

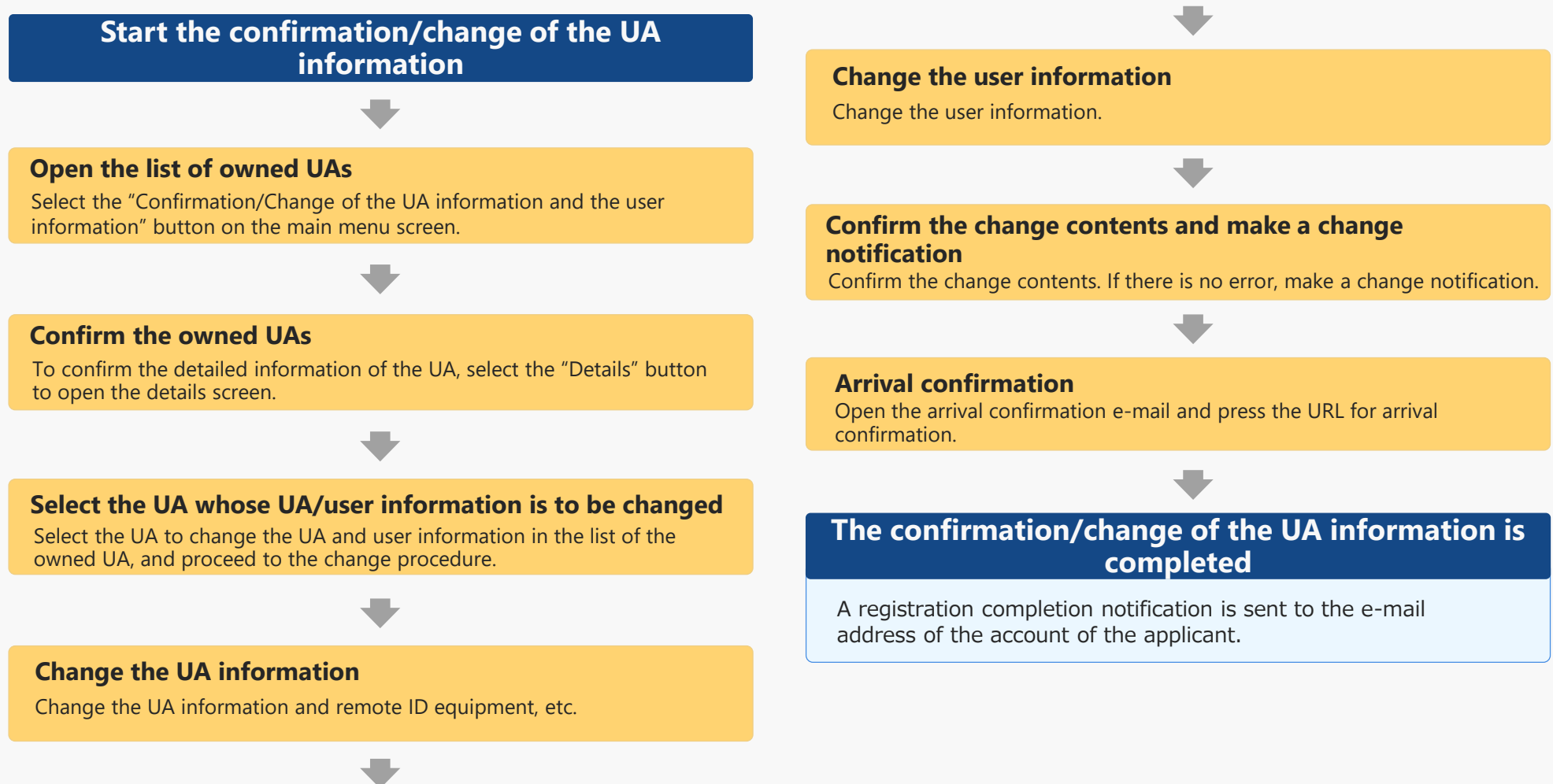
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# Confirmation/Change of the UA information and the user information

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# Confirmation/Change of the UA information and the user information

Confirming/Changing the UA and user information.



