INTERNATIONAL STANDARDS
AND RECOMMENDED PRACTICES

FACILITATION

ANNEX 9
TO THE CONVENTION ON INTERNATIONAL CIVIL AVIATION

TENTH EDITION — APRIL 1997

This edition incorporates all amendments adopted by the Council prior to 21 November 1996 and supersedes, on 31 August 1997, all previous editions of Annex 9.

For information regarding the applicability of the Standards and Recommended Practices, see Foreword.

INTERNATIONAL CIVIL AVIATION ORGANIZATION
AMENDMENTS

The issue of amendments is announced regularly in the *ICAO Journal* and in the monthly *Supplement to the Catalogue of ICAO Publications and Audio-visual Training Aids*, which holders of this publication should consult. The space below is provided to keep a record of such amendments.

RECORD OF AMENDMENTS AND CORRIGENDA

<table>
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<tr>
<th>No.</th>
<th>Date applicable</th>
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<tbody>
<tr>
<td>1-16</td>
<td>31/8/97</td>
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<td>17</td>
<td>4/11/99</td>
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</tbody>
</table>

31/8/97
# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>TABLE OF CONTENTS</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>FOREWORD</strong></td>
<td>(v)</td>
</tr>
<tr>
<td><strong>CHAPTER 1. Definitions and applicability</strong></td>
<td>1</td>
</tr>
<tr>
<td>A. Definitions</td>
<td>1</td>
</tr>
<tr>
<td>B. Applicability</td>
<td>3</td>
</tr>
<tr>
<td><strong>CHAPTER 2. Entry and departure of aircraft</strong></td>
<td>4</td>
</tr>
<tr>
<td>A. General</td>
<td>4</td>
</tr>
<tr>
<td>B. Description, purpose and use of aircraft documents</td>
<td>4</td>
</tr>
<tr>
<td>C. Outbound procedures</td>
<td>5</td>
</tr>
<tr>
<td>D. Inbound procedures</td>
<td>6</td>
</tr>
<tr>
<td>E. Consecutive stops at two or more international airports in the same Contracting State</td>
<td>6</td>
</tr>
<tr>
<td>F. Completion of aircraft documents</td>
<td>6</td>
</tr>
<tr>
<td>G. Disinsecting of aircraft</td>
<td>6</td>
</tr>
<tr>
<td>H. Disinfection of aircraft</td>
<td>7</td>
</tr>
<tr>
<td>I. Arrangements concerning international general aviation and other non-scheduled flights</td>
<td>8</td>
</tr>
<tr>
<td><strong>CHAPTER 3. Entry and departure of persons and their baggage</strong></td>
<td>10</td>
</tr>
<tr>
<td>A. General</td>
<td>10</td>
</tr>
<tr>
<td>B. Entry requirements and procedures</td>
<td>10</td>
</tr>
<tr>
<td>I. Passenger identity documents</td>
<td>10</td>
</tr>
<tr>
<td>II. Visas</td>
<td>11</td>
</tr>
<tr>
<td>III. Additional documentation</td>
<td>11</td>
</tr>
<tr>
<td>IV. Public health requirements</td>
<td>11</td>
</tr>
<tr>
<td>V. Clearance procedures</td>
<td>12</td>
</tr>
<tr>
<td>VI. Crew and other operators’ personnel</td>
<td>13</td>
</tr>
<tr>
<td>VII. Civil aviation flight operations and cabin safety personnel</td>
<td>13</td>
</tr>
<tr>
<td>C. Departure requirements and procedures</td>
<td>14</td>
</tr>
<tr>
<td>D. Completion of passenger and crew documents</td>
<td>14</td>
</tr>
<tr>
<td>E. Custody and care of passengers and crew and their baggage</td>
<td>14</td>
</tr>
<tr>
<td>I. Passengers and crew</td>
<td>14</td>
</tr>
<tr>
<td>II. Baggage</td>
<td>16</td>
</tr>
<tr>
<td><strong>CHAPTER 4. Entry and departure of cargo and other articles</strong></td>
<td>17</td>
</tr>
<tr>
<td>A. General</td>
<td>17</td>
</tr>
<tr>
<td>B. Electronic data-processing techniques</td>
<td>17</td>
</tr>
<tr>
<td>C. Clearance of export cargo</td>
<td>18</td>
</tr>
<tr>
<td>D. Clearance of import cargo</td>
<td>18</td>
</tr>
<tr>
<td>E. Containers, pallets and their loads</td>
<td>20</td>
</tr>
<tr>
<td>F. Limitation of operators’ responsibilities</td>
<td>20</td>
</tr>
<tr>
<td>G. Aircraft equipment, stores and parts</td>
<td>21</td>
</tr>
<tr>
<td>H. Cargo and other articles not entering the country of intended destination</td>
<td>22</td>
</tr>
<tr>
<td>I. Unaccompanied baggage</td>
<td>22</td>
</tr>
<tr>
<td>J. Animal and plant shipments</td>
<td>23</td>
</tr>
<tr>
<td>K. Mail documents and procedures</td>
<td>23</td>
</tr>
<tr>
<td><strong>CHAPTER 5. Traffic passing through the territory of a Contracting State</strong></td>
<td>24</td>
</tr>
<tr>
<td>A. Traffic arriving and departing on the same through-flight</td>
<td>24</td>
</tr>
<tr>
<td>B. Traffic being transferred to another flight at the same airport</td>
<td>24</td>
</tr>
<tr>
<td>C. Traffic being transferred to another airport</td>
<td>25</td>
</tr>
<tr>
<td>D. Cargo traffic being transferred between air and surface transport</td>
<td>25</td>
</tr>
<tr>
<td>E. Free airports and free zones</td>
<td>25</td>
</tr>
<tr>
<td><strong>CHAPTER 6. International airports — facilities and services for traffic</strong></td>
<td>26</td>
</tr>
<tr>
<td>A. General</td>
<td>26</td>
</tr>
<tr>
<td>B. Airport traffic flow arrangements</td>
<td>26</td>
</tr>
<tr>
<td>I. Common provisions</td>
<td>26</td>
</tr>
<tr>
<td>II. Parking and servicing arrangements</td>
<td>27</td>
</tr>
<tr>
<td>III. Outbound passengers, crew and baggage</td>
<td>27</td>
</tr>
<tr>
<td>IV. Inbound passengers, crew and baggage</td>
<td>28</td>
</tr>
<tr>
<td>V. Transit and transfer of passengers and crew</td>
<td>29</td>
</tr>
<tr>
<td>VI. Miscellaneous facilities and services in passenger terminal buildings</td>
<td>29</td>
</tr>
<tr>
<td>VII. Cargo and mail handling and clearance facilities</td>
<td>29</td>
</tr>
</tbody>
</table>
| C. Facilities required for implementation of public health, emergency medical relief, animal and plant quarantine measures | 30   

