

AACM Electronic Services

Provided on

Business & Associations Platform



Overview

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Entity to Start Using The Business & Associations Platform (AB)



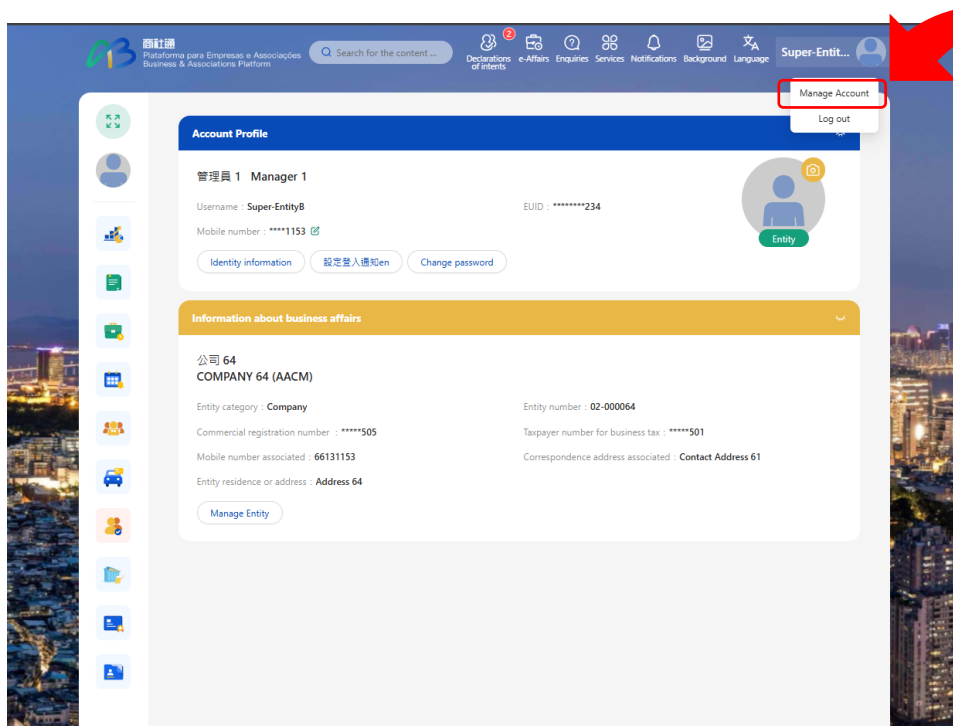
The Business & Associations Platform (AB) - Registration



The screenshot shows the login page of the Business & Associations Platform (AB). At the top left is the logo for '商社通' (Business & Associations Platform) with the text 'Plataforma para Empresas e Associações' and 'Business & Associations Platform'. Below the logo is a dropdown menu labeled '實體編號' (Entity Number). There are three input fields: '請輸入實體編號' (Please enter entity number), '請輸入帳戶名稱' (Please enter account name), and '請輸入密碼' (Please enter password). A blue '登入' (Login) button is positioned below the input fields. At the bottom, there are links for '啟動帳號' (Activate account), '需要幫助' (Need help), and '未有帳戶? 立即下載開戶' (No account? Download and open account immediately). At the very bottom, there are buttons for 'App Store 下載' (Download on the App Store) and '在此下載 Google Play' (Get it on Google Play).

- To submit online applications, an entity must hold a valid “Business & Associations Platform” (AB) account.
- For more details and tutorials on the AB Platform, please refer to:
 - <https://www.gov.mo/zh-hant/services/ps-2112/> and
 - <https://www.gov.mo/ab/>.

The Business & Associations Platform (AB) – Access



- Through the AB platform, the Entity Administrator can assign different access rights to staff members for handling different government affairs.

Note: Staff must first be added to the entity account. This process can only be performed via the AB Web platform.

Available AACM E-Services via AB



Available AACM E-services via AB

The following online application services are currently available:

- Renewal of MAR-145 Maintenance Organisation Approval Certificate;
- Renewal of Certificate of Airworthiness (CoA);
- Renewal of Aircraft Station Licence (ASL).

Introduction – Online Application via AB



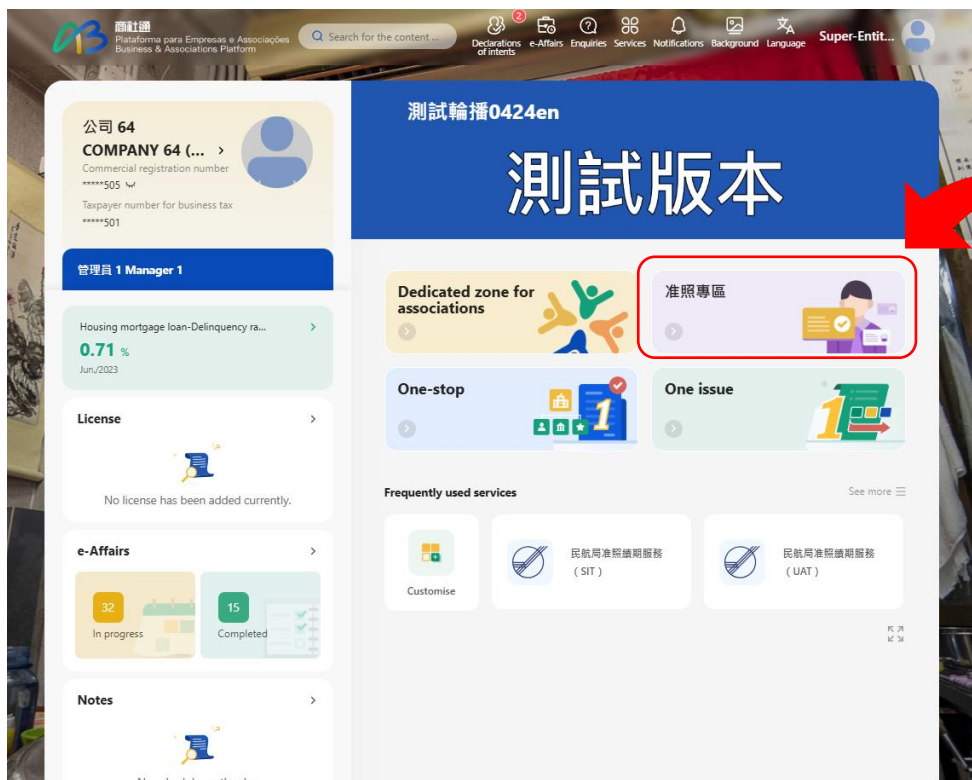
Online Application Via AB

To facilitate online applications for approvals/certificates related services, applications can now be submitted through the AB platform using the following methods:

- 1) Web portal: <https://www.ab.gov.mo/home>
- 2) Mobile Application

Please note that AACM will process online applications only during official office hours.

Renewal of License



- After logging into the AB platform, the assigned staff member can view the certificates issued to the entity and manage the relevant applications via the section of licenses/certificates.

Renewal of License

The screenshot displays the 'Business & Associations Platform' interface. The top navigation bar includes the platform name, a search bar, and various service icons. The main content area is titled '准照專區' (Licenses Section). A red box highlights the '已綁定准照事務' (Bound Licenses/Certificates) section, which contains a description and a 'Add Bound Licenses/Certificates' button. A red arrow points from this section to the '准照續期' (License Renewal) section below. The '准照續期' section features a search bar, a filter dropdown menu (highlighted with a red box and arrow), and a list of licenses. Each license entry includes details such as the license type (e.g., 'ASL - 航空器無線電台執照'), license number, validity period, and a 'Renew' button (highlighted with a red box and arrow).

- To view the currently issued licenses and certificates, the authorized staff member can go to the “Linked Licenses / Certificates” section.

Note: The action of “Add Bound Licenses/Certificates” may need to be performed when the entity first enters this section or if there is any licenses or certificates are missing.

- All licenses and certificates associated with the entity will be listed according to the selected filter, such as issuing department (i.e. AACM) or license / certificate status.
- Available functions, such as “Renew”, can be used where applicable.

Application - Submission

The screenshot shows a web application interface for submitting an application. The top navigation bar includes the logo, search bar, and various service links. The main content area is titled "Group for renewal" and shows the "Application steps" on the left, with "Application information" selected. The "Application information" section is highlighted in grey, indicating it is pre-filled and cannot be edited. The form contains the following fields:

- License information:**
 - From: AB
 - Entity: Air Busan_Long
 - Cert Type: ASL
 - Application Type: Renewal
 - Application Category: Aircraft
- Aircraft Information:**
 - Nationality and registration mark: S666
 - Name of registered owner: Air Busan_Long
 - Serial Number: [empty]
 - Address of registered owner: 廣東 珠海 吉大
 - Maximum take-off mass (kg): 2000
 - Maximum landing mass (kg): 1000
- Cert ASL:**
 - Certificate number: 20250822-2
 - Date of issue: 2025-09-01
 - Date of expiry: 2025-09-30
 - Reference: 20250822-2
- Radio equipment installed:**

Equipment	Manufacturer	Type/Model	Quantity
ATC transponder	Honeywell	DM-855	2

A "Next step" button is visible at the bottom right of the form.

- By selecting “Renew”, an electronic application form will be displayed for completion for that specific license / certificate.
- Relevant information pre-filled by the system is highlighted in grey and cannot be edited. If any information is incorrect, please contact AACM during office hour.
- Supporting documents can also be uploaded via the AB platform. The Uploaded documents must not exceed 50MB per file, and the total upload size must not exceed 300MB.
- After filling in the necessary information and attached the required documents, the applicant can proceed to the next step.

Application - Authorisation

事項確認

保障級別: 高級 確認原因: 批量續期

選擇具權限申請人

* 選擇具權限申請人 添加自己

請輸入信息檢索添加

最近選擇過的用戶

S**** D* × M***** 1 × S**** D* × CHAN K** L** ×

02-000064 公司 64

Manager 1 CU00000023 本人

取消 確認

- The application shall be authorised by the eligible personnel or their delegates. Applications not submitted accordingly will be rejected.
- Select the appropriate personnel within the entity to authorise the application submission.
- The person completing the application may select themselves, provided they are eligible personnel.
- The selected personnel shall perform authorisation via the AB mobile application.
- The application will be submitted to AACM once the authorisation process is completed.

Application - Payment



Application Form

Contact Information

Contact Person	Phone number	Email
<input type="text" value="Wilt"/>	<input type="text" value="123456"/>	<input type="text" value="abc@qq.com"/>

Submitted By

Name	<input type="text" value="Manager 1"/>	Email	<input type="text" value="16131153"/>
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Payment already made?

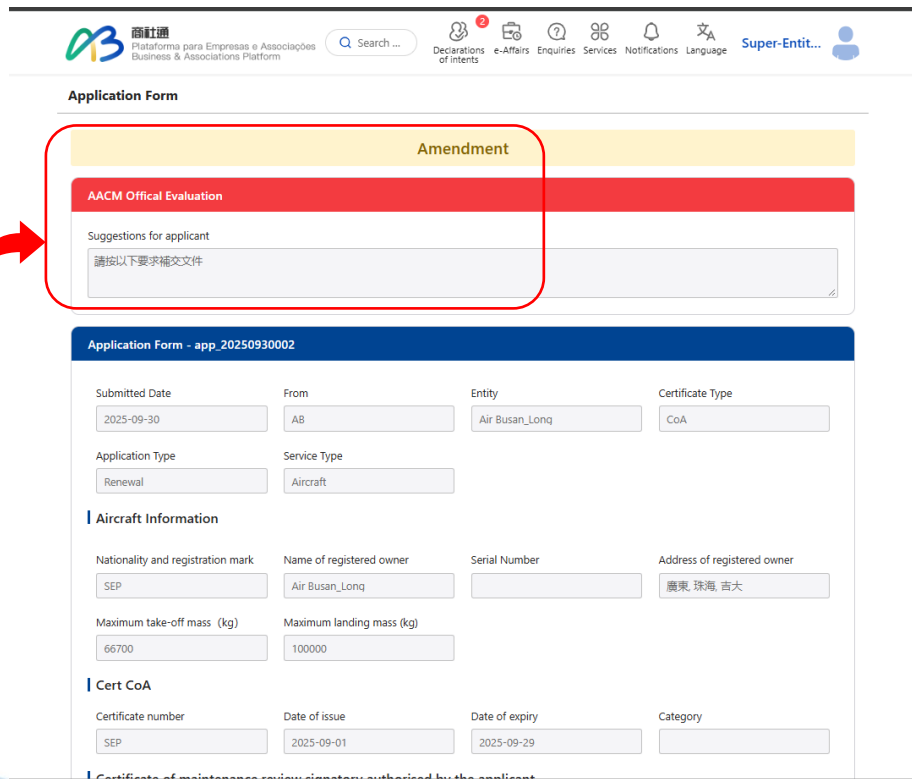
Yes No

Application Attachment

Reference	File Name	File size	Date	Operation
app_20251205012001	准照續期申請表-B2025120513443200012-A2025120513453900013.pdf	189.0KB	2025-12-05	Download
app_20251205012002	IMG_20250702_140149.jpg	9.4MB	2025-12-05	Download
app_20251205012003	Dummy invoice (5) (1) (5).pdf	406.7KB	2025-12-05	Download

- Online payment is currently unavailable; however, payment status must be declared during the application process.
- If payment has already been settled in advance, select “Yes” under payment status and filled in the necessary information.
- If “No” is selected for payment status, invoice will be issued separately.
- Applications will not be processed until payment has been fully settled.

