

Conditions of Use

Airport: Dubai International (DXB)

Category: Passengers and Cargo

Effective date: Northern Summer 2024 Season

- A. This edition of Conditions of Use replaces the Northern Winter 2023 Conditions of Use and any of its preceding versions.
- B. These Conditions of Use set out (as comprehensively as possible), the terms and conditions that apply to and govern the relation with all Operators that use any facilities at the Airport. An Operator shall be deemed to have agreed to be legally bound by fully and irrevocably accepted the terms and conditions set out in these Conditions by using or continuing to use any facilities at the Airport.
- C. No clause shall be taken to confer a right for an Operator to use Airport facilities without Dubai Airports Corporation's permission.
- D. These Conditions are not intended and shall not be taken as waiving or limiting the powers and authority of Dubai Airports Corporation conferred on it by the applicable laws of the Emirate of Dubai and/or the United Arab Emirates.
- E. An Operator will only be permitted to use or continue to use any facilities at the Airport subject to and conditional upon the strict compliance at all times with the terms and conditions stipulated in these Conditions. Dubai Airports Corporation reserves the right to modify such Conditions in accordance with the regulator where the Operators have breached any of these Conditions.

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1. DEFINITIONS OF TERMS

'**ACL**', 'the **Coordinator**', **Slot Coordinator** or 'the **Schedules Coordinator**' means Airport Coordination Limited;

'**ADP**' Airside Driving Permit;

'**AED**' or **Dirham** is the lawful currency of the UAE;

'**Airline**' or '**airline**' means an air transport holding a valid operating license or equivalent at the latest on 31 January for the following summer Season or on 31 August for the following winter Season;

'**Airport**' or '**DXB**' or '**OMDB**' means Dubai International airport;

'**Airport Charges**' are charges levied on aircraft Operators in connection with the landing, parking and other services offered to the Operator including security charges, aerobridge charges and Passenger Charges;

'**Airside**' refers to those zones within the Airport that are subject to explicit security control;

'**AOCC**' means Airport Operations Control Centre

'**AVP**' Airside Vehicle Permit;

'**Arriving Passenger**' means inbound passenger entering the United Arab Emirates as their final destination;

'**ATD**' means Actual Time of Departure;

'**Certificate of Airworthiness**' shall include any validation thereof and any flight manual or performance schedule related to the aircraft;

'**Chapter 2**' Aircraft types refers to aircraft with noise standards described in Chapter 2 of Annex 16 – Volume 1 'Subsonic Jet Aeroplanes – Application for Type Certificate Submitted before 6 October 1977'. Noise evaluation measurement to effective perceived noise level in EPNdB shall be as described in Appendix 1 of Annex 16 with maximum noise levels not to exceed those described in Annex 16 – Volume 1, Chapter 2, 2.4 'Maximum Noise Levels';

'**DA**' or '**Dubai Airports**' means Dubai Airports Corporation;

'**dans**' means Dubai Air Navigation Services Corporation;

'**DCAA**' means Dubai Civil Aviation Authority;

'**Departing Passenger**' means any passenger whose final destination is a place outside the United Arab Emirates;

'**Diverted Flight**' is a flight that has been routed from its scheduled arrival destination to a new temporary arrival destination due to emergency cases, weather conditions etc.;

'**DWC**' means Al Maktoum International Airport - Dubai World Central;

'**Environment**' means the natural and man-made environment including all or any of the following elements: air (including air within buildings and other natural or man-made structures above or below the ground), water, land and any ecological systems and living organisms (including man) supported by those elements;

'**FBO**' or '**Fixed-Based Operator**' is the primary provider of aeronautical services to General Aviation Operators at the Airport;

'**FOD**' means Foreign Object Debris;

'**GCAA**' means UAE General Civil Aviation Authority;

'**General Aviation**' (GA) refers to all flights other than military, cargo and regular public transport operations (scheduled and non-scheduled airline flights). GA flights range from light propeller to large/wide Body flights, including Private, Ambulance, Rescue Relief and Diplomatic flights;

'**Ground Handler**' means dnata;

'**GSA**' means General Sales Agent;

'**HSE Laws**' means all applicable laws, statues, decrees, regulations, ministerial decisions and/or by-laws (including any DA's and/or the Airport's health, safety and environmental regulations and policies and all applicable operational rules and/or directives of any relevant authority or department within DA and/or the Airport) of the Emirate of Dubai, other emirates, the United Arab Emirates and/or international laws, judgements, decisions and injunctions of any court or tribunal and legally binding codes of practice and guidance notes to the extent they relate to or apply to the Environment or to the health and safety of any person;

'**Inadmissible Passenger**' refers to a passenger who is refused admission to the United Arab Emirates by the Immigration Authority, and/or a passenger who is refused onward carriage through the UAE due to improper or missing documentation such as, but not limited to, absence, expired or forged: visa, passport, travel or health documents;

'**Maximum Take-Off Weight**' (MTOW) refers to the maximum total weight of the aircraft and its contents at which

it may safely take-off anywhere in the world under the most favourable conditions in accordance with Certificate of Airworthiness in force for that aircraft;

'Narrow-body aircraft' means any single-aisle plane used mainly for short and medium haul flights with seats arranged 2 to 6 abreast, with a fuselage diameter of typically of 3 to 4 meters (10 to 13 feet) and accommodating fewer than 200 passengers such as Airbus A319 and A320, Boeing 717, 727, 737, and 757, McDonnell Douglas DC9, MD 80, and MD 90;

'OCS' means the Online Coordination System;

'Operator' in relation to an aircraft operator means the organisation that is responsible for the management of that aircraft;

'Passenger' or **'PAX'** means any person carried on an aircraft with the exception of the flight crew and cabin staff operating the flight;

'Passenger Charges' refer to the charges on passenger services listed in the Schedules of Charges;

'DA S&S' means DA Safety and Sustainability department;

'Schedule of Charges' refers to the Schedule set out in Clause 5;

'Series of slots' shall mean at least 80% of the total weeks in the season having been requested for the same time on the same day of the week regularly and allocated in that way or, if that is not possible, allocated at approximately the same time

'Season' refers to Scheduling Seasons;

'SMA' means Senior Manager Airside;

'Slot' or **'Slots'** means the permission given by a coordinator to use the full range of airport infrastructure necessary to operate an air service at a coordinated airport on a specific date and time for the purpose of landing or take-off;

'Transfer Passenger' means passenger arriving and departing on a different aircraft, or on the same aircraft bearing different flight numbers;

'Transit Passenger' means any passenger who arrives at the airport in an aircraft and departs from the airport in the same aircraft, where such an aircraft is operating through a flight transiting the airport. It also refers to a

passenger in transit through the airport who must depart in a substituted aircraft;

'UAE' means United Arab Emirates;

'VAT' means value added tax payable in accordance with the applicable laws and regulations in force in the United Arab Emirates from time to time; and

'Wide-body aircraft' shall refer to any twin-aisle plane with seats arranged 7 to 10 abreast, typically with a fuselage diameter of 5 to 6 meters (16 to 20 ft.) and accommodating between 200 and 600 passengers such as Airbus A300, A310, A330, A340, A380 and A350, Boeing 747, 767, 777 and 787.

2. THESE CONDITIONS OF USE

- 2.1 The Conditions of Use set out the terms and conditions that apply to and govern the relationship between the Airline and DA and that apply to and govern the Airline's use of the Airport facilities and services. A copy of these Conditions of Use is provided to the Airline and, in addition, is made available on DA's website.
- 2.2 These Conditions of Use take effect from the Northern Summer 2024 and replace all previous editions of the Conditions of Use.
- 2.3 Effective Northern Winter 2023, the Airline shall provide to DA (by email to airline.relations@dubaiairports.ae) with a copy of these Conditions of Use signed by the Airline for acceptance. However, if the Airline does not provide DA with a signed copy of these Conditions of Use, by the Airline's use or continuing use of the Airport facilities and services the Airline shall be deemed to:
- (a) have agreed to, and be legally bound by, these Conditions of Use.
 - (b) have waived any and all rights to challenge the validity and enforceability of these Conditions of Use on the basis that these Conditions of Use have not been signed by the Airline.
- 2.4 Nothing in these Conditions of Use shall:
- (a) confer or be deemed to confer to the Airline the right to use the Airport facilities and services without DA's permission and consent.
 - (b) waive or be deemed to waive (or otherwise limit) any power, right or authority conferred on DA by the applicable legislation.

2.5 These Conditions of Use do not apply to General Aviation operations, in respect of which DA's separate Conditions of Use for General Aviation apply.

3. GENERAL COMPLIANCE

3.1 Conditions Of Use

- (a) Operators must comply with instructions, orders or directions published from time to time by DA that may supplement, vary or discharge any of the terms and conditions of use set out herein.
- (b) Full compliance to directives and regulations issued from time to time or set by the General Civil Aviation Authority (GCAA), specific requirements for services issued by the Dubai Civil Aviation Authority (DCAA), other UAE authorities and/or DA, including but not limited to the Airport HSE Laws document and the UAE National Civil Aviation Security Programme (NCASP) and their appendices as required. For more information please contact: safety.sustainability@dubaairports.ae
- (c) Foreign Aircraft Operators shall submit to the Head of Security DXB, and upon request to the General Civil Aviation Authority, a written Aircraft Operator Security Program appropriate to meet the National Civil Aviation Security Programme requirements. Dubai Airports in coordination with the local authorities has the right to inspect any aircraft or facilities at the airport as per the Aircraft Operator Security Program to ensure compliance with the National Civil Aviation Security Programme.
- (d) Operators are reminded that in the prevailing ambient conditions, their aircraft must be able to meet the published minimum climb gradients for departure from DXB as published in the SID charts. Payload must be adjusted accordingly to ensure these requirements are met. Evidence that aircraft do not exceed MTOW shall be provided to Dubai Civil Aviation Authority (DCAA) on request. Load manifest, trim sheet and load plan relating to each specific flight shall be left with the handling agent/dnata and will be subject to random checks. The Authority (DCAA) has procedures in place for conducting random checking of aircraft payload by weight, as well as automated climb gradient monitoring to ensure compliance.
- (e) Operators are responsible for ensuring that flight plans submitted by their office or agent comply with correct ICAO flight planning principles.

- (f) Aircraft must be able to fly Standard Arrival Routes (STAR) and Standard Instrument Departures (SID) to the required degree of accuracy and be equipped in accordance with rules and regulations governing the airspace in which the aircraft will be flying.
- (g) Chapter 2 (Noise Requirement Certification) aircraft are not allowed to operate to DXB.
- (h) Operators are responsible to ensure that Transit/Transfer Passengers are holding proper documents and connecting ticket to a final destination, no transit time should exceed 24 hours from a passengers' arrival to the Airport.
- (i) The Operator is responsible that all shipments have the relevant DCAA/GCAA permits for any type of dangerous goods, especially for explosives, firearms and ammunitions (both cargo or carried by passengers) before the arrival at DXB This shall include landing permits for their final destination. The Operator should ensure with the ground handler that adequate storage facilities are available at DXB for the specified 'Hazard Material Class' as per DCAA/GCAA regulations/approvals. The Operator will be held liable to repatriate or properly dispose at their own cost any shipments and substances found without necessary approvals or incorrect declaration within 30 days of arrival at DXB and pay any fines levied by the authorities.
- (j) The UAE General Civil Aviation Authority - GCAA in coordination with the local authorities has the right to inspect any aircraft at the airport as per the UAE Safety & Security Regulations to ensure compliance with the international laws, rules and regulations - Federal Act No. 20 of 1991 Article 4, 46 & 68.
- (k) Allocation of terminals and access to facilities will be managed and regularly reviewed by DA, having regard to their availability, capacity constraints and the best use of available facilities.
- (l) The use of any facilities at the airport by any Operator/FBO constitutes acceptance of these Conditions of Use. The Operator/ FBO further agrees that Dubai Airports value and business goodwill will be damaged in the event of breach or threatened breach of these conditions. Dubai Airports will have the right and remedy to have such covenants enforced, in addition to any other relief (including damages) available under the law. Non- exercise or delay in exercising a right or remedy available under these Conditions of Use or applicable law shall not constitute a waiver of such right or remedy. A waiver granted by Dubai Airports in respect of any breach by any Operator / FBO shall not operate or be deemed to operate as a waiver of any subsequent breach.