ANNEX 9

(iii)

4/11/99

No. 17
<table>
<thead>
<tr>
<th>Annex 9 — Facilitation</th>
<th>Table of Contents</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>D. Facilities required for clearance controls and operation of control services</strong></td>
<td>APPENDIX 2. Passenger manifest ................. 40</td>
</tr>
<tr>
<td><strong>E. Monetary exchange facilities</strong></td>
<td>APPENDIX 3. Cargo manifest ...................... 41</td>
</tr>
<tr>
<td><strong>CHAPTER 7. Landing elsewhere than at international airports</strong></td>
<td>APPENDIX 4. Certificate of residual disinsection ..................... 42</td>
</tr>
<tr>
<td><strong>A. General</strong></td>
<td>APPENDIX 5. Embarkation/discharibarkation card ..................... 43</td>
</tr>
<tr>
<td><strong>B. Short stopover</strong></td>
<td>APPENDIX 6. Recommendation of the Customs Co-operation Council ................. 44</td>
</tr>
<tr>
<td><strong>C. No resumption of flight</strong></td>
<td>APPENDIX 7. Crew Member Certificate (CMC) ......................... 46</td>
</tr>
<tr>
<td><strong>CHAPTER 8. Other facilitation provisions</strong></td>
<td>APPENDIX 8. Civil Aviation Safety Inspector Certificate ..................... 47</td>
</tr>
<tr>
<td><strong>A. Bonds and exemption from requisition or seizure</strong></td>
<td>APPENDIX 9. Suggested formats for documents relating to the return of inadmissible persons ............. 48</td>
</tr>
<tr>
<td><strong>B. Facilitation of search, rescue, accident investigation and salvage</strong></td>
<td>APPENDIX 10. United Nations layout key for trade documents ..................... 50</td>
</tr>
<tr>
<td><strong>C. Relief flights following natural and man-made disasters which seriously endanger human health or the environment, and similar emergency situations where United Nations (UN) assistance is required</strong></td>
<td>APPENDIX 11. Model outline for a National Air Transport Facilitation Programme ..................... 51</td>
</tr>
<tr>
<td><strong>D. Marine pollution and safety emergency operations</strong></td>
<td>APPENDIX 12. Guidelines for the establishment and operation of National Air Transport and Airport Facilitation Committees ..................... 52</td>
</tr>
<tr>
<td><strong>E. Implementation of international health regulations and related provisions</strong></td>
<td>ATTACHMENT ................................. 55</td>
</tr>
<tr>
<td><strong>F. Establishment of national facilitation programmes</strong></td>
<td></td>
</tr>
<tr>
<td><strong>G. Facilitation of the transport of passengers requiring special assistance</strong></td>
<td></td>
</tr>
<tr>
<td><strong>I. General</strong></td>
<td></td>
</tr>
<tr>
<td><strong>II. Access to airports</strong></td>
<td></td>
</tr>
<tr>
<td><strong>III. Access to air services</strong></td>
<td></td>
</tr>
<tr>
<td><strong>APPENDIX 1. General declaration</strong></td>
<td></td>
</tr>
</tbody>
</table>
FOREWORD

Historical background

Standards and Recommended Practices on Facilitation were first adopted by the Council on 25 March 1949, pursuant to the provisions of Article 37 of the Convention on International Civil Aviation (Chicago, 1944), and designated as Annex 9 to the Convention with the title “Standards and Recommended Practices — Facilitation”. They became effective on 1 September 1949. The Standards and Recommended Practices were based on recommendations of the First and Second Sessions of the Facilitation Division, held at Montreal in February 1946 and at Geneva in June 1948. They were expanded and amended comprehensively as a result of subsequent Sessions of the Division, i.e., the Third Session, held at Buenos Aires in December 1951, the Fourth Session, held at Manila in October 1955, the Fifth Session, held at Rome in December 1959, the Sixth Session, held at Mexico City in March-April 1963, the Seventh Session, held at Montreal in May 1968, the Eighth Session, held at Dubrovnik in March 1973, the Ninth Session held at Montreal in April-May 1979 and the Tenth Session held at Montreal in September 1988. As a result of the Division’s Recommendations for amendment of Annex 9 and Council’s action thereon, the Second Edition of Annex 9 became effective on 1 March 1953, the Third Edition on 1 November 1956, the Fourth Edition on 1 November 1960, the Fifth Edition on 1 April 1964, the Sixth Edition on 1 April 1969, the Seventh Edition on 15 April 1974, the Eighth Edition on 15 July 1980 and the Ninth Edition on 15 November 1990.