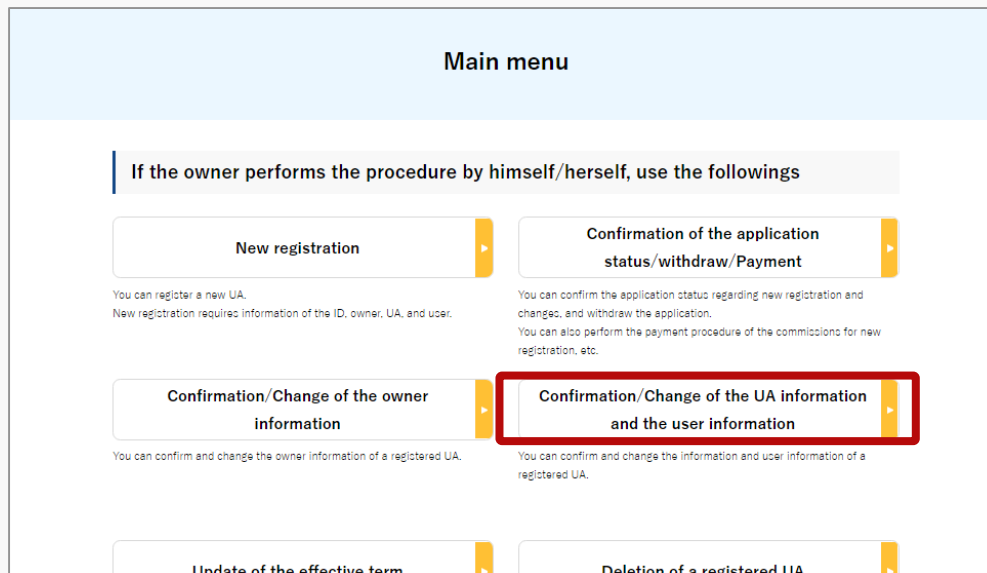
# Items necessary for the confirmation/change of the UA and user information

The items necessary for the procedure depend on whether the applicant is an individual or a corporation, the procedure contents, and the identity confirmation method. Confirm them and proceed to the procedure.

	Individual	Corporation	
See the UA information after the change	<ul style="list-style-type: none"><li>• UA manufacturer name</li><li>• UA model</li><li>• UA category</li><li>• UA serial number</li><li>• Presence of the remote ID</li></ul>	<p>[Altered UAs and amateur-built UAs require the following information as well]</p> <ul style="list-style-type: none"><li>• Weight</li><li>• Maximum Takeoff Weight</li><li>• Size</li><li>• Description of alteration *For altered UAs</li><li>• Images of the UA (Entire UA/Upper face, front face, side face, and control device)</li></ul> <p>[The following information is also required if the remote ID is external]</p> <ul style="list-style-type: none"><li>• UA manufacturer name of the remote ID equipment</li><li>• Type of the remote ID equipment</li><li>• UA serial number of the remote ID equipment</li></ul>	
User information after the change	<ul style="list-style-type: none"><li>• Name</li><li>• Address</li><li>• Phone number</li><li>• E-mail address</li></ul>	<ul style="list-style-type: none"><li>• Corporation number</li><li>• Company/Organization name</li><li>• Name of the representative</li><li>• Location of the head office or the principal office</li></ul>	<ul style="list-style-type: none"><li>• Name of the person in charge</li><li>• Address of the person in charge</li><li>• Department name of the person in charge</li><li>• Phone number of the person in charge</li><li>• E-mail address</li></ul>
Others	<ul style="list-style-type: none"><li>• DIPS2.0 account</li></ul>		

# Confirmation/Change of the UA and user information

## [Open the list of owned UAs]



Select the "Confirmation/Change of the UA information and the user information" button in the frame of "If the owner performs the procedure by himself/herself, use the followings".

The screen of the list of owned UAs will open.

