



香港特別行政區政府

民航處

Civil Aviation Department

The Government of the Hong Kong Special Administrative Region

EXAMINATION BOOKING FORM

(PRIVATE PILOT'S LICENCES)

(FOR OFFICIAL USE ONLY)

Paid by:

Date:

Note: Please insert a tick "✓" in the appropriate box(es).

1. PRESENT PERSONAL DETAILS

(a) CATEGORY OF LICENCE (if applicable)	<input type="checkbox"/> Private Pilot's Licence (Aeroplanes)
	<input type="checkbox"/> Private Pilot's Licence (Helicopters)
(b) LICENCE NO. / REFERENCE NO.	
(c) FULL NAME (Surname first and in capital letters)	
(d) CORRESPONDENCE ADDRESS	
(e) CONTACTS	E-mail Address:
	Telephone: (+852)

2. EXAMINATION REQUIRED

Subject	Proposed Date of Examination (DD/MM/YYYY)
<input type="checkbox"/> Aviation Law, Flight Rules and Procedures	/ /
<input type="checkbox"/> Navigation	/ /
<input type="checkbox"/> Meteorology	/ /
<input type="checkbox"/> Radio-telephony	/ /
<input type="checkbox"/> Human Performance	/ /
<input type="checkbox"/> Technical Examination Aircraft Part 1 (General)	/ /
<input type="checkbox"/> Technical Examination Aircraft Part 2 (Type) (A/C Type:)	/ /

NOTE:

- Select the date(s) on which you wish to sit the examination(s) from the AIC titled "EXAMINATIONS FOR THE ISSUE OF PRIVATE PILOT'S LICENCES".
- This form, when completed, should be returned to the Personnel Licensing Office, Civil Aviation Department Headquarters, 1 Tung Fai Road, Hong Kong International Airport, Lantau, Hong Kong.
- The fee for taking examinations is stipulated in the Hong Kong Air Navigation (Fees) Regulations. Payment by cash, cheque, or General Demand Note for the amount required must be forwarded along with this form, unless prior arrangement has been made for payment. Please note that it may take up to seven working days for a General Demand Note to be issued. Your examination booking will be processed once the payment has been received. For urgent cases, you are encouraged to settle the payment by cash or by cheque. Cheques should be made payable to "The Government of the Hong Kong Special Administrative Region".

FOR OFFICIAL USE ONLY

Remarks:

- 1. All examinations will be held in CAD HQs. Address is as follows:**

1/F, Civil Aviation Department Headquarters
1 Tung Fai Road
Hong Kong International Airport
Lantau
HONG KONG

- 2. Examinations will be cancelled when storm warning signal No. 8 or above or black rainstorm warning is in force. Candidates will be notified for other alternative dates later. If No. 8 or black storm warning is lowered before 7:00 a.m., examinations will be resumed.**
- 3. Please note that the application fee is required to be paid at the time of application and is non-refundable even if the application is rejected, withdrawn or otherwise ceases to have effect.**
- 4. Please read the Instructions for Candidates before attending the examination, which is available at [https://www.cad.gov.hk/application/Instructions for Candidates.pdf](https://www.cad.gov.hk/application/Instructions%20for%20Candidates.pdf).**



Flight Crew Licence / Aircraft Maintenance Licence Examinations
at Civil Aviation Department Headquarters
Instructions to Candidates

Please read carefully the Instructions to Candidates. You have the sole responsibility to ensure that the instructions are complied with. Candidates in breach of any instructions may be subject to penalties. The Civil Aviation Department (CAD) will not accept any claims from candidates about being misinformed by others as an excuse for exemption from penalty for violation of any examination instructions.

1. **Before the Start of the Examinations**

- a. You should check carefully the information printed on the examination notification letter. If there is any discrepancy, report to the Personnel Licensing Office.
- b. You should check carefully the starting time of the examination and arrive at the examination room at least fifteen (15) minutes before the start time of the examination. Late candidates will NOT be given extra time to compensate for any time lost. In addition, no candidates will be admitted fifteen (15) minutes after the commencement of the examination.
- c. You are advised not to bring valuables to the examination room. You should not leave any study materials and personal belongings outside the examination room because of the risk of having such items stolen. CAD will not be responsible for any damages or loss of personal belongings.
- d. You could wear mask(s) in the examination room as needed. If you have respiratory symptoms, you should wear a surgical mask to prevent the spread of infection. Invigilators may ask you to remove your mask temporarily for verification of your identity.