Tenth Edition.— The present edition incorporates, inter alia, provisions arising from recommendations of the Eleventh Session of the Facilitation Division (Montreal, April 1995) which again resulted in a comprehensive expansion and amendment of Annex 9. This Tenth Edition of Annex 9 became effective on 30 April 1997 and is to become applicable on 31 August 1997.

The Standards and Recommended Practices on Facilitation are the outcome of Article 37 of the Convention, which provides, inter alia, that the “International Civil Aviation Organization shall adopt and amend from time to time, as may be necessary, international standards and recommended practices and procedures dealing with ... customs and immigration procedures ... and such other matters concerned with the safety, regularity and efficiency of air navigation as may from time to time appear appropriate”. The policy with respect to the implementation by States of the Standards and Recommended Practices on Facilitation is strengthened by Article 22 of the Convention, which expresses the obligation accepted by each Contracting State “to adopt all practicable measures, through the issuance of special regulations or otherwise, to facilitate and expedite navigation by aircraft between the territories of Contracting States, and to prevent unnecessary delays to aircraft, crews, passengers, and cargo, especially in the administration of the laws relating to immigration, quarantine, customs and clearance”, and by Article 23 of the Convention, which expresses the undertaking of each Contracting State “so far as it may find practicable, to establish customs and immigration procedures affecting international air navigation in accordance with the practices which may be established or recommended from time to time pursuant to this Convention”.*

In addition to the Standards and Recommended Practices of Annex 9, the Organization’s FAL Programme is based on the FAL Resolutions of the Assembly, Council’s Statement of 26 November 1965 on the Aims of ICAO in the Field of Facilitation (Doc 7891) and B-type recommendations of FAL Division Sessions which are those recommendations which do not suggest amendments to the Annex provisions. Certain of these B-type recommendations which have the character of guidance material are published in the Attachment to this edition of Annex 9.

Applicability

As indicated in Chapter 1, Section B, the Standards and Recommended Practices in this document apply to all categories of aircraft operation except where a particular provision specifically refers to one type of operation without mentioning other types of operations.

The Standards and Recommended Practices on Facilitation inevitably take two forms: first a “negative” form, e.g., that

* A number of other articles of the Convention have special pertinence to the provision of the FAL Annex and have been taken into account in its preparation. In particular, persons responsible for the implementation of the provisions of this Annex should be familiar with the following articles in addition to Articles 22 and 23:
  Article 10, Landing at Customs Airport;
  Article 11, Applicability of Air Regulations;
  Article 13, Entry and Clearance Regulations;
  Article 14, Prevention of Spread of Disease;
  Article 16, Search of Aircraft;
  Article 24, Customs Duty;
  Article 29, Documents carried in Aircraft.
States shall not impose more than certain maximum requirements in the way of paperwork, restrictions of freedom of movement, etc., and second a “positive” form, e.g., that States shall provide certain minimum facilities for passenger convenience, for traffic which is merely passing through, etc. Whenever a question arises under a “negative” provision, it is assumed that States will, wherever possible, relax their requirements below the maximum set forth in the Standards and Recommended Practices. Wherever there is a “positive” provision, it is assumed that States will, wherever possible, furnish more than the minimum set forth in the Standards and Recommended Practices.

**Action by Contracting States**

*Notification of differences.* The attention of Contracting States is drawn to the obligation imposed by Article 38 of the Convention by which Contracting States are required to notify the Organization of any differences between their national regulations and practices and the International Standards contained in this Annex and any amendments thereto. Contracting States are invited to extend such notification to any differences from the Recommended Practices contained in this Annex, and any amendments thereto. Further, Contracting States are invited to keep the Organization currently informed of any differences which may subsequently occur, or of the withdrawal of any differences previously notified. A specific request for notification of differences will be sent to Contracting States immediately after the adoption of each Amendment to this Annex.

Attention of States is also drawn to the provision of Annex 15 related to the publication of significant differences between their national regulations and practices and the related ICAO Standards and Recommended Practices through the Aeronautical Information Service, in addition to the obligation of States under Article 38 of the Convention.

*Promulgation of information.* The establishment and withdrawal of and changes to facilities, services and procedures affecting aircraft operations provided in accordance with the Standards and Recommended Practices specified in this Annex should be notified and take effect in accordance with the provisions of Annex 15.

Contracting States should make every effort to publish the FAL information required by Annex 15 (as amplified by the Aeronautical Information Services Manual — Doc 8126) and, in particular, ensure that they conform with the new requirements as to presentation and contents of such information prescribed by the Ninth Edition of Annex 15.

*Use of the text of the Annex in national regulations.* The Council, on 13 April 1948, adopted a resolution inviting the attention of Contracting States to the desirability of using in their own national regulations, as far as practicable, the precise language of those ICAO Standards that are of a regulatory character and also indicating departures from the Standards, including any additional national regulations that were important for the safety or regularity of air navigation. Wherever possible, the provisions of this Annex have been written in such a way as would facilitate incorporation, without major textual changes, into national legislation.