3.2 Supplementary Documents

- (a) DA shall provide available documents or the internet links to the proper sites to assist the Operators in gathering information concerning codes, regulation and ordinances during normal business hours (see clause "methods of promulgating information"). These documents will include:
- A. Dubai Airports Corporation Safety & Environment Policy;
<https://dubaairports.box.com/v/DA-SafetyandEnvPolicy2021>
 - B. Dubai Airports Contractors Health Safety Guidelines
<https://dubaairports.box.com/v/DA-Contractor-HandS-Guide>
 - C. FOD Policy
<https://dubaairports.app.box.com/v/DA-FODPolicy>
 - D. Aviation Safety Policy
<https://dubaairports.app.box.com/v/DAAviationSafetyPolicy-English>
 - E. Aerodrome Manual;
<https://dubaairports.box.com/v/OMDB-Aerodrome-Manual>
 - F. Aerodrome Emergency Plan (AEP)
<https://dubaairports.box.com/v/OMDB-Aerodrome-Emergency-Plan>
 - G. Aerodrome SMS Manual;
<https://dubaairports.box.com/v/OMDB-SMSManual>
 - H. Airside Operating Regulations (AOR)
<https://dubaairports.box.com/v/Airside-Operating-Regulations>
 - I. Airside Driving Regulations (ADR)
<https://dubaairports.box.com/v/DXB-AD-Regulations>
 - J. Dubai Airports Emotional Support Animal Policy;
Available on request: airline.relations@dubaairports.ae
 - K. Airside Temporary Notices (ATN)
<https://dubaairports.box.com/v/OMDB-Airside-Temporary-Notice>
 - L. Airside Safety Alert (ASA)
<https://dubaairports.box.com/v/OMDB-Airside-Safety-Alert>
 - M. DA Dangerous Goods H&S Guide
<https://dubaairports.box.com/v/DA-DangerousGoods-HandS-Guide>
- (b) It is obligatory on Operators to ensure all their personnel are well aware and fully understand the requirements stipulated in the supplementary documents

- (c) Terminal Operations Advisory Notices will also be distributed by email, please contact aocc@dubaiairports.ae to subscribe.

3.3 Governing law and Jurisdiction

- (a) These Conditions of Use shall be governed by and construed according to the laws of the Emirates of Dubai and federal laws of United Arab Emirates. DA and the Operators irrevocably agree to the exclusive jurisdiction of Dubai Courts in respect of any dispute.

3.4 Liability

- (a) In any event, neither DA nor their respective employees, officers or agents shall be liable for the loss, indirect loss and/or expense of profit suffered by an Operator, damage to the aircraft, its parts or accessories or any property contained in the aircraft, occurring while the aircraft is at the airport or is in the course of landing or taking-off at the airport, arising or resulting directly or indirectly from any act, omission, neglect or default on the part of DA, or their employees, officers or agents unless done with the intent to cause damage, reckless and inexcusable negligence and with knowledge that damage would probably result.
- (b) The burden of proof to prove the intent to cause damage, recklessness and inexcusable negligence is on the claimant/Operator.

3.5 Insurance

- (a) Operators/airlines must ensure sufficient passenger, baggage, cargo, property, employee and third party liability insurance coverage for them and their sub-contractors and provide proof of such as required by DA to airline.relations@dubaiairports.ae prior to commencing any works at Dubai Airports (DXB/DWC) airside infrastructure.

3.6 Disabled and Abandoned Aircraft

- (a) The Airline acknowledges, agrees and undertakes to ensure that any owner, lessee, Operator or other person having the control, or the right of control of any disabled or abandoned aircraft at the Airport shall be jointly and severally responsible for the prompt removal and disposal thereof, and any and all parts thereof, subject, however, to any requirements or direction by the GCAA that such removal or disposal be delayed pending an investigation of an accident. The Airline shall further ensure that any owner, lessee, operator or any other legal person having control, or the right of control, of any aircraft does, agree and consent, notwithstanding any provision in any agreement, lease, permit or

other instrument to the contrary, that the Chief Executive Officer of DA (“the CEO”) or his designee may take any and all necessary action to effect the prompt removal or disposal of disabled or abandoned aircraft that obstructs any part of the Airport; that any costs incurred by or on behalf of the Airport for any such removal or disposal of any aircraft shall be paid to DA; that any claim for compensation against DA and any of their officers, agents or employees, for any and all loss or damage sustained to any such disabled or abandoned aircraft, or any part thereof, by reason of any such removal or disposal is waived, and that the owner, lessee, Operator or other person having control, or the right of control, of the said aircraft shall indemnify, hold harmless and defend DA and all their employees and agents, against any and all liability for injury to or the death of any person or for any damage to any property arising out of such removal or disposal of said aircraft. All the Airline and/or the Operators are required to forward their Aircraft Recovery Plans to the DA Emergency Planning Department and to include copies of their Aircraft Recovery Manuals/Documents at Emergency.Planning@dubaairports.ae.

- (b) Airline further acknowledges, agrees, and undertakes to cause any owner, lessor, or any other party having an interest in the aircraft you operate, to agree to be bound by, and be jointly and severally liable for the obligations under this Clause 3.6.

3.7 Emergency Planning and Response

- (a) To ensure an effective emergency response and management at Dubai Airports, Operators are required to coordinate with the DA Emergency Planning Department, including at minimum:
- Nomination of representative/s with the responsibility and authority for emergency planning and response to the DA Emergency Planning Department:
 - Nomination of a responsible person to represent the Operator in the Emergency Operations Centre in the event of an emergency involving that airline. Should the Operator not have a representative present to fulfil this function, Operators are required to contract this service through a Handling Agent (dnata) and notify DA of that arrangement;
 - Establish which actions are provided in the Operator’s Emergency Plan for action by the Operator only;
 - Establish which actions are provided by the contracted Handling Agent and notify the DA Emergency Planning Department;
 - Establish and share timeline on actions to be taken; and

- (b) Establish a Family Assistance Plan as per requirements stipulated under GCAA CAR-Family Assistance Planning. Should the Operator fail to comply with the above requirements and/or coordination does not meet DA's standards in the unfortunate event of an incident, DA will procure (or cause to be procured) the required urgent/imminent emergency response. DA shall take necessary actions, which shall include but may also not be limited to; instructing a "Handling Agent" to assist passengers, crew and family members in accordance with DA's AEP. The Operator shall bear all costs incurred by DA in this process and shall settle such costs upon DA's instruction (invoice) without delay.

3.8 Right of DA to Control the Airfield

The Chairman of DA, or his designee shall have the right at any time to close the Airport in its entirety or any portion thereof to air traffic, to delay or restrict any flight or other aircraft operation, to refuse take-off permission to aircraft, and to deny the use of the Airport or any portion thereof to any specified class of aircraft or to any individual or group, when any such action is considered necessary and desirable to avoid endangering persons or property and to be consistent with the safe and proper operation of the Airport. In the event the Chairman, or his designee determines the condition of the Airport or any part thereof to be unsafe for landings or take-offs, a Notice to Airmen (NOTAM) shall be issued, or cause to be issued, closing any affected area, or the entire Airport. Dubai Airports does not accept any liability for any damages, losses, costs, and/or expenses whatsoever suffered or incurred pursuant to such actions.

3.9 Parking Responsibility

- (a) When instructed by the CEO or his designee, the Operator of any aircraft parked or stored at the Airport shall move the said aircraft from the place where it is parked or stored. If the Operator refuses to comply with such directions, the CEO or his designee may order such aircraft be moved at the expense of the owner or Operator, and without liability for any damage(s) on DA, which may result in the course of such moving.
- (b) In accepting the handling of an Operator's asset/aircraft, the FBO acknowledges and accepts full liability for the asset/aircraft throughout its stay on the Airport premises, and beyond and in case of outstanding charges, including but not limited to the settlement of all applicable Airport Charges.

3.10 Restricted Aircraft Operations

- (a) The GCAA / DCAA/ DA, or designee, may restrict the allowable types of aircraft operations for operational considerations, with prior notification.

- (b) No person shall park or store on Airport property any non-airworthy aircraft for a period in excess of ninety (90) days without written permission of the DA/ DCAA / GCAA, or designee. This provision does not apply to aircraft under construction in fully enclosed and leased premises, or aircraft under repair by a Dubai Airports authorised maintenance provider.

3.11 Prohibited Aircraft Operations

The GCAA/ DCAA /DA or designee may prohibit or restrict any type of operation deemed detrimental to the safe, efficient and proper operation of an Airport. parachute jumping/sky diving, ultra-light aircraft and tow banner pick-up or drop-off on Airport property are prohibited unless expressly allowed by GCAA/ DCAA/DA or designee.

4. OPERATIONAL REQUIREMENTS

4.1 Landing Permission & Traffic Rights

- (a) Application for landing permission and traffic rights to operate to Dubai should be directed along with the proposed schedule and Aircraft Operators Security Programme (AOSP), to the Dubai Civil Aviation Authority (DCAA) on the following address:

Executive Director
Air Transport & International Affairs Sector
Dubai Civil Aviation Authority
Dubai International Airport
P.O. Box 49888 Dubai, UAE
Tel: 00971 4 777 0440
Mobile: 00971 56 686 9128
Fax: 00971 4 2244502
Email: air.transport@dcaa.gov.ae / www.dcaa.gov.ae

Upon granting of traffic rights from DCAA, an Operator must apply for clearance of their proposed schedule on a Season by Season basis, directly with the Schedule Coordinator appointed by DA. Traffic rights should also be confirmed with DCAA on a season by season basis.

- (b) The DCAA levies fees on the issuance of some landing permits according to the type of operation. For further information please contact +971 4 777 0440, +97156 68 69128 or air.transport@dcaa.gov.ae

4.2 Operator Classification

- (a) All commercial passenger Operators are classified as scheduled or charter. Operator classification is assessed by the Slot Coordinator - ACL for new and existing Operators on a Seasonal basis. All Operators are required to fully cooperate and provide any information requested by the Slot Coordinator to support the assessment of an Operator's classification.
- (b) Ad hoc and charter flights are only permitted for Operators, who hold slots in the same, not equivalent season.
- (c) Schedule request in accordance with IATA SSIM chapter 6 format.
- (d) Operators classified as charter, may still choose to operate at Dubai World Central (DWC) Airport. Please contact airline.relations@dubaairports.ae for further information on DWC.

4.3 Local Rules

- (a) Local rules aimed at improving utilisation of capacity at DXB have been introduced and form part of these Conditions of Use. It is the Operator's responsibility to be familiar with these rules. Details of these local rules can be found under the relevant airport tab on the Coordinators website www.acl-uk.org/Dubai-International or refer to Annexes.

4.4 Slot Performance Committee and Terms of Reference

- (a) Operators' slot performance and adherence is monitored according to the confirmed coordinated slot times. The Coordinator will monitor slot adherence, investigate and take appropriate action to address any misuse or abuse. This may result in action being taken directly by the Coordinator or escalation to the Slot Performance Committee (SPC) for further action as appropriate. All Operators are required to cooperate and provide any information requested by the coordinator during such investigations. It is the Operator's responsibility to be familiar with the SPC Terms of Reference, details of which can be found on the Slot coordinator - ACL website www.acl-uk.org/Dubai-International.
- (b) Requests for slots, cancellations or changes will be processed by the coordinator prior to the time of operation, Monday to Friday, during the coordinator's office hours (Dubai: Monday – Thursday 0730 – 1600 GST Friday 0730 – 1230 GST, UK: Monday – Friday 1130 – 2000 GST). All requests must be made using IATA SSIM chapter 6 format and sent to the Slot Coordinator slots@acl-international.com.

