Guide for Registration of New Company Entering Changi Airside

Changi Airport Group (S) Pte Ltd
Airside Driving Centre, Terminal 2 (F50)
Email: asm.adc@changiairport.com
Website: http://www.changiairport.com/corporate/our-expertise/airport-operations/airside-driving-centre.html

New companies that require to drive in Changi Airside are required to register with CAG Airside Driving Centre. Driving and vehicle permits will only be issued after companies had been registered.

Companies must submit the following introduction letters for registration:

a. Airport Organisation
   i. Introduction letter from CAG or the airport organization

b. Main Contractor
   i. Introduction letter from CAG or any airport organization
   ii. Introduction letter from the company itself

c. Sub Contactor
   i. Introduction letter from CAG or any airport organization
   ii. Introduction letter from main contractor
   iii. Introduction letter from the company itself

- All letters submitted must be on original company letter head
- Address of company, contact person, contact number and email must be stated
- Specify contract title, contract duration and scope of work in the introduction letter
- Application to be rejected should the documents be incomplete

Application will take 3 working days to process. Once approved, a company code will be created. This will enable the company to register the staff to apply for driving and vehicular permits.

Attached is a sample of the registration letter.
To Whom It May Concern

Dear Sir,

**Registration of New Company Entering/Working in the Airside of Singapore Changi Airport**

Our company has been engaged by XXXXXXXXXXX to conduct the following works

- **Company Name**: XXXXXXXXXXX
- **Project Title**: XXXXXXXXXXX
- **Duration of Work/Project**: XX/XX/XX to XX/XX/XX
- **Scope of Work**: XXXXXXXXXXX
- **Contact Person**: Mr XXXXXXXXXXX
- **Contact Number**: XXXXXXXXXXX
- **Email**: XXXXXXXXX@XXXXXXXXXX

Should you require any further clarifications, please feel free to contact or email the above-mentioned. Thank you.

Yours Faithfully

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