

## Notes for Completing the Aeronautical Earth Station (AES) Service Activation Registration Form.

### Introduction.

This registration Form applies to all Aeronautical customers. The Form should be completed and signed by the owner of the AES who will ultimately be responsible for the payment of communications traffic bills incurred by the AES.

To obtain the authorisation to activate the AES, this Registration Form should be submitted either directly to the Point of Service Activation (PSA) or to the Inmarsat Service Provider (ISP). For further information on PSAs and ISPs please contact the Inmarsat Technical Services at the following address:

Technical Services  
Inmarsat  
99 City Road  
London EC1Y 1AX  
United Kingdom

Telephone +44 207 728 1020  
Facsimile +44 207 728 1142  
Internet address: [customer.care@inmarsat.com](mailto:customer.care@inmarsat.com)

### Note A Your Details.

1. Enter the complete name and address of the Company, Organisation or Individual who will be ultimately responsible for the payment of bills for traffic incurred by this AES. Ensure that country and area codes are entered within the appropriate brackets for telephone and facsimile numbers. Enter the name of the contact person who will be responsible for dealing with queries concerning the AES.

### Note B Paying the bill

1. Aero-C, Mini-M Aero and Swift64 only:
  - a. Enter the Inmarsat Service Provider (ISP) or Accounting Authority (AA) details that will be responsible for handling and managing your traffic account. This is the entity to which invoices from the LES will be sent. The customer must ensure that prior agreement with either the ISP or AA has been secured before completing this section.
2. Aero-H, -H+, -I and -L only:
  - a. Enter the billing entity that will be responsible for handling and managing the AES traffic account. This is the billing entity to which invoices from Inmarsat will be sent. It can be EITHER an Accounting Authority (AA), OR the owner or operator of the AES. You will also need to enter the Distribution Partner (DP) that the billing entity has a relationship with. The AES operator may be a commercial air carrier, private/corporate aircraft owner, government institution or other category. The AES operator may elect an agent to pay invoices on their behalf. If an AA is used the customer must ensure that prior agreement with the AA has been secured before completing this section.
3. Enter the routing details of the AES to be activated. The following need to be selected:
  - a. **DATA2 Preferred routing** – ACARS traffic routing
  - b. **DATA3 routing** – D3 routing
  - c. **CCA routing** – identify the entity that is responsible for routing the authorisation for credit card calls
4. When selecting the permissions for the AES you will be required to select which satellite network the AES will operate on. The ability to select the 'allowed on I-4 flag' will be dependent on the model code of the terminal being type approved for the I4 satellite network.

**Note: Billing for MTSAT services will be managed by SITA, MTSAT's designated communications service provider.**

### Note C What type of Aeronautical Earth Station (AES) are you registering?

1. This section determines the environment where the AES will be used, the system applied for (Inmarsat only or Inmarsat & MTSAT), and the primary use of the AES. This section also identifies the model of the AES and the country where it will be registered.
  - a. Indicate whether the AES will be installed on an Aircraft or at a Fixed Location.
  - b. The System:- Under System, enter the type of AES to be activated
  - c. Primary use of the AES:- Tick the box that represents the primary use of the AES
  - d. Country of Registry:- The country of registry is the country where the Aircraft is registered

**IMPORTANT: If the primary use of the AES is found to be incorrect Inmarsat will contact the PSA to rectify this information**

### Note D Technical Details for H, H+, I and L Services

1. AES Manufacturer and Model & Antenna Manufacturer and Model:
2. Enter the name of the AES manufacturer and the complete AES Model name, for Standards H, H+, I and L this is known as the Access Approval Number. The manufacturer must supply this. Additionally, the requested Antenna information must also be entered by the applicant.

