GEN 1.2 ENTRY, TRANSIT AND DEPARTURE OF AIRCRAFT

1 INTRODUCTION

1.1 International flights into, from or over Singapore territory shall be subject to the current Singapore regulations relating to civil aviation. These regulations correspond in all essentials to the Standards and Recommended Practices contained in Annex 9 to the Convention on International Civil Aviation.

1.2 Aircraft flying into or departing from Singapore territory shall make their first landing at, or final departure from an international aerodrome (see AIP Singapore page AD 1.3-1 and section AD 2).

1.3 Notwithstanding the regulations relating to civil aviation over Singapore territory, aircraft operators should consult the respective AIPs for other documentary and / or permit requirements for flights intending to enter, depart, and / or overfly the sovereign airspaces of States along the planned flight routes.

1.4 In particular, for Indonesian sovereign airspace within portions of airspace in which Singapore provides Air Traffic Services (ATS) (see ENR 2.1), aircraft operators should also consult AIP Indonesia GEN 1.2 Entry, Transit and Departure of Aircraft at https://iwish.kemenhub.go.id/ for Indonesia's requirements for flights intending to enter, depart, and/or overfly its sovereign airspace. Please note that this AIP's reference to these requirements is without prejudice to Singapore's legal position on such requirements.

2 APPLICATION FOR SLOTS AT SINGAPORE CHANGI AIRPORT

2.1 Singapore Changi Airport is a slot coordinated airport, with Changi Airport Group (CAG) as the Slot Coordinator. To ensure efficiency of aircraft operations and optimisation of airport resources, all operators of scheduled and non-scheduled (commercial and non-commercial) flights must obtain slots from the Changi Slot Coordinator prior to the operation of such flights.

2.2 To apply for slots for access to Singapore Changi Airport, all operators or agents of non-scheduled, commercial and non-commercial flights shall submit applications for slots via either a Slot Clearance Request (SCR), or for operators without a 2-letter IATA airline code, a General (Aviation) Clearance Request (GCR) to the Changi Slot Coordinator at csc@changiairport.com.

Changi Slot Coordinator
c/o Changi Airport Group (Singapore) Pte Ltd
Singapore Changi Airport
P.O. Box 168
Singapore 918146
Tel: +65 6541 2378 or +65 6541 3064

2.3 Operators or agents of non-scheduled, commercial and non-commercial flights shall submit their slot requests to the Changi Slot Coordinator no later than 72 hours prior to the operation of the flight, for which the slot will be utilised.

2.4 To facilitate the optimisation of aircraft parking resources at Singapore Changi Airport, operators or agents of non-scheduled, commercial and non-commercial flights are strongly advised to limit their ground time to no more than 24 hours from the arrival slot timing.

2.5 For urgent non-scheduled, commercial (including ad hoc changes to scheduled flights) and non-commercial flight operations that are less than 24 hours from the proposed date of operation, in addition to submitting the SCR/GCR, operators/ agents must also inform the Airside Operations Section of CAG (Airside Control Centre) at changi.airside@changiairport.com or +65 8533 4558 / +65 6541 2151.

2.6 **EXEMPT FLIGHTS**

Notwithstanding paragraph 2.1, the following types of flights may operate to / from Singapore Changi Airport without obtaining slots from the Changi Slot Coordinator:

- Emergency landings. e.g. diversions or quick returns after takeoff, oil spill response operations
- Flights operating under diplomatic cover
- Flights operated by the military, including those carrying supplies but excluding those chartered on a commercial basis by the military
- Humanitarian flights including those responding to medical emergencies where the safety of human life is concerned or involved in search and rescue operations
- Technical flights including radar and NAVAID calibration / check flights

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2.7 RESTRICTIONS ON OPERATIONS AT SINGAPORE CHANGI AIRPORT

2.7.1 All scheduled operations using passenger aircraft with a capacity of less than 150 seats are not permitted at Singapore Changi Airport during the following peak hours. Exceptions may be granted for scheduled operations going to/coming from airports with restrictions on larger aircraft types.

Arrival Peak Hours		Departure Peak Hours	
In UTC	In Local Time	In UTC	In Local Time
0900 to 1059	1700 to 1859	1600 to 1759	0000 to 0159
1600 to 1759	0000 to 0159	2300 to 0159	0700 to 0959

2.7.2 All scheduled and non-scheduled (commercial and non-commercial) propeller aircraft operations are not permitted at Singapore Changi Airport.

