

Date  <b>02 AUGUST 2021</b>	 <b>SINGAPORE CHANGI AIRPORT AIRSIDE OPERATIONS NOTICE</b>	 No.  <b>35/2021</b>
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## **NEW PROCEDURES FOR APPLICATION AND RENEWAL OF AIRFIELD DRIVING PERMIT (ADP) AND AIRFIELD VEHICLE PERMIT (AVP)**

### **1. INTRODUCTION**

- 1.1 This AON seeks to inform the community on new application and renewal procedures for ADPs and AVPs , which took effect on **26 July 2021**.

### **2. BACKGROUND**

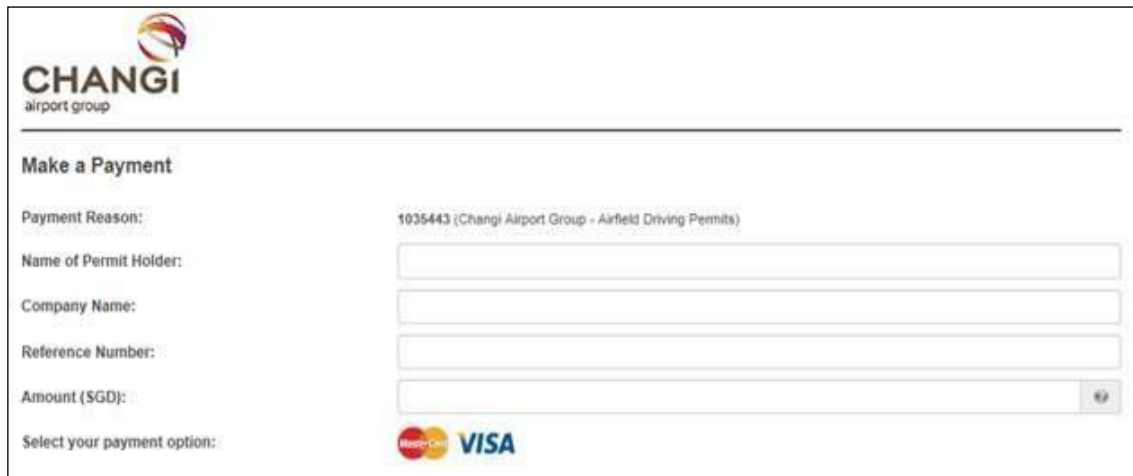
- 2.1 Applicants are required to submit their ADP/AVP applications and renewals in person at the Airside Driving Centre (ADC). To minimise interactions between persons, CAG is embarking on a contactless mode of operations.
- 2.2 Some of the changes under the new mode of operations include payments for applications and renewals of ADPs and AVPs would be done via an e-payment platform, Merchant Suite. Additionally, application forms for these permits are to be dropped off at a designated secured box in front of ADC. Details of the new processes are stipulated in the paragraphs below.

### **3. APPLICATION OF AIRFIELD DRIVING PERMIT (ADP)**

- 3.1 Instead of the previous process whereby applicants submit application forms, documents, select Airfield Rules Test (ART) slots and make payments for ART in person at the ADC, the new process would require applicants to:

**Step 1** - Make payment for Airfield Rules Test (ART), \$5.40, via Merchant Suite using this link, <https://tinyurl.com/payart> prior to the submission of an ADP application form. Once the payment is successful, print the receipt and attached it to the form.

Merchant Suite Platform



The screenshot shows the 'Make a Payment' interface on the Changi Airport Group website. The header includes the 'CHANGI airport group' logo. The form fields are as follows:

- Payment Reason:** 1035443 (Changi Airport Group - Airfield Driving Permits)
- Name of Permit Holder:** [Empty text box]
- Company Name:** [Empty text box]
- Reference Number:** [Empty text box]
- Amount (SGD):** [Empty text box with a currency symbol icon]
- Select your payment option:** [Radio buttons for MasterCard and VISA]

**Step 2** - Documents submission; place the completed ADP application form, payment receipt for ART, together with photocopied NRIC/work permit, state driving license, airport pass and the Airfield Rules and Regulations Course (ARRC) certificate/self-study letter in a sealed envelope, before dropping it in the designated drop-box in front of ADC.



**Step 3** – CAG Airfield Driver & Vehicle Licensing (ADVLS) staff would contact the applicant to arrange for a suitable date/time slot for his/her ART. The ART would be conducted at the ADC, similar to the previous process.

