# Introduction to Aeronautical License Management System Online Service (ALMS)

## **Overview**

- Information of ALMS
- General Features
- Application
- Payment

## **Information of ALMS**

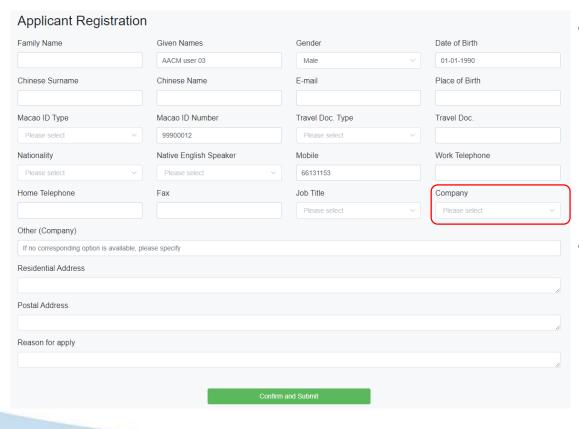
- Facilitate online application for services related to personnel licensing.
- Web-based system and can be assessed with the link:
  - https://licensing.aacm.gov.mo/alms-pub
- AACM will process application that received online within office hours only.

## **Information of ALMS**

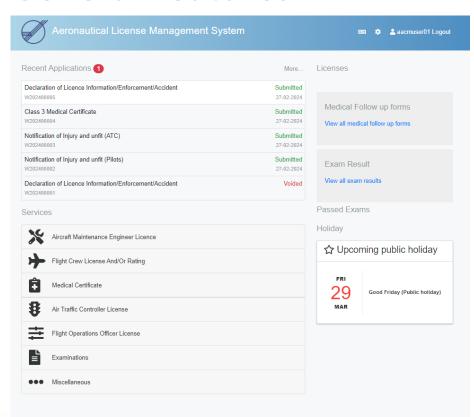
- Current available service:
  - Aircraft Maintenance Engineer License (initial, renewal, amendment, replacement and renewal & amendment);
  - Class 1 and Class 3 Medical Certificate (renewal);
  - Booking of pilot license written examinations (ATPL and conversion)
  - Booking of language proficiency test
  - Booking of AMEL examinations
  - Application for Declaration of license information
  - Notification of Injury and unfit
- More personnel licensing services such as application for Air Traffic Controller license, Flight Crew license and Flight Operations Officer license will be added to the platform in due course.



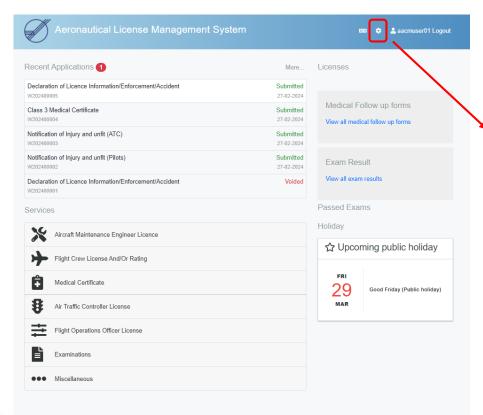
- Applicant must have valid "Macao One Account" for login.
- Here is some general information of registration for the "Macao One Account":
  - Applicant shall have an acceptable ID.
  - Applicant shall have a mobile phone number for verification during registration.
  - o Please refer to <a href="https://www.gov.mo/zh-hant/services/ps-1047/">https://www.gov.mo/zh-hant/services/ps-1047/</a> for more information.



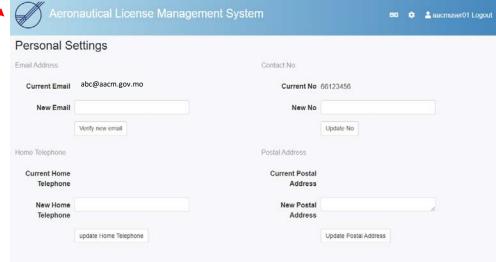
- For license holder of flight crew and ATC, applicant must be employed by an organization which operates or services Macao registered aircraft. Captioned license holder shall select the "Company" or registration may not be accepted.
- After submission, AACM may need approximately 1 working day for evaluation and will notify applicant for the result through email by the next working day.