3 SUBMISSION OF FLIGHT DETAILS AND APPLICATION FOR SLOTS AT SELETAR AIRPORT

3.1 Seletar Airport is a schedules facilitated airport, with Changi Airport Group (CAG) as the Seletar Schedules Facilitator. To ensure efficiency of aircraft operations and optimisation of airport resources, all operators of non-scheduled (commercial and non-commercial) flights must submit details of their planned operations to the Seletar Schedules Facilitator prior to these operations. Operators shall also be prepared to make adjustments to their schedules when necessary as advised by the Seletar Schedules Facilitator to ensure that airport capacity parameters are not exceeded. In addition, all operators of scheduled flights must obtain slots from the Seletar Schedules Facilitator prior to the operation of such flights. No operation will be permitted without the approval of the Seletar Schedules Facilitator.

3.2 For non-scheduled (commercial and non-commercial) flight operations, operators or agents shall submit details of their planned operations to seletar.airside@changiairport.com during the flights submission window, defined as no earlier than 7 calendar days but no later than 1400 UTC / 2200 LT on the day prior to the planned operations.

3.3 For urgent non-scheduled (commercial and non-commercial) flight operations of which details were not submitted during the flights submission window, operators or agents must submit the details to seletar.airside@changiairport.com and call to inform the Airside Operations Section of Seletar Airport at
+65 6481 5077.

3.4 Operators or agents shall include the following details of the flight operations in their submission:

- Name of operator and appointed ground handling agent;
- Date and time of arrival and departure (in local time);
- Aircraft type and seat capacity;
- Origin and destination;
- Aircraft registration number; and
- Purpose of flight (e.g. business aviation; general aviation; cargo; maintenance, repair and operations (MRO); etc.).

3.5 For scheduled flight operations, operators shall submit applications for slots via a Slot Clearance Request (SCR) to csc@changiairport.com.

3.6 All operators shall adhere to the Worldwide Airport Slot Guidelines (WASG). A copy of this document can be obtained from https://www.iata.org/en/programs/ops-infra/slots/slot-guidelines/

3.7 EXEMPT FLIGHTS

3.7.1 Notwithstanding paragraph 3.1, the following types of flights may operate to / from Seletar Airport without submitting details of their flight operations to the Seletar Schedules Facilitator during the flights submission window as stipulated in paragraph 3.2:

- Emergency landings, e.g. diversions or quick returns after takeoff, oil spill response operations;
- Flights operating under diplomatic cover;
- Flights operated by the military, including those carrying supplies but excluding those chartered on a commercial basis by the military;
- Humanitarian flights including those responding to medical emergencies where the safety of human life is concerned or involved in search & rescue operations; and
- Technical flights including radar and NAVAID calibration /check flights.

3.7.2 However, operators or agents of exempt flights shall call to inform the Airside Operations Section of Seletar Airport at +65 6481 5077 of their flight operations in advance.

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3.8 DESIGNATED HOURS FOR TRAINING FLIGHTS

3.8.1 To optimise the use of capacity, training and non-training flights will be segregated through designated hours for training flights. Non-training flights will not be permitted at Seletar Airport during the following periods from Tuesdays to Sundays:

- 0130 to 0230 UTC / 0930 to 1030 LT;
- 0400 to 0500 UTC / 1200 to 1300 LT;
- 0700 to 0800 UTC / 1500 to 1600 LT; and
- 0900 to 1000 UTC / 1700 to 1800 LT.

3.8.2 All operators or agents and pilots are to plan their flight schedules with sufficient buffers to avoid the designated hours for training flights.

3.8.3 Notwithstanding paragraph 3.8.1, the following types of flights may be permitted during the designated hours for training flights:

- Emergency landings, e.g. diversions or quick returns after takeoff, oil spill response operations;
- Flights operating under diplomatic cover; and
- Humanitarian flights including those responding to medical emergencies where the safety of human life is concerned or involved in search & rescue operations.

4 CIVIL SCHEDULED FLIGHTS

4.1 GENERAL

4.1.1 Before a scheduled service is permitted to operate into the Republic of Singapore, it must be appropriately covered by either an air services agreement, a licence issued in accordance with the Air Navigation (Licensing of Air Services) Regulations or other aeronautical arrangements. All scheduled flights are subject to prior approval.

4.2 APPLICATION FOR TRAFFIC LANDINGS AND UPLIFTS (SCHEDULED FLIGHTS)

4.2.1 Only the airline operator or authorised agency may apply for permission to operate scheduled flights.

4.2.2 All airline operators/authorised agencies are to submit their applications for scheduled flights for each IATA schedule season at least one month before the start of the season for approval by CAAS.