2. **Registration and Seating Arrangements**

- a. You MUST present the original Hong Kong Identity Card or travel document at the registration. Otherwise, CAD may refuse to admit you.
- b. You MUST take the seat in accordance with the assigned seat number.

3. **Candidates' Discipline**

- a. You MUST present yourself for the examination decently dressed. CAD will refuse to admit candidates who are not properly dressed.



b. You **MUST NOT**

- i. smoke or litter anywhere in the examination room;
- ii. eat (including chewing gum) in the examination room, but may drink water from a transparent bottle placed on your table or under your seat;
- iii. take photographs, audio-record or video-record before/during/after the examination inside the examination room;
- iv. disturb, speak or give signals to other candidates during the examination;
- v. use any unauthorized stationeries or materials during the examination (see paragraph 5); and
- vi. misbehave or act maliciously in such a way that they upset the conduct of the examination. Misbehaviour includes but is not limited to being excessively rude to examination room staff or invigilators, repeatedly disobeying examination room staff's or invigilator's reasonable instructions, and using foul language or obscene wording on answer scripts.

4. Handling of Personal Belongings

- a. Personal belongings include but are not limited to articles such as unauthorised stationeries, notes, books and all kinds of electronic devices (e.g. tablets, PDA, mobile phones, pagers, multimedia players, electronic dictionaries, databank watches, smart watches with mobile applications installed or wireless technologies supported etc.).
- b. You **MUST turn off** all electronic devices (including the alarm function) such that these devices remain silent during the examination.
- c. You **MUST put all** your personal belongings including electronic devices such as mobile phones and smart watches in a **plastic box** under the table of your cubicle. If your belongings do not fit into the plastic box, seek further instructions from the invigilator. You may place a transparent bottle of water on your table or under your seat.
- d. You **MUST** close the lid and lock side locks of the plastic box as in paragraph 4c above all time during your examination.
- e. You **MUST seek invigilator's consent** prior to unlocking the plastic box and retrieving your personal belongings.

5. Examination Stationeries and Materials

- a. You **MUST** use stationeries such as pencils, pens and rough-work sheets and materials provided by CAD. You are allowed to use personal items listed in **Appendix A** for specific subjects. All stationeries and materials not listed in **Appendix A** are considered unauthorised.



- b. For Aircraft Maintenance Licence (AML) examination, no additional material will be provided.
- c. For Flight Crew Licence (FCL) examination, CAD will provide materials for specific subject(s) as in **Appendix A**.

6. During the Examination

- a. You **MUST** seek invigilator's consent if you wish to leave the room during the examination.
- b. If you have to go to the toilet during the examination, you must raise your hand to summon an invigilator. The invigilator will record your candidate number and the time you leave the examination room to go to the toilet and the time you re-enter the examination room.
- c. If you find any undesirable conditions at your seat (e.g. insufficient lighting, noise disturbance, dripping water etc.), you should seek help from an invigilator at once. If the need is genuine and a spare seat is available in the examination room, the invigilator may arrange another seat for you. If you do not seek help from an invigilator at the time the undesirable conditions arise but ask for special consideration after the examination, the request will **NOT** be entertained.
- d. Invigilators cannot assist with queries regarding the content of the examination. You may provide your comments via the examination system.

7. End of the Examination

- a. You **MUST** seek the invigilator's consent prior to unlocking the sidelock and opening the plastic box in order to retrieve your personal belongings once you have finished your examination.
- b. You **MUST** return all stationeries and materials provided by CAD before leaving the examination room.

