
<Unmanned Aircraft Remote Pilot Certification Application Edition>

11. Cancellation of the Request for Procedures to a Representative

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01. Introduction (For Those Wishing to cancel a request for procedures to a Representative)

- In the Drone Information Platform System, you can apply for various an Unmanned Aircraft Remote Pilot Certificate, withdraw the application, reapply, check the application status, check the registration information, and request an application for issuance for an Unmanned Aircraft Remote Pilot Certificate to representative.
- After the procedure request to the representative is canceled, the representative will be unable to apply. Make adjustments with your representative beforehand to cancel. Also, if it is necessary to request the procedure to the representative again after the cancellation, it can be requested by setting the representative.
- If there is an application in progress by a representative, the request for procedures to the representative cannot be canceled. Therefore, if the requester themselves wishes to implement procedures while the representative is applying, the requester will be able to implement the procedures by withdrawing the application on the representative's side and the requester canceling the request for procedures for the representative.
- This manual describes how to operate the Drone Information Platform System. Please refer to this manual when performing the necessary procedures.
- To deepen your understanding further, please refer to the [FAQ](#) page posted on the Drone Information Platform System in conjunction with this manual.

02. Matters that require attention when using the Drone Information Platform System

- If the operation of the Drone Information Platform System is suspended (inactive state) for 60 minutes or longer, you will be required to restart the process. This security function lowers the possibility of a third party viewing your screen and leaking your personal information while you are away from your computer or smartphone.
- If you are unsure of what information to enter in each of the forms or how to enter it, hover your cursor over the ⓘ mark next to the field name in the form, to see the information to be entered, as well as a description of the input information to be entered in the form. (If you are using a smartphone, tap on it to display the description.)
- Do not press any browser buttons, such as "Back" or "Refresh", while using the system. Doing so may affect the normal functioning of the system.
- Do not attempt simultaneous login from multiple terminals; this may cause the system to malfunction.
- For the unmanned plane registration system, the new system for achieving Level 4, and other rules of flight, refer to the [Ministry of Land, Infrastructure, Transport and Tourism website](#)

*Click on the link to open the external site.

03. Necessary Items for Cancellation of Request for Procedures to a Representative

For cancellation of application request to an agent, no information must be prepared beforehand. For your information, an agent without effective agent settings cannot apply for any certificate etc. A new Password for Settings must be issued to request an application by the agent again. It is recommended to let the agent know that you will cancel the settings before actual cancellation in case something goes wrong.

04. Step to Cancel a Request for Procedures to a Representative

Make your application request using the following steps in the Drone Information Platform System.

Start cancellation of request to the representative

Step 1: Log in to the Drone Information Platform System

Enter your login ID and password to log in to the Drone Information Platform System.

Step 2: Cancellation of Request for Procedures to a Representative

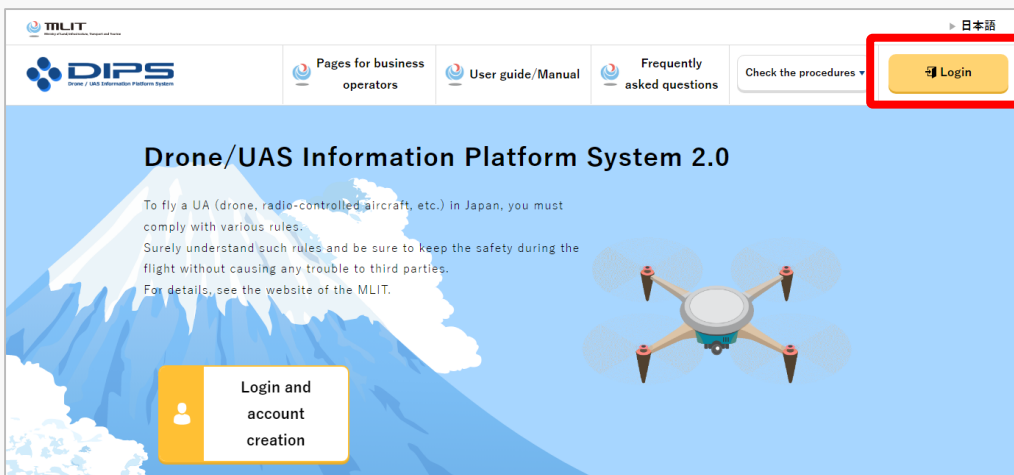
Press "Cancellation of agent" on the main menu.