# Confirmation/Change of the UA and user information

## [Confirm the owned UAs]

### Confirmation/Change of the UA information and the user information

You can confirm the information of a registered UA information and change the UA information and the user information.

☐ Select all

	Registration ID	UA manufacturer name	UA model	Name of the user	Last update date	End date of the effective period	
<input type="checkbox"/>	AAA00001	(EN)DJI	(EN)PHANTOM 1	サンプル 太郎	2020/01/01	2023/01/01	Details
<input type="checkbox"/>	AAA00002	AAAcce1	A01	サンプル 太郎	2020/01/01	2023/01/01	Details



### Details of registered information

You can confirm and change registered information of an owner, UA, and user.

#### Owner information

Corporate number 123

Company/Organization name サンプル有限公司

Name of the representative サンプル

The owned UAs are displayed in a list.  
Registration ID, UA manufacturer name  
, UA model and Name of the user allows you to  
perform a partial match search.

To confirm the detailed information of the  
UA/user, select the "Details" button to open the  
details screen.

The confirmation/change of the UA/user  
information is completed

To continue to change the UA information,  
proceed to the following procedure.

# Confirmation/Change of the UA and user information

[Select the UA whose UA/user information is to be changed]

In the list of the owned UAs, check the UA whose UA/user information is to be changed. You can select multiple UAs.

After selecting a UA, press the “Change the UA/user information” button.

If you have selected multiple UAs with different owner information (phone number, e-mail address, etc.), a dialog will be displayed. Confirm the contents shown on the dialog and press “OK” or “Cancel.”  
The purpose of this function is to avoid a mixture of new and old information in UAs of the same owner.

A list of the selected UAs is displayed. Confirm it and press the “Entry the UA/user information to be changed” button.

The change form of the UA/user information opens.

### Confirmation/Change of the UA information and the user information

You can confirm the information of a registered UA information and change the UA information and the user information.  
To change the UA information and the user information, select the UA to change and press the “Change the UA/user information” button.

Registration ID ⓘ

UA manufacturer name ⓘ

UA model ⓘ

Name of the user ⓘ

Search

☐ Select all

	Registration ID	UA manufacturer name	UA model	Name of the user	Last update date	End date of the effective period	
<input type="checkbox"/>	AAA00001	(EN)DJI	(EN)PHANTOM 1	サンプル 太郎	2020/01/01	2023/01/01	Details
<input type="checkbox"/>	AAA00002	AAAc1	A01	サンプル 太郎	2020/01/01	2023/01/01	Details

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Back

Change the UA/user information

# Confirmation/Change of the UA and user information

## [Change the UA information]

**Entry of the UA/user information to be changed**

STEP 01 Start    **STEP 02 Alteration registration**    STEP 03 Confirmation    STEP 04 Finalization

Select whether the UA information has been changed and then enter the changed contents in the relevant items.  
After completing the entry of the changes contents, press the "Confirm" button.  
To change multiple UAs, press the "Enter the UA/user information of another UA" button and enter the contents.

Is there any change in the UA information?

UA information

User information

**Press the heading and then the form will open.**

If there is any change in the UA information, select "Yes" for the question "Is there any change in the UA information?" and enter the UA information after the change.

You cannot change the manufacturing type, UA manufacturer name, UA model, UA category, and UA serial number. If any of them has to be changed, register a new UA.

Involved in a registration obligation of an UA, a remote ID feature must be included in the UA to transmit ID information remotely and wirelessly, in addition to the physical indication of the registration ID to the UA.

When changing your registration information of remote ID equipment, apply for change.

If you have selected multiple UAs, confirm and change the user information, and then press the "Enter another UA/user information" button to switch the UA.