- (c) Operators may manage their schedules via the Online Coordination System (OCS) 24 hours a day. Requests made via the Online Coordination System may be made prior to the time of operation. www.online-coordination.com. OCS may be unavailable periodically due to the maintenance of the system
- (d) Outside of the coordinators office hours and within 24 hours of operation, requests should be directed to the Airport Operations Control Centre (AOCC) for slot clearance at aocc@dubaairports.ae. Operators should receive receipt of the slot approval from AOCC.
- (e) Ad hoc code F aircraft schedule requests should be made at least 72 hours in advance of the requested arrival time.
- (f) Aircraft subject to unforeseen operational delays should contact Airport Operations Control Centre (AOCC) to advise the expected time of arrival and departure. There is no need to request a new slot in cases of unforeseen operational delays where the operation will take place within 24 hours of the agreed slot time. Examples of unforeseen operational delays include aircraft technical issues or weather conditions that could not have been planned for.
- (g) Delayed aircraft must utilise slots in the same manner as originally agreed. If any change to the original slot agreement is required, e.g. a longer ground time being required, a new slot must be requested immediately.

4.5 Ground Handling

- (a) dnata is the sole ground handling service provider at DXB. Ground handling requests should be sent to groundhandling@dnata.com.
- (b) Ground handling services shall be provided by dnata in accordance with their standard terms and conditions, unless otherwise agreed in writing with dnata.
- (c) The Operators shall permit the ground handling service provider to perform advanced passenger processing to facilitate optimal terminal capacity, airport infrastructure, and passenger experience.
- (d) In the event the Operator ceases its operations in at DXB, the Operator must remove or arrange for appropriate storage of its equipment (containers, pallets, stationary, sanctions, etc) with the ground handling service provider. Where the Operator fails to remove or arrange storage, the ground handling service provider shall be entitled to dispose of all remaining equipment of the Operator.

4.6 Flight Catering

- (a) As per DA safety and security standards, Operators are not permitted to purchase on-board catering from food outlets in the terminal, concourses or third-party suppliers. Any in-flight catering and support requirements must be addressed to Emirates Flight Catering:

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| Chief Operating Officer Tel: +971 (0)4 2086790 Email: coosec1@ekfc.ae | Senior Manager, Commercial and Services Tel: +971 (0)4 2086792 / 6748 Email: csm@ekfc.ae / csmsec@ekfc.ae | Operations 24/7 Tel: +971 (0)4 2086763 / 6779 Mobile: +971 50 652 1359 E-mail: opsekfc2@ekfc.ae SITA: DXBKCXH |
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4.7 3.7 Check in Policy

- (a) Dubai Airports in agreement with ground handling company (dnata) have outlined the 'Check In policy' to define the minimum level of service expected by our customers at the passenger terminals. Please access the link below to know more:

<https://dubaiairports.box.com/s/i6r6volvobl5qkk1e6352s0zqjckkc7d>

4.8 Baggage Handling

- (a) No Operator should accept baggage load that is beyond aircraft maximum payload.
- (b) Operators must comply with the Baggage Acceptance Policy made available on request from airline.relations@dubaiairports.ae or on <https://dubaiairports.app.box.com/s/5vs0b2hil6t6ml5i4bu2uw72bg76agiu>
- (c) It is the Operator/Airline's responsibility to ensure that all check-in formalities are followed and that the security questions relating to baggage acceptance are addressed to all passengers.
- (d) The Operator's obligation is to ensure the minimum required number of Unit Load Devices (ULDs) is consistently maintained in collaboration with the ground handling service provider to facilitate on-time flight preparations, while also avoiding congestion within the Baggage Handling System (BHS) facility.
- (e) The Operator bears the responsibility of guaranteeing punctual Baggage Source Message (BSM) deliveries to ensure seamless baggage processing.

- (f) The Operator is required to collaborate with the DA Aviation Business Management team prior to extending the additional luggage allowance to customers, in order to guarantee the seamless processing of baggage through the Baggage Handling System.
- (g) All On-hand bags (OHD) without Operator identified baggage tags will be handed over by the ground handling service provider to customs authorities for disposal in accordance with the agreed-upon schedule and standard operating procedures (SOP)
- (h) Where the Operator has baggage in the ground handling service provider's facilities, the ground handling service provider shall return the baggage to the Operator. Where the Operator is unable or unwilling to take possession of the baggage, the ground handling service provider shall make arrangement and the Operator shall bare any associated costs.

4.9 Operational requirements specific to new Operators

- (a) No Operator shall operate to or from DXB without first obtaining slots from Airport Coordination Limited (ACL) and subject to prior landing permission from DCAA.
- (b) Schedules should be sent in IATA SSIM Chapter 6 format to Airport Coordination Limited (ACL) in the time scales specified by the schedules calendar to the address below. Submissions of schedule requests received later than the deadlines specified in the Schedules Calendar will receive lower priority in the slot allocation process and will impact on the determination of historic precedence in subsequent Seasons. The calendar of Coordination Activities can be downloaded at <https://www.iata.org/en/programs/ops-infra/slots/calendar-of-coordinated-activities/>. Email: slots@acl-international.com.
- (c) The Slots allocated at initial coordination will be granted if they fit within the available capacity of the airport. It will be a requirement of the Operator to supply ACL with all necessary required documentation by the Series Return Deadline, in accordance with the Worldwide Airport Slot Guidelines or the slots will be returned to the pool.
- (d) The allocated slots by ACL are subject to the respective handling agreement with dnata. Changes to aircraft type will require confirmation that they can be facilitated within the requested slot timings.

4.10 Operational requirements specific to existing Operators – Schedule Coordination

- (a) The airline Operator is requested to contact DCAA for landing permission and traffic rights on a Season-by-Season basis. The slots allocated by ACL should form part of the application to the DCAA. An Operator must have both the approval to operate permit issued from the DCAA and an allocated slot from the Coordinator before any operation. All allocated slots by ACL are subject to a permit being issued by the DCAA.
- (b) The airline Operator should apply for clearance of its proposed schedule on a Season-by-Season basis directly with the airport Coordinator appointed by DA adhering to the time scales specified by the schedules calendar, by contacting:
Airport Coordination Ltd. (ACL)
Email: slots@acl-international.com
Tel: +44 (0) 208 564 0626 or +971 58 546 4873
- (c) No Operator shall operate to or from DXB without first obtaining slots from Airport Coordination Limited (ACL) and subject to prior landing permission from DCAA.
- (d) Schedules should be sent in IATA SSIM chapter 6 format to the following address.
Airport Coordination Ltd. (ACL)
Email: slots@acl-international.com
Tel: +44 (0) 208 564 0626 or +971 58 546 4873
- (e) In the event an existing airline Operator intends to make changes to a schedule that has already been approved by the DCAA, the airline Operator shall obtain prior landing permission from the DCAA as per the amended schedule, and slot should be modified by sending a change request, a cancellation request or new request in IATA SSIM Chapter 6 format to slots@acl-international.com or via the online coordination system (OCS). OCS may be unavailable periodically due to the maintenance of the system
- (f) Schedule requests/submissions received later than the deadlines specified in the Schedules Calendar will receive lower priority in the slot allocation process and affect the determination of historic precedence in subsequent Seasons. The calendar of Coordination Activities can be downloaded at <https://www.iata.org/en/programs/ops-infra/slots/calendar-of-coordinated-activities/>.
- (g) Airport Coordination Ltd (ACL) as coordinator for DXB will manage submitted schedules within the available capacity of the airport facilities. In periods where submitted schedules result in over-

capacity of the airport facilities, the Coordinator will, where possible, suggest alternative schedules or advise the Operator that no slots are available.

- (h) Operators are required to operate to the time, allocated by the Coordinator, the flight must represent the aircraft type filed and must not exceed the seat capacity that has been cleared.
- (i) Further details on the slot allocation process can be obtained from ACL by emailing: current_season@acl-uk.org (current season queries) and future_season@acl-uk.org (future season queries).
- (j) The allocated slots by ACL are all subject to the respective handling agreement with dnata.

4.11 Late Notice Schedule Requests – Schedule Coordination

- (a) DXB requests for ad hoc movements will be processed by ACL before the time of operation, Monday through to Friday. These flights are subject to prior DCAA landing permission and traffic rights, any slots allocated are subject to DCAA approval.
- (b) Requests should be sent in IATA SSIM Chapter 6 format or via the Online Coordination System (OCS). OCS may be unavailable periodically due to the maintenance of the system
- (c) Requests within 24 hours and outside of ACL's office hours should be directed to the Airport Operations Control Centre (AOCC) to obtain schedule clearance at the following address and remain subject to prior landing permission from the DCAA:
 Airport Operations Control Centre (AOCC)
 Tel: 00971 4 504 5001
 Email: aocc@dubaiairports.ae
- (d) Commercial and Cargo Operators may manage their own schedules via the Online Coordination System. Further information and application form for access is available at www.online-coordination.com. OCS may be unavailable periodically due to the maintenance of the system
- (e) All ad hoc landing permissions and traffic rights issued by the DCAA are subject to the availability of parking for the specified aircraft on the required apron, terminal capacity for passenger flights and resource availability.

4.12 Ad Hoc, Charter Operators and Helicopter movements

- (a) Ad hoc and charter Operators are not permitted at DXB (refer to Annexes for further information).
- (b) Helicopter movements are restricted to DAW (Dubai Airwing) premises only and remain subject to DAW's explicit approval. All requests for helicopter movements must be done via AOCC and not via ACL.

4.13 Contacts

| | | |
|---|---|---|
| Dubai Civil Aviation Authority (DCAA) | Airport Operations Control Centre (AOCC) | Schedule Coordinator, Airport Coordination Ltd (ACL) |
| Tel: +971 (0) 4 7770440 Mobile: +971 (0) 56 686 9128 Fax: +971 (0) 4 2244502 Email: air.transport@dcaa.gov.ae www.dcaa.gov.ae | Tel: +971 (0) 4 504 5000 Email: aocc@dubaiairports.ae | Slot Request: slots@acl-international.com General: current_season@acl-uk.org (current season queries) and future_season@acl-uk.org (future season queries). UK Tel: +44 (0) 208 564 0626 Dubai Tel: +971 58 546 4873 Web: www.acl-uk.org OCS: www.online-coordination.com |

4.14 Payment

For queries, contact DA Finance Department on billing@dubaiairports.ae or refer to the annexed contact list.

4.15 Advance payment

- (a) Effective Northern Winter schedule 2019, all Operators that have not secured credit facilities with DA must process advance payments with a minimum of five working days' notice prior to the first arrival/departure.
- (b) Operators intending to operate a one-off flight are required to provide an advance payment. Operators holding a series of slots are required to provide an advance payment equal to one-month billing of their scheduled operation as advance payments.
- (c) Invoices will be adjusted against advance payments the Operator has secured with DA and advance payments must be replenished every billing cycle.
- (d) Advance payments levy a 5% disbursement fee on the invoice value.

- (e) Upon review of the payment status, DA reserves the right to take any or all of the following steps for continued advance payment defaults including but not limited to default on payment of collateral for conversion from Advance to Credit Customer.
- Application of late payment penalty (also defined under Clause 4.17) all delayed advance payments to carry interest at the rate of 3% above EIBOR per annum or 8% per annum (whichever is higher) to be charged on a daily basis from the day that any amount becomes due until it represents cleared funds into the DA.
 - An increase in disbursement fee from 5% to 10% on the invoice value from next billing cycle in case of continued payment default or in the event of non-compliance with the requirement to provide collateral upon request
 - The advance payment requirement is revised to two months of billing
 - The rate change & increase in advance will persist for at least 6 months and will only be reversed if the Airline continues to comply with the CoU terms consistently for 6 months.
 - Dubai Airports reserves the right to suspend or cease airline services related to their customer processing in the event of non-compliance to advance payment terms and conditions.
 - In the event an Operator has not provided adequate notice for advance payments, aeronautical charges remain payable as per Conditions of Use contact billing@dubaiairports.ae for more information.
- (f) For more details on the advance payment process, please contact billing@dubaiairports.ae.

