

HONG KONG SPECIAL ADMINISTRATIVE REGION
PEOPLE'S REPUBLIC OF CHINA
AERONAUTICAL INFORMATION SERVICE

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Processing of Air Services Matters Outside Office Hours

1. Introduction

- 1.1 All applications relating to air services matters for flights operating at Hong Kong International Airport (HKIA), i.e. flight applications, are handled by the Air Services and Safety Management Division (ASMD) of Hong Kong Civil Aviation Department (CAD). The flight application procedures are published in the AIP Hong Kong, Section GEN 1.2 “Entry, Transit and Departure of Aircraft”.
- 1.2 Flight applications for normal operations should reach ASMD at least **3 working days** in advance of the proposed operating date. The office hours of ASMD are 0900 to 1800L (0100 to 1000 UTC) daily except Saturdays, Sundays and gazetted public holidays. (Refer to the latest AIC available at website <http://www.ais.gov.hk> for the gazetted public holidays in Hong Kong.)
- 1.3 The flight application process and procedures for urgent changes to a callsign of an approved flight **outside of office hours of ASMD** are detailed in paragraphs 2 and 3 below.

Note that these procedures are not applicable to helicopter operations. Regulations for helicopters operations are published in AIP Hong Kong, Section AD 2.20, paragraph 2.

2. Urgent Flight Application Outside Office Hours of ASMD

- 2.1 Medical evacuation flights or urgent commercial flights for the purpose of life saving, search and rescue, handling major accidents or incidents
- a) Operators *shall* complete a Declaration of Compliance for Flights Operated for Hire or Reward - Form A, and submit it to CAD by email at aic@cad.gov.hk and asdoo@cad.gov.hk, or by fax on +852 2910 1180 and +852 2877 8542.
- 2.2 Other urgent commercial flights by scheduled or non-scheduled operators

- a) Operators *shall* complete a Declaration of Compliance for Flights Operated for Hire or Reward – Form A, and submit it to CAD by email at aic@cad.gov.hk and asdoo@cad.gov.hk, or by fax on +852 2910 1180 and +852 2877 8542.

2.3 General aviation flights operated for hire or reward

- a) Operators *shall* complete a Declaration of Compliance for Flights Operated for Hire or Reward – Form A, and submit it to CAD by email at aic@cad.gov.hk and asdoo@cad.gov.hk, or by fax on +852 2910 1180 and +852 2877 8542.

2.4 Other urgent non-scheduled and general aviation flights not operated for hire or reward (e.g. private business flights, ferry flights, etc.)

- a) Operators *shall* complete a Declaration of Compliance for Flights not Operated for Hire or Reward – Form B, and submit it to CAD by email at aic@cad.gov.hk and asdoo@cad.gov.hk, or by fax on +852 2910 1180 and +852 2877 8542.

2.5 Form A and Form B can be downloaded at website <http://www.cad.gov.hk> under Public forms or FAQ ‘Applying for Urgent Flights to/from Hong Kong outside office hours’.

3. Urgent Change to Callsign Outside Office Hours of ASMD

3.1 For change or alteration of callsign to an approved flight, operators shall contact the Aeronautical Information Management Centre (AIMC) (tel. no. +852 2910 6174).

4. Approval/Acceptance Procedures

4.1 On completion of the appropriate procedures in paragraph 2 above, operators shall call the Aeronautical Information Management Centre (AIMC) (tel. no. +852 2910 6174) to confirm receipt of the necessary message(s). When confirmation is received, the operator may file the flight plan.

5. Post Application Procedure

5.1 Operators shall re-submit their urgent application details, or notify the changes they have requested to ASMD by email at asdoo@cad.gov.hk, or by fax on +852 2877 8542, or by e-filing at http://www.cad.gov.hk/english/efiling_home.html, on the next working day with the necessary documentation.

6. Record of Use

6.1 The urgent application procedures detailed in this AIC can only be used in unexpected situations on an incidental basis and will not be permitted on a regular basis. The submitted information will be used for record and monitoring purposes. Any abuse of these procedures may result in penalty actions being taken by ASMD.

7. Slot Clearance Requests

7.1 Apart from flight applications as detailed above, operators must have a slot or slots allocated by Hong Kong Schedule Coordination Office before commencing operations to/from HKIA, except for those types of operation as listed at Annex 1 to the Schedule Coordination Guidelines for HKIA. Failure to do so may result in non-acceptance of the relevant flight plans. The latest slot clearance procedures are stipulated in the “Schedule Coordination Guidelines for Hong Kong International Airport”, available at website <http://www.hkgslot.gov.hk>.

8. AIC 03/16 is hereby superseded.

This Circular is issued for information, guidance and necessary action
By direction of the Director-General of Civil Aviation
Simon LI