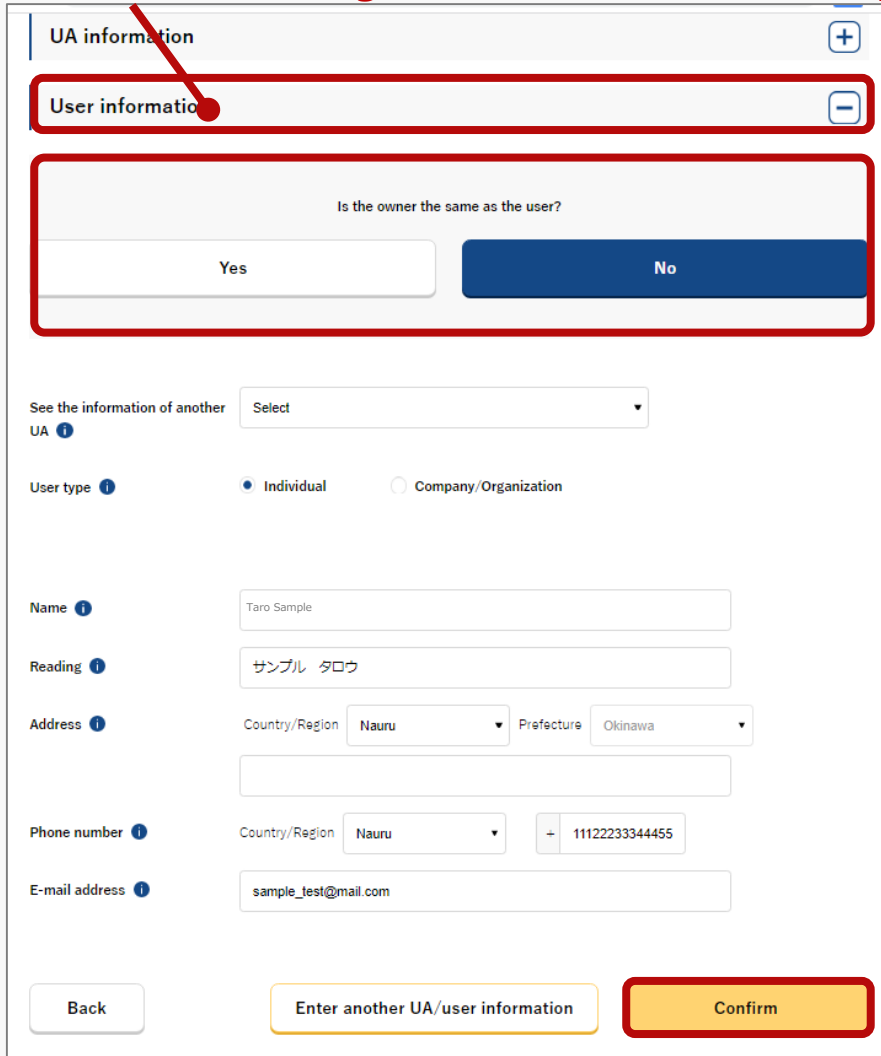
After the completion of all confirmations and changes of the selected UAs, select the "Confirm" button.

The confirmation screen opens.

# Confirmation/Change of the UA and user information

## [Change the user information]

**Press the heading and then the form will open.**



UA information (+)

User information (-)

Is the owner the same as the user?

Yes No

See the information of another UA

User type ☒ Individual ☐ Company/Organization

Name

Reading

Address

Phone number

E-mail address

Back Enter another UA/user information Confirm

If the owner is the same as the user, select “Yes” for the question “Is the owner the same as the user?”.

If the user is different from the owner, enter the information of the user after the change.

If you have selected multiple UAs, confirm and change the UA information, and then select the “Enter another UA/user information” button to switch the UA.

After the completion of all confirmations and changes of the selected UAs, select the “Confirm” button.

The confirmation screen opens.



# Confirmation/Change of the UA and user information

## [Confirm the change contents and make a change notification]

**Confirmation of the owner, UA, and user information**

STEP 01  
Start
STEP 02  
Alteration registration
STEP 03  
Confirmation
STEP 04  
Finalization

Confirm the owner information, UA information, and user information to be updated, and then press the "Apply for change" button. If there is any error in the entered contents, press the "Correct" button at the bottom of each information category and correct the contents.

