

Advisory Circular

REGISTRATION OF UNMANNED AIRCRAFT

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GENERAL

Advisory Circulars (ACs) are issued by the Director-General of Civil Aviation (DGCA) from time to time to provide practical guidance or certainty in respect of the statutory requirements for aviation safety. ACs contain information about standards, practices and procedures acceptable to CAAS. An AC may be used, in accordance with section 11 of the Air Navigation Act 1966 (ANA), to show that compliance with a statutory requirement has been achieved. The revision number of the AC is indicated in parenthesis in the suffix of the AC number.

PURPOSE

This Advisory Circular provides guidance for requirements relating to unmanned aircraft (UA) registration in Singapore.

APPLICABILITY

This AC is applicable to the person who is required to register his UA prior to operating it in Singapore.

RELATED REGULATIONS

This AC relates specifically to Part 5 of the Air Navigation (101 – Unmanned Aircraft Operations) Regulations 2019 (“ANR-101”).

RELATED ADVISORY CIRCULARS

Nil.

CANCELLATION

Revision (1) of this AC supersedes revision (0). In this revision, there is an update on the UA registration fees and clarifications are made on the information required for UA registration and for de-registration.

EFFECTIVE DATE

Revision (1) of this AC is effective from 23 December 2022.

OTHER REFERENCES

Nil.

1 APPLICABILITY

- 1.1 All UA with a total weight exceeding 250 grams must be registered with CAAS before flying. The purpose of UA registration is for accountability and traceability.
- 1.2 A registrant must be at least 16 years old at the point of registration.
- 1.3 For a person who is below 16 years old, he needs to obtain the permission of the eligible registrant of an UA (e.g. his parent or legal guardian who is at least 16 years old) to operate the UA. The eligible registrant remains responsible for the safe operation of the UA.
- 1.4 The registration of a UA involves two steps:
 - (a) Purchase of a registration label bearing a unique UA registration number; and
 - (b) Complete the registration online.

2 PURCHASE OF REGISTRATION LABELS

- 2.1 The registration labels can be purchased through the following methods:
 - (a) Online (<https://caas.shop.singpost.com/>),
 - (b) Over the counter at designated SingPost post offices. Refer to **Appendix 1** for the designated SingPost post offices.

Note: It will take up to 5 working days for the delivery of the registration label. Delivery is only available within Singapore.

- 2.2 The following documents are required during the purchase of the registration labels:
 - (a) Online:
 - (i) Digital copy of the purchaser's photo identification;
 - (b) Over-the-counter:
 - (i) Physical copy of the completed UA Registration Label Purchase Form (the form can be downloaded from: <https://www.caas.gov.sg/e-services-forms/forms/unmanned-aircraft-systems>); and
 - (ii) Original and photocopy of the purchaser's photo identification.

Note: The acceptable photo identification documents include NRIC, FIN, SAF11B (or equivalent) and passport.

- 2.3 Purchasing limits for the registration labels are as follows:
 - (a) A citizen or permanent resident of Singapore may purchase up to a maximum of 5 registration labels;
 - (b) A person who is neither a citizen nor permanent resident of Singapore may purchase 1 registration label only.

Note: A person who wishes to purchase more than the purchasing limits may submit their request for additional labels via <http://go.gov.sg/ua-reg-label-limit>. These requests will be considered on a case-by-case basis.

2.4 During the purchase of a registration label, the following fees (as specified in the Second Schedule of ANR-101) must be paid for an application to register a registrable unmanned aircraft:

- | | | |
|-----|---|------|
| (a) | for an application made on or after 23 December 2022 but before 15 January 2024 | \$20 |
| (b) | for an application made on or after 15 January 2024 | \$25 |

3 ONLINE REGISTRATION OF UA

3.1 The UA registration label must be affixed on the outer surface of a non-detachable part of the UA (e.g. top surface of the main body) and be clearly visible. The registration label must not be pasted on places such as the removable batteries or propellers. Refer to **Appendix 2** for more information.

3.2 Once the UA registration label is affixed on the UA, the registrant must complete the registration at the online UA portal (<https://esoms.caas.gov.sg/uaportal/index.html>). The registrant will need to login via the following accounts:

- (a) SingPass Account – when registering as an individual;
- (b) CorpPass Account – when registering on behalf of an organisation;
- (c) UAPass Account – for a person without a valid SingPass/CorpPass account e.g. Tourists.