Cancellation of request to the representative is completed.

Important!

You cannot cancel an agent when any application is going through procedures by him/her. You can do it only when the application status becomes "Acquired" or "Complete."

05. Step 1: Log in to the Drone Information Platform System(1/3)



Access to the [DIPS2.0 top page](https://www.ossportal.dips.mlit.go.jp/portal/top/).

(<https://www.ossportal.dips.mlit.go.jp/portal/top/>)

Click the "Login" button.

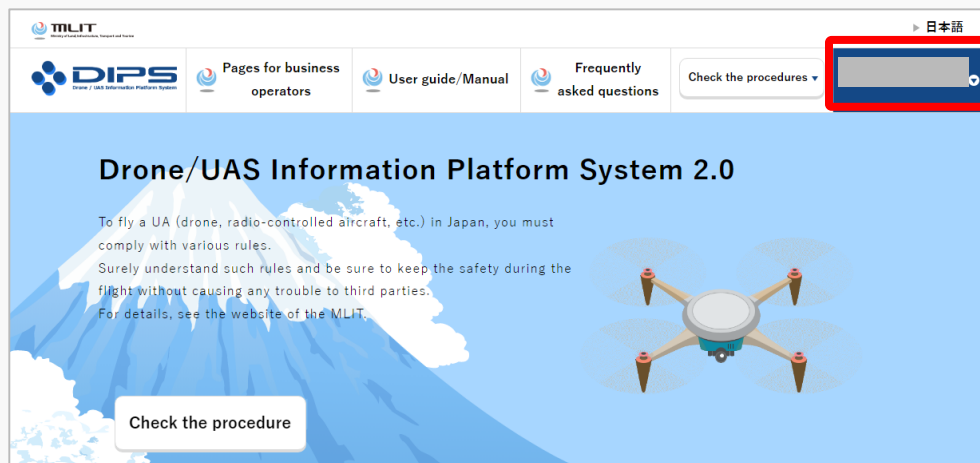
On the Log In page, enter your ID and password (set up when opening the account) and press the "Log In" button.

Points to note!

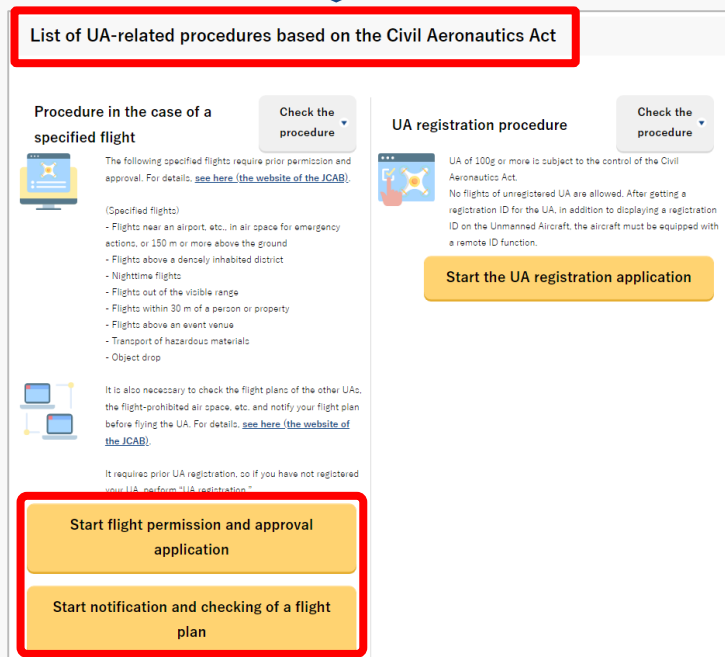
You need a Drone Information Platform System account to log in. If an account has not been set up, then open an account first.

*The login ID is 3 letters + 6 numbers.
(Example) ABC123456

05. Step 1: Log in to the Drone Information Platform System(2/3)



Upon successful login, the name of the registered account will appear in the upper right corner of the "DIPS2.0" portal screen.



Scroll down the screen and go to the appropriate procedure by clicking on the various procedure buttons in the "List of UA-related procedures based on the Civil Aeronautics Act".