4.2.3 In addition, airline operators are also required to apply for CAAS' approval for any revisions to their schedule filings for the season, ad-hoc changes to flight schedules and flight cancellations. Such applications should be filed through the flightSG system at https://flightsg.caas.gov.sg 5 working days before flight changes take place.

4.2.4 If insufficient notice as specified in paragraphs 4.2.2 and 4.2.3 is given, the application may not be considered.

4.2.5 Airline operators are to ensure that a copy of the following documents, which are to remain valid during the period of operations, are lodged with CAAS:

a) Certificate(s) of Registration(s) for aircraft used;
b) Certificate(s) of Airworthiness for aircraft used; and
c) Air Operator's Certificate

4.2.6 All applications and required documents listed in paragraph 4.2.5 should be submitted via flightSG.

4.3 DOCUMENTARY REQUIREMENTS FOR CLEARANCE OF AIRCRAFT

4.3.1 It is necessary that the undermentioned aircraft documents be submitted by airline operators for clearance on entry and departure of their aircraft to and from Singapore. All documents listed below must follow the ICAO standard format as set forth in the relevant appendices to ICAO Annex 9. They are acceptable in English only and must be completed in legible handwriting. No visas are required in connection with such documents.

4.3.2 *Aircraft Documents Requirements (arrival/departure)*

Required by	General Declaration	Passenger Manifest	Cargo Manifest
Immigration	2	2	-
Customs	1	1	1
Health	1	1	-

a) *One copy of the General Declaration is endorsed and returned by Customs, signifying clearance.*
b) *If no passengers are embarking (disembarking) and no articles are laden (unladen), no aircraft documents except copies of the General Declaration need be submitted to the above authorities.*

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5 CIVIL NON-SCHEDULED FLIGHTS

5.1 PROCEDURES

5.1.1 *Overflights*

5.1.1.1 Prior notification is necessary. Subject to the observance of the terms of the Convention on International Civil Aviation, Singapore facilitates overflights by civil aircraft registered in any ICAO Contracting States with which Singapore has diplomatic relations provided adequate advance notification shall have been given.

5.1.1.2 Notification by flight plan addressed to the Singapore Air Traffic Control Centre (WSJCZQZX) if received at least 2 hours in advance of the aircraft's arrival into the Singapore Flight Information Region will normally be accepted as advance notification in this respect.

5.1.1.3 In all other cases, prior permission must be sought and obtained through diplomatic means from the Ministry of Foreign Affairs, Republic of Singapore.

5.1.2 *Non-Traffic or Technical Landings*

5.1.2.1 Prior notification is necessary. Subject to the observance of the terms of the Convention on International Civil Aviation, Singapore facilitates such non-traffic or technical landings by civil aircraft registered in any ICAO Contracting States with which Singapore has diplomatic relations provided adequate advance notification shall have been given.

5.1.2.2 Notification by flight plan addressed to the Singapore Air Traffic Control Centre (WSJCZQZX) if received at least 2 hours in advance of the aircraft's arrival at Singapore Changi Airport or Seletar Aerodrome or 2 hours prior to entering the Singapore Flight Information Region whichever is the earlier will normally be accepted as advance notification in this respect.

5.1.2.3 All business aviation aircraft shall park in a nose-in position and be pushed back with the aid of an aircraft tow-bar and tow-tractor. Reverse thrust or variable pitch propellers shall not be used. The aircraft must carry its own tow-bar. The aircraft operator may make arrangements with the ground handling agent to provide the tow-bar. The aircraft shall be required to be towed to another aircraft stand should the need arise.

5.1.2.4 All passengers of the business aviation flight will have to clear CIQ via the Commercially-Important- Persons facility located at Terminal 2.

5.1.2.5 All business aviation flights must engage a ground handling agent at Singapore Changi Airport.

5.1.2.6 In all other cases, prior permission must be sought and obtained through diplomatic means from the Ministry of Foreign Affairs, Republic of Singapore.