8. Penalties

If you are found breaching any examination instructions, you may be subject to the following penalties:

- a. Disqualified from the examination that you are sitting;
- b. For AML examination, you are banned from taking any CAD examination for 12 months after the date of the incident in accordance with HKAR-66 Section 4 Appendix II paragraph 1.6;
- c. For FCL examination, you are liable to all or any of the following penalties, without refund of examination fees, in accordance with CAD 54 Part 1 Appendix D paragraph 3.2:



- (i) Disqualification of all or any subjects already passed;
- (ii) Debarment from sitting further FCL theoretical knowledge examinations for up to 12 months;
- (iii) Debarment from applying for any FCL and/or associated rating for up to 12 months.

9. Arrangements during Adverse Weather Conditions

- a. Examinations will be cancelled when tropical cyclone warning signal No. 8 or above or black rainstorm warning is in force. Candidates will be notified of other alternative dates later.
- b. Examinations in the morning will be resumed if tropical cyclone warning signal No. 8 or above or black rainstorm warning is cancelled at or before 7:00 am.
- c. Examinations in the afternoon will be resumed if tropical cyclone warning signal No. 8 or above or black rainstorm warning is cancelled at or before 11:00 am.



Appendix A

Examination Subject		Materials and Items Provided by CAD	Items Allowed During Examination
(i) Professional Pilot - Aviation Law (Paper B)		1. Aeronautical Information Publication 2. Aeronautical Information Circulars	-
(ii) Flight Planning and Flight Monitoring		1. Non-programmable Calculator	1. Dividers 2. Protractors 3. Rulers 4. Non-electronic Navigational Computers
(iii) Navigation	ATPL	1. Non-programmable Calculator	1. Dividers 2. Protractors 3. Rulers 4. Non-electronic Navigational Computers
	PPL	1. Non-programmable Calculator	
(iv) Instruments		1. Non-programmable Calculator	-
(v) Radio Aids		1. Non-programmable Calculator	-

Personal Data Collection Statement

1. Purposes of Collection

The personal data provided by means of this form, including all the supporting documents included in the application, will be used by Civil Aviation Department for the following purposes:

- a. Processing of your application in this form;
- b. Carrying out relevant provisions of the Civil Aviation Ordinance (Chapter 448) and its subsidiary Orders / Regulations;
- c. Assisting in the enforcement of any other Ordinances and Regulations by other Government Bureaux and Departments;
- d. For communication purposes between Civil Aviation Department and yourself;
- e. For validation and verification of authenticity of your supporting documents in association with the application;
- f. For statistics and research purposes on the condition that the resulting statistics or results will not be made available in a form which will identify the data subjects.

It is obligatory for you to supply the personal data as required in this form. If you fail to supply the required data, we may not be able to process your application.

2. Classes of Transferees

The personal data you provided by means of this form may be disclosed to:

- a. Other Government Bureaux and Departments for the purposes mentioned in paragraph 1 above;
- b. Other Contracting States of the International Civil Aviation Organisation and Civil Aviation Authorities for the purpose mentioned in paragraph 1 above;
- c. Other organisations or agencies for execution of their duties as required by Civil Aviation Department.

3. Access to Personal Data

You have a right of access and correction with respect to personal data as provided for in Sections 18 and 22 and Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance. Your right of access includes the right to obtain a copy of your personal data provided by this form.

4. Enquiries

Enquiries concerning the personal data collected by means of this form, including the making of access and correction, should be addressed to :

Personnel Licensing Office
Flight Standards and Airworthiness Division
Civil Aviation Department Headquarters
1 Tung Fai Road
Hong Kong International Airport
Lantau, Hong Kong

(Attn.: Personnel Licensing Officer)

Anti-bribery Reminder

Anyone, while having dealings of any kind with the Civil Aviation Department (CAD), should not offer advantage to the CAD officers, or else he may commit an offence under section 4(1) and/or section 8 of the Prevention of Bribery Ordinance (Chapter 201 of Laws of Hong Kong), and be liable to a maximum penalty of a fine of \$500,000 and imprisonment for 7 years.

Application Channel

Completed application should be sent by email (plo@cad.gov.hk), by post or submitted in person to Personnel Licensing Office, Flight Standards and Airworthiness Division, Civil Aviation Department Headquarters, 1 Tung Fai Road, Lantau, Hong Kong. Your attention is drawn to the provisions of the Air Navigation (Hong Kong) Order 1995 in respect of documents, records and personal flying log book.