**General information**

An Annex is made up of the following component parts, not all of which, however, are necessarily found in every Annex; they have the status indicated:

1. — *Material comprising the Annex proper*

   a) *Standards and Recommended Practices* adopted by the Council under the provisions of the Convention. They are defined, in the case of this Annex, as follows:

   **Standard:** Any specification, the uniform observance of which has been recognized as practicable and as necessary to facilitate and improve some aspect of international air navigation, which has been adopted by the Council pursuant to Article 54 (1) of the Convention, and in respect of which non-compliance must be notified by States to the Council in accordance with Article 38.

   **Recommended Practice:** Any specification, the observance of which has been recognized as generally practicable and as highly desirable to facilitate and improve some aspect of international air navigation, which has been adopted by the Council pursuant to Article 54 (1) of the Convention, and to which Contracting States will endeavour to conform in accordance with the Convention.

   b) *Appendices* comprising material grouped separately for convenience but forming part of the Standards and Recommended Practices adopted by the Council.

   c) *Definitions* of terms used in the Standards and Recommended Practices which are not self-explanatory in that they do not have accepted dictionary meanings. A definition does not have an independent status but it is an essential part of each Standard and Recommended Practice in which the term is used, since a change in the meaning of the term would affect the specification.

2. — *Material approved by the Council for publication in association with the Standards and Recommended Practices*

   a) *Forewords* comprising historical and explanatory material based on the action of the Council and including an explanation of the obligations of States
with regard to the application of the Standards and Recommended Practices ensuing from the Convention and the Resolution of Adoption.

b) *Introductions* comprising explanatory material introduced at the beginning of parts, chapters or sections of the Annex to assist in the understanding of the application of the text.

c) *Notes* included in the text, where appropriate, to give factual information or references bearing on the Standards or Recommended Practices in question, but not constituting part of the Standards or Recommended Practices.

d) *Attachments* comprising material supplementary to the Standards and Recommended Practices, or included as a guide to their application.

This Annex has been adopted in six languages — English, Arabic, Chinese, French, Russian and Spanish. Each Contracting State is requested to select one of those texts for the purpose of national implementation and for other effects provided for in the Convention, either through direct use or through translation into its own national language, and to notify the Organization accordingly.

The following practice has been adhered to in order to indicate at a glance the status of each statement: *Standards* have been printed in light face roman; *Recommended Practices* have been printed in light face italics, the status being indicated by the words *Recommended Practice*; *Notes* have been printed in light face italics, the status being indicated by the prefix *Note*.

Any reference to a portion of this document which is identified by a number includes all subdivisions of the portion.

Throughout this Annex, the use of the male gender should be understood to include male and female persons.
INTERNATIONAL STANDARDS
AND RECOMMENDED PRACTICES

CHAPTER 1. DEFINITIONS AND APPLICABILITY

A. Definitions

When the following terms are used in the Standards and Recommended Practices on Facilitation, they have the following meanings:

**Aircraft equipment.** Articles, other than stores and spare parts of a removable nature, for use on board an aircraft during flight, including first-aid and survival equipment.

**Airline.** As provided in Article 96 of the Convention, any air transport enterprise offering or operating a scheduled international air service.

**Airline and operators’ documents.** Air waybills/consignment notes, passenger tickets and boarding passes, bank and agent settlement plan documents, excess baggage tickets, miscellaneous charges orders (M.C.O.), damage and irregularity reports, baggage and cargo labels, timetables, and weight and balance documents, for use by airlines and operators.

**Authorized agent.** A responsible person who represents an operator and who is authorized by or on behalf of such operator to act on all formalities connected with the entry and clearance of the operator’s aircraft, crew, passengers, cargo, mail, baggage or stores.

**Baggage.** Personal property of passengers or crew carried on an aircraft by agreement with the operator.

**Cargo.** Any property carried on an aircraft other than mail, stores and accompanied or mishandled baggage.

**Crew member.** A person assigned by an operator to duty on an aircraft during flight time.

**Direct transit area.** A special area established in connection with an international airport, approved by the public authorities concerned and under their direct supervision, for accommodation of traffic which is pausing briefly in its passage through the Contracting State.

**Direct transit arrangements.** Special arrangements approved by the public authorities concerned by which traffic which is pausing briefly in its passage through the Contracting State may remain under their direct control.

**Disembarkation.** The leaving of an aircraft after a landing, except by crew or passengers continuing on the next stage of the same through-flight.

**Disinsecting.** The operation in which measures are taken to kill the insect vectors of human disease present in aircraft and in containers (International Health Regulations (1969), Third Annotated Edition (1983), Part I, Article 1).

**Embarkation.** The boarding of an aircraft for the purpose of commencing a flight, except by such crew or passengers as have embarked on a previous stage of the same through-flight.

**Flight crew member.** A licensed crew member charged with duties essential to the operation of an aircraft during flight time.

**Free airport.** An international airport at which, provided they remain within a designated area until removal by air to a point outside the territory of the State, crew, passengers, baggage, cargo, mail and stores may be disembarked or unladen, may remain and may be trans-shipped, without being subjected to any customs charges or duties and to any examination, except for aviation security or for appropriate narcotics control measures.