4.16 Credit Facility

- (a) Starting Northern Winter Schedule (effective 29th October 2023), all scheduled airlines must operate under credit terms in line with the provisions listed below.
- (b) Credit on settlement of Airport Charges is granted only to Operators that successfully meet DA's credit terms and conditions. DA must secure its accounts receivable by obtaining either a Cash Deposit or Bank Guarantee valid for one year with an automatic renewal clause from a designated bank operating in the UAE before the Operator is entitled to use DA's credit facilities.

- (c) The Operator should specify the services they require access to on a credit basis. The required collateral will be determined by DA. Total estimated three months' charges will be monitored, re-calculated and re-evaluated at the end of each quarter, thus some credit customers may need to provide additional collateral if their total estimated three months' charges have been increased and exceeded the collateral amount.
- (d) If the Operator has appointed a GSA to be fully responsible for their operations at the Airport, the GSA must provide airline authorisation documents. The invoice will be raised in the name of the airline and addressed to the GSA. The GSA and the Airline shall be obligated to update DA within 5 working days in case of a change in the relationship with the Airline in respect of billing.
- (e) The credit customer must pay in full, all due invoices within (30) days from the date of the invoice.
- (f) Invoices are issued via email fortnightly from 1st of the month to the 14th for the first fortnight and from the 15th to the end of the month for the second fortnight.
- (g) DA has the full right to stop credit facilities and seek collateral encashment if one or more of the following cases occur:
- The total outstanding or overdue amount is not settled by the customer within the specified credit period.
 - The total outstanding amount exceeded the collateral amount and the customer intentionally or unintentionally did not settle the difference.
 - The total expected three-month charges exceeded the collateral amount and the customer intentionally or unintentionally did not increase his collateral amount within a specific period set out by Finance Unit.
 - The customer intentionally or unintentionally did not respond to the finance notification of renewal of pertinent collateral before one month of the collateral's expiration date.
- (h) All invoices should be paid in full without any deduction and DA will not bear any charges on account of bank transfer, exchange difference, etc. It is the Operator's responsibility to provide full remittance details of the payments made to Dubai Airports. All remittances should be emailed to: billing@dubaiairport.ae. If no payment allocation is provided within 30 days of payment, the payment will be allocated to the oldest open invoice on the account.

- (i) Credit customers are requested to upgrade their collateral following the standard procedures set by DA Finance if they are expanding their operations to the Airport. Credit customers who fail to upgrade the collateral will be required to lodge a deposit equivalent to three (3) months of operations based on anticipated flight schedule, aircraft type and passenger numbers. Deposits should be made within 2 weeks of Finance notification.
- (j) Failure to action the upgrade request after 14 days' notification from DA Finance will result in the encashment of the collateral and the loss of credit privilege. The customer will consequently be requested to follow the advance payment process along with applicable disbursement fee and VAT process to settle its Airport Charges for future operations.
- (k) Credit customers can request to withdraw its submitted collateral if it decides to stop using credit facilities. In this instance, collateral would be handed over by the DA's Finance Unit after two months from the request date, in order to prepare all pending invoices and settle pending accounts of the customer.
- (l) In the event where exposure exceeds collaterals, where payments are overdue, where the Operator does not comply with credit and payment terms and conditions and/or fails to top-up collateral, credit collateral shall be encashed, the operator's credit status will be withdrawn and will instead be converted to advance payment.

4.17 Late Payment Policy

- (a) Any payment due to DA (including but not limited to landing, parking, security or fines) that are not paid by cheque, or bank transfer in cleared funds by the due date, shall carry interest at the rate of 3% above EIBOR per annum or 8% per annum (whichever is higher) to be charged on a daily basis from the day that any amount becomes due until it represents cleared funds into the DA bank account.
- (b) DA will invoice cash and credit Operators for such interest and the right to charge interest shall not affect any other right that DA may have. The waiver of these charges will be at the discretion of the CEO of DA under exceptional circumstances.

4.18 Charges Disputes

- (a) Disputes in general are only considered if accurate information was provided within the defined timeframe below along with the supporting data/documents.

- (b) Disputes must be raised within 30 days from the receipt of the invoice, along with invoice copy and supporting documents such as Noise certificate, passenger manifest, load sheet and/or other relevant documents. Disputes which are raised beyond this time period will not be considered.
- (c) For queries regarding invoices and disputes please contact: billing@dubaairports.ae
- (d) Data delivery or invoice/dispute requests which are addressed to the wrong department are excluded from any possibility for later claims.
- (e) The Operator shall not, without the express written consent of DA, be entitled in respect of any claim against DA or otherwise to make any set off or deduction from the charges. The Operator must pay all charges in full while pending resolution of any such claims.

4.19 Penalties collection

All penalties and fines related to the Airline's operation would be first adjusted against the Airline's next billing cycle (against the outstanding).

4.20 Exemptions

- (a) Royal, Diplomatic and state aircraft are exempted from landing and parking charges.
- (b) The Operator remains responsible to provide the Airport Operation Control Centre (AOCC) with all relevant documents about such movements including a copy of the diplomatic clearance in advance to aocc@dubaairports.ae & billing@dubaairports.ae prior to operation.
- (c) Diverted Flights are not exempted from Airport Charges. All relevant Airport Charges are applicable as set out in the Schedule of Charges.
- (d) Finance contact details for queries
Tel: +971 (0)4 504 5446
Email: fincashofcstf@dubaairports.ae
Tel: +971 (0)4 504 5494
Email: billing@dubaairports.ae

5. DATA REQUIREMENTS

5.1 General Requirements

- (a) Operators shall comply with data requests issued by DA for the purposes of invoicing, reconciliations and supporting the planning, operation and performance management of the airport.
- (b) The Operator shall comply with the data requirements outlined in these Conditions of Use and proven and voluntary non-compliance will be addressed through the Data Submission Policy and its associated committee.
- (c) It should be noted that proven and voluntary non-compliance will impact and Airlines' operations as outlined in the Data Provision Policy available with airline.relations@dubaiairports.ae.
- (d) DA and/or the appointed coordinator shall be entitled to publish any such information for the purpose of comparing the Operator's performance (e.g. On Time Performance) in a format that DA and/or the appointed coordinator may deem appropriate at the necessary date intervals that DA and/or the appointed coordinator determines.

5.2 IT Requirements

- (a) Operators agree to take reasonable steps to inform us in advance of IT systems or IT infrastructure changes within the Operator's organisation which the Operator judge will have an impact on our operational IT systems.
- (b) Operators must have in place a system for electronic data exchange of SITA messages (or other approved electronic method) between the Operator's Departure Control Systems (DCS) and us and:
 - i. take all reasonable steps to ensure that accurate data is contained within the Operator's central systems (including any websites) and the DCS, at all times;
 - ii. ensure that in the event of flight cancellation, the Operator's DCS and website is updated and a message in IATA SSIM Chapter 6 format message is sent to the Schedules Coordinator (ACL) to slots@acl-international.com as soon as reasonably possible after the cancellation is identified and before the original slot time has elapsed, and;
 - iii. where the Operators make any change to or replacement of the Operator's DCS that has a risk of impacting the wider airport community, the Operator must notify DA.
- (c) For stations without online DCS connectivity, data exchange for baggage and passenger messages can be facilitated via e-mail on DXBOPS.data@dubaiairports.ae; Further clarification regarding message format or means of communication can be sought from DA Aviation Business Management team by writing to airline.relations@dubaiairports.ae

- (d) The SITA address used for this purpose is DXBADXH.

5.3 Reference Data

- (a) The Operator shall, submit on demand and in agreed format:
- Fleet details including aircraft type and registration, number of seats, Maximum Take-Off Weight (MTOW in kilograms) of each aircraft owned or operated by the Operator;
 - Details of the Aircraft's Ascertained NOx Emissions in respect of each aircraft owned or operated by the Operator;
 - Details of the noise certification values for sideline, flyover and approach in respect of each aircraft owned or operated by the Operator;
 - New and amended ownership or registration details to be advised before the 20th of the month preceding first usage;
 - Scheduled time of operation in (UTC) of all flights from point of origin to DXB with flight duration;
 - Flight plan call signs matching the flight number.

5.4 Payload Data

- (a) The Operator shall submit within 24 hours and in agreed format:
- Information related to the movement of its aircraft or aircraft handled by the agent at the airport of each of those movements. This will include information about the total number of passengers originating, terminating, transiting or transferring (male, female, children, infant, crew, split by travel class), baggage and the total weight of cargo and mail (expressed in kilograms) embarked and disembarked at the airport;
 - The name and postal address, phone and fax numbers, IATA/ICAO prefix and SITA address of the Operator who is to be invoiced.
- (b) The Operator should submit 24 hours prior to flight departure Passenger Name List (PNL) to the appointed handling agent at DXB in the agreed format on the following address:

Airlines operating to/from Terminal 1:

SITA: DXBCMXH/ HDQKMEK

Airlines operating to/from Terminal 2:

Email: t2dmacs@dnata.com / hdqkmek@typeb.gmsmail.com

SITA: DXBCMXH/ HDQKMEK

5.5 Operational Data

- (a) The Operator shall provide DA with timely transmission of complete and accurate operational data by automatic electronic means using (and conforming to) IATA messaging and communication standards once the aircraft is airborne from outstation destined to Dubai for pre-arrival planning.
- (b) The required operational data include:
- Variations to schedule (including flight number, aircraft type, number of seats, route and scheduled time of operation)
 - Aircraft type and registration (including aircraft substitutions)
 - Turnaround linked flight numbers
 - Estimated Times of Operation to an accuracy of +/- 5 minutes (including estimated landing time at DXB for arriving flights)
 - Actual Times of Operation (including off-block and take-off times at outstation for arriving flights)
 - Passenger Service Charges (PSC) and Passenger Facility Charges (PFC) messages as detailed in these Conditions of Use
 - Passengers Security and Safety Fee (PSSF) messages as detailed in these Conditions of Use
 - Advance Passenger Information Fee (API) messages as detailed in these Conditions of Use
 - Passenger Forecasts and Booked Loads (originating, terminating and transferring in DXB) two weeks prior to operation;
 - The following list of standard messages for all flights arriving to and departing from DXB:

| ACRONYM | TYPE OF MESSAGE | IATA REFERENCE | DEADLINE |
|-------------|---|---------------------|----------------|
| MVT | Aircraft Movement Message (AA, AD, EA, ED, NI) | IATA AHM 780 | ASAP |
| ASM | Ad-hoc Scheduled Message | IATA SSIM Chapter 5 | ASAP |
| DIV | Aircraft Diversion Message | IATA AHM 781 | ASAP |
| DELAY CODES | Various | IATA AHM 730/731 | ASAP |
| LDM | Load Message | IATA AHM 583 | after take-off |
| PTM | Passenger Transfer Message | IATA PSCRM RP 1718 | after take-off |
| PSM | Passenger Service Message | IATA PSCRM RP 1715 | after take-off |
| BPM | Baggage Processing Message | IATA PSCRM RP 1745 | (via BRS) |
| BSM | Baggage Source Message (Including Short Connections and Terminated) | IATA PSCRM RP 1745 | (via BRS) |
| BTM | Baggage Transfer Message | IATA PSCRM RES 709 | after take-off |
| BUM | Baggage Unload Message | IATA PSCRM RP 1745 | ASAP |
| BNS | Baggage Not Seen Message | IATA PSCRM RP 1745 | after take-off |
| CPM | Container / Pallet Distribution Message | IATA AHM 587 | after take-off |
| UCM | ULD Control Message | IATA AHM 587 | after take-off |

| | | | |
|-----|---------------------------|---------------------|----------------|
| CAL | Change Assistance List | IATA PSCRM RP 1708a | after take-off |
| SLS | Statistical Load Summary | IATA AHM 588 | after take-off |
| PAL | Passenger Assistance List | IATA PSCRM RP 1708a | after take-off |

- (c) DA IT systems recognise and strictly apply the following IATA standards:
- Standards for Message Formats IATA AHM 710
 - Standards for Message Corrections IATA AHM 711
 - Airport Codes IATA AHM 010
 - Delay Information Codes IATA AHM 730/731
 - Interline Baggage Tag Form IATA RES 740
- (d) The data should be sent:
- via SITA message to DXBADXH, or
 - via email to DXBOPS.data@dubaairports.ae
- (e) Please note that the address above should only be used for the communication of automated operational messages following the standard IATA format.
- (f) Please refer to the Data Provision Policy for further details on messaging requirements, which is available from airline.relations@dubaairports.ae.
- (g) Effective 31st October 2021, airlines that do not comply with LDM messaging requirement on either leg of the flight will be charged full load on the rotation, and no disputes will be accepted.
- (h) Further clarification regarding message format or means of communications can be sought from DA Aviation Business Management team by writing to airline.relations@dubaairports.ae.

