
INFORMATION CIRCULAR

RELOCATION OF CAAS PERSONNEL LICENSING OFFICE

1. Please be informed that with effect from **1 December 2014 (Monday)**, the CAAS Personnel Licensing Office, under the Safety Policy & Licensing Division, Licensing Section, would be relocated to the following location:

Singapore Changi Airport Terminal 2
South Finger Pier Level 3
Unit No. 038-039

2. Please refer to Annex A on the new office location. You can take Lifts No 5 & 6, located in Lift Lobby 8 of Carpark 2A, to level 3M and cross the link bridge.
3. We will be closed on **28 November 2014 (Friday)** to facilitate the shifting to the new office. Apart from this date and those dates identified in IC 6/2014, there will be no change to our usual operating hours:

Monday - Thursday 8:30am to 1:00pm
 2:00pm to 5:00pm

Friday 8:30am to 1:00pm
 2:00pm to 4:30pm

Last appointment for walk-in applicants and enquirers before the lunch break is at 12:45pm.

Closed on Saturdays, Sundays and Public Holidays.

4. There is no change to our mailing address and facsimile number:

Safety Policy & Licensing Division
Licensing Section
Civil Aviation Authority of Singapore
Singapore Changi Airport
PO Box 1, Singapore 918141

Fax Number: (65)6543 4941

5. Should you require further clarifications, please contact Ms Marinah Ali at (65)6541 3435 or Ms Vinny Huang at (65)6541 2482.

**LOCATION OF NEW CAAS LICENSING OFFICE AT TERMINAL 2,
SOUTH FINGER PIER LEVEL 3, UNIT NO. 038-039**