5.1.2.7 All non-traffic aircraft are to submit a copy of the Certificate of Airworthiness to CAAS, after each landing, by facsimile at 6545 6519 or by email to CAAS_FS_FOS@caas.gov.sg

5.1.3 *Application for Traffic Landings and Uplifts (Non-Scheduled Flights)*

5.1.3.1 All non-scheduled flights are subject to prior approval.

5.1.3.2 Only the operator or authorised agency may apply for permission to operate a non-scheduled flight. The following information should be submitted together with the application:

a) Name, address and nationality of operator;
b) Name, address and business of charterer;
c) Type, registration mark and carrying capacity of aircraft;
d) Aircraft documents listed in paragraph 4.2.5;
e) Nature of flight including details of whether the flight is to carry passengers or cargo or both;
   i. for passenger flights: points of origin and destination of passengers, purpose of flight e.g. special event charter, inclusive tours and own-use charter; and the names of passengers.
   ii. for cargo flights: the origin, destination, description, quantities and dimensions of cargo; outbound/inbound or transhipment, as well as whether any item is perishable or classified as dangerous, explosive or munitions of war. (Please see regulations concerning importation, transhipment and exportation of cargo in subsection GEN 1.4).
f) Details of route, points of landing and final destination;
g) Date and time of arrival at, and departure from Singapore (Please see paragraph 5.1.3.4 below);
h) Name, address and telephone number of operator's local agent and ground handling agent;
i) Name and address of consignees and consignors, where applicable;
j) Any other information that may be relevant to the proposed operations.

5.1.3.3 All applications must be submitted via https://flightsg.caas.gov.sg

The complete application and its supporting documents must reach the Civil Aviation Authority of Singapore Air Transport Division via the weblink provided at least 3 working days prior to the aircraft's arrival or departure into/from Singapore to be considered for a "normal permit". Operators who wish to obtain a permit under 3 working days may submit their applications. Such applications

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must reach the Air Transport Division at least 24 hours before the proposed flight to be considered for an "express permit". Applicants for express permits should alert the Air Transport Duty Officer at +65 98331775. Applications will not be considered if insufficient notice is given (not applicable for emergency flights e.g. flights on humanitarian grounds).

5.1.3.4 Operators, other than operators of business aviation aircraft as stated in paragraph 5.1.3.5, should schedule their arrivals and departures at Singapore Changi Airport outside the hours 0001 to 0200 UTC (0801-1000 LT) and 0900 to 1559 UTC (1700-2359 LT). Subject to approval (depending on aircraft stand availability), aircraft may be permitted to remain on the ground during the above times on condition that the aircraft vacates the aircraft stand if the need arises. *(Please see GEN 4.1 paragraph 1.5 b)regarding off-peak discount of 40% on landing charges)*.

5.1.3.5 All business aviation aircraft operating as executive jet charter may be permitted to remain on the ground or layover at Singapore Changi Airport.

5.1.3.6 All business aviation aircraft shall park in a nose-in position and be pushed back with the aid of an aircraft tow-bar and tow-tractor. Reverse thrust or variable pitch propellers shall not be used when parking or pushing back aircraft. The aircraft operator must ensure that an appropriate tow-bar for the aircraft type is available to facilitate push back operations from the aircraft stand. The aircraft operators may use their own tow-bar or approach ground handling agents in either Seletar or Singapore Changi Airport to secure the appropriate tow-bar.

5.1.3.7 All passengers of the business aviation flight will have to clear CIQ via the Commercially-Important-Persons facility located beside Terminal 2.

5.1.3.8 Requests to handle executive jet charter or charter flights via the main terminals are to be sent via email to csc@changiairport.com for exceptional consideration at all times.

5.1.3.9 All business aviation flights must engage aground handling agent at Singapore Changi Airport.

5.1.3.10 The appropriate legislation dealing with non-scheduled flights for hire or reward is contained in PART III - *Permits For Journeys Other Than Scheduled Journeys* of the Air Navigation (Licensing of Air Services) Regulations. Any person who uses any aircraft in contravention of the provisions of Regulation 15 of the legislation shall be guilty of an offence and shall be liable on conviction to a fine not exceeding S$2,500 or to imprisonment for a term not exceeding 3 months or to both and in the case of a second or subsequent offence, to a fine not exceeding S$20,000 or to imprisonment for a term not exceeding 2 years or to both.

5.1.3.11 **Permit Fees**

(a) Normal Permits

The following fees shall be paid to the Authority [in accordance with Regulation 18 of the Air Navigation (Licensing of Air Services) Regulations] to obtain a permit which must be applied at least 3 whole working days before the first flight:

i) S$84 for a single one-way or return flight;
ii) S$162 for 2 or more one-way or return flights but not more than 5 such flights;
iii) S$326 for 5 one-way or return flights but not more than 10 such flights; or
iv) S$810 for more than 10 one-way or return flights.

(b) Express Permits

Operators who wish to obtain a permit under 3 working days, but at least 24 hours before the flight, should contact the Duty Officer at +65 98331775 and submit a complete application via this weblink: https://flightsg.caas.gov.sg The following fee shall be paid:

v) S$252 for a single one-way or return flight.