Please see the next page for buttons for various procedures.

05. Step 1: Log in to the Drone Information Platform System(3/3)

The buttons for the various procedures in the "List of UA-related procedures based on the Civil Aeronautics Act" are shown below.

Clicking the buttons for the various procedures will take you to the top page of the individual procedures.

Procedure in the case of a specified flight

Procedure in the case of a specified flight

Check the procedure



The following specified flights require prior permission and approval. For details, [see here \(the website of the JCAB\)](#).

(Specified flights)

- Flights near an airport, etc., in air space for emergency actions, or 150 m or more above the ground
- Flights above a densely inhabited district
- Nighttime flights
- Flights out of the visible range
- Flights within 30 m of a person or property
- Flights above an event venue
- Transport of hazardous materials
- Object drop

It is also necessary to check the flight plans of the other UAs, the flight-prohibited air space, etc. and notify your flight plan before flying the UA. For details, [see here \(the website of the JCAB\)](#).

It requires prior UA registration, so if you have not registered your UA, perform "UA registration."

Start flight permission and approval application

Start notification and checking of a flight plan

UA registration procedure

UA registration procedure

Check the procedure



UA of 100g or more is subject to the control of the Civil Aeronautics Act.

No flights of unregistered UA are allowed. After getting a registration ID for the UA, in addition to displaying a registration ID on the Unmanned Aircraft, the aircraft must be equipped with a remote ID function.

Start the UA registration application

Procedures in the event of an accident, etc. related to a UA

Procedures in the event of an accident, etc. related to a UA

Check the procedure



In the event of the following accidents, etc., the operator has to report the details of the accidents, etc. to the Minister of Land, Infrastructure, Transport and Tourism. For details, [see here \(the website of the JCAB\)](#).

"Accidents"

- Death or injury caused by the UA (serious injury or more)
- Damage of a property owned by a third party
- Collision or contact with an aircraft

"Serious Incidents"

- Recognized to have had a possibility of collision or contact with an aircraft
- Injury caused by the UA (minor injury)
- Situation that the UA becomes uncontrollable
- Ignition of the UA (limited to an occurrence during the flight)

Start the reporting of an accident, etc.

Acquisition procedure of UAS certification and UA remote pilot certification

Acquisition procedure of UA certification and UA remote pilot certification

Check the procedure

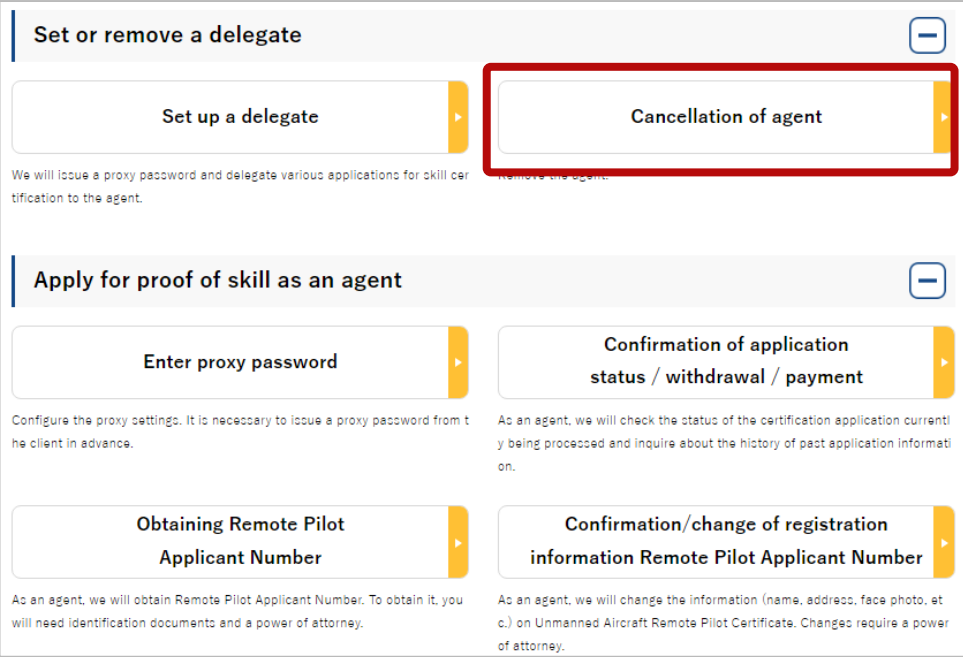


Flying a UA above a third-party land out of visible range without any accident or omission of permission or approval in a certain specified flight requires UA certification of the UA to fly and UA remote pilot certification of the operator. For details of UA certification and competence certification, [see here \(the website of the JCAB\)](#) and [here \(the website of the JCAB\)](#), respectively.