#### 4. RENEWAL OF AIRFIELD DRIVING PERMIT (ADP)

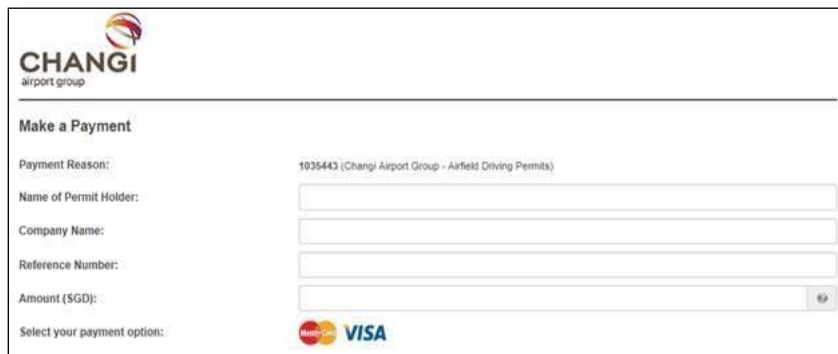
4.1 Similar to previous process, applicants shall place their completed forms, together with photocopied NRIC/work permit, state driving license, airport pass and the Airfield Rules and Regulations Course certificate/self-study letter in a sealed envelope, then drop off at the designated drop-box in front of ADC.

4.2 Upon the receipt of ADP renewal forms, CAG ADVLS staff would review the application forms and documents submitted. Thereafter notification of approval and payment would be communicated to the applicants as shown below;

**Step 1** – Notification of successful renewal of ADP; CAG ADVLS staff would contact the applicant, using mobile message service, WhatsApp to request for payment via a dedicated link.

**Step 2** - Payment for ADP renewal; using the link provided in the WhatsApp message, the applicant is required to make full payment (either \$10.80 (1 year) or \$21.60 (2 years)) via Merchant Suite. For each transaction, please enter the reference number provided in the WhatsApp message.

##### Merchant Suite Platform



The screenshot shows a payment form titled "CHANGI airport group" with the following fields and options:

- Payment Reason:** 1035443 (Changi Airport Group - Airfield Driving Permits)
- Name of Permit Holder:** [Text input field]
- Company Name:** [Text input field]
- Reference Number:** [Text input field]
- Amount (SGD):** [Text input field with a currency symbol icon]
- Select your payment option:** [Radio buttons for MERCHANT SUITE and VISA]

**Step 3-** CAG ADVL staff would verify whether payment has been made. Once payment is received and verified , an image of the new ADP card would be sent to the applicant’s mobile number within seven (7) working days. The image of the ADP will be deemed as an “e-card”, applicants are required to safekeep it in his/her mobile phone and produce the “e-card” if required by an authorised personnel (e.g. Auxiliary Police Officer) when driving in Changi airside.

## **5. NEW AIRFIELD VEHICLE PERMIT (AVP)**

5.1 Similar to previous process, applicants shall place their completed forms, together with supporting documents in a sealed envelope, then drop off at the designated drop-box in front of ADC. Thereafter notification of approval and payment would be communicated to the applicants as shown below;

**Step 1** – Notification of successful application/renewal of AVP; CAG ADVL staff would contact the applicant, using mobile message service, WhatsApp to request for payment via a dedicated link.

**Step 2** - Payment for AVP renewal; using the link provided, the applicant is required to make full payment of the amount shown in the WhatsApp message. For each transaction, please enter the reference number provided.

**Step 3** - CAG ADVL staff would verify whether payment has been made. Once payment is received and verified, an image of the new AVP decal would be sent to the applicant’s mobile number within seven (7) working days. Applicants are required to print the image of the AVP decal and paste it on the windscreen. Open-cabin vehicles (i.e. no windscreen) are to display the printout in a prominent area near the driver’s seat.

**6. NEW PROCESS TO UPDATE INTERNAL AND STATE DRIVING CLASSIFICATION**

6.1 Applicants shall place their Airfield Driving Permit, training records and test results in a sealed envelope, then drop off at the designated drop-box in front of ADC. Thereafter CAG ADVL staff would update the new classification in our system.

6.2 An image of the new ADP card would be sent to the applicant’s mobile number within seven (7) working days. The image of the ADP will be deemed as an “e-card”, applicants are required to safekeep it in his/her mobile phone and produce the “e-card” if required by an authorized personnel (e.g. Auxiliary Police Officer) when driving in Changi airside.

**7. REMINDERS**

7.1 For all applications, please use the latest forms found on CAG website, <https://www.changiairport.com/content/cag-corp/en/e-services/documents.html>. Kindly ensure all submissions are duly signed, fields completed, and attached with the relevant supporting documents.

7.2 Should you have any queries, please write in to CAG Airfield Driver & Vehicle Licensing at [asm.adc@changiairport.com](mailto:asm.adc@changiairport.com).

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