Note: As the creation of a UAPass account will take up to 5 working days to be approved, the registrant is advised to create his UAPass account prior to visiting Singapore.

3.3 Upon logging in, the registrant will need to submit the following information:

- (a) Personal Particulars:

Only required for registrants logging in via the UAPass account. Registrants logging in via the SingPass or CorpPass will only be required to input their email addresses.
- (b) Information about the UA:
 - (i) Brand and Model – The registrant may select the UA brand and model from the list provided in the online UA portal. If the UA brand and/or model is not listed within, the registrant should select “others” and manually input the information accordingly.
 - (ii) Flight Controller Number – This is only applicable for DJI-brand UA. Refer to **Appendix 3** for information on how to find the flight controller number.

- (iii) Serial Number – Most UA should have a serial number. Refer to **Appendix 4** for information on how to find the serial number. For UA without serial number (e.g. self-built), please input “NIL”.
- (iv) Weight, Radio Frequency and Power – Registrants are not required to input the UA weight, radio frequency and power if selecting a UA model from the list provided within the UA portal. They will be based on the UA manufacturer’s declared specifications.

However, if the UA is modified, resulting in a different weight, radio frequency and/or power, the registrant should select “others” under the “Model” dropdown field, and input its new weight.

Additionally, if the registrant is registering an unmodified commercial-of-the-shelf UA that is not within the provided list, he should input the weight, radio frequency and power based on the UA manufacturer’s published specifications.

- (v) Registration ID and Verification ID – The registration ID and verification ID are unique and can be found within the Registration Label Package. Please refer to **Appendix 5** for information on where to find the Registration ID and Verification ID.
- (vi) Photograph of the UA affixed with the registration label.

Note: Please ensure all information provided are accurate before pressing the ‘submit’ button. If there is any inaccurate or false information, the registration will be considered null and void and the fee paid will not be refunded.

- 3.4 Upon successful completion of the registration process, registrants will receive an email notification. Registrants may also view the details of their registered UA in the online UA portal.

4 DE-REGISTRATION OF UA

- 4.1 The registrant must de-register his UA if –
 - (a) the UA is lost or damaged beyond repair (for instances where the UA is lost, please also make a police report);
 - (b) the registration label is damaged or when the information on the label becomes illegible; or
 - (c) the UA is sold, or given, to another person.
- 4.2 The registrant can de-register his UA with CAAS via the online UA portal (<https://esoms.caas.gov.sg/uaportal/index.html>). The registrant will be required to login with the same account that was used for the registration of his UA.
- 4.3 UA de-registration is permanent and irreversible. The registration label cannot be re-used once it has been de-registered.

- 4.4 The UA registration label is also non-transferrable. If the UA is sold or given to another person, the new owner of the UA will need to obtain a new registration label and complete the online registration.
- 4.5 Upon de-registration, the registrant should remove the de-registered label from the UA and destroy the label.

APPENDIX 1**LIST OF SINGPOST OUTLETS SELLING REGISTRATION LABELS**

1. Ang Mo Kio Central
2. Bedok Central
3. Bukit Batok Central
4. Bukit Merah Central
5. Bukit Panjang
6. Bukit Timah
7. Changi Airport
8. Choa Chu Kang Central
9. Clementi Central
10. General Post Office (Paya Lebar)
11. Ghim Moh Estate
12. Hougang Central
13. Jurong East
14. Jurong Point
15. Jurong West
16. Orchard
17. Pasir Ris
18. Punggol
19. Sengkang Central
20. Serangoon Central
21. Suntec City
22. Tampines Central
23. Tanglin
24. Tanjong Pagar
25. Toa Payoh Central
26. Woodlands Central
27. Yishun Central

APPENDIX 2

HOW TO AFFIX THE REGISTRATION LABEL ON THE UA

The registration label should be affixed on a visible, flat and non-detachable surface of the main body of the UA instead of a part that is easily removed or replaced. Please refer to the infographic below for more information.



CAUTION

Do not detach the registration label to re-position it once the adhesive touches the application area. Detaching it may damage the registration label.

