Withdrawal and Resubmission of an Application

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01. Flow of Withdrawal and Resubmission of an Application

The following shows the overall flow for withdrawing and resubmitting an application and/or notification that has been submitted once.

Select the Application Information List

Select the “Application Information List” button in the Main Menu.

↓

When withdrawing an application (notification) that has been submitted once *1

Withdraw an application (notification)

Press the "Withdraw" button for the corresponding application (notification) from the Application Information List, and confirm the application information from the [Application Information Details] screen before withdrawing it.

↓

When resubmitting a withdrawn application (notification) *2

Resubmit the application (notification)

Press the "Resubmit" button for the corresponding application (notification) again, from the Application Information List.
Revise the details of the application (notification) and resubmit the application form and the like.

↓

Withdrawal and/or resubmission is complete

* 1: Withdrawal is possible only before the document is received.
* 2: Resubmission is possible for withdrawn applications, and the like and applications with revision instructions.
* To resubmit an application or the like with revision instructions, see this.

02. Withdrawal and Resubmission of an Application [Select Application Information List]

(1) In the [Main Menu] screen, press the 申請情報一覧 in the heading [Create an Application Form (Notification Form)].

Open the [Application Information List] screen.

03. Withdrawal and Resubmission of an Application [Withdraw an Application (Notification)]1/2

Withdraw an application (notification) that has been submitted once.

All application information is displayed.
Also, if there are more than 21 cases, they will be displayed on multiple pages.

(1) Search for application information to withdraw.
When you enter the [Procedure Name], [Type], [Application Destination (Notification Destination)], and [Procedure Status] and the like, and press the 検索, the corresponding application information is displayed.
* When you select "Receiving" in the [Procedure Status], and search, the application and the like that can be withdrawn is displayed.
* Withdrawal is possible only when the procedure status is "Receiving" (before document is received).
If you want to withdraw an application that is not displayed in the list, contact the application destination directly.

(2) Press the 引戻し for the application (notification) to withdraw.

The [Application Information Details] screen is opened.

* If the attached file size of the selected application (notification) is large, it may take some time for the next screen to be displayed.
Please wait for it to be displayed.

03. Withdrawal and Resubmission of an Application [Withdraw an Application (Notification)]2/2

Withdraw an application (notification) that has been submitted once. (Continued)

(3) On the [Application Information Details] screen, check that it is the application (notification) subject to withdrawal. If there is no problem, press the 引戻し .

The confirmation screen to withdraw the application is displayed.

Also, check the application and the like to withdraw in the [Application Information List] on the [Main Menu] screen.
* It may take several minutes to be applied in the [Application Information List].

When the procedure for withdrawal is completed, you will be notified by email.

04. Withdrawal and Resubmission of an Application [Resubmit an Application (Notification)]1/5

Resubmit a withdrawn application (notification).

(1) In the [Main Menu] screen, press the 申請情報一覧 in the heading [Create an Application Form (Notification Form)].

The [Application Information List] screen opens.

04. Withdrawal and Resubmission of an Application [Resubmit an Application (Notification)]2/5

Resubmit a withdrawn application (notification). (Continued)

All application information is displayed.
Also, if there are more than 21 cases, they will be displayed on multiple pages.

(2) After withdrawal, search for the application information to resubmit.
The corresponding application information is displayed when the [Procedure Name], [Type], [Application Destination (Notification Destination)], and [Procedure Status] and the like are entered, and the 検索 is pressed.
* When you select "Supports Corrections/Withdraw" in the [Procedure Status], and search, the application and the like that can be resubmitted after being withdrawn is displayed.
* Resubmission is possible for withdrawn applications, and the like and applications with revision instructions.

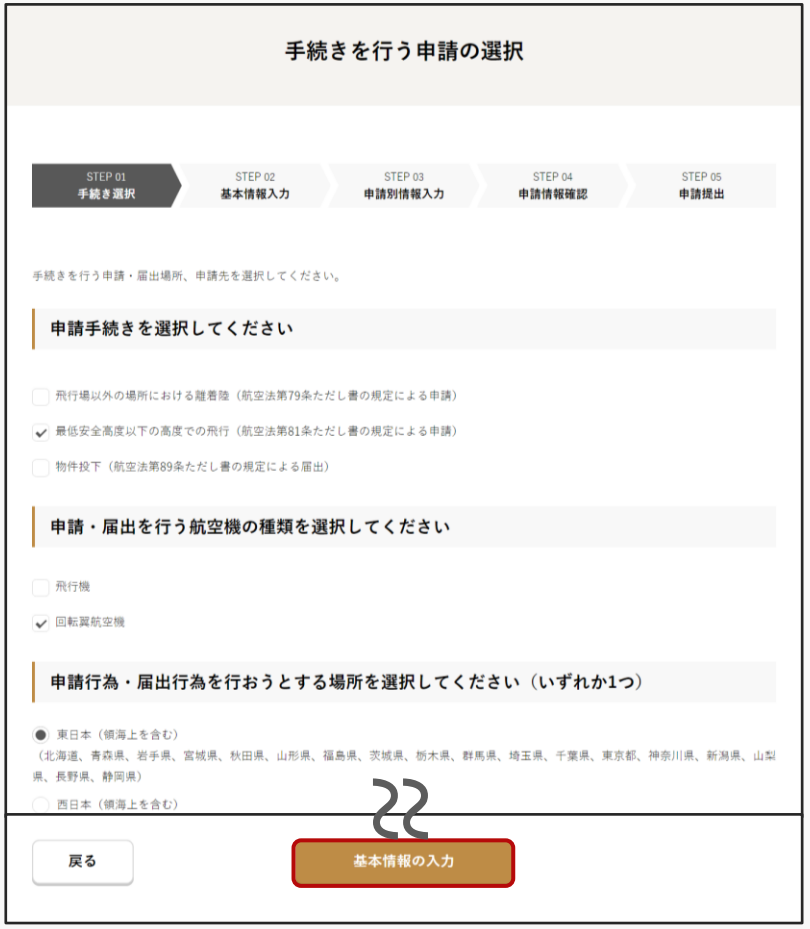
(3) Press the 再提出 for the application (notification) to resubmit.