**IMPORTANT: What services are you applying for? The Customer should complete the section pertaining to the type of the AES**

**Note E Aero-C Aircraft Earth Stations (AES)**

1. Enter the AES Serial Number, which should be found, on the outside casing of the AES.
2. Enter the privacy required by entering 'Y' or 'N' on the Privacy box. . (If Privacy=Y, any inquiries regarding the AES will not be permitted by Inmarsat.)
3. Enter the 4-letter telex answerback. (Numbers and special characters are not allowed.)
4. Leave the Inmarsat Mobile Number (IMN) blank. The PSA will assign the IMN for each service requested.

**Note F Mini-M Aero, Swift64 and SIM card services**

1. If applying for activation of a Mini-M Aero or Swift 64, enter the Inmarsat Serial Number (ISN) that should be found on the outside casing of the AES. The first two digits have been entered for you. If applying for a SIM Card enter the SIM Card Serial Number (SSN).
2. Enter the services required by ticking the corresponding boxes and entering 'Y' or 'N' on the Privacy box. (If Privacy=Y, any inquiries regarding the AES will not be permitted by Inmarsat.) Enter the service code if known. If not, the PSA or ISP will provide the service code.
3. Leave the Inmarsat Mobile Number (IMN) blank. The PSA will assign the IMN for each service requested. If applying for both Mini-M Aero and SIM Card, the AES and the SIM card will be allocated separate IMNs.

**Note G Aero H, H+, I and L Services**

1. When the aircraft is registered, the Civil Aviation Authority in the country of registry will provide the ICAO technical address, which will also be used for other communication systems on board. This is a 24-bit binary number that will be converted into an equivalent eight digit octal number. This number which is preceded by the "T" digit "5" forms the Primary ID and will be known as the IMN. This number will be confirmed to the applicant by the PSA.
2. Enter the number of voice channels, either 9600bps or 4800bps as applicable. Aero-I operates at the lower voice rate of 4800bps only. Aero-L does not have a voice channel and this information must then be left blank.
3. The IMN is used for communications with the AES that originate from the ground. If required, however, the AES may be assigned a Direct Dialling-In (DDI) number, sometimes known as an Alternate ID, which is assigned by the PSA. The PSA provides the first 6 digits whilst the owner or operator of the AES provides the last 2 digits. This will enable multiple ground-to-air communications with the AES. For Aero-I and Aero-H+ AESs the applicant may request additional DDI's for Fax and/or Data. The Applicant must indicate with a Y if a DDI number is required and for which services it is required.
4. Mark 'YES' if credit cards are to be used for payment for the use of the AES as this facility must be tested. This test is normally conducted with the AES calling the commissioning desk at the GES
5. Mark 'YES or NO' if this is to be a Dual Installation. Make a duplicate of this page and complete the second ICAO 24-bit code for the 2<sup>nd</sup> installation on the copied page and insert this page here.
6. Enter the services required by ticking the corresponding box(es) and entering 'Y' or 'N' on the Privacy box. (If Privacy=Y, any inquiries regarding the AES will not be permitted by Inmarsat.)

**Note H Emergency Contact Details**

1. All AES users must complete this section for emergency contact details. You must provide the complete information required.

**Note I Installation Details**

1. If the AES is installed on an aircraft, the aircraft tail number (registration number), the country where the aircraft is registered, the name of the aircraft manufacturer, aircraft model and the airframe number must be entered.
2. If the AES is being installed in a fixed location, the location of the AES and description of its use should be entered in this part of the form.

**IMPORTANT: If the tail number format is entered incorrectly then this will result in the activation request being rejected.**

**Note J Integrator Details**

1. Enter the name of the organisation that is providing maintenance and support to the AES operations. Ensure that country and area codes are entered within the appropriate brackets for telephone and facsimile numbers. Enter the name of the contact person who will be responsible for dealing with queries concerning maintenance and support.

**Note K Certification and Agreement.**

1. To assist the PSA's, this is an entry for the AA to verify they accept the account, by placing their code and signature in the required sections.
2. This section must be signed by the person who owns the AES and has the ultimate responsibility for ensuring payment of traffic incurred by the AES.
3. This section must be signed by the PSA to whom this form has been submitted for approval and activation.