

AML RENEWAL APPLICATION

1

CHECK AML VALIDITY

- Login as an APPLICANT
- Click on **AML** menu.
- Click on **AML Renewal** button.
 - System performs validity check on **AML state** prior entering application form
- AML state must pass the below validity checking:
 - AML found exist.
 - In ACTIVE mode – Not in expired, suspended or revoked.
 - 60 days prior to expired.

2

VERIFY PARTICULARS

- Verify personal particulars:
 - Click on **Personal Info** button
- Verify licence information:
 - Click on Digital Licence button
- Report via Ghelp if any discrepancy found.
- Proceed to next step if all are correct.

3

ADD REQUIRED INFO

- Fill up the application form:
 - Update necessary maintenance experience history

4

PAY & SUBMIT

- Verify Fee and Charges correctness
- Choose renewal duration
- Choose preferred online payment mode and make payment (not refundable)
- Click **Submit** button.

5

VIEW TASK LIST

- Click Dashboard to display Task List.
- Find the SUBMITTED AML Renewal application in the Task List.
 - SUBMITTED application can be viewed only.

6

CHECK EMAIL

- Check email and find the SUBMITTED application notification.
- Wait for approval result:
 - System will send notification email once APPROVER approve/reject or request query on the application

AML RENEWAL APPROVAL

1

VERIFY PARTICULARS

- Login as an APPROVER
- Click on **Edit** icon to check the new **AML Renewal application** in the Dashboard >Task List.
- Verify personal particulars
 - Click on Personal Info button
 - Verify against manual file
- Verify licence information:
 - Click on Digital Licence button
 - Verify against paper licence

2

VALIDATE EXPERIENCE

- View applicant's maintenance experience.
- Determine the experience adequacy.

3

VERIFY PAYMENT

- Verify fees and charges against subcategories and type ratings.
 - Total amount must match the selected renewal duration.
- Click on Print Detail Receipt button
 - Verify the amount paid on the receipt, match the correct fees & charges amount.

4

MAKE APPROVAL DECISION

- Verify Next Expiry Date is correct.
- Select options:
 - Satisfactory (approve)
 - Not satisfactory (reject)
 - Query (need additional information from applicant)
- Key-in remarks as indication for the decision made
- Click Submit Result button

AML RENEWAL QUERY (AMENDMENT)

1 CHECK EMAIL NOTIFICATION

- Check email notification on the AML RENEWAL QUERY – requires amendment.
- Take note on the required amendment.

2 SUPPLY MISSING INFO

- Login as an APPLICANT
- Click on **Edit** icon to check the queried **AML Renewal application** in the Dashboard >Task List.
- Add additional maintenance history as per required.

3 EDIT INCORRECT INFO

- Edit personal information, appropriate photo etc. as per required in Update Profile.
- Click **Submit** button.

4 VIEW TASK LIST

- Click Dashboard to display Task List.
- Find the QUERIED AML Renewal application in the Task List.
 - QUERIED application can be edited.

5 CHECK EMAIL

- Check email and find the RE-SUBMITTED application notification.
- Wait for approval result:
 - System will send notification email once APPROVER approve/reject or request query on the application