5.6 Passengers with Restricted Mobility

- (a) All Operators should submit pre-notification data for their PRM passengers to the SITA address: DXBADXH
- (b) If the Operator does not have a SITA, the Operator's appointed Ground Handler will have another real-time option of pre-booking passengers for the PRM service at DA by using email as follows: aocc@dubaairports.ae
- (c) Format of the SITA/email needs to be in a recognised IATA format, the subject must start with PAL or CAL. The format detailed below should be followed as this is automatically picked up by the system:

PAL
ZB742/03 SEP LGW PART 1
-ALC
1 HARRIS/RUTH. R/WCHR
ENDPAL

- (d) If passenger pre-notification is sent via email the email subject line must begin with either the words PAL or CAL. The body of the email must immediately begin with the PAL or CAL, with no salutations or line breaks. PRM email address is detailed above.
- The SSR codes which are acceptable and will ensure correct allocation. Please adhere to this list when notifying of a PRM passenger.
 - WCHR Passenger cannot walk long distance but can ascend/descend stairs.
 - WCHS Passenger cannot walk long distance, is unable to ascend/descend stairs but can move inside the cabin unaided.
 - WCHC Passenger unable to walk at all, cannot ascend/descend stairs and cannot move inside the cabin. Will need to be lifted in and out of seat on board the aircraft.
 - BLND Passenger is blind or visually impaired.
 - DEAF Passenger is deaf or hearing impaired.
 - DPNA Passenger has a mental or sensory disability.
 - PETC Passenger is travelling with an assistance dog.
 - STCR Passenger is being transported in a medical stretcher onboard the aircraft. These passengers are often travelling with medical personnel and will be meeting a pre-arranged ambulance or transport.
 - WCMP To be used in addition to another SSR code, this will indicate passenger has their own wheelchair or mobility aid which is Manually Powered.
 - WCBD To be used in addition to another SSR code, this would indicate the passenger is travelling with their own wheelchair or mobility aid which is Battery powered with a Dry cell.
 - WCBW To be used in addition to another SSR code, this will indicate passenger is travelling with their own wheelchair or mobility aid which is battery powered with a Wet cell.
 - WCLB To be used in addition to another SSR code, this will indicate passenger is travelling with their own wheelchair or mobility aid which is powered by a Lithium ion Battery Check-in Desk information.

5.7 Airport - Collaborative Decision Making (A-CDM)

- (a) A-CDM is a joint initiative between Aircraft Operators, dnata, dans and DA. Its aim is to enable all partners to improve the efficiency, predictability, sustainability and resilience of aircraft flows. This

will be achieved through enhanced common situational awareness, data sharing, joint collaborative decision-making processes, and an airport-wide culture of collaboration.

- (b) In particular, it aims to:
- Optimise the turnaround process to ensure the best possible coordination of ground handling and airport resources
 - Increase the predictability of departure sequences
 - Introduce a single source of operational truth in the operational data shared by all the stakeholders
- (c) The implementation of A-CDM, as part of an ongoing project, will be done in phases.
- (d) One of the critical requirements of A-CDM is the timely and accurate updates to the Target Off Block Time (TOBT). The TOBT is the earliest time at which an aircraft is expected to be ready for start-up, all doors closed, boarding bridge removed, push back vehicle available and ready to start up/push back immediately upon receipt of clearance from ATC. The Aircraft Operator must update TOBTs according to the parameters published in the relevant documentation either directly or via the Operator's appointed ground handling provider. DA in partnership with Airlines, the ground handler and dans will publish TOBT performance in order to continuously improve accuracy and stability.
- (e) Once the A-CDM Start-up procedure is fully implemented, each flight will receive a Target Start up Approval Time (TSAT), taking into account the individual TOBTs and a set of operational requirements and conditions. TSAT is the time that an aircraft can expect to receive its start-up approval, aiming at an overall optimised push-back (or pre-departure) sequence. The TSAT of a flight is updated as the sequence is optimised;
- (f) The existing requirement to update the Estimated Off Block Time with a DLA message (as per ICAO) for all delays equal to or in excess of 15 minutes remains.
- (g) For more details on A-CDM, refer to relevant communication of the ATC procedure, AIP entry and queries can be emailed to A OCC@dubaairports.ae

5.8 Data Verification

- (a) DA may request, within 60 days of departure, copies of aircraft load sheets to enable verification of all details with respect to the passengers carried on any or all flights departing from that airport during a specified period and extracts from aircraft flight manuals to enable verification of aircraft

weight, noise characteristics and the engine NOx emissions level. The Operator shall, following a request in writing made by DA supply it with the original copies of such documents.

- (b) Where the Operator, or its handling agent, fails to provide the information required in Section 2.10 within the period stipulated herein DA shall be entitled to assess the charges payable hereunder by the Operator by reference to the maximum passenger capacity of the aircraft, the Maximum Take Off Weight and the maximum NOx emissions level of the aircraft type;
- If the Operator detect an error in that information provided to DA (or Ground Handler, dnata), then the Operator must within 30 days provide to us the correct information along with a change note. DA reserves the right not to correct changes received later than 30 days after the relevant operation;
 - DA will use our best endeavours to maintain the confidentiality of any information that the Operator provides to us and classifies it as commercially sensitive. This paragraph shall not affect non-disclosure obligations pursuant to separate contracts entered into between DA and any Operator;
 - The Operator acknowledges that we may verify from time to time information the Operator have provided to us by directly counting passengers embarking or disembarking aircraft operated by the Operator;
 - You are requested to use the Operator's best endeavours to assist us to identify the reason for any differences between the information provided by the Operator and the information collected by us.

5.9 Delivery Data

Queries regarding data delivery must be sent to the following address:

Airport Operations Control Centre (AOCC)

Tel: +971 (0) 4 504 5000

Email: aocc@dubaairports.ae

5.10 Operator's Local Contact Details:

Airline/Operator must provide the Aviation Business Management team with full contact details of its local station and key people in town office. It is the responsibility of the Operator to update Aviation Business Management team of any changes made to the contact details within 07 working days of such change.

5.11 Emergency Services:

For all types of emergencies including medical emergencies, Airport Operations Control Centre (AOCC) should be contacted on **+971 (0)4 504 5000**. Failure to report emergency case to the mentioned area will

cause delaying the action and response time and DA will not be liable for any damages, losses, costs and/or expenses whatsoever suffered or incurred pursuant to the failure/delay report.

6. AIRPORT CHARGES

6.1 Policing

Where a flight destination or carrier is identified as being at significant or high risk, the Operator shall pay a charge as notified by the CEO of DA equating to the cost of any policing cost additional to the services normally provided at the airport for carriers or destinations at lower levels of risk.

6.2 Charges on Landing

- (a) Unless specified otherwise in these Conditions of Use, Charges on Landing are payable by all Operators.
- (b) The relevant charges for landing and the subsequent take-off of aircraft shall be paid as set out in the Schedule of Charges.
- (c) The charges will be based on MTOW as per Aircraft Noise Certificate submitted by the Operator or its representative GSA, rounded off to the nearest metric tonne. Therefore, Operators should submit their MTOW certificate(s) which should be either from the aircraft manufacturer or from the Civil Aviation Authority of the carriers' host country.
- (d) To ensure correct landing charges are invoiced, airlines/Operators must provide the Aircraft Noise Certificate (detailing Aircraft registration number and MTOW) to Dubai Airports Finance Unit on billing@dubaiairports.ae prior to their operations and/or should any change to an aircrafts' MTOW incur.
- (e) In the absence of MTOW certificates, the billing will be calculated based on highest level of MTOW for each aircraft type.

6.3 Charges on Parking

- (a) Unless specified otherwise in these Conditions of Use, Charges on Parking are payable by all Operators.
- (b) The relevant charges for aircraft parking shall be paid as set out in the Schedule of Charges.

- (c) Parking charges will be based on the total number of hours, or part thereof, that an aircraft has been parked on areas designated as the Airport parking areas.
- (d) Parking charges are calculated by aircraft category; either narrow body or wide body.
- (e) These charges will apply On-block time to Off-block time when the aircraft is secured on the ground.

6.4 Passenger Service Charges (PSC)

- (a) Passenger Service Charges apply to all passengers of commercial airlines.
- (b) The relevant charges for Departing Passengers (excluding infants, aircraft operating crew, Transit and Transfer Passenger continuing travel within 24 hours of arrival) as set out in the Schedule of Charges are payable by outbound Airline.
- (c) The airline must ensure that correct passenger load is forwarded in DA's standard format (refer to Annex I).
- (d) PSC data submission by email within 12 hours after ATD via standard format template (refer to Annex I).
- (e) Failure to submit accurate information in the defined standard format of each flight will result in penalty of full flight passenger load. Any dispute raised by the Airlines will not be entertained if the Operator fails to send the requested details on time

6.5 Passenger Safety & Security Fee (PSSF)

- (a) Passenger Safety & Security Fees apply to all passengers of commercial airlines.
- (b) The relevant charges for Departing Passengers (excluding infants, aircraft operating crew, Transit/Transfer Passengers continuing travel within 24 hours of arrival) as set out in the Schedule of Charges are payable by outbound Airline.
- (c) The airline must ensure that correct passenger load is forwarded in DA's standard format (refer to Annex I).
- (d) PSSF data submission by email within 12 hours after ATD via standard format template (refer to Annex I).

- (e) Failure to submit accurate information in the defined standard format of each flight will result in penalty of full flight passenger load. Any dispute raised by the Airlines will not be entertained if the Operator fails to send the requested details on time.

6.6 Advanced Passenger Information Fee (API)

- (a) Advanced Passenger Information Fees apply to all passengers of commercial airlines.
- (b) The relevant charges for Arriving, Departing, Transiting, Transferring passengers (excluding infants, aircraft operating crew) are set out in the Schedule of Charges section of these Conditions of Use.
- (c) The airline must ensure that correct passenger load is forwarded in DA's standard format (refer to Annex I).
- (d) API data submission by email within 12 hours after ATD via standard format template (refer to Annex I).
- (e) Failure to submit accurate information in the defined standard format of each flight will result in penalty of full flight passenger load. Any dispute raised by the Airlines will not be entertained if the Operator fails to send the requested details on time.

6.7 Passenger Facility Charges (PFC)

- (a) Passenger Facility Charges apply to all passengers of commercial airlines.
- (b) The relevant charges for Departing Passengers (excluding infants, aircraft operating crew, passengers in transit between two flights with the same flight number) as set out in the Schedule of Charges are payable by outbound airline.
- (c) The airline must ensure that correct passenger load is forwarded in DA's standard format (refer to Annex I).
- (d) PFC data submission by Email within 12 hours after ATD via standard format template (refer to Annex I).
- (e) Failure to submit accurate information in the defined standard format of each flight will result in penalty of full flight passenger load. Any dispute raised by the Airlines will not be entertained if the Operator fails to send the requested details on time.