Note 1: "Working Day" means:

vi) a period that begins at 8.30am and ends at 6pm on any Monday to Thursday that CAAS is open for business; and
vii) a period that begins at 8.30am and ends at 5.30pm on any Friday that CAAS is open for business.

Note 2: Any application that is made after the close of business shall be deemed to have been made on the next working day.

Definitions:

Non-scheduled flight - a flight for the carriage of passengers, mail or cargo by air for hire and reward on journeys other than scheduled.

Business aviation flight - a flight that is owned and operated privately by a business corporation or chartered privately by business or corporate executives for non-revenue purposes.

Charterer - a person, company or corporate body who charters the aircraft and whose name and address appear in the Aircraft Charter Agreement.

Operator- in relation to an aircraft, the person for the time being having the business management of that aircraft.

5.2 DOCUMENTARY REQUIREMENTS FOR CLEARANCE OF AIRCRAFT

5.2.1 Same requirements as for SCHEDULED FLIGHTS.

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5.3 PERMIT CONDITIONS

5.3.1 The Director-General of Civil Aviation may attach such conditions to a permit as he considers necessary.

5.4 APPLICATION FOR DIPLOMATIC CLEARANCE FOR FOREIGN STATE AIRCRAFT

5.4.1 *Procedures for Applying Diplomatic Clearance for Landing and Overflight for Foreign State Aircraft in Singapore*

5.4.1.1 Except where otherwise agreed, all Foreign State aircraft intending to land at or overfly Singapore are to obtain diplomatic clearance for such landing or overflight from the Ministry of Foreign Affairs, giving information as in para 5.4.2.

5.4.1.2 The application is to be made giving at least 14 days' notice.

5.4.2 *Information to be provided when applying for Diplomatic Clearance*

5.4.2.1 All applications for diplomatic clearance should contain the following information:

a) Name of Mission/Organisation;
b) Liaison Officer;
c) Telephone Number;
d) Number and Type of Aircraft;
e) Callsign;
f) Aircraft Registration;
g) Full flight itinerary;
h) Route after entering and before leaving Singapore FIR;
i) Date of Arrival;
j) Time of Arrival;
k) Date of Departure;
l) Time of Departure;
m) Arrival from;
n) Departing to;
o) Airfield requested;
p) Name of Pilot;
q) Number of Crew;
r) Number of Passengers;
s) If VIP flight, Name of VIP and number of other officials;
t) Purpose;
u) Photograph and sensory equipment if any;
v) Nature of freight or cargoes carried if any;
w) Dangerous cargoes, if any (e.g. arms, ammunition, explosives, toxic chemicals);
x) Types of services required (e.g. type of fuel, APU/GPU, ground handling etc.);
y) Additional/Special request

Note: Aircraft used in military, customs or police services are deemed to be State aircraft.

6 APPLICATION FOR FUNCTIONAL CHECK FLIGHTS

6.1 All applications for functional check flights are subject to prior approval.

6.2 All applications for functional check flights are to be made at least 5 working days but not more than 2 weeks in advance; if this is not complied with, the application may not be considered . Applicants shall seek the necessary approvals from DGCA Indonesia for compliance with Indonesia's domestic requirements (see AIP Indonesia GEN 1.2), and submit the applications for functional check flights to CAAS with the prior necessary approvals from Indonesia.

6.3 Applicants should provide details as listed in items a. to e. below and ensure that the documents as listed in items f. to h. of the aircraft undergoing functional check flights remain valid during the period of operation:

a) Aircraft Registration;
b) Aircraft Callsign;
c) Aircraft Type;
d) Date / Time / Duration of flight;
e) Point of Departure and Arrival;
f) Certificate of Registration;
g) Certificate of Airworthiness;
h) A Permit to Fly, issued by CAAS, in the absence of a valid Certificate of Airworthiness.

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6.4 All applications should be submitted to:

Post: Duty Manager, Singapore Air Traffic Control Centre
Civil Aviation Authority of Singapore
60 Biggin Hill Road, Singapore 509950
E-mail: caas_atsops@caas.gov.sg
Fax: 65457526

6.5 Details on flight planning for functional check flights are listed at ENR 1.10 FLIGHT PLANNING.

7 AIRCRAFT BANNED FROM OPERATIONS AT SINGAPORE AERODROMES

7.1 The Antonov-12 aircraft is banned from all operations to/from Singapore aerodromes due to concerns over its continuing airworthiness.

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