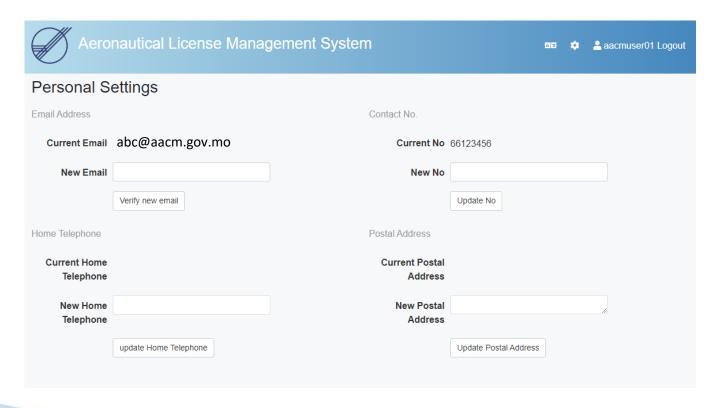


 After successfully registered, applicant will see this page after login and can make application accordingly.

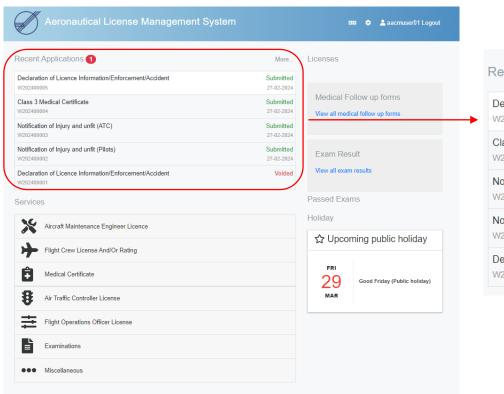


 Contact information can be updated through setting button.





- Phone no and postal address can be updated once submit.
- New email need to have a verification code and will be updated after verification.

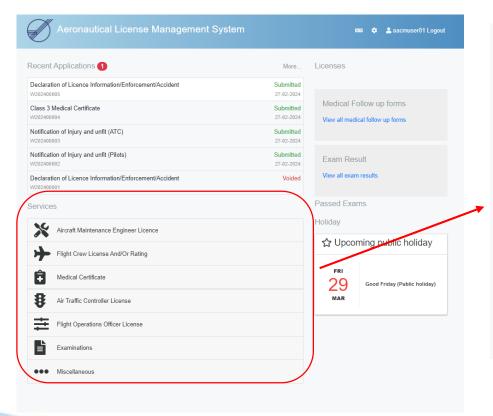


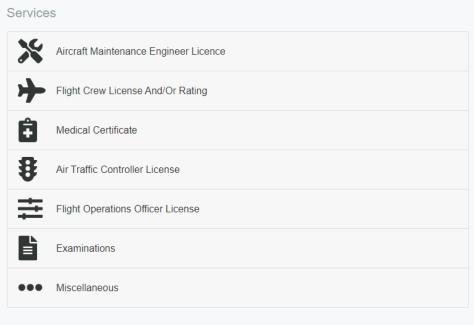
	Recent Applications 1	More
	Declaration of Licence Information/Enforcement/Accident W202400005	Submitted 27-02-2024
	Class 3 Medical Certificate W202400004	Submitted 27-02-2024
	Notification of Injury and unfit (ATC) W202400003	Submitted 27-02-2024
	Notification of Injury and unfit (Pilots) W202400002	Submitted 27-02-2024
	Declaration of Licence Information/Enforcement/Accident W202400001	Voided

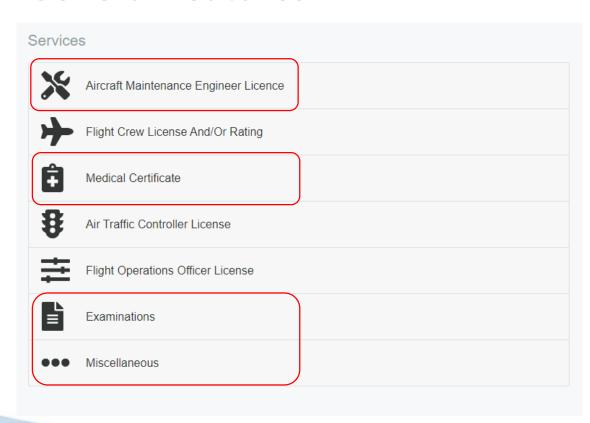
Recent Applications 1	More
Declaration of Licence Information/Enforcement/Accident W202400005	Submitted 27-02-2024
Class 3 Medical Certificate W202400004	Submitted 27-02-2024
Notification of Injury and unfit (ATC) W202400003	Submitted 27-02-2024
Notification of Injury and unfit (Pilots) W202400002	Submitted 27-02-2024
Declaration of Licence Information/Enforcement/Accident	Voided