Start the UA certification application

Start the skill certification application

06. Step 2: Cancellation of Request for Procedures to a Representative (1/2)



Set or remove a delegate

Set up a delegate

Cancellation of agent

We will issue a proxy password and delegate various applications for skill certification to the agent.

Apply for proof of skill as an agent

Enter proxy password

Confirmation of application status / withdrawal / payment

Configure the proxy settings. It is necessary to issue a proxy password from the client in advance.

As an agent, we will check the status of the certification application currently being processed and inquire about the history of past application information.

Obtaining Remote Pilot Applicant Number

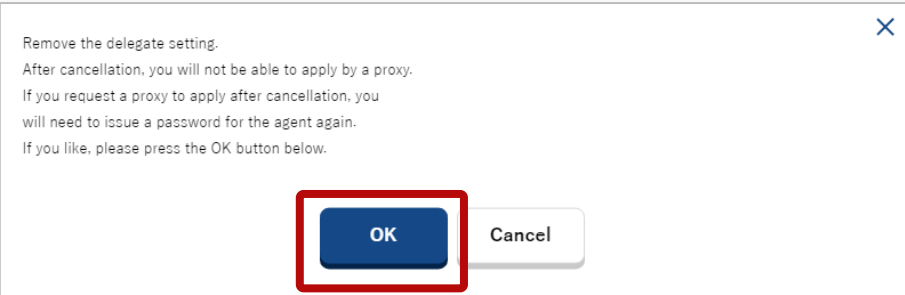
Confirmation/change of registration information Remote Pilot Applicant Number

As an agent, we will obtain Remote Pilot Applicant Number. To obtain it, you will need identification documents and a power of attorney.

As an agent, we will change the information (name, address, face photo, etc.) on Unmanned Aircraft Remote Pilot Certificate. Changes require a power of attorney.

Press the "Cancellation of agent" button on the page for the Unmanned Aircraft Remote Pilot Certificate menu.

A dialog box is displayed showing Cancel Representative Setting. If there is no problem, press the OK button.



Remove the delegate setting.

After cancellation, you will not be able to apply by a proxy.

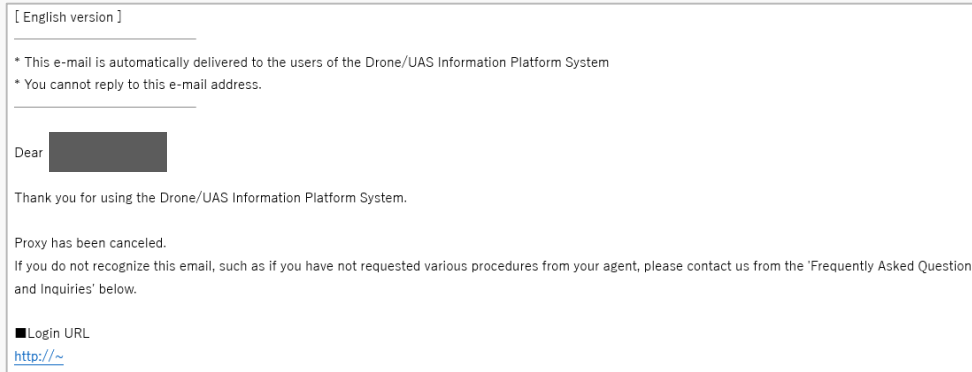
If you request a proxy to apply after cancellation, you will need to issue a password for the agent again.

If you like, please press the OK button below.

OK Cancel

07. Step 3: Cancellation of Request for Procedures to a Representative (2/2)

An example of Agent Cancellation Notice *For requesters



When you press the OK button, the "Notice of cancellation of proxy settings" email will be sent to the registered email address. Check your email.

An example of Agent Cancellation Notice *For agents