6.8 Security Charges

Extra Security Charge is levied on all flights requiring extra security, and Security Screening Charge is levied on all Integrator flights departing from DXB.

6.9 Airport Charges increase and inflation

Dubai Airports reserves the right to adjust rates providing sufficient notice. Increases pertinent to inflation in particular shall be communicated on a yearly basis.

7. SCHEDULE OF CHARGES

7.1 Value Added Tax

All charges specified in this Conditions of Use are exclusive of VAT. The Operators, Airlines and other users of the Airport shall pay the VAT where required in accordance with the applicable laws and regulations in force in the United Arab Emirates from time to time.

7.2 Charges on Landing

Landing charges are based on the MTOW:

| Charges on Landing | |
|--------------------|---------------------|
| Up to 4.5 tonnes | AED 16.00 per tonne |
| 4.5 – 45 tonnes | AED 18.58 per tonne |
| Over 45 tonnes | AED 20.19 per tonne |

7.3 Aircraft Parking Charges

The charges for parking aircraft at DXB are based on number of hours and aircraft category:

| Aircraft Parking Charges* | |
|---------------------------|--|
| Narrow body A/C | <ul style="list-style-type: none"> - 1 hour and 30 minutes free after landing (starts on block) - AED 289 for first charging hour or part of it (after end of free period) - AED 472 per each additional hour or part thereof |
| Wide body A/C | <ul style="list-style-type: none"> - 3 hours free after landing (starts on block) - AED 435 per hour or part of it for first 3 charging hours (after end of free period) - AED 797 per each additional hour or part thereof |

**For Integrators exceeding 2 hours on the ground during curfew (0200 to 0800 Local Time) as per the annexed cargo local rule, a 200% premium shall be levied on the highest hourly rate of parking fees*

7.4 **Passenger Service Charges (PSC)**

An amount of AED 75.00 per Departing Passenger.

7.5 **Passenger Security & Safety Fee (PSSF)**

An amount of AED 5.00 per Departing Passenger.

7.6 **Advance Passenger Information Fee (API)**

An amount of AED 5.00 per Arriving, Departing, Transferring, Transiting Passenger

7.7 **Passenger Facility Charges (PFC)***

An amount of AED 40.00 per emplaning passenger.

*- *AED 40.00 will be charged per emplaning passenger for those passengers travelling on or after 31st March 2024 (from Summer '24 season), who purchase/d their tickets on or after the 1st March 2024. For those passengers who purchased tickets prior to 1st March 2024 will remain to be charged AED 35.00 per emplaning passenger (W23 Schedule of charges rate).*

- AED 45.00 will be charged per emplaning passenger for those passengers travelling on or after 30th March 2025 (from Summer '25 season).

- AED 50.00 will be charged per emplaning passenger for those passengers travelling on or after 29th March 2026 (from Summer '26 season).

7.8 **Other Charges**

In addition to the above charges, Aerobridge Occupancy charge, Security charge and Airport Fire Service charge are payable by the Operator as follows:

| Aerobridge Occupancy Charge | |
|-----------------------------|------------------------------------|
| Charge per hour | AED 645 every two hours or part of |
| Security Charges | |

| | |
|--|---------|
| Extra security charge | AED 300 |
| Security screening charge (Integrators only) | AED 300 |
| Airport Fire Service Charge | |
| Charge per service | AED 200 |

8. OTHER GENERAL RESTRICTIONS AND PROCEDURES

Inadmissible Passenger Policy

8.1 Definition:

An Inadmissible Passenger refers to a passenger who is refused admission to the United Arab Emirates by the Immigration Authority, and/or a passenger who is refused onward carriage through the UAE due to improper documentation such as but not limited to, absence, expired or forged: visa, passport, travel or health documents,

8.2 Purpose:

This policy outlines the procedures and steps that must be adhered to in handling an Inadmissible Passenger arriving to or transiting through the United Arab Emirates and DXB.

8.3 Procedures:

- (a) It is the responsibility of the Operator (inbound/delivering carrier) to make sure that passengers travelling to the UAE Emirates have the proper documentation. In the event of an Inadmissible Passenger arriving or transferring at DXB, it is the sole responsibility of the Operator (inbound/delivering carrier) to arrange and cover the cost of a ticket to a) country of origin or b) any place where he/she is admissible.
- (b) After receiving the Inadmissible Passenger Form from the Immigration Authorities, the Operator (inbound/delivering carrier) must ensure the removal of the passenger from the country on the first available flight to the Airport of origin or to any place where he/she is admissible 'within 24 hours'. During the waiting time, the Operator shall take full responsibility for the passenger's welfare in the terminal and provide all necessary amenities. If the period of passenger awaiting is beyond 3 hours, the operator shall provide the passengers with meals and refreshments free of charge, and in a reasonable relation to their waiting time. If the period of passenger awaiting is beyond 8 hours or

necessitating an overnight stay, the operator shall provide hotel accommodation to passengers within DXB airside facilities.

- (c) The Operator (inbound/delivering carrier) shall provide the final date of departure of the Inadmissible Passenger(s) to DA.
- (d) A passenger inadmissible at the destination country that originated from Dubai, must only be sent back to the 'origin' Dubai if he/she is admissible into Dubai, otherwise the passenger must be sent to any place where he/she is admissible.

8.4 Fines

- (a) DA shall impose a fine of AED 5,000 per Inadmissible Passenger regardless of age or gender to the Operator in question.
- (b) DA will also impose an additional fine of AED 1,000 per passenger for every 24 hours calculated from actual time of arrival (ATA) (From the time the Inadmissible Passenger form is issued).
- (c) No fine cost recovery by the Operators shall take place on the premise of Dubai Airports

8.5 Billing and Collection Procedures

- (a) Finance Unit raises invoice(s) and collects penalties upon receiving the final date of departure from dnata/Airline and the Deportee Advice Form from Immigration along with the following documents:
 - (i) Passenger passport copy & visa copy
 - (ii) Ticket copy endorsed by the respective Airline/s
 - (iii) Airline name and flight number/date of operation
- (b) For more details on Inadmissible Passengers' operations and billing procedures, contact the Aviation Business Management department (refer to annexed contact list).

8.6 Passenger Welfare & Consumer Protection

- (a) The relaying of any type of charges to the passenger on Airport premises, including but not limited to fines, excess baggage charges, operational cost, wheelchairs etc. should be explicit and supported in writing through means such as the conditions of carriage, failing which the relaying of any such charges to the passenger will be strictly forbidden.

- (b) Operator shall comply with DA's Passenger Welfare Policy in handling passengers during flight diversions, disruptions and delays (refer to annex).
- (c) Foreign Operators are required to provide Dubai Airports a Passenger Welfare Program that is equivalent to the program described in Civil Aviation Regulation Part III Chapter-12, for which they commit to activate in the event of flight delays, cancellations, diversions and denied boarding

8.7 New Operators Contact details

- (a) Before using the Airport facilities and services, Operators must provide the Aviation Business Management team with the Operator's name, the Operator's address and contact details.
- (b) The names, addresses, telephone numbers and all other contact details of the Operator's key personnel we can contact at any time about emergencies, security, operational or financial matters in connection with the Operator's operations.

8.8 Airport Security Pass

- (a) Regardless of its category (temporary, permanent, vehicle, special, equipment, escorted, car, controlled area, driving permit etc.), the issuing of (an) airport security pass(es) to individuals and/or equipment is a process solely governed by DA in collaboration with the relevant authorities including Dubai Police.
 - (i) For Airside access, relevant to airport familiarisation, Aviation Business Management activities or inaugural flights only: please contact the Aviation Business Management on airline.relations@dubaiairports.ae.
 - (ii) For Airside access for government or civil aviation delegations, media, community groups and suppliers only, please contact Corporate Communications team.
 - (iii) For any other request please contact the relevant pass office directly and/or refer to the airport security pass issuance terms and conditions available with SSD.
- (b) DA or its designee retains the right to withhold the issuing of (a) pass(es) in the event the documentation required is incomplete, not submitted in a timely manner, a pass is already issued to another general sales agent (GSA) representing the same airline, or for any other reason deemed relevant and that may or may not be disclosed to the requestor.
- (c) DA or its designee retains the right to withdraw full or partial Airside access(es) without needing to provide any notice when any such action is considered necessary.

- (d) In the event a pass is withdrawn, cancelled, expired, or is no longer required due, for example, to the temporary suspension or permanent halt of operations of an airline: it is the sole responsibility of the pass-holder, his/her sponsor and/or the airline the pass-holder represents to return the pass to the pass office within 2 working days.

8.9 Safety, Health & Environment

- (a) It is the mission of DA to provide a safe and healthy work environment and to ensure the safety and health of our customers. Operators who conduct business at DXB facilities are encouraged to use a proactive approach in ensuring that all employees and customers have an environment that is free from recognised safety and health hazards that could cause accidents and injuries. All Operators who conduct business at DXB facilities have a duty and the obligation to comply with all applicable safety and health standards and with all rules, regulations and orders that apply to their employees' actions and conduct on the job. The Operators and contractors should follow safety and health standards that have been set forth by DA S&S.
- (b) Dubai Airports Corporation Safety & Environment Policy can be found on the following link:

<https://dubaiairports.box.com/s/q5b2m1h90el2kj5hjrym90guxqcgh1e>

8.10 Fuel, Hydraulic and Dangerous Goods Spillage

Any Operator using the Airport, irrevocably agrees and consents, notwithstanding any provision in any agreement, lease, permit or other instrument to the contrary, that the Chief Executive Officer of DA (the "CEO") or his designee may take any/all necessary action(s) to effect the prompt clean-up of an aircraft, and/or vehicle, and/or other equipment or infrastructure, fuel and hydraulic/dangerous goods spillage and the disposal of contaminated materials required for the clean-up; any Operator using the Airport, further irrevocably agrees, consents and undertakes to pay to DA, any and all costs incurred by or on behalf of the Airport for any such cleaning and disposal of contaminants on "Polluter Pays Principle".

8.11 Aerodrome Safety

- (a) To ensure the highest level of operational safety and a continuous improvement of safety performance at Dubai Airports, Operators (and their contracted service providers) shall maintain and operate a Safety Management System (SMS) that meets pertinent regulatory requirements and/or industry best practices. Operators shall also ensure collaboration with and adherence to Dubai Airports' SMS and principles and policy. Dubai Airports requires Airside stakeholders to:

- (i) Participate in and adhere to DA's SMS, as detailed in Part 6 of the DXB Aerodrome Manual and;
- (ii) Adhere to the DA Aviation SMS policy from Part 2 of the SMS Manual available on DA public notification site (see clause "Methods of Promulgating Information);
- (iii) Ensure that incidents and accidents Airside are reported to the Senior Duty Manager Airside (SDMA) on +971(0)56 6811646; or Airside Operations Control desk (AOCD) on 04-5054723
- (iv) Ensure that incidents and accidents within the Terminals / Concourses are reported to the relevant Senior Duty Manager Terminal/Concourse on T1 +971(0)50 624 8010; T2 +971(0)549905511; T3 +971 (0)56 603 5385 ; CA/CB/CC +971(0) 56 2165424
- (v) Nominate a focal point for Airside safety concerns to the Senior Manager, Aerodrome SMS DXB – this delegate is required to actively participate in safety forums, and coordinate their organization's participation in safety campaigns;
- (vi) Proactively identify hazards, assess risks and implement controls to lower risks to As Low As Reasonably Practicable (ALARP) within their operation;
- (vii) Employ trained, qualified and competent staff, and provide evidence of such training and qualifications to DA upon request;
- (viii) Receive and disseminate as appropriate, all DA safety and operational instructions (see clause "Methods of Promulgating Information");
- (ix) Dubai Airports reserves the unconditional right to conduct Safety audits of stakeholders in accordance with the implemented SMS. The primary purpose of these audits is to ensure that safety, compliance and conformance standards are present, appropriate and effective. The audit process shall follow a structured process and as such stakeholders are required to make relevant evidence available upon request;
- (x) All Aircraft Operators are required to participate unreservedly in any/all safety investigations and safety/quality audits conducted by Dubai Airports.
- (xi) If an aircraft Operator chooses to operate outside the requirements provided within the Aerodrome SMS manual, evidence of their aviation safety management processes shall be submitted to the DXB Aerodrome Safety section for review and oversight.