Application – Accepting the submission



Application Form

Amendment

AACM Official Evaluation

Suggestions for applicant
請按以下要求補充文件

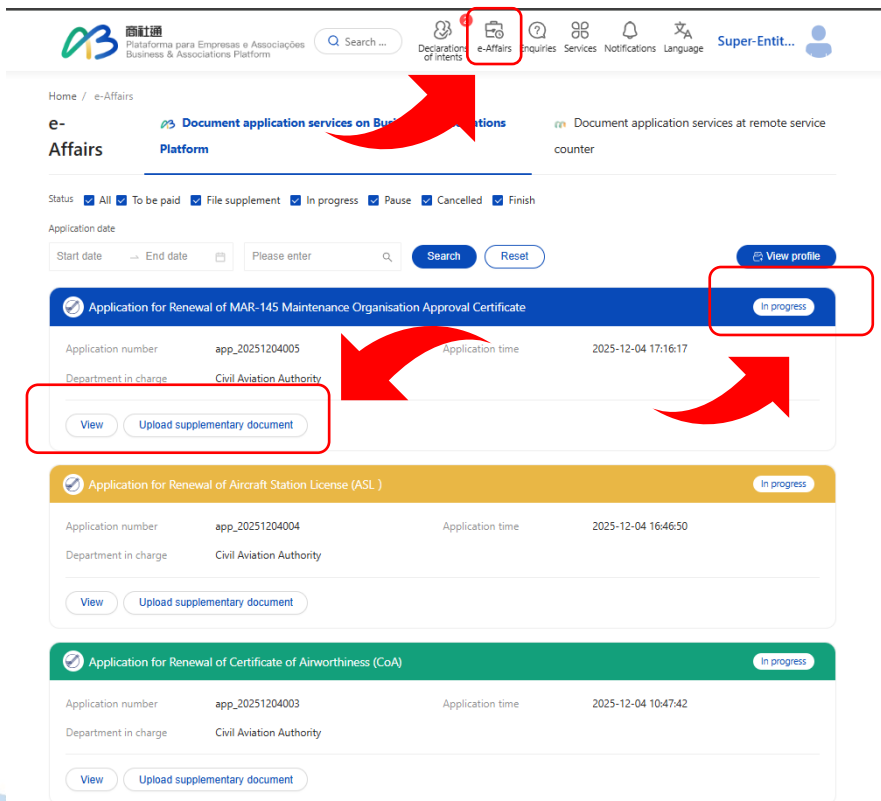
Application Form - app_20250930002

Submitted Date	From	Entity	Certificate Type
2025-09-30	AB	Air Busan_Lonq	CoA
Application Type	Service Type		
Renewal	Aircraft		
Aircraft Information			
Nationality and registration mark	Name of registered owner	Serial Number	Address of registered owner
SEP	Air Busan_Lonq		廣東 珠海 吉大
Maximum take-off mass (kg)	Maximum landing mass (kg)		
66700	100000		
Cert CoA			
Certificate number	Date of issue	Date of expiry	Category
SEP	2025-09-01	2025-09-29	

Certificate of maintenance review signatory authorised by the applicant

- The submission will be review by AACM. If the application is found to be incomplete or requires additional supporting documents, the “Amendment” process will be initiated.
- The applicant shall follow the instructions provided to complete any necessary amendments in support of the application.
- The “Amendment” process will conclude once the application is accepted by AACM.

Application - Status



Home / e-Affairs

e-Affairs Platform

Status All To be paid File supplement In progress Pause Cancelled Finish

Application date

Start date → End date

Application for Renewal of MAR-145 Maintenance Organisation Approval Certificate				<input type="button" value="In progress"/>
Application number	app_20251204005	Application time	2025-12-04 17:16:17	
Department in charge	Civil Aviation Authority			
<input type="button" value="View"/>	<input type="button" value="Upload supplementary document"/>			

Application for Renewal of Aircraft Station License (ASL)				<input type="button" value="In progress"/>
Application number	app_20251204004	Application time	2025-12-04 16:46:50	
Department in charge	Civil Aviation Authority			
<input type="button" value="View"/>	<input type="button" value="Upload supplementary document"/>			

Application for Renewal of Certificate of Airworthiness (CoA)				<input type="button" value="In progress"/>
Application number	app_20251204003	Application time	2025-12-04 10:47:42	
Department in charge	Civil Aviation Authority			
<input type="button" value="View"/>	<input type="button" value="Upload supplementary document"/>			

- By selecting “e-Affairs”, the status of the submitted applications can be viewed.
- Applicant can upload additional document upon AACM request by using the “Upload supplementary document” button.

Note: Additional documents upload can only be performed via the AB web portal.

Summary

- Online applications can be submitted through **Business & Associations Platform (AB)** via both the web portal and mobile application by the following two steps:
 - Step 1: Apply for an AB account and assign staff members as appropriate.
 - Step 2: Submit applications.
(Note 1: Renewal applications are currently available for MAR-145 MOA/CoA/ASL renewals.)
(Note 2: The application shall be authorised by the eligible personnel or their delegates. Applications not submitted accordingly will be rejected.)
- Throughout the application process, applicants will receive email notifications regarding status updates, or they may log in to check the progress directly.

For any other queries,
please feel free to contact our
AACM Office by email to:

aacm@aacm.gov.mo

Thank you! 