Where you should stick your registration label

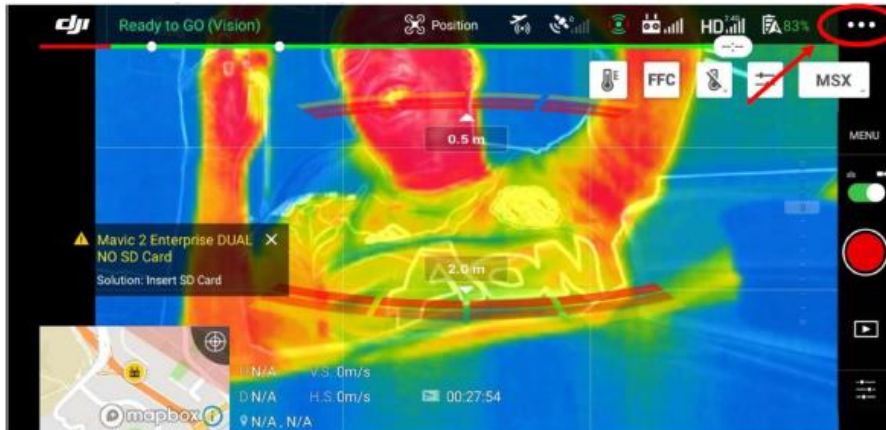


Where you should NOT stick your registration label

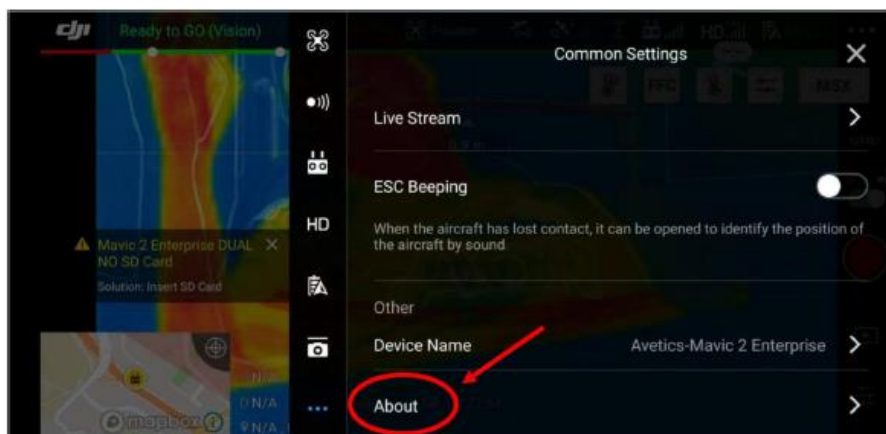


APPENDIX 3 HOW TO FIND THE FLIGHT CONTROLLER NUMBER FOR DJI UA

1. Connect your DJI UA to the DJI GO 4 / Pilot mobile app.
2. Go to the “General Settings” of the DJI mobile app.



3. Go to more settings (⋮), scroll down and tap on “About”.



4. Scroll down and look for “Flight Controller SN”.



APPENDIX 4

WHERE TO FIND THE SERIAL NUMBER OF THE UA

1. Packaging Box



2. UA Battery Compartment





3. If there is no serial number on the UA or its packaging, you may find it on its warranty card. Otherwise, please indicate N.A.


The registration ID and verification ID can be found within the Registration Label Package:

In Singapore, all unmanned aircraft (UA), also commonly known as drones, with a mass of **more than 250g** must be registered before they can be flown. Follow the instructions below to register your UA (drone).

How to register?

- 1

STICK

Identify a clean and dry area on the main body of the UA (drone) and stick on the Registration Label.
- 2

SNAP


Take a picture of the UA (drone) with the affixed label.
- 3

REGISTER

Complete the UA (drone) registration online.

Log on to
www.caas.gov.sg/UAreistration
 for the detailed instructions on how to label your UA(drone) and to complete the online registration.

Registration Label


PEEL HERE



Registration ID →


A12345

QR Code
(For Official Use) →



Verification ID →

ABC



Note
 Do not attempt to remove the label once it is affixed to the UA (drone). The Registration Label is tamper-evident and will be voided if removed or tampered with.