- Applicant can check the last 5 application history and the application status here.
- For more application history, applicant can click "More".

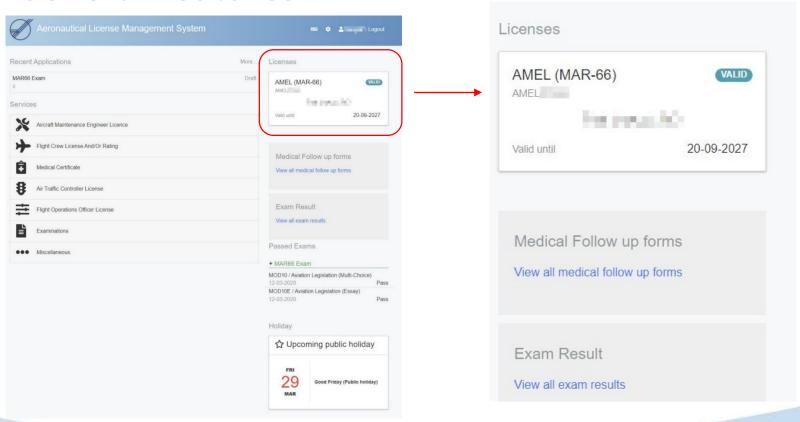


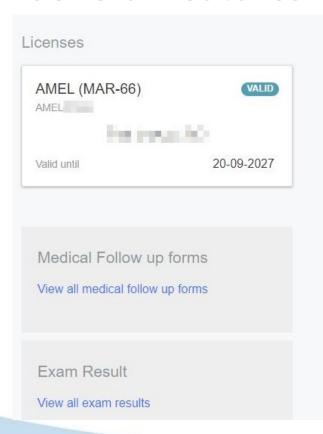




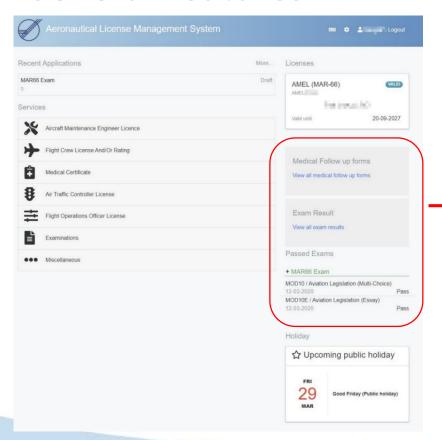


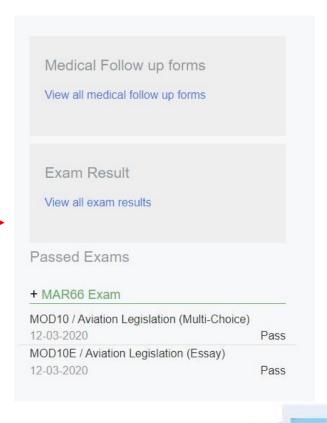
- Temporally, only AME License, Medical Certificate renewal, Exam booking and Declaration Letters are available for online application.
- Other services will be opened in due course.





- All licenses that applicant is holding (including valid or expired) will be listed here.
- Also will disclose validity of relevant rating if any.





