Pre - Requisite	Company Application Completed
01.	Add Fleet Entity
02.	Apply for Permit
03.	Make Payment



Pre-rrequisite

COMPANY APPLICATION COMPLETED



Sydney Airport



Companies can only apply for AUA permits after their Company Application has been completed and approved by Sydney Airport

Click here to access the step by step guide "How to Complete Onboard Company Application" if you need assistance

COMPANY APPLIC	CATION		Sydney Airport
1 REGISTER & ACTIVATE	Sydney Airport Sy	Sydney Airport	Sydney Airport
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How to com COMPANY	plete Onboard APPLICATION		队		Sydney Airport
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ADD FLEET ENTITY

All vehicle and equipment entities must be added to your fleet list before you can apply for AUA permits

- 1. Click 'Add Fleet' and enter the registration number to locate the vehicle/entity
- 2. If vehicle/entity is not located, click 'Search by make/model'
- 3. Complete the mandatory fields (those marked with *)



Fleet item t	/pe			
Vehicle				
Registration	number or fleet ID			
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FuelType*	
Please select	\$
VIN	





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ADD FLEET ENTITY (continued)

All vehicle and equipment entities must be added to your fleet list before you can apply for AUA permits

- 4. 'Save and close' you have added the vehicle/entity but will permit this vehicle in the future
- 5. 'Save and permit' apply for an AUA for this vehicle now (Step 3)



Please note

Sydney Airport 👌

If you can only see '**Save and close**' this means your Onboard Company Application has not been completed and approved; you are not authorized to apply for AUAs.

Save and Permit is <u>only</u> visible to companies who have completed their Onboard Company Application and authorized to apply for AUAs.

Fleet

APPLYING FOR PERMITS

Once you have added the vehicle/entity, you can apply for an AUA for that vehicle:

- 1. Click on Fleet
- 2. Locate the vehicle/entity in your 'Fleet Overview' and click on 'Permit'
- 3. Complete Permit Application questions
- 4. Click 'Save and permit'

🛱 Fleet overview (8)	Active permits (7)	🖹 Inactive permit	rs (1)	
Fleet ID \$	Туре 🗢	Make/Model \$	Permits	Actio
HHH777 ✔ Edit	Vehicle	Mazda 323	0	E Pe
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KIR222 ✔ Edit	Vehicle	Jeep Grand Cherokee	1	🖹 Pe
KIR333 ✔ Edit	Vehicle	Jeep Grand Cherokee	1	🖹 Pe
KIR444 ✔ Edit	Vehicle	Jeep Grand Cherokee	1	🖹 Pe

Permit Type	Permanent
Start Date	02 Aug 2017
Expiry Date	02 Oct 2018
Escorted	0







Sydney Airport

MAKE PAYMENT

3



Payment is now required before you submit your AUA Permit Application



- 1. After you have clicked 'Save and permit'
- 2. Nominate to pay by Credit Card or Account/invoice ++
- 3. Click 'Confirm' and you're done!

Permit application	
Item cost \$140.91 GST \$14.09 Total payable \$185.00	
Name on card	Pay by card Pay by account
Card number	
Expiry date CVV	
Additional email address	Permit application
Confirm	Item cost \$140.91 GST \$14.09 Total payable \$155.00
Notice!	The fee associated with the SYD - Sydney Airport application is \$140.91. If you need a Purchase Order quoted on your invoice, please indicate the reference below. Purchase Order
Successfully updated it	iem Continue

Permit application

** Payment options may vary between companies – if you have concerns over how your payments are set up please contact us at airdat@syd.com.au