Application for Temporary Entry Permit (TEP)

Ensure all details filled up
Application for Temporary Entry Permit (TEP)

Sign off to declare all information provided is true and accurate

Sign off by Airport Organisation who engaged your service

*Airport organisation here refers to companies that are involved in supporting airfield operations, regulation, security, airlines and aircraft manufacturers. These companies include; government agencies (MHA, MINDEF, RSAF, etc.), Airport Operator- CAG, Airport Regulator- CAAS, ground handling agents (SATS & dnata), SIAEC, airlines, MROs, refueling companies, etc. Sub-contractors of the ground handling agents are not allowed to endorse the ADP application.
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Self-checklist to assist you to attach all the necessary documents

<table>
<thead>
<tr>
<th>Self-Check List for Applicant (Travel Visa)</th>
<th>Official Use</th>
</tr>
</thead>
<tbody>
<tr>
<td>Changi Airport Airlines Insurance Coverage</td>
<td></td>
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<tr>
<td>China Visa Card/Electronic Visa</td>
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<tr>
<td>Departure Card/Passport</td>
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<tr>
<td>Entry/Exit Card/Boarding Pass</td>
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<tr>
<td>Exporter Code/Boarding Pass</td>
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<tr>
<td>MOWU Certification/Boarding Pass Certificate</td>
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<tr>
<td>Lifelong Equipment Operator Certification/Boarding Pass Certificate</td>
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<tr>
<td>Certificate for departing personnel</td>
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</table>

2/10/2020
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Attach the following

1. Vehicle log card
2. Insurance coverage – for Changi Airport Airside
3. Obstacle Light Specs
4. Escort ADP (Front and Back)
5. CAAS height restriction approval letter (crane)
6. MOM LM Certification (scissorlift, boomlift, crane)
7. Lifting Equipment Operator Certification (scissorlift, boomlift, crane)
Application for Temporary Entry Permit (TEP)

Applicants to send in application as per template strictly, inclusive of subject title, email format and attachments titled. to tep.adc@changiairport.com

Files to be renamed accordingly

Completed Application Form – Application for TEP – XXX1234X
Vehicle log card – Vehicle Log Card – XXX1234X
Changi Airport Airside Insurance Coverage – Airside Insurance – XXX1234X
Obstacle Light Specs – Light Specs – XXX1234X
CAAS Height Restriction Approval Letter – Height Restriction – XXX1234X
Escort ADP (front and back) – Escort ADP – XXX1234X
MOM LM Certification – LM Cert – XXX1234X
Lifting Equipment Operator Certification – Operator Cert – XXX1234X