Medical Follow up forms

View all medical follow up forms

Exam Result

View all exam results

Passed Exams

+ MAR66 Exam

MOD10 / Aviation Legislation (Multi-Choice)

12-03-2020

Pass

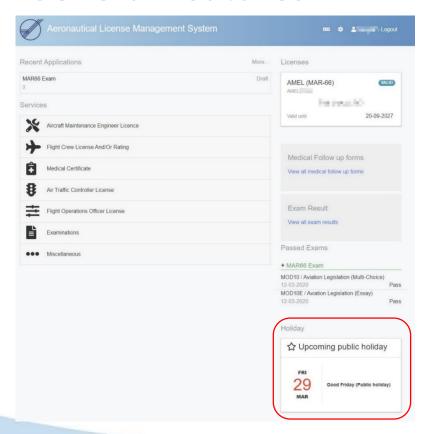
MOD10E / Aviation Legislation (Essay)

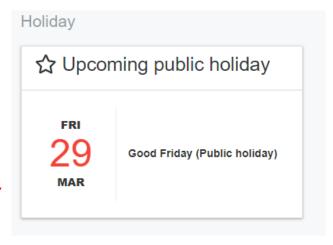
12-03-2020

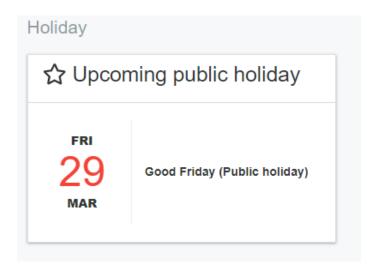
Pass

- Medical follow up will be uploaded here by AACM as PDF format. Applicant can check and download from here.
- Exam result will be listed here as PDF.

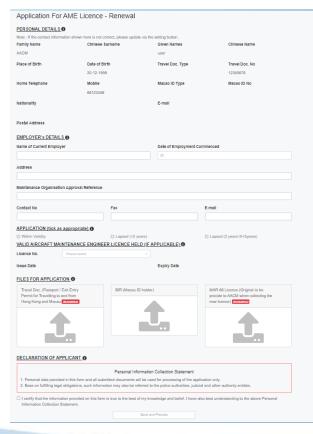
All <u>passed</u> exams will be listed here with exam date.





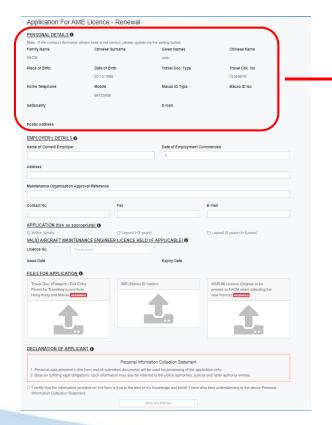


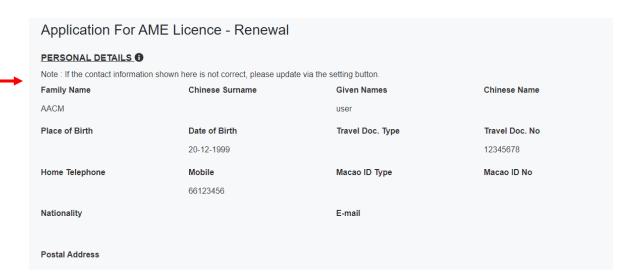
• Upcoming holiday listed here to facilitate applicant to make application.



Here is an example of License application.









## Application For AME Licence - Renewal

### PERSONAL DETAILS 6

Note: If the contact information shown here is not correct, please update via the setting button.