APPENDIX 6

FREQUENTLY ASKED QUESTIONS

S/N	Question	Answer
1	I am below 16 years old. Can I register my UA?	<p>No, registrants must be at least 16 years old.</p> <p>For a person who is below 16 years old, his or her UA must be registered by a person who is eligible to register the UA. In such instances, it is strongly encouraged for parents or legal guardians of a person below 16 years to register the UA of their children / wards.</p> <p>Please note that the registered owner of the UA is responsible for the activities of their UA. They must ensure that persons operating their UA are competent to operate it in a safe and responsible manner.</p>
2	If I own an UA but not intending to fly it, do I have to register it?	No, registration is only required if you intend to fly your UA.
3	I am only intending to fly my UA indoors. Do I need to register my UA?	Yes, if your UA has a total weight exceeding 250 grams, you are required to register it before you fly regardless of where you intend to fly.
4	Does the registration of the UA have a validity period?	<p>No, the registration does not have an expiry date. It is a one-time registration.</p> <p>The expiry date shown on the plastic packaging refers to the shelf life of the registration label. There is a 2-year shelf life for the registration label and it should be affixed onto the UA to be registered before the stated expiry date.</p>
5	Is there a limit to the number of UA I can register under my name?	<p>No, there is no limit to the number of UA that you can register under your name. There is however a limit on the number of labels you can purchase.</p> <p>A person who wishes to purchase more than the purchasing limits may submit their request for additional labels via http://go.gov.sg/ua-reg-label-limit. These requests will be considered on a case-by-case basis.</p>
6	Do I need to register my UA if I already hold an Operator Permit?	Yes, you are required to register your UA before you fly if it has a total weight exceeding 250 grams, regardless of whether you already hold an Operator Permit.
7	I have registered my UA. Do I still need to obtain training, permits and/or hold a UA pilot licence?	Yes, depending on the purpose of activity, the total weight of your UA, as well as the location and height at which you intend to fly your UA, you may still need to obtain a UA Basic Training Certificate, a UA Pilot Licence, an Activity Permit and/or an Operator Permit.
8	Can I allow my friend to fly my registered UA? Does he/she need to register the same UA again, but under his/her name?	The registered owner of the UA is responsible for the activities of their UA. You must ensure that persons operating your UA are competent to operate it in a safe and responsible manner.

S/N	Question	Answer
		<p>Hence, while you may give your friend permission to use a UA registered in your name, you will be held responsible should there be any contravention to the rules.</p> <p>However, if you intend to transfer ownership of your UA to your friend, you should de-register your UA and remove the registration label from the UA. Your friend will be required to purchase a new registration label and complete the registration.</p>
9	If my UA's weight without any add-on items does not exceed 250 grams, but exceeds 250 grams if I incorporate these items, do I still need to register my UA?	You are required to register your UA if the total weight of the UA at the time of operations, including any add-on items or modifications, exceeds 250 grams.
10	Do I need to register my UA if I am using it for flight testing purposes and where the UA will likely sustain damages requiring repairs during the flight testing?	Yes, you will be required to register the UA for such scenarios, if the total weight of the UA at the time of operations, including any add-on items or modifications, exceeds 250 grams.
11	What should I do if I damage my registration label?	Should the registration label be damaged or has been tampered with, it will be rendered invalid. You will be required to de-register the UA and re-register your UA by purchasing a new registration label.
12	If I have to repair my UA due to damages, or make modifications to my UA, do I need to de-register my UA and register under a new registration?	If the registration label is not tampered with or damaged, you will not be required to de-register the UA and register it under a new registration. However, for purposes of traceability, you are strongly encouraged to keep a record of the changes made to your UA arising from repairs or modifications.
13	I want to sell my registered UA. Can I transfer the ownership of the registration label?	If you intend to sell your registered UA, you should de-register your UA and remove the registration label from the UA. The new owner of the UA will be required to purchase a new registration label and complete the registration under his / her name.
14	I am a foreigner visiting Singapore. I have brought along my UA but is not intending to fly it in Singapore. Do I need to register my UA?	No, you do not need to register your UA if you are not intending to fly it in Singapore.

S/N	Question	Answer
15	I am a foreigner visiting Singapore. I am intending to fly my UA in Singapore. How do I register my UA?	<p>You will be required to first apply for a UAPass account at the online UA Portal. The processing time of the UAPass takes about 5 working days. Therefore, it is recommended that you apply for your UAPass account prior to your visit to Singapore.</p> <p>Thereafter, purchase the registration label over-the-counter at SingPost outlets. For over-the-counter purchase, the following is required:</p> <ul style="list-style-type: none"> - Completed physical copy of the UA Registration Label Purchase Form; and - Original and photocopy of your Passport. <p>You may also purchase the registration label online. However, you will need a local address as the delivery is only within Singapore.</p> <p>After you have affixed the registration label on your UA, login to the online UA Portal with your UAPass account to complete the registration.</p>
16	I would like to amend my particulars e.g change of address or contact number. How do I do it?	<p>You will first need to update your particulars on SingPass.</p> <p>After this is done, login to UAPortal with your SingPass account and under the “My Profile” tab, click on the button to retrieve MyInfo and click on update.</p>