**Owner information**

<b>Corporate number</b>	123
<b>Company/Organization name</b>	サンプル株式会社
<b>Name of the representative</b>	サンプル
<b>Location of the head office or the principal office</b>	Nauru Hokkaido
<b>Name of the person in charge</b>	
<b>Reading of the person in charge</b>	

**Address** Nauru Hokkaido  
**Phone number** +874 11102333444555  
**E-mail address** sample\_test@mail.com

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Correct the user

Apply for change

Confirm the entered information and make a change notification of the UA and user information. If any correction is required, you can press the "Return" button to return to the entry page and make the correction.

To also change the owner information at one time, press the "Correct the owner" button to open the correction form where you can make the correction. For the method, see the manual of the [confirmation/change of the owner information](#).

If there is no error in the entered information, press the "Apply for change" button.

If you have selected multiple UAs with different owner information to change the UA and user information, a dialog will be displayed which indicates that the last updated dates of the owner information among the selected UAs will be integrated into the owner information of the newest UA. If it has to be confirmed or changed, press the "Cancel" button, close a dialog, and confirm the owner information.

If there is no defect in the notification contents, the confirmation email and text message are sent to the email address and phone number of the person who registered as the owner. If there is no problem, press the "OK" button.

An arrival confirmation e-mail will be sent to the e-mail address registered as the owner. Confirm the e-mail immediately and proceed to the arrival confirmation procedure.

If you have used an Individual Number Card for identity verification when changing the owner information, it will be necessary to read the Individual Number Card again for authentication. A dialog opens. Confirm the explanation shown on the dialog and press the "OK" button.

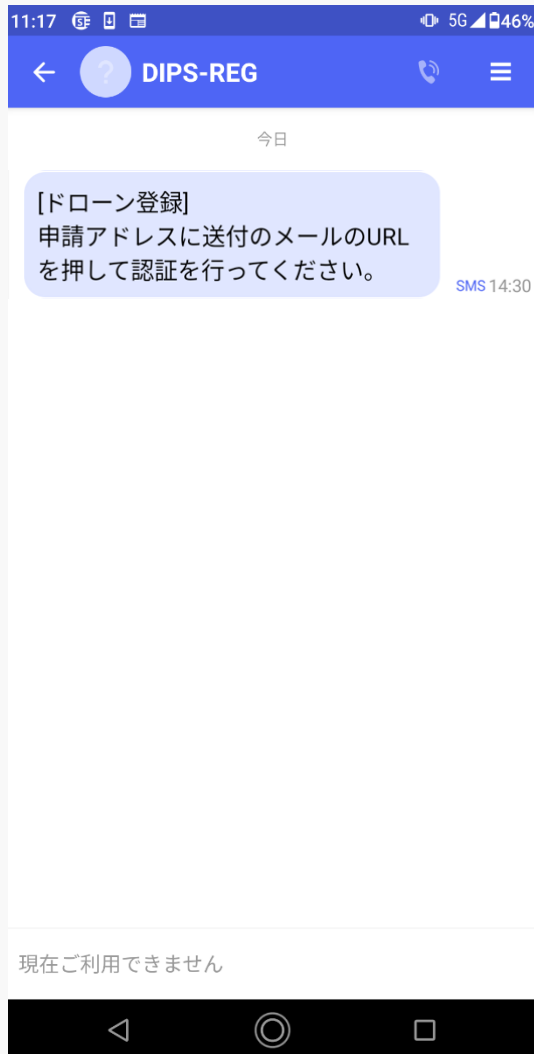
\*The notification processing is held until arrival confirmation is completed, so continue the operation up to arrival confirmation.

\*No arrival confirmation URL will be sent in a text message. Check your email and authenticate.

\*If you reapply, no text message will be sent.

# Confirmation/Change of the UA and user information

## [Arrival confirmation]



If the phone number registered as the owner is a device that can receive text messages, we will also send a text message about the arrival confirmation procedure.