**Family Name** Chinese Surname **Given Names** 

AACM

Place of Birth Date of Birth Travel Doc. Type Travel Doc. No

user

Macao ID Type

Chinese Name

Macao ID No

20-12-1999 12345678

66123456

E-mail Nationality

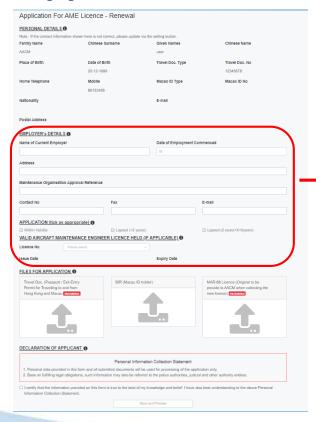
Mobile

Postal Address

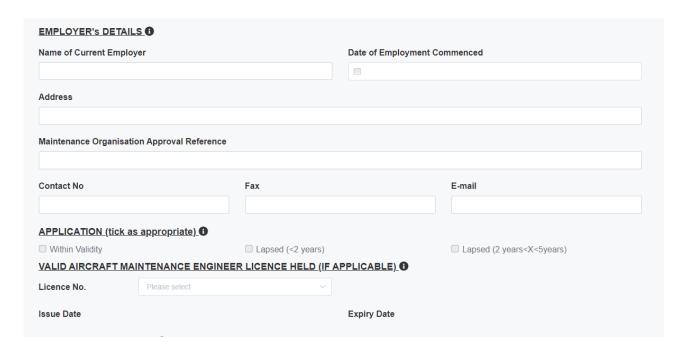
Home Telephone

- Personal information of applicant is already stored in the system when applicant make registration. As a result, applicant no need to fill up again for each application.
- Besides from contact information, in case got any changes on personal details, applicant need to submit a written application together with supporting document.



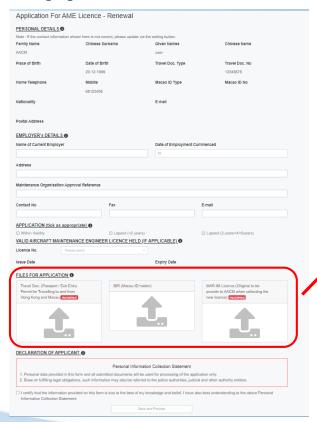


ILS 🚯				
oyer	Date of	Employment Commenced		
tion Approval Reference	e			
	Fax	E-mail		
as appropriate) 🚯				
<u></u>	☐ Lapsed (<2 years)	☐ Lapsed (2 years <x<5years)< td=""><td></td></x<5years)<>		
Within Validity □ Lapsed (<2 years) □ Lapsed (2 years <x<5years) (if="" aircraft="" applicable).="" engineer="" held="" licence="" maintenance="" td="" valid="" □="" □<=""></x<5years)>				
Please select	~			
1	oyer  tion Approval Reference  as appropriate) •	oyer Date of Internation Approval Reference  Fax  Lapsed (<2 years)	oyer  Date of Employment Commenced  Introduction Approval Reference  Fax  E-mail  Lapsed (<2 years)  Lapsed (2 years <x<5 td="" years)<=""></x<5>	



 All information need to be filled up properly according to AACM requirement.





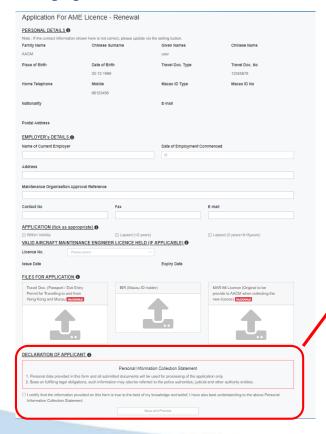


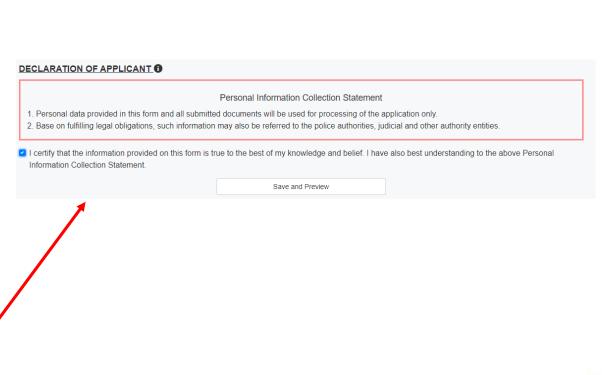




- PDF or JPEG format is acceptable for upload documents.
- All "Required" documents must be upload or application cannot be further processed.
- In case any required document is not yet ready, application can be saved as "Draft".
   Applicant can upload the document later when is ready.







# Personal Information Collection Statement 1. Personal data provided in this form and all submitted documents will be used for processing of the application only. 2. Base on fulfilling legal obligations, such information may also be referred to the police authorities, judicial and other authority entities. certify that the information provided on this form is true to the best of my knowledge and belief. I have also best understanding to the above Personal Information Collection Statement. Save and Preview

- This box must be clicked for next step.
- Applicant then can confirm the information before go for payment.



## Application For Class 1 Medical Certificate

### **SECTION 1 PERSONAL DETAILS**

Note: If the contact information shown here is not correct, please update via the setting button.