▼

The screen for selecting the application procedure is opened.

04. Withdrawal and Resubmission of an Application [Resubmit an Application (Notification)]3/5

Resubmit a withdrawn application (notification). (Continued)



Revise the information of the application (notification) selected in the [Application Information List].

For the input method of each input screen ([Procedure Selection] screen → [Enter Basic Information] screen → [Enter Information by Application] screen), see the manuals for "New Applications," "Continuing an Application and Reapplying," and "Changes to Applications."

04. Withdrawal and Resubmission of an Application [Resubmit an Application (Notification)]4/5

Resubmit a withdrawn application (notification). (Continued)

Make a final confirmation of the application (notification) information.

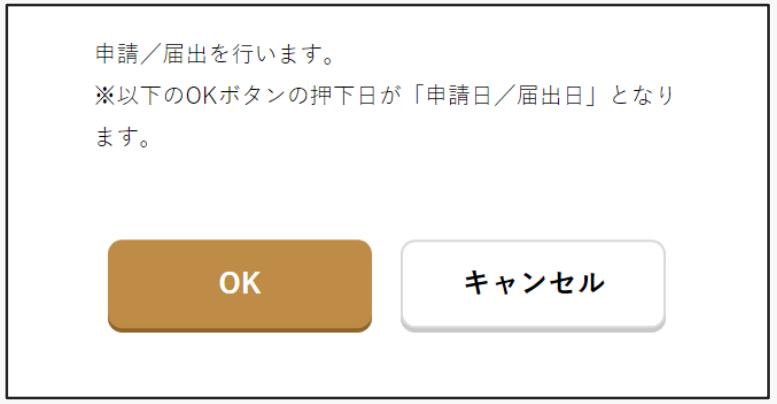
(4) If there is an error in the inputted details, press the ●●の修正 at the bottom right of each information to revise the information.
* When you press the " ●●の修正 " button for each screen, you will transition to the appropriate screen. After correcting the information you entered on each screen, please use the button in the center of the bottom row to move to this screen.

(5) If you want temporarily to save the application information, press the 一時保存. Also, if you want to edit the temporarily saved application again, see this.

(6) If there is no problem with the details you entered, press the 申請提出. A dialog box is displayed for confirmation before submission.

04. Withdrawal and Resubmission of an Application [Resubmit an Application (Notification)]5/5

Confirm the information that you entered, and submit the application form and the like.



When you press the OK, the application form is resubmitted to the application destination.

- If you want to resubmit the application and the like after a withdrawal, the [application date/notification date] will remain the date originally submitted.

An email will be sent to confirm your submission of your application form (notification).

- If received successfully, you will receive an email stating that the submission has been completed.
- If we fail to receive it, you will receive an error email stating that the system was unable to accept it.