\*Arrival confirmation is not implemented by SMS.

\*The source of the SMS is "DIPS-REG."

# Confirmation/Change of the UA and user information

## [Arrival confirmation]

× 【ドローン登録システム】各種手続き確認のお知らせ [DIPS-REG] Announcement of confirmation of the procedures

[ English version ]

\*This e-mail is automatically delivered to the users of the Drone/UAS Information Platform System - Registration. Please delete this e-mail if you don't recognise it.  
\*You cannot reply to this e-mail address.

Dear DIPS-REG user,

Thank you for using the Drone/UAS Information Platform System - Registration. (DIPS-REG)

The purpose of this e-mail is to confirm with an owner that no unauthorized procedure is performed.

If you allow for them to perform this procedure, press the following URL and complete the authentication of the e-mail address.

[https://www.dips-reg.mlit.go.jp/\\*\\*\\*\\*\\*\\*](https://www.dips-reg.mlit.go.jp/******)

If you do not know why this e-mail is sent to you because, for example, you have not performed the procedure through the DIPS-REG, contact us from "Frequently asked questions/Contact" below.

■ Frequently asked questions/Contact

[https://www.dips-reg.mlit.go.jp/\\*\\*\\*\\*\\*\\*](https://www.dips-reg.mlit.go.jp/******)

Department in charge of the UA registration system, Civil Aviation Bureau, Ministry of Land, Infrastructure, Transport and Tourism

Open the arrival confirmation e-mail and confirm the destination of the e-mail. If the destination is the owner and the notification procedure is in progress, press the URL for arrival confirmation to complete the authentication of the e-mail address.

In the case of identity verification with an Individual Number Card, enter the "security code of the digital certificate for signature (6 to 16 digits)" and the "security code of the electric certificate for user certification (four digits)."

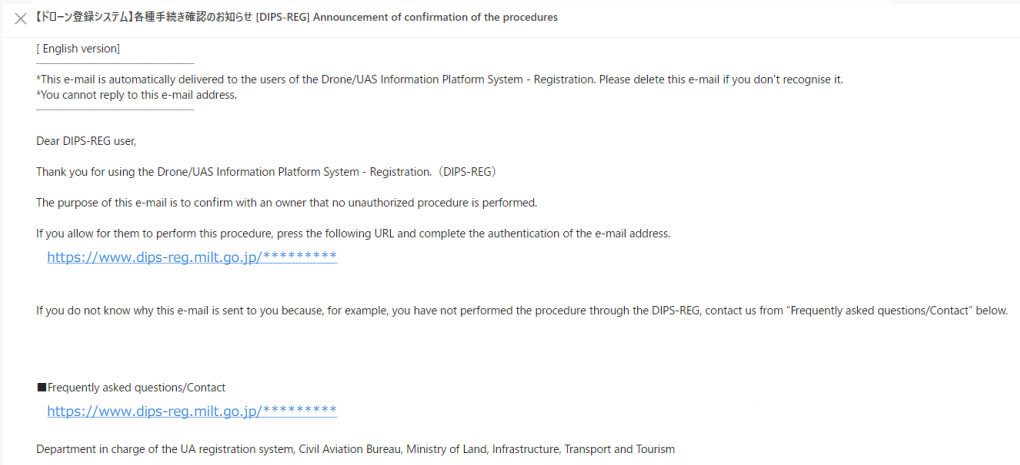
After the completion of arrival confirmation, the notification contents are confirmed. If there is any defect in the notification contents, a notification may be sent to the e-mail address registered for the account.

The procedure status can be confirmed on the page of the list of application statuses.



# Confirmation/Change of the UA and user information

## [Arrival confirmation]



\*In the case of applying via a smartphone, your application might be led to a fail if it takes over about 10 seconds to open other applications for e-mail and so on on that smartphone .

\*If you are into that situation, please check e-mail as soon as possible, check it via other devices (such as a personal computers, tablets and so on) or apply via a personal computer.