Family Name Chinese Surname Given Names

AACM user

Place of Birth Date of Birth Travel Doc. Type

20-12-1999

Home Telephone Mobile Macao ID Type Macao ID No

66123456

Nationality E-mail

Postal Address

#### **SECTION 2 DECLARATION BY APPLICANT**

Personal Information Collection Statement

Chinese Name

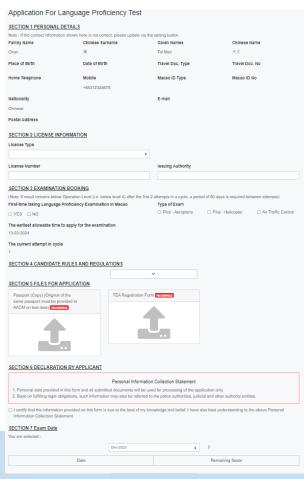
Travel Doc. No

12345678

- 1. Personal data provided in this form and all submitted documents will be used for processing of the application only.
- 2. Base on fulfilling legal obligations, such information may also be referred to the police authorities, judicial and other authority entities.
- I cartify that the information provided on this form is true to the best of my knowledge and belief. I have also best understanding to the above Personal formation Collection Statement.

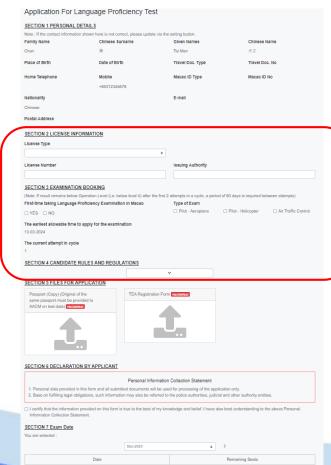
Save and Preview

- Here is an example of Medical Renewal application.
- Not like license application, there are no documents required to be submitted by applicant.
- Applicant only required to click the box and then can go for payment.

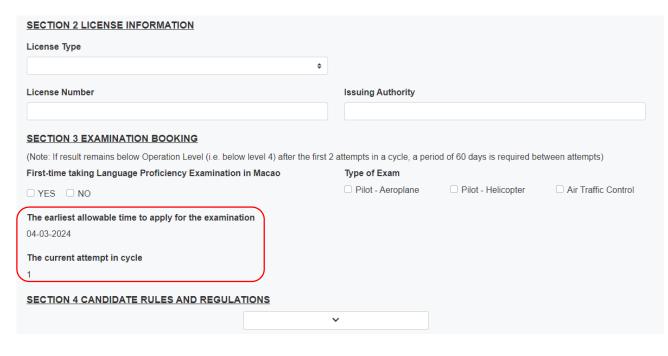


Here is an example of Exam application.



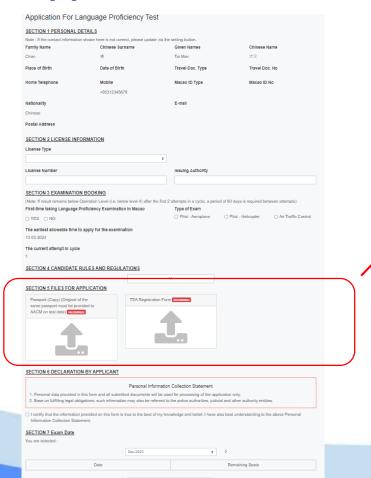


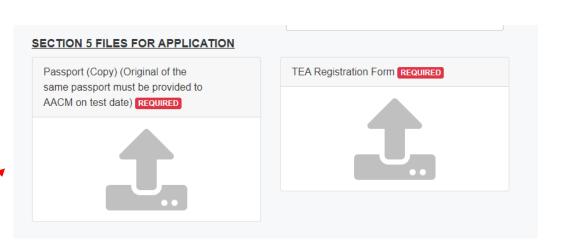
License Number	Issuing Authority		
SECTION 3 EXAMINATION BOOKING			
(Note: If result remains below Operation Level (i.e. below level 4) after the	e first 2 attempts in a cycle, a per	iod of 60 days is required be	etween attempts)
First-time taking Language Proficiency Examination in Macao	Type of Exam		
☐ YES ☐ NO	☐ Pilot - Aeroplane	☐ Pilot - Helicopter	☐ Air Traffic Contro
The earliest allowable time to apply for the examination			
04-03-2024			
The current attempt in cycle			
1			



- Applicant is required to fill in all columns as per AACM requirement.
- The highlighted box here in is to facilitate applicant to know no. of attempt in the current cycle.
- The Section for rules and regulations is only applicable for Language Proficiency Test, and applicant can spread it out for further information if necessary.







