

民航局監管管理系統 非澳門公共服務一戶通使用者申請指南
AACM Oversight Management System (AOMS)
Guide to Non-Macau One Account User Application

申請流程兩步曲
2 steps application process

第 1 步 實體登記
Step 1 Entity registration

填寫 FS/APP/019 號表格《非澳門公共服務一戶通使用者登記申請》，填表須知詳見後頁。
Complete Form FS/APP/019. Please refer to the following pages for instructions on how to complete the application form.

第 2 步 指定工作人員並授權所需服務
Step 2 Designate staff members and authorise services

填寫 FS/APP/020 號表格《非澳門公共服務一戶通使用者工作人員登記申請》，填表須知詳見後頁。
Complete Form FS/APP/020. Please refer to the following pages for instructions on how to complete the application form.

關於授權
About authorisation

1. 實體應根據有關手冊中訂定的職責向工作人員授權服務。
Entity should authorise services to staff members based on their duties and responsibilities specified in the applicable expositions or manuals.
2. 可授權給每位工作人員的服務包括：
Services that can be authorised to each staff member include
 - 僅處理不符合規定通知
Handle findings only
 - 僅處理事件報告
Handle occurrence reports only
 - 處理不符合規定通知和事件報告。
Handle both findings and occurrence reports
3. 授權級別包括：
The levels of authorisation include
 - 草擬 草擬不符合規定通知的回覆或事件報告
Preparation Prepare CAR (reply to findings) or occurrence reports
 - 遞交 草擬及代表實體向民航局遞交處理不符合規定通知的回覆或事件報告
Submission Prepare and submit CAR (reply to findings) or occurrence reports to the AACM on behalf of the entity

每個授權級別可指定多於一名的工作人員。同一授權級別的工作人員帳戶具有相同權限，這意味著實體內具同一授權級別的工作人員可以看到所有不符合規定通知或事件報告的相關內容。

More than one staff members can be designated for each service level. Authorised staff accounts with the same service level will possess an equivalent level of authorisation. Consequently, related content related to MOR or CAR will be visible to all staff members sharing the same level of authorisation within your entity.

FS/APP/019 號表格《非澳門公共服務一戶通使用者登記申請》填表須知
Form FS/APP/019 Application for AOMS Entity Registration for Non-Macau One Account User
Completion Instructions

實體名稱 Entity name	所填寫的資料須與澳門商業登記一致。 The information provided must match the Macao commercial registration. 如實體沒有在澳門進行商業登記，所填寫的資料須與實體所在地民航當局發出的證明書（如維修機構核准證明書）一致。 If the entity does not have commercial registration in Macao, the information provided must match the certificate issued by the civil aviation authority of the entity's location (such as maintenance training organisation approval certificate).
實體地址 Entity address	如實體沒有中文名稱，請填 N/A 。 If the entity does not have a name in Chinese, please write N/A.
公務通訊及文件接收電郵 Business communications and documents receiving e-mail	只能提交一個公務電郵，用於實體和民航局之間發送和接收公務郵件。 This e-mail is for official correspondence between the entity and the AACM. Only one e-mail address should be provided. 為第 2/2020 號法律《電子政務》第五條的效力，實體在申請登記並獲接納後，則代表民航局與實體協定如下：由民航局針對本系統的相關服務所發出的公務通訊及文件將由民航局的電郵（發件地址： aoms_notice@aacm.gov.mo ）發送至此公務電郵，而相關公務通訊及文件在成功發送後，為一切法律效力，推定已經在發送日向實體作出通知。而由實體方具授權工作人員透過本系統向民航局提供的一切資料，為一切法律效力，均視為由該實體作出。如上述公務電郵資料出現任何變更， 實體必須立即電郵至 aacm@aacm.gov.mo 通知民航局。實體對於延遲通知民航局而引起的發送延誤等後果負責。 Pursuant to Article 5 of Lei n.º 2/2020, once the registration is granted, the entity agrees to the AACM as follows: The official communication issued by the AACM for the relevant services of this system and documents transmission will be sent to this business communications and documents receiving e-mail address by the AACM e-mail (mailing address: aoms_notice@aacm.gov.mo). After the relevant official communications and documents have been successfully sent, they shall have all legal effects and are presumed to have been notified to the entity on the date of sending. All information provided by the authorised personnel of the entity to the AACM through this system is deemed to be made by the entity for all legal effects. If there is any change in the business communications and documents receiving e-mail address, the entity must immediately notify AACM by e-mail to aacm@aacm.gov.mo . Entities are responsible for delay in dispatch and other consequences caused by delay in notifying AACM.
申請使用之服務 Applying for	按實體需要選擇，可多選。 Select according to the needs of the entity, multiple selection possible.
實體 AOMS 聯絡人 Entity's contact person for AOMS	此聯絡人為 AACM 和實體之間關於 AOMS 實體登記和工作人員登記的主要聯絡人。 This contact person acts as the primary liaison between the AACM and the entity regarding AOMS entity registration and staff registration.
申請人（實體負責人） Applicant (Entity's accountable person)	確認無誤後，實體負責人或實體代表簽署，合資格簽署人一般指公司領導層（如 CEO, President ）或有合法授權的人員。 After confirmation of all information, the person in charge of the entity or the representative of the entity shall sign the application form. The eligible signatory generally refers to the entity's accountable person (e.g. CEO, President) or a legally authorised person.

FS/APP/020 號表格《非澳門公共服務一戶通使用者工作人員登記申請》 填表須知

Form FS/APP/020 Application for AOMS Staff Registration for Non-Macau One Account User Completion Instructions

<p>實體名稱 Entity name</p>	<p>所填寫的資料須與澳門商業登記一致。 The information provided must match the Macao commercial registration.</p> <p>如實體沒有在澳門進行商業登記，所填寫的資料須與實體所在地民航當局發出的證明書（如維修機構核准證明書、維修培訓機構核准證明書）一致。 If the entity does not have commercial registration in Macao, the information provided must match the certificate issued by the civil aviation authority of the entity's location (such as maintenance training organisation approval certificate, maintenance organisation approval certificate).</p> <p>如實體沒有中文名稱，請填 N/A。 If the entity does not have a name in Chinese, please write N/A.</p>
<p>指定工作人員 Designated staff member</p>	<p>實體指定使用 AOMS 工作人員的資訊。 Information of the staff member designated by the entity to use AOMS.</p>
<p>授權之服務** (可多選) Authorised service (can choose more than one)</p>	<p>按實體需要選擇，可多選。 Select according to the needs of the entity, multiple selection possible.</p> <p>具有遞交權限的工作人員將被視為獲授權工作人員，其透過本系統向民航局提供的一切資料，均視為由實體作出。 This staff member with submission authority will be considered as an authorised staff member, and all information provided to the AACM through this system will be deemed to be made by the entity.</p> <p>除經民航局同意，授權須符合該職位在有關手冊中訂定的職責。 Unless agreed by the AACM, authorisation shall be consistent with the duties and responsibilities of that position specified in the applicable expositions or manuals.</p>
<p>申請人（實體負責人） Applicant (Entity's accountable person)</p>	<p>確認無誤後，實體負責人或實體代表簽署，合資格簽署人一般指公司領導層（如 CEO, President）或有合法授權的人員。 After confirmation of all information, the person in charge of the entity or the representative of the entity shall sign the application form. The eligible signatory generally refers to the entity's accountable person (e.g. CEO, President) or a legally authorised person.</p>