# Request for registration to an agent



## Request for registration to an agent

## Start the request for registration to an agent

#### Issue the password for the agent setting

Press the "Other procedures" button in the main menu to open the menu of other procedures, and press the "Reception of a UA" button.

#### Confirm the password for agent setting

Open the e-mail and confirm that the destination is correct.

#### The request for registration to an agent is completed

Notify the agent of the notified password and the necessary information.

## Requesting registration of a UA to an agent.

Only the owner can perform this procedure. When the procedure is completed, a password is notified to an applicant.

Registration of a UA by an agent requires the above-mentioned password as well as an ID, a power of attorney, information on the owner of the UA, information on the UA, and information on the user of the UA.

Notify this information when requesting an agent to make an application.



## Items necessary for the request for registration to an agent

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
Necessary items	DIPS2.0 account	



## Notes on the request for registration to an agent

- A request for a procedure to an agent requires a power of attorney. Create one and give it to the agent.
- To request an agent to perform a procedure which requires identity verification, the only available identity verification method is mailing an ID. For details, see the <u>manual</u> <u>of identity verification methods</u>.
- When an agent performs this procedure, be arranged to be able to contact the agent by the owner immediately. At the end of the procedure, an e-mail for owner confirmation is sent to the e-mail address of the owner and the owner has to confirm the arrival of the e-mail.
- While requesting an agent to perform the procedure, the information of the UA applicable to the request cannot be viewed.
- If you request an agent to perform the procedure, all authorities for the procedures of the UA will be transferred to the agent. Therefore, make a request to a reliable person.
- A request to an agent is not canceled unless it is canceled by the owner of the UA.

## **DIPS-REG** Manual



# Request for registration to an agent [Issue the password for the agent setting]



On the main menu, press the "Other procedures" button in the heading of "If the owner performs the procedure by himself/herself, use the followings."

The menu of other procedures opens. Press the "Request for registration to an agent" button in the heading of "Setting/Deletion of the agent."

A confirmation dialog is displayed. If there is no problem, press the "OK" button.

An e-mail describing the password for agent setting is sent to the e-mail address of the account of the applicant.

### **DIPS-REG** Manual



## Request for registration to an agent [Confirm the password for agent setting]

【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 password for agent setting was issued. Please notify the agent of the following password for agent setting, your login ID, and your name of the DIPS-REG "Carefully handle it because it is a password to set an agent.

The agent can start registration of new UAs by entering the password for agent setting, your login ID, and your name of the DIPS-REG in the DIPS-REG.

The agent setting procedure shall be completed within three months from today. After three months, the password for agent setting is disabled and you cannot make an application.

Password for agent setting \*\*\*\*\*\*\*\*\*\*\*

■Top page https://www.dips-reg.milt.go.jp/\*\*\*\*\*\*\*\*\*

Frequently asked questions/Contact https://www.dips-reg.milt.go.jp/\*\*\*\*\*\*\*\*

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

Open the e-mail and confirm that the destination is correct. If there is no problem, notify the agent of the notified password and the necessary information including the ID, the power of attorney, and owner/UA/user information.