## **SECTION 5 FILES FOR APPLICATION**

Passport (Copy) (Original of the same passport must be provided to AACM on test date) REQUIRED





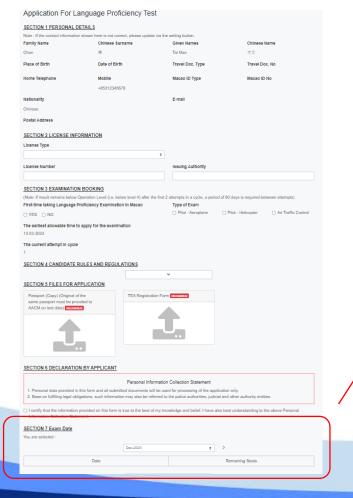
## **SECTION 6 DECLARATION BY APPLICANT**

Personal Information Collection Statement

- 1. Personal data provided in this form and all submitted documents will be used for processing of the application only.
- 2. Base on fulfilling legal obligations, such information may also be referred to the police authorities, judicial and other authority entities.
- certify that the information provided on this form is true to the best of my knowledge and belief. I have also best understanding to the above Personal Information Collection Statement.

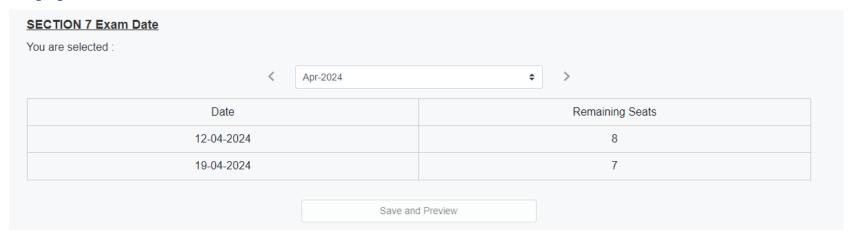
 Same as license application, applicant may be required to submit the documents and must click the box to the next step.











- In this Section, applicant can check remaining seats for each exam date.
- Applicant can select the preferred date. Exam time will be arranged by AACM.
- Usually, all exam will be in the morning. In case morning session is full, applicant
  may be arranged to have exam in the afternoon.



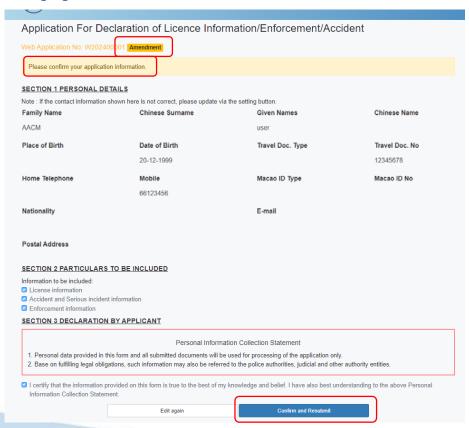
## **SECTION 7 Exam Date**

You are selected: 08-03-2024 Confirm Date: 08-03-2024 10:30AM

Download Exam Confirmation

- AACM will arrange exam time after payment is settled.
- In case the selected date is not available, AACM will contact applicant and get his/her consent to arrange another date.
- Confirmation will be ready by the next working day for applicant to download after confirmed exam date and time.





- In some cases, AACM will request an amendment on the application if there is any information need to be clarified or any document need to be submitted.
- Applicant is required to make amendment as per the comments from AACM.
- After updated relevant information, applicant DO NOT need to pay again and then can resubmit.
- After resubmitted, the application status will change to be "Submitted" again.
- The amendment may be requested for more than 1 time.

 Once the application is under assessment, application status will change to be "In Progress".