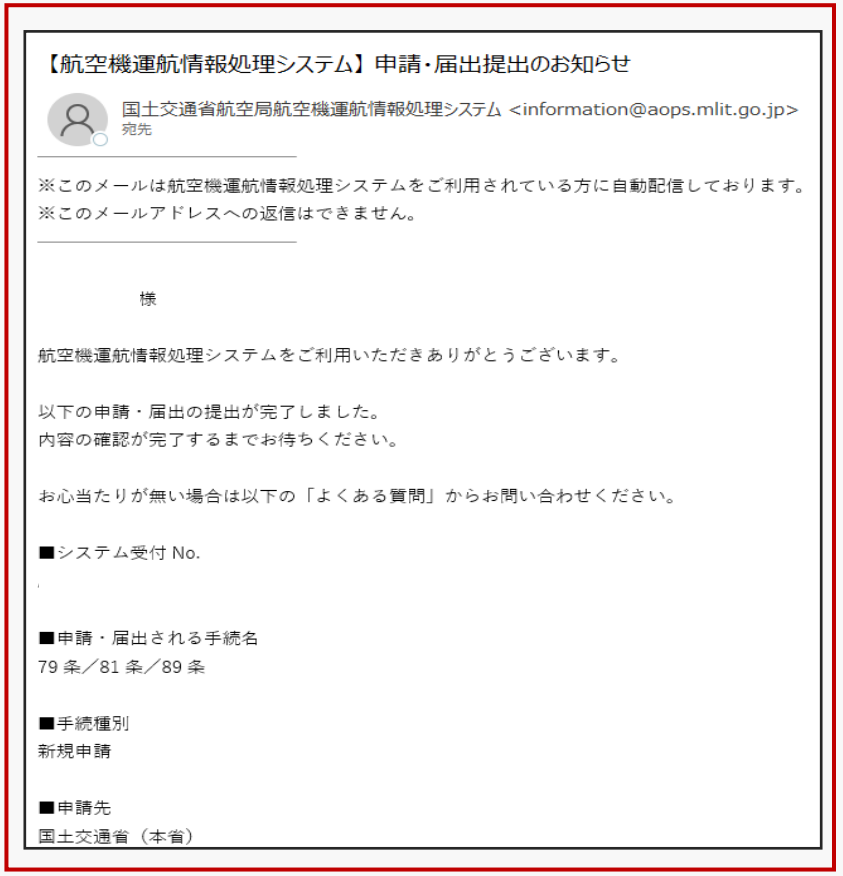
When submitting an application form (notification), check the email related to the submission confirmation.
* Refer to the next slide that provides a conceptual view of the email.

If received normally, check the content, such as the items listed in the application destination.

05. Withdrawal and Resubmission of an Application [Confirm the Submission Complete E-mail]

Check the content of the e-mail related to confirmation of the submission.

➢ When received normally



【航空機運航情報処理システム】申請・届出提出のお知らせ

国土交通省航空局航空機運航情報処理システム <information@aops.mlit.go.jp>
宛先

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以下の申請・届出の提出が完了しました。
内容の確認が完了するまでお待ちください。

お心当たりが無い場合は以下の「よくある質問」からお問い合わせください。

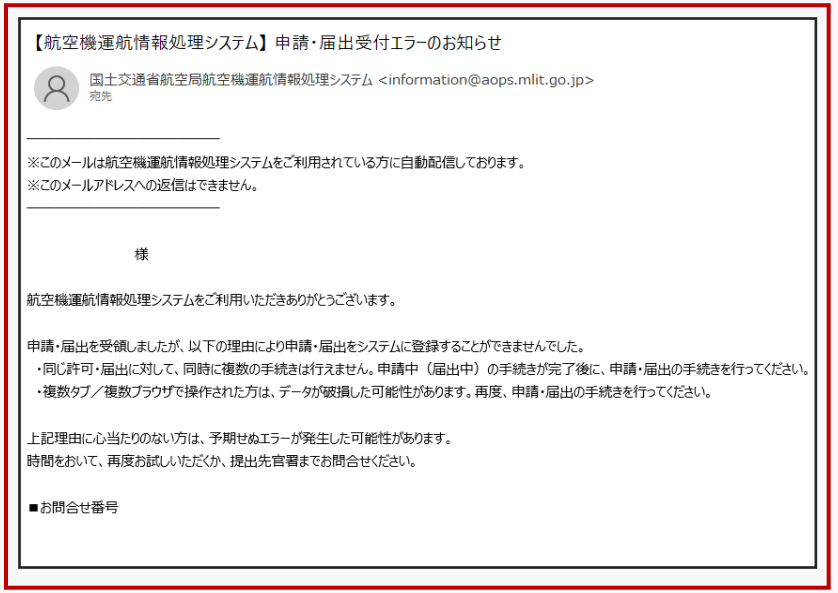
■システム受付 No.

■申請・届出される手続名
79 条／81 条／89 条

■手続種別
新規申請

■申請先
国土交通省（本省）

➢ When failed to receive



【航空機運航情報処理システム】申請・届出受付エラーのお知らせ

国土交通省航空局航空機運航情報処理システム <information@aops.mlit.go.jp>
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申請・届出を受領しましたが、以下の理由により申請・届出をシステムに登録することができませんでした。
・同じ許可・届出に対して、同時に複数の手続きは行えません。申請中（届出中）の手続きが完了後に、申請・届出の手続きを行ってください。
・複数タブ／複数ブラウザで操作された方は、データが破損した可能性があります。再度、申請・届出の手続きを行ってください。

上記理由に心当たりのない方は、予期せぬエラーが発生した可能性があります。
時間をおいて、再度お試しいただくか、提出先官署までお問合せください。

■お問合せ番号

There are two main reasons why reception can fail.

1. Duplicate applications for the same permit and notification in the past
2. Operated in multiple tabs and multiple browsers

If the reasons given above do not seem to apply to you, contact us through "FAQ" with the following information.
"Login ID" "date and time of receiving the email" "inquiry number written in the email" "terminal (OS) used" "browser used"