8.12 Smoking

Smoking is not permitted inside the DXB terminals, concourses, airside and aerodrome facilities except in areas that have been designated and approved as smoking areas. This includes the use of cigarettes, e-cigarettes, and vaping devices.

8.13 Commercial Photography, Film and Recording on Airport Property

- (a) Unless authorised in writing by DA and Dubai Police, no person shall take still, motion, or sound motion pictures or sound records or recordings of voice or otherwise for commercial, training or education purposes, or use electronic amplification devices in public areas of the terminal or on the public areas of any facility under the administration of DA.
- (b) Additional permits may be required from the Dubai Film & TV Commission, please coordinate with Aviation Business Management for further details.
- (c) DA, its authorised representatives and agents reserve the right to photograph and/or film airline facilities, vehicles, equipment, personnel and/or aircraft in the context of general airport operations as part of its efforts to create communication support materials to establish the context of its international operations and client base for use on its website, newsletters and internal and/or international communication vehicles. Any independent media or third-party requests to film or take pictures of specific airline brands or operations will be referred directly to the airline representative for review and approval as required.

8.14 Media and other Commercial Activity on Airport Property

- (a) Unless authorised in writing by DA, no person shall post or distribute commercial signs, advertisements, literature, circulars, pictures, sketches, drawings, handbills, or any other form of printed or written commercial matter or material at the Airport.
- (b) Any media related activity must obtain prior written approval through DA Aviation Business Management. Refer to Contact list.
- (c) Airline Operators are allowed to display operational communication materials next to their allocated check-in counters only during their operation hours. It is the responsibility of the Operator to remove and store the materials immediately after closing the counters, including all stationaries.
- (d) Airline Operators should contact Aviation Business Management for approval of displaying materials (operational and promotional) in the check-in area and boarding gates.
- (e) For displaying non-operational materials and promotional campaigns, airline Operators should contact the Commercial Unit directly on Commercial@dubaiairports.ae.

- (f) DA conducts regular audit exercises, airline Operators will be asked to remove unnecessary materials within 15 minutes after counters' closure time, to allow for adequate time for those counters to be used effectively by the other operator. For any reoccurrences observed, DA reserves the right to immediately confiscate and/or dispose any airline material (including stationaries).

8.15 Methods of Promulgating Information

- (a) Aerodrome Operational and Technical guidance is promulgated via the following:
- Aerodrome Manual. Available via <https://dubaiairports.app.box.com/v/OMDB-Aerodrome-Manual>
 - SMS Manual. Available via <https://dubaiairports.box.com/v/OMDB-SMSManual>;
 - Aerodrome Emergency Plan. Available via <https://dubaiairports.app.box.com/v/OMDB-Aerodrome-Emergency-Plan>
 - Airside Operating Regulations. Available via <https://dubaiairports.box.com/v/Airside-Operating-Regulations>
 - Airside Driving Regulations. Available via <https://dubaiairports.box.com/v/DXB-AD-Regulations>
 - Airside Safety Videos Available via <https://dubaiairports.box.com/v/AirsideSafetyVideos>
 - Aeronautical Information Publication (AIP), including supplements. Available via UAE GCAA;
 - Airside Temporary Notice (ATN) Published via email and public notification site to advise aerodrome users of temporary, urgent and/or immediate changes to the airfield (infrastructure, operation, etc.); Airside Safety Alert (ASA): Published via email and public notification site to advise aerodrome users of urgent and/or serious safety issues related to the Airport; <https://dubaiairports.box.com/v/OMDB-Airside-Safety-Alert>
 - Emergency Planning Information Circular (EPIC); <https://dubaiairports.app.box.com/v/OMDB-Aerodrome-Emergency-Plan>
 - Airside Temporary Notice (ATN); <https://dubaiairports.app.box.com/v/OMDB-Airside-Temporary-Notice>
 - Terminal Operations Advisory Notices (TOAN): published via email to advise terminal users of temporary, urgent and / or immediate changes to the Terminal Service Delivery (infrastructure, operation, etc.)
- (b) Parties wishing to register for Airside communications must email their request, along with group address (who would like to receive communications) to Safeguarding-AIM@dubaiairports.ae.
- (c) The Airline Operating Committee is a standing association of airline companies operating to DXB and DWC and is a platform created by airlines for Dubai Airports, and its stakeholders, to share relevant information and updates with the community in the areas of Airside operations, terminal operations, air traffic, commercials, operational improvements, safety and other updates. The Airline

Operating Committee is a platform for the Airline community to suggest operational improvements and bring into light product or service deficiencies delivered by Dubai Airports and its stakeholders that are common to members with the aim to address them. If you wish to become a member, please contact your dedicated Aviation Business Manager who will put you in contact with its chairman.

8.16 Foreign Object Debris (FOD)

DA operates according to a 'zero tolerance' FOD policy and requires all Operator and visitors to abide by the principles of Zero-FOD in all operations at the Airport, and the provisions of operational notifications, as promulgated via ATN/ASA

8.17 Airside Driving

Airside driving standards are governed by the provisions of the Airside Driving Permit (ADP) system, stipulated by the Airside Driving Regulations (ADR) of DA. Possession of a valid ADP is mandatory for all Airside vehicle/GSE operation. More information, including the application and training process, is available at: <https://dubaiairports.app.box.com/v/DXB-AD-Regulations>.

8.18 Passenger Control

- (a) The Airline is responsible for passenger control between the terminals and remote parking bays and vice-versa and are liable to ensure the secure process of passenger transfers between an aircraft parked on a remote bay and the terminal buildings.
- (b) In the event of an emergency, Operators are required to comply with the evacuation process.

8.19 Service Delivery

- (a) To ensure the highest level of customer service delivery and a continuous improvement of service standards at Dubai Airports, Operators (and their contracted service providers) shall maintain a minimum Level of Service (LOS) that meets pertinent regulatory requirements and/or industry best practices. Operators shall also ensure collaboration with, and adherence to, Dubai Airports' Customer Service Delivery principles. Operators irrevocably agree, consent and undertake to pay to DA, any costs incurred due to measures and initiatives it may take to ensure the minimum LOS towards passengers are met at all times.

- (b) Airlines must ensure that their Service Level Agreement (SLA) with their handling agent provides for sufficient resource to ensure that their passengers remain within their queue footprint in front of their desks throughout their check-in opening times'

9. ANNEXES:

9.1 Annex I: Passenger Charges Data Submission format (PSC, PFC, PSSF & API)

(a) Submissions by email

Effective 28th October 2018, submissions by email must be done via a specific Excel Spreadsheet template available on the corporate section of DA's website www.dubaiairports.ae (under conditions of use & airport charges). Total passenger figures must match totals in LDM otherwise the highest value will be applied, and no disputes will be accepted.

Effective 31st October 2021, airlines that do not comply with LDM messaging requirements set in **5.5 Operational Data** on either leg of the flight will be charged full load on the rotation, and no disputes will be accepted.

9.2 ANNEX II: LOCAL RULES

(a) DXB – Slot Enforcement Local Rule

Dubai International (DXB) was designated as IATA Level 3 – Coordinated, from the start of the Summer 2010 season. The move reflected increasingly scarce capacity in the peak hours of operation and the intention to implement a slot process that promotes the best utilisation of the capacity.

(b) ADDITIONAL RULES PERTAINING TO THE ALLOCATION AND WITHDRAWAL OF ALLOCATED SLOTS AT DUBAI INTERNATIONAL (DXB). THIS LOCAL RULE IS APPLICABLE TO ALL OPERATIONS:

1. Airlines that repeatedly or intentionally operate services at a time significantly different from the allocated slot as part of a series of slots, or use slots in a significantly different way from that indicated at the time of allocation, shall not be entitled to historic status for that series of slots regardless of the utilisation of the slots during the season. The Coordinator may decide to withdraw from that airline the series of slots in question for the remainder of the season and place them in the pool after having heard the airline's concerns and after issuing a single warning.
2. If an airline is unable to achieve 80% usage of any series of slots, the Coordinator may decide to withdraw from that airline the series of slots in question for the remainder of the scheduling period and place them in the pool after having heard the airline's concerns.
3. The Coordinator may withdraw slots allocated to an airline for any services without a recognised destination and place them in the pool on 31st January for the following summer season or on 31st August for the following winter season after having heard the airline's concerns and after issuing a single request for the airline to declare a destination.

4. The Coordinator may withdraw the series of slots provisionally allocated to an airline in the process of establishing itself and place them in the pool on 31st January for the following summer season or on 31st August for the following winter season if the undertaking does not hold an operating license or equivalent on that date or if it is not stated by the competent licensing authority that it is likely that an operating license or equivalent will be issued before the relevant season commences.

For further clarification, please contact the Aviation Business Development team.

Aviation Business Management

Research / Strategy & Development Group

Email: Airline.Relations@dubaairports.ae

(c) **DXB – Charter Local Rule**

Dubai International (DXB) is designated as IATA Level 3 – fully Coordinated. This reflects increasingly scarce capacity at peak hours of operation and the need to implement scheduling processes that can promote best utilisation of the capacity.

(d) **ADDITIONAL SCHEDULING RULES AT DUBAI INTERNATIONAL (DXB) FOR CHARTER OPERATIONS, AMENDED FROM SUMMER 2023:**

Designation of charter on non-charter operators and additional services.

Operator designation is assessed by the Slot Coordinator for new and existing operators. All Operators are required to fully cooperate and provide any information requested by the Slot Coordinator to support the assessment of an Operator's designation. The Slot Coordinator may be contacted at:

Airport Coordination Ltd (ACL)

Email: slots@acl-international.com

Tel: +44 (0) 208 564 0626 or +971 4 504 5824

- Operators who apply as IATA SSIM Chapter 6 service type C will be considered as charter and may not operate at Dubai International.*
- Operators may be required to provide proof of current ticket sales to the wider public. Operators designated as charter and/or not selling tickets directly to the public may not operate at Dubai International.
- Operators who do not hold historic slots at Dubai International and apply for ad hoc slots, a slot series less than 80% of the total weeks in the season, either before the IATA Initial Submission deadline, or before the start of season, or in season, will be designated as charter and may not operate at Dubai International.*

- Operators not designated as charter and hold historic slots at Dubai International may operate charter services if the seasonal total of charter movements does not exceed the total of scheduled passenger movements.
- Deportee flights are designated as charter and may not operate at Dubai International.
*Charter and ad hoc operations related to flights approved via local diplomatic channels are exempt from these restrictions.

Non-charter operators are required to follow the standard schedule application process as described in the Dubai International Conditions of Use.

Charter services operated by non-charter operators

Services that hold a series of slots, fewer than 80% of the available weeks, during a season at the IATA slot hand-back deadline will not gain historic status in future seasons. Therefore schedule requests for the same operation in future seasons will not be guaranteed a slot. Slots held for 80% and greater will be subject to the determination of Historic Status as detailed in the Worldwide Airport Slot Guidelines.

Operations that already have historic status prior to the publication of these rules at Dubai International

The historic status of existing operations will be only be maintained for Operators not designated as charter. These will however be subject to the standard rules around utilisation as laid out in the Worldwide Airport Slot Guidelines. Failure to adhere to the rules will result in the loss of historic status and future applications will be treated as new services and subject to the rules relevant to these services as laid out above.

(e) DXB – Positioning, Training and Technical Stop Local Rule

Dubai International (DXB) has been designated as IATA Level 3 – fully Coordinated from the start of the Summer 2010 season. This move reflects increasingly scarce capacity at its peak hours of operation and the intention to implement a scheduling process that can promote best utilisation of the capacity in these periods.

ADDITIONAL SCHEDULING RULES AT DUBAI INTERNATIONAL (DXB) FOR POSITIONING, TRAINING AND TECHNICAL STOP OPERATIONS, AMENDED FROM SUMMER 2023:

New Operators or additional services by existing operators at Dubai International

New Operators or existing Operators at Dubai International requiring slots for positioning flights are required to follow the standard schedule application process as described in Dubai International's Conditions of Use.

Services that hold a series of slots for positioning will not gain historic status in future seasons. Therefore, schedule requests for the same operation in future seasons will not be guaranteed a slot.

Training flights are only permitted by home based carriers and must obtain ad hoc slots to operate at Dubai International.

Technical Stop operations are not permitted at Dubai International *. Operators should apply to Dubai World Central (DWC) for technical stop operations. New operators or existing operators at Dubai World Central requiring slots for technical stop flights are required to follow the standard schedule application process as described in Dubai World Central's Conditions of Use.

*Technical Stop operations related to flights approved via local diplomatic channels are exempt from these restrictions.

Operations that already have historic status prior to the publication of these rules at Dubai International

The historic status of existing positioning and operations will be maintained. These will however be subject to the standard rules around utilisation as laid out in the IATA Worldwide Airport Slots Guidelines. Failure to adhere to the rules will result in the loss of historic status and future applications will be treated as new services and subject to the rules relevant to these services as laid out above.

(f) **DXB – Cargo Local Rule**

Dubai International (DXB) has been designated as IATA Level 3 – fully Coordinated from the start of the Summer 2010 season. This move reflects increasingly scarce capacity at its peak hours of operation and the intention to implement a scheduling process that can promote best utilisation of the capacity in these periods.

Local rules on slot allocation for freighter operation at Dubai International (DXB) - Effective 11 March 2014

- No new freighter flights (excluding Integrators) will be accepted at DXB, new slots will be offered and allocated to freighter operation only at Al Maktoum International (DWC) subject to available capacity of the airport, in line with IATA scheduling policies.
- Effective IATA Winter Season 2014 Dubai Airports is implementing complete ban of all cargo operations (on freighters) at DXB, in addition all historic for scheduled freighters will be revoked.
- Cargo airlines will only be permitted to operate at DWC.
- Ban does not apply to Integrator flights operated by DHL\AeroLogic**, UPS

** 3S5 flights code only

(g) **AMENDMENT TO LOCAL RULE AT DUBAI INTERNATIONAL (DXB) FOR CARGO AND FREIGHT OPERATIONS:**

Effective 25 March 2018 (IATA S'18 Season) and beyond:

- Ground times longer than 2 hours within the peak stand utilisation period will not be permitted
- The peak period will be reviewed season by season.

For clarifications on the policy and to discuss operations at DWC, please contact the Aviation Business Development team at Dubai Airports. For slot allocation kindly contact Dubai Airports' appointed slot coordinator at slots@acl-international.com

(h) **Cargo Services at DWC:**

These rules will not apply at DWC as it is currently IATA Level 2 Schedule Facilitated. Full details of this process are described in Dubai World Central Conditions of Use.

(i) **DXB – Historic Eligibility Local rule**

Dubai International (DXB) is designated as IATA Level 3 – Slot Coordinated. This reflects increasingly scarce capacity at peak hours of operation and the need to implement scheduling processes that can promote best utilisation of the capacity.

ADDITIONAL SCHEDULING RULES AT DUBAI INTERNATIONAL (DXB) FOR HISTORIC ELIGIBILITY EFFECTIVE FROM WINTER 2017, AMENDED FROM SUMMER 2023:

Services that hold a series of slots at the IATA Slot Return Deadline will not gain historic status in future seasons where either of the following apply.

1. The number of weeks in a series is less than 80% of the total weeks in the season.
 - a. Applies to all IATA SSIM chapter 6 service Types.
 - b. For historic eligibility the operator must be able to demonstrate ticket sales for each series.
2. The allocated slots are for positioning, technical stop or charter flights.
 - a. Applies to IATA SSIM chapter 6 service types G, R, C, O, L, P, T, K, E, W, X.
3. New freight integrator services, in accordance with the Cargo Local Rule.
 - a. Applies to IATA SSIM chapter 6 service types F, V, M, A, H.

Schedule requests for the same operation in future seasons will not be guaranteed a slot.

Historic eligibility will be reviewed regularly following the IATA Slot Return Deadline. The coordinator may withdraw any historic eligibility of an operator, if pursuant to the aforementioned points, the slot series is not held or operated as intended.

A newly allocated series that falls below 80% of the entire season may result in the operation being considered a Charter under the DXB Charter Local Rule. In such cases the conditions to the DXB Charter Local Rule would apply.

Operations that already have historic status prior to the publication of these rules:

The historic status of existing operations will be maintained. These will however be subject to the standard rules around utilisation as laid out in the Worldwide Airport Slot Guidelines. Failure to adhere to the rules will result in the loss of historic status and future applications will be treated as new services and subject to the rules relevant to these services as laid out above.

Exemptions:

New services beginning later in the season may be exempt from point 1, where there is intent to operate at least 80% of the total weeks in the future equivalent season.

For further clarification, please contact the Aviation Business Development team.

Aviation Business Management

Research / Strategy & Development Group

Email: Airline.Relations@dubaiairports.ae

9.3 ANNEX III: PASSENGER WELFARE & CONSUMER PROTECTION

Purpose:

The purpose of this section is to set Dubai Civil Aviation Authority's (DCAA) and Dubai Airports' (DA) expectations in regard to passengers' welfare standards and minimum assistance required by the airlines during times of disruption.

Flight disruption could be caused either by flight cancellation, flight delay or major incident causing airport closure or significant capacity reduction.

During any period of flight disruption, airlines shall ensure compliance with this policy and assume full accountability in addressing passengers' minimum welfare requirements.

Communications and Information

- During any type of disruption, the affected airline shall nominate an informed representative to communicate with passengers and with DA Operations and ensure representative availability at all times. The airline representative shall be available at check-in and throughout the period of disruption.

- In the event of a flight cancellation prior to the passenger's reporting time for check-in the airline shall notify DA Airport Operations Control Centre (AOCC) immediately after the decision and notify passengers within the first hour of the cancellation decision.
- In case of a flight delay, the airline representative shall provide regular updates to passengers, DA and DCAA OPS every hour.
Disruption details and information shall be reflected on the airline's social media channels and website if available, also communicated via SMS or phone calls.

Provision of Support

- Priority shall be given during the whole period of disruption to vulnerable passengers such as passengers with reduced mobility, special needs, unaccompanied children, senior citizens, and families with young children.
- Check-in desks and transfer desks shall be manned adequately to ensure full support is provided to passengers during the rebooking, cancellations, and refund request process. The airline shall rebook the next available flight to be as convenient as possible at the wish of passenger.
- The airline shall provide the passengers, DCAA consumer protection, and DA Terminal Duty Managers with the 24/7 rebooking centre contact details.
- During any type of disruption beyond 3 hours, the airline shall provide the passengers with meals and refreshments free of charge, and in a reasonable relation to their waiting time.
- During any type of disruption beyond 8 hours or necessitating an overnight stay, the airline shall provide hotel accommodation to passengers and transport between the airport and place of accommodation.
- Airline should provide clear complaint procedures to passengers.
- DA reserves the right to provide assistance to passengers directly if the affected airline does not comply with the above minimum standards, all costs incurred by us shall be fully charged back to the defaulting airline and payable on demand.
- Maximum hold onboard an aircraft is 3 hours in absence of disembarking decision.

KEY CONTACTS:

Airport Operations Control Centre (AOCC) +971(0)45045000

DXB

Senior Duty Manager - Terminal 1 +971(0)50 624 8010

Senior Duty Manager - Terminal 2 +971(0)54 990 5511

Senior Duty Manager - Terminal 3 +971(0)56 603 5385

Senior Duty Manager- Concourses +971(0) 56 216 5424

DWC

Senior Duty Manager +971(0) 56 686 4922

DCAA

Aviation Consumer Protection Unit: +971(0) 56 537 7782

9.4 ANNEX IV: CONTACT LIST

| DUBAI AIRPORTS | Tel | Email | SITA/ AFTN |
|--|---|---|------------|
| Aviation Business Management | | airline.relations@dubaiairports.ae | |
| Airport Operations Control Centre, (AOCC) (24/7) | +971(0) 45 04 5000 | Aocc@dubaiairports.ae | |
| Corporate Communication | | media@dubaiairports.ae Corporate.communication@dubaiairports.ae | |
| Emergency Services (AOCC) | +971(0) 45 04 5000 | | |
| Finance (Billing) | +971(0) 4 216 2018 | billing@dubaiairports.ae | |
| Finance (Cash office) | +971(0) 4 216 2142 | central.cashoffice@dubaiairports.ae | |
| Safety & Sustainability Department (DA S&S) Aerodrome Safety | | safety.sustainability@dubaiairports.ae sms@dubaiairports.ae AerodromeQuality@dubaiairports.ae | |
| Security Department | | airline.relations@dubaiairports.ae | |
| T1 Senior Duty Manager | +971(0) 50 624 8010 | T1CSDTeam@dubaiairports.ae | |
| T2 Senior Duty Manager | +971(0)54 990 5511 | T2CSDTeam@dubaiairports.ae | |
| T3 Senior Duty Manager | +971(0)56 603 5385 | T3CSDTeam@dubaiairports.ae | |
| Duty Manager Airside | +971 (0)56 681 1646 | ODMA@dubaiairports.ae | |
| Airside Compliance Assurance | | ComplianceTeam@dubaiairports.ae | |
| DUBAI CIVIL AVIATION AUTHORITY (DCAA) | | | |
| Executive Director Air Transport & International Affairs P.O. Box 49888. Dubai, UAE. www.dcaa.gov.ae | +971(0)4 777 0440 + 971(0) 56 686 9128 | air.transport@dcaa.gov.ae | |
| ACL (SLOT COORDINATORS) | | | |
| Dubai (Monday to Thursday 0730/1600GST, Friday 0730/1230 GST) Terminal 1 Departures 2525 Dubai International www.online-coordination.com | +971 58 546 4873 | slots@acl-international.com ; current_season@acl-uk.org (current season queries) and future_season@acl-uk.org (future season queries). | |

| | | | | |
|---|--|--|---|---------|
| UK (Monday to Friday 1230/2030 GST) Rourke House, Watermans Business Park, The Causeway Staines-Upon-Thames TW13 3BA www.online-coordination.com | | +44 208 564 0626 | slots@acl-international.com ; current_season@acl-uk.org (current season queries) and future_season@acl-uk.org (future season queries). | |
| FLIGHT CATERING | | | | |
| Emirates Flight Catering | +971 (0) 4 208 6763 / 6779 +971 (0) 50 652 1359 | opsekfc2@ekfc.ae | | DXBKCXH |
| GROUND HANDLER | | | | |
| dnata | | groundhandling@dnata.com | | |

9.5 Dubai Airports Account details

| | |
|----------------------------|--|
| Account Number | AED 1012001079604 |
| Account Name | DUBAI AIRPORT CORPORATION - REVENUE |
| IBAN | AE130260001012001079604 |
| Registered Address | P.O. Box 2525, DUBAI, UAE |
| Account Type | CURRENT ACCOUNT |
| Account Opened Date | 14-02-2020 |
| Branch Name | GROUP HEAD OFFICE BRANCH |
| Swift Code | EBILAEAD |

| | |
|----------------------------|---|
| Account Number | AED 1012001079602 |
| Account Name | DUBAI AIRPORT CORPORATION - AMANAT |
| IBAN | AE670260001012001079602 |
| Registered Address | P.O. Box 2525, DUBAI, UAE |
| Account Type | CURRENT ACCOUNT |
| Account Opened Date | 14-02-2020 |
| Branch Name | GROUP HEAD OFFICE BRANCH |
| Swift Code | EBILAEAD |