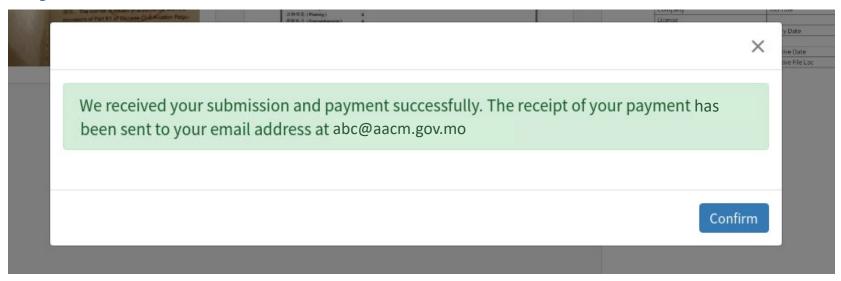
Web Application No: W202400004 In Progress

 After assessment is completed and application is approved, application status will change to be "Ready for pick up". Applicant can come to AACM office to collect the license or document.

Web Application No: W202400005 Ready for pick up



- Applicant must settle payment to complete the application.
- Credit card (Visa/Master) is acceptable for payment.



- If payment is settled successfully, this box will be pop up.
- Applicant will receive the payment receipt through email.

於應以台端,下透的網上交易已成功: Informa-se a V. Ex que a <u>seguinte transacção</u> via web já foi confirmada: We would like to inform you that the following transaction via web has been confirmed:

#### 付款資訊 / Informações de pagamento / Payment information: 交易種類 / Tipo de Transacção / Transaction Type: 申請人姓名/Nome do Candidato/Applicant Name: 陳大文 Chan Tai Man 申請服務 / Servico Aplicado / Applied Service: Licenmento de Pessoal Aeronáutico Aeronautical Personnel License 交易編號 / Ref. do Serv. Púb. / Gov. Agency Ref.: 交易日期 / Data da Transacção / Transaction Date: 18/10/2021 10:17 [日/月/年] [DD/MM/YYYY] 交易金額 / Montante da Transacção / Transaction Amount: 交易貨幣 / Moeda da Transacção / Transaction Currency: 澳門路 MOP 授權編號 / Código de Autorização / Authorization Code: 308259 商戶號碼 / ID do Comerciante / Merchant ID: 9912033814009

郵政議金局 Caixa Económica Postal

502500011001KCLEOS

## 已続行的申請項目 / Itens de aplicativos pagos / Application Item(s) had been paid:

### 其他資訊 / Outras Informações / Other Information:

商戶名稱 / Nome do Comerciante / Merchant Name:

發票編號 / Número da Factura / Invoice Number:

PEICHER Out and Information.		
退款申請 / <u>Politica</u> de <u>Reembolso</u> / <u>Refund Policy</u> :		申請人如欲申請退款,請在辦公時間內致電民航局,或以電郵查 詢。
		Os candidatos que desejam solicitar um reembolso, por favor, liguem para a AACM durante o horário de expediente ou enviem um e-mail para consultas.
		Applicants who wish to apply for a refund, please call AACM during office hours, or email for enquiries.
聯絡 / Contacto / Contact: 地址 / Endereco / Address:	海野武島 Autoridade de Aviação Civil de Macau 海野天王生族提 35-342 衛疫電路学校 18 程 Alameda Dr. Carlos D'Assumação, 336-342, Centro Commercial Cheng Feng, 18.º andar, Macau	
電話 / Telefone / Telephone: 電郵 / Email / Email:	(853) 8796 4113 licensing@aacm.gov.	

- Applicant will receive the receipt by email.
- Receipt will have payment information, application items and other information that applicant may need to know.

 After payment is done, application status will change to be "Submitted" and a web application no. will be granted.

Web Application No: W202400005 Submitted

 In case payment is failed, application status will change to be "Waiting for Payment". Status will be updated according to payment is successful or not.

Web Application No: W202400005 Waiting for payment

## **Summary**

- Applicant will receive email notification for any update status of the application.
- If there are documents (e.g. license, medical certificate etc.) that applicant need to collect from AACM Office, a receipt will be sent through email. Applicant can come to collect in person or authorized another person to collect for him/her with the receipt.

For any other queries, please feel free to contact our Licensing Office. Thank you!

Email: licensing@aacm.gov.mo