC-VMMC	03/04/2016			2230
Cancel this Application					

Application Details under "Submitted" Status

Click [Cancel this Application](#) on the "Application Details" page, the Application will be cancelled.

NOTE: An Application which is approved or rejected by AACM cannot be cancelled.

6.4. Download Approval when the Application is approved

澳門特別行政區
REGIÃO ADMINISTRATIVA ESPECIAL DE MACAU
民航局
AUTORIDADE DE AVIAÇÃO CIVIL
CIVIL AVIATION AUTHORITY

Flight Application System

Dashboard **Application List** Apply New Flight Submit Documents

TIGERAIRTAIWAN(Airline) | Sign out

Application List

Filter Criteria

Create Date to Application No. Approval No.

Application Date to Type of Application

Approval Date to Application Status

Search Reset

Search Result

Total: 7

Application No.	Airline Name	Type of Application	Create Date	Application Date	Application Status	Approval No.	Approval Date	Functions
FA160523	Tigerair Taiwan	Extra Pax	21/03/2016	21/03/2016	Approved	AACM160443	21/03/2016	AACM160443.pdf View Copy
FA160405	Tigerair Taiwan	Extra Pax	10/03/2016	10/03/2016	Cancelled			View Copy
FA160219	Tigerair Taiwan	Scheduled Pax	18/02/2016	22/02/2016	Approved	AACM160225	22/02/2016	AACM160225.pdf View Copy
FA160087	Tigerair Taiwan	Extra Pax	03/02/2016	03/02/2016	Approved	AACM160077	04/02/2016	AACM160077.pdf View Copy

Application List

On the “**Application Details**” page, click the Approval icon to download the Approval of an **approved** Application, the relevant Approval will be downloaded.

Alternatively, the Approval can also be downloaded on the “**Application Details**” page by clicking **Download Signature Report**.

6.5. Indicate flight sector(s) cancelled

On the “**Application Details**” page, click **Edit Remark** beside the flight sector to be cancelled.

[Dashboard](#)
[Application List](#)
[Apply New Flight](#)
[Submit Documents](#)

 AIRMACAU(Airline) | [Sign out](#)
[Application List --> View or Update](#)

Application Details

[Download Signature Report](#)

Basic information:

Type of Application: Training	Create Date: 19/03/2016
Application No.: FA160511	Application Date: 19/03/2016
Approval No.: AACM160432	Approval Date: 21/03/2016
Airline Name: Air Macau	Status: Approved
Name of local handling agent: <input type="text" value="MENZIES"/>	

Applicant Details:

Name: <input type="text" value="IVY"/>	Email: <input type="text" value="despatch@airmacau.com.mo"/>
Tel: <input type="text" value="8898 3131"/>	Title: <input type="text" value="FDS"/>
Fax: <input type="text" value="8898 3139"/>	

Aircraft used for operations to Macao:

Registration Mark: <input type="text" value="B-MAK"/>
Aircraft Manufacturer/Model: <input type="text" value="Airbus 319"/>
Use leased aircraft: <input type="text" value="No"/> <input type="button" value="v"/>

Other Description:

Reason/Purpose of flight: <input type="text" value="TRAINING FLIGHT WITHIN VMMC ATZ."/>
Remark: <input type="text"/>

Document List

Total: 1

Registration Mark	Aircraft Type	Functions
B-MAK	Airbus 319	View

Flight Schedule List

Total: 1

Flight No.	Route	Operation Period/Date	STD (Local Time)	STA (Local Time)	Cancellation Remark	Functions
AMU706T	VMMC-VMMC	21/03/2016	2200	2300		Edit Remark

Application Details

The following page will be displayed.

Enter the cancellation remark and click **Save**.

6.6. Copy an existing application as a new application

To copy a specific existing application, click **Copy** beside the application that is to be copied.

Application No.	Airline Name	Type of Application	Create Date	Application Date	Application Status	Approval No.	Approval Date	Functions
FA160021	Air Macau	Scheduled Pax	14/04/2016	26/04/2016	Submitted			View Copy
FA160018	Air Macau	Scheduled Pax	14/04/2016	26/04/2016	Approved		26/04/2016	.pdf View Copy
FA160017	Air Macau	Scheduled Pax	14/04/2016		Editing			View Copy
FA160014	Air Macau	Scheduled Pax	22/03/2016	22/03/2016	Rejected			View Copy
FA160009	Air Macau	Scheduled Pax	27/02/2016	22/03/2016	Submitted			View Copy
FA160008	Air Macau	Scheduled Pax	25/02/2016	21/03/2016	Approved	AACM160004	26/04/2016	AACM160004.pdf View Copy
FA160007	Air Macau	Scheduled Pax	25/02/2016	25/02/2016	Cancelled			View Copy
FA160006	Air Macau	Charter	25/02/2016	11/03/2016	Rejected			View Copy
FA160004	Air Macau	Charter	28/01/2016	24/02/2016	Submitted			View Copy
FA160002	Air Macau	Charter	26/01/2016	26/01/2016	Approved	AACM160002	26/04/2016	AACM160002.pdf View Copy
FA160001	Air Macau	Scheduled Pax	25/01/2016	25/01/2016	Submitted			View Copy
FA150001	Air Macau	Scheduled Pax	09/12/2015	09/12/2015	Approved	AACM150001	09/12/2015	AACM150001.pdf View Copy

Flight Schedule Details															
Delete	Item	Flight No.	Route (Indicate "" in port for Ferry/Technical Stop to /from VMMC) ex. VTBS*-VMMC-PANC*-KLAS	Effective Period		DOP at VMMC					Local Time		Up	Down	
				Start Date	End Date	1	2	3	4	5	6	7			STD
<input type="checkbox"/>	1	AMU9887	VMMC-RJBB	Search	26/04/2016	27/04/2016	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1000		<input type="button" value="↓"/>
<input type="checkbox"/>	2	AMU9888	RJBB-VMMC	Search	26/04/2016	27/04/2016	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		2330	<input type="button" value="↑"/>

Save Delete Row Add Row

Click **Add Row** to add more flight sectors.

Click **Delete Row** to delete one/several flight sector(s).

Click **Save** to save the “**Flight Schedule Details**” and return to “**Application Details**” page.