**Free zone.** An area where merchandise, whether of domestic or foreign origin, may be admitted, deposited, stored, packed, exhibited, sold, processed or manufactured, and from which such merchandise may be removed to a point outside the territory of the State without being subjected to customs duties, internal consumer taxes or to inspection except for aviation security or for appropriate narcotics control measures. Merchandise of domestic origin admitted into a free zone may be deemed to be exported. When removed from a free zone into the territory of the State, the merchandise is subjected to customs and other required entry procedures.

**General aviation operation.** An aircraft operation other than a commercial air transport operation or an aerial work operation.
Ground equipment. Articles of a specialized nature for use in the maintenance, repair and servicing of an aircraft on the ground, including testing equipment and cargo- and passenger-handling equipment.

Inadmissible person. A person who is or will be refused admission to a State by its authorities.

Infected area. Defined on epidemiological principles by the health administration reporting the disease in its country and need not correspond to administrative boundaries. It is that part of its territory which, because of population characteristics, density and mobility and/or vector and animal reservoir potential, could support transmission of the reported disease (International Health Regulations (1969), Third Annotated Edition (1983), Part I, Article 1).

A list of infected areas notified by health administrations is published in the World Health Organization’s Weekly Epidemiological Record.

International airport. Any airport designated by the Contracting State in whose territory it is situated as an airport of entry and departure for international air traffic, where the formalities incident to customs, immigration, public health, animal and plant quarantine and similar procedures are carried out.

Lading. The placing of cargo, mail, baggage or stores on board an aircraft to be carried on a flight, except such cargo, mail, baggage or stores as have been laden on a previous stage of the same through-flight.

Mail. Dispatches of correspondence and other objects tendered by and intended for delivery to postal administrations.

Mishandled baggage. Baggage involuntarily, or inadvertently, separated from passengers or crew.

Narcotics control. Measures to control the illicit movement of narcotics and psychotropic substances by air.

Operator. A person, organization or enterprise engaged in or offering to engage in an aircraft operation.

Person with disabilities. Any person whose mobility is reduced due to a physical incapacity (sensory or locomotor), an intellectual deficiency, age, illness or any other cause of disability when using transport and whose situation needs special attention and the adaptation to the person’s needs of the services made available to all passengers.

Pilot-in-command. The pilot responsible for the operation and safety of the aircraft during flight time.

Public authorities. The agencies or officials of a Contracting State responsible for the application and enforcement of the particular laws and regulations of that State which relate to any aspect of these Standards and Recommended Practices.

Relief flights. Flights operated for humanitarian purposes which carry relief personnel and relief supplies such as food, clothing, shelter, medical and other items during or after an emergency and/or disaster and/or are used to evacuate persons from a place where their life or health is threatened by such emergency and/or disaster to a safe haven in the same State or another State willing to receive such persons.

Security equipment. Devices of a specialized nature for use, individually or as part of a system, in the prevention or detection of acts of unlawful interference with civil aviation and its facilities.

Spare parts. Articles of a repair or replacement nature for incorporation in an aircraft, including engines and propellers.

State of Registry. The State on whose register the aircraft is entered.

Stores. Articles of a readily consumable nature for use or sale on board an aircraft during flight, including commissary supplies.

Temporary visitor (visitor). Any person, who disembarks and enters the territory of a Contracting State other than that in which that person normally resides; remains there lawfully as prescribed by that Contracting State for legitimate non-immigrant purposes, such as touring, recreation, sports, health, family reasons, study, religious pilgrimages, or business; and does not take up any gainful occupation during his stay in the territory visited.

Through-flight. A particular operation of aircraft, identified by the operator by the use throughout of the same symbol, from point of origin via any intermediate points to point of destination.

Unaccompanied baggage. Baggage which is transported as cargo and may or may not be carried on the same aircraft with the person to whom it belongs.

Unclaimed baggage. Baggage which arrives at an airport and is not picked up or claimed by a passenger.

Unidentified baggage. Baggage at an airport with or without a baggage tag which is not picked up by or identified with a passenger.
Unloading. The removal of cargo, mail, baggage or stores from an aircraft after a landing, except cargo, mail, baggage or stores continuing on the next stage of the same through-flight.

Visitor. (See temporary visitor.)

B. Applicability

The provision of these Standards and Recommended Practices apply to all categories of aircraft operation except where a particular provision specifically refers to one type of operation without mentioning other types of operations.
CHAPTER 2. ENTRY AND DEPARTURE OF AIRCRAFT

A. General

2.1 Governmental regulations and procedures applicable to the clearance of aircraft shall be no less favourable than those applied to other forms of transportation.

2.2 Contracting States shall make provision whereby procedures for the clearance of aircraft, including those normally applied for aviation security purposes, as well as those appropriate for narcotics control, will be applied and carried out in such a manner as to retain the advantage of speed inherent in air transport.

Note.— With respect to application of aviation security measures, attention is drawn to Annex 17 and to the ICAO Security Manual.

2.2.1 Recommended Practice.— The appropriate control authorities of each Contracting State should enter into Memoranda of Understanding with the airlines providing international services to that State and with the operators of its international airports, setting out guidelines for their mutual co-operation in countering the threat posed by international trafficking in narcotics and psychotropic substances. Such Memoranda of Understanding should be patterned after the applicable models developed by the World Customs Organization for this purpose. In addition, Contracting States are encouraged to conclude Memoranda of Understanding amongst themselves.

2.3 No documents, other than those provided for in this Chapter, shall be required by the public authorities from operators for the entry and departure of aircraft.

Note.— It is part of the intention of this provision that standard forms shall not be varied by the inclusion of national markings thereon.

2.3.1 Recommended Practice.— Where a Contracting State introduces electronic data interchange (EDI) techniques for a clearance function, authorities should also execute a plan for migration to complete reliance on the electronic system for the exchange of required information with a view towards phasing out the requirement for preparation and exchange of paper documents.

2.4 Recommended Practice.— In accordance with the International Health Regulations of the World Health Organization, Contracting States should not interrupt air transport services for health reasons. In cases where, in exceptional circumstances, such service suspensions are under consider-}

ation, Contracting States should first consult with the World Health Organization and the health authorities of the State of occurrence of the disease before taking any decision as to the suspension of air transport services.

B. Description, purpose and use of aircraft documents

2.5 Contracting States shall not require the presentation of the General Declaration when this information can be readily obtained in an alternative and acceptable manner.

2.5.1 A Contracting State which continues to require the presentation of a General Declaration shall limit its requirements to the items and shall follow the format set forth in Appendix I — General Declaration.

2.5.2 When a Contracting State has eliminated the Passenger Manifest and no longer requires the General Declaration (except for purposes of attestation) it shall accept, at the option of the operator, either a General Declaration or an appropriate attestation, signed by the authorized agent or pilot-in-command, on one page only of the Cargo Manifest. The attestation on the Cargo Manifest can be provided by means of a rubber stamp.

2.5.3 A Contracting State which continues to require the presentation of the General Declaration shall accept it when signed by either the authorized agent or the pilot-in-command, but may, when necessary, require the health section thereof to be signed by a crew member when the General Declaration itself has been signed by a non-crew member.

2.5.4 Contracting States shall not require the General Declaration, where it continues to be in use, to be signed or stamped by clearance control authorities for the purpose of outbound or inbound clearance.

2.6 Where Contracting States require the presentation on entry and departure of aircraft of information relating to crew members, such information shall be limited to the number of crew on board. Where the General Declaration continues to be required, this information shall be provided in the column headed “Total number of crew”.

2.7 Contracting States shall not normally require the presentation of a Passenger Manifest, but when this type of information is required it may also be provided in an alternative and acceptable manner.
Note.— If the type of information referred to in 2.7 above is required, it should be limited to the items shown in the format of a Passenger Manifest set forth in Appendix 2.

2.7.1 Recommended Practice.— In Contracting States where the presentation of a list of passenger names is not required, public authorities should not require more information than the number of passengers embarking or disembarking, as the case may be, and the number going through the airport on the same flight. Where the General Declaration continues to be required, this information should be provided in the column headed ‘Number of Passengers on this Stage’.

Note.— It is the aim to eliminate from the General Declaration, as soon as possible, any notation in respect of passengers.

2.8 When the information included in the Cargo Manifest can be readily provided in an alternative manner legally acceptable to the competent authorities, Contracting States shall not require the presentation of the Cargo Manifest in writing.

2.9 A Contracting State which continues to require the presentation of a Cargo Manifest shall, apart from the information indicated in the heading of the format of the Cargo Manifest set forth in Appendix 3, not require more than the following three items:

a) the air waybill number;

b) the number of packages related to each air waybill number; and

c) the nature of the goods.

The Cargo Manifest shall be accepted either when it follows the above-mentioned format, or a clear and understandable format adapted to electronic data-processing techniques.

Note.— It is part of the intention of this provision that, for the purpose of reporting air cargo on arrival to the authorities, operators be given the following options subject to the agreement of the governments concerned:

a) submission of the Cargo Manifest as per Appendix 3 when prepared by the station of loading abroad, or

b) preparation and submission of the Cargo Manifest on arrival on the basis of shipments actually landed, or

c) submission of the information required in the Cargo Manifest in a different way, such as direct transmission into a computer, teletype listings, or one copy of the air waybill per shipment.

2.9.1 Recommended Practice.— Contracting States should dispense with the requirement for information concerning the nature of goods in the Cargo Manifest. A Contracting State should require the information listed on the Manifest only once.

2.9.2 Recommended Practice.— Contracting States which continue to require information about the nature of goods in the Cargo Manifest should use a plain language description of the goods. When Cargo Manifest data are transmitted by electronic data interchange, the description of goods should conform to internationally recognized standards.

2.10 Contracting States shall not require the presentation of a written declaration of the mail other than the form AV 7 prescribed in the Acts in force of the Universal Postal Union. Operators carrying mail shall, upon the request of the customs authorities, present to them for inspection and return a copy of the aforementioned AV 7 mail form in cases where it has not otherwise been made available for customs clearance purposes by the postal authorities.

2.11 Contracting States shall not require the presentation of a written declaration of stores remaining on board aircraft. In respect of stores laden on or unladen from an aircraft, Contracting States which continue to require the presentation of a written declaration of such stores shall limit the information required to an absolute minimum, and simplify their clearance to the greatest possible extent.

2.12 Contracting States shall not require the presentation of a list of the number of pieces of accompanied baggage. Operators carrying baggage shall, upon request from the authorities, provide them with any available information where it has not otherwise been provided for customs clearance purposes by the passenger.

C. Outbound procedures

2.13 Contracting States shall not require the authorized agent or pilot-in-command to deliver to the public authorities concerned, before departure of the aircraft, more than:

a) two copies of the General Declaration, when used;

b) two copies of the Cargo Manifest, when used, listing cargo, including unaccompanied baggage, laden according to points of unlading;

c) two copies of a simple stores list, when used, listing stores laden.

2.14 If the aircraft is not embarking passengers or lading cargo, mail, stores or baggage, no aircraft document shall be required except the General Declaration (which shall so state) or, if the provisions of 2.5.2 apply, the Cargo Manifest.

Note.— If the General Declaration is not required, this information can be supplied in the alternative manner referred to in 2.5.
Annex 9 — Facilitation

Chapter 2

2.15 When it will facilitate aircraft departure, Contracting States shall permit those operators that have provided a sufficiently conclusive statistical basis for obtaining such permission the use of standard baggage weights for each piece of baggage or for the aggregate of baggage for each passenger on given services.

D. Inbound procedures

2.16 Contracting States shall not require the authorized agent or pilot-in-command to deliver to the public authorities concerned, on arrival of the aircraft, more than:

a) three copies of the General Declaration, when used;

b) three copies of the Cargo Manifest, when used, listing cargo, including unaccompanied baggage, unladen according to points of lading;

c) two copies of a simple stores list, when used, listing stores unladen.

2.17 If the aircraft is not disembarking passengers or unlading cargo, mail, stores or baggage, no aircraft document shall be required except the General Declaration (which shall so state) or, if the provisions of 2.5.2 apply, the Cargo Manifest.

Note.— If the General Declaration is not required, this information can be supplied in the alternative manner referred to in 2.5.

E. Consecutive stops at two or more international airports in the same Contracting State

2.18 Contracting States shall not require documents or procedures for entry or departure of aircraft which are different from or in excess of those prescribed in this Chapter in the case where aircraft stop at two or more international airports within their territories without intermediate landing in the territory of another State.

Note.— During the interval (which may be of some duration in the case of many private flights) between the time when all inbound procedures have been completed and outbound procedures are begun, it is assumed that Contracting States normally will allow aircraft to land at other than international airports in their territories and will require no further documentation or procedures of the nature referred to in this Chapter.

F. Completion of aircraft documents

2.19 Recommended Practice.— Documents for entry and departure of aircraft should be accepted if furnished in Arabic, English, French, Russian or Spanish. Any Contracting State may require an oral or written translation into its own language.

2.20 Typewriting shall not be required in filling out the documents referred to in this Chapter 2. Handwritten block lettering in ink or indelible pencil, or documents produced by electronic data-processing techniques, in legible and understandable form shall be accepted in all cases.

2.21 No visa shall be required, nor shall any visa or other fee be collected, in connection with the use of any documentation required for the entry or departure of aircraft.

2.22 At the time the documents are being checked, the public authorities concerned shall either accord the authorized agent or pilot-in-command, where this can be done without undue delay, an opportunity to correct, or shall themselves correct, any errors which they are satisfied are of a purely clerical nature and were not made with intent to violate the laws of the Contracting State.

2.23 In the event of errors being found in documents, the operator or authorized agent shall not be subjected to penalties if he satisfies the public authorities concerned that the error was inadvertent and not of a serious nature.

G. Disinsecting of aircraft

2.24 Recommended Practice.— Contracting States should limit any routine requirement for the disinsecting of aircraft cabins and flight decks with an aerosol while passengers and crews are on board, to same-aircraft operations originating in, or operating via, territories that they consider to pose a threat to their public health, agricultural industry or environment.

2.25 When disinsecting is required by a Contracting State as a public health measure, that requirement shall be deemed to have been met by discharging into those portions of the aircraft which may carry insects from one area to another, an insecticide of a strength, formula and method of dispersal recommended by the World Health Organization and acceptable to that State, such insecticide to be effectively discharged from dispensers conforming to WHO specifications as follows:

a) into the flight deck and into those portions of the aircraft which cannot be reached when the aircraft is moving, as near as possible to the time of the aircraft’s last departure before entering the State and in sufficient time to avoid delaying such departure; and

b) into those portions of the aircraft which can be reached when the aircraft is moving, after the time of the aircraft’s last departure before entering the State, either:
1) by means of an aerosol spray, or any equivalent system, while the aircraft is taxiing from the ramp to the runway for take-off, or

2) by other equally effective means;

c) or, by means of a residual treatment with permethrin of the interior surfaces of an aircraft, in accordance with the recommendations of the World Health Organization (WHO).

Note.— When the carriage by air of filled aerosol dispensers is required, for instance on multi-sector flights, the aerosol dispensers should be packed in accordance with ICAO’s Technical Instructions for the Safe Transport of Dangerous Goods as Air (Doc 9284).

2.26 Recommended Practice.— When disinsecting as a public health measure has been properly performed pursuant to 2.25 and has been recorded on the General Declaration or in the Certificate of Residual Disinsection set forth in Appendix 4, if the disinsecting procedure indicated in c) of 2.25 above has been followed, it should be accepted by all Contracting States as evidence that effective disinsecting has been carried out for preventing the spread of all insect vectors of human diseases for whose destruction the insecticide is effective.

Note 1.— If the General Declaration is not required, this information can be supplied in the alternative manner referred to in 2.5.

Note 2.— When disinsecting is carried out by residual treatment of permethrin, the appropriate government authority should issue a “Certificate of Residual Disinsection” conforming to the form shown in Appendix 4, which should be part of the aircraft documentation for the period of effectiveness of the certificate, and should be shown to health authorities on request.

2.27 When disinsecting as a public health measure has been properly performed pursuant to 2.25, passengers and crew on arrival shall, except in special circumstances, be allowed to disembark immediately from the aircraft.

2.28 Recommended Practice.— Contracting States should ensure that all personnel in charge of disinsecting receive appropriate information concerning the way in which to perform such disinsecting effectively.

2.28.1 Recommended Practice.— To ease concern and reduce public opposition to the procedure, Contracting States should provide appropriate information, upon request, in plain language, to air crew and passengers on the reasons for and safety of properly performed aircraft disinsection.

2.29 Recommended Practice.— Disinsecting of an aircraft on a through-flight should not be required to be repeated on behalf of any insect vectors of human disease, against which the insecticide used is effective, except when live insect vectors of human disease have been found on board the aircraft, or when the aircraft is proceeding directly from an infected area of an insect-borne disease to a receptive area.

2.30 Recommended Practice.— When a Contracting State requires treatment of the aircraft with an insecticide in the interest of agriculture or food conservation, a single treatment should be employed that also meets the requirements of public health.

2.31 Recommended Practice.— When disinsecting or other remedial measures are required by a Contracting State for animal and plant quarantine purposes, such State should devise means to integrate its procedures in this field with other clearance procedures whenever this will expedite the clearance of aircraft and the loads that they carry, in so far as this does not detract from the safety of the aircraft and the effectiveness of the measures.

2.32 Contracting States shall ensure that their procedures for disinsecting or any other remedial measure are not injurious to the health of passengers and crew and cause the minimum of discomfort to them.

2.33 Contracting States shall ensure that any insecticide or any other substance used to meet the requirements of public health, agriculture or food conservation is not inflammable and does not have a deleterious effect on the structure of the aircraft or its operating equipment.

H. Disinfection of aircraft

2.34 Contracting States shall define the types of animals and animal products which, when imported by air, require that the aircraft be disinfected and shall normally exempt aircraft from disinfection when such animals or animal products are carried in approved containers. When aircraft disinfection is required, the following provision shall apply:

a) the application shall be limited solely to the container or to the compartment of the aircraft in which the traffic was carried;

b) the disinfection shall be carried out expeditiously; and

c) inflammable chemical compounds or solutions likely to damage aircraft structure, by corrosion or other effects, shall not be employed.
I. Arrangements concerning international general aviation and other non-scheduled flights

I. General

2.35 Contracting States shall publish their regulations concerning the advance notices and applications for permission referred to in 2.36 and 2.41, and communicate them to ICAO.

II. Advance notification of arrival

2.36 In the case of aircraft registered in other Contracting States, which are not engaged in scheduled international air services and which are making flights either in transit non-stop across the territory of a Contracting State or stopping in the territory of a Contracting State for non-traffic purposes, such Contracting State shall not require more advance notice of such flights than is necessary to meet the requirements of air traffic control and of the public authorities concerned.

Note.—This provision is not intended to prevent the application of appropriate narcotics control measures.

2.37 Contracting States shall accept from the appropriate authority of any other Contracting State the information contained in a flight plan as adequate advance notification of the arrival of in-coming aircraft referred to in 2.36 above, provided that such information is received at least two hours in advance of arrival and that the landing occurs at a previously designated international airport. Responsibility for notification to authorized inspection officials, in the case of both arrivals and departures of registered aircraft of other Contracting States, shall rest with the appropriate authority of the State concerned.

Note.—Specifications for flight plans are set forth in Annex 2 — Rules of the Air.

2.38 Contracting States requiring advance notice of the intended landing of aircraft in their territory shall designate a single agency through which such notices may be routed.

2.39 Contracting States requiring advance notice as referred to in 2.36 and 2.38 shall indicate the mail address and, where available, the AFTN address, the telex number or cable address, fax number, electronic mail address and telephone number of the designated agency.

III. Special permission for operations

2.40 Any Contracting State which, for reasons of safety of flight, requires special permission in respect of flights referred to in 2.36 above, shall not require any other information than that contained in a flight plan when application for such permission is made. Such application shall not be required to be filed more than three working days in advance of the intended arrival of the aircraft in the territory of said Contracting State, or the intended non-stop transit flight across the territory of said State.

2.41 In the case of aircraft engaged in the carriage of passengers, cargo or mail for remuneration or hire on other than scheduled international air services, if a Contracting State requires its special permission for the operation of taking on or discharging passengers, cargo or mail, it shall not require that such special permission be applied for through diplomatic channels, and shall:

a) establish procedures whereby such application will be dealt with promptly;

b) make such permission effective for a specific length of time or number of flights wherever possible; and

c) impose no fees, dues or charges for the issue of such permission.

2.42 Recommended Practice.—Contracting States should not require more than the following details in the applications referred to in 2.41:

a) name of operator;

b) type of aircraft and registration marks;

c) date and time of arrival and departure from the airport concerned;

d) place or places of embarkation or disembarkation abroad, as the case may be, of passengers and/or freight;

e) purpose of flight and number of passengers and/or nature and amount of freight; and

f) name, address and business of charterer, if any.

Note.—It is the intent of this provision that applications in advance for special permission should be acted upon expeditiously on the basis of the above standard information. As an example to illustrate the intent of this provision, a State which requires applications in advance could provide that whenever applications contain all of the above standard information they need not reach the appropriate agency more than two full business days in advance of the intended landing of the aircraft in the territory of that State.

2.43 Contracting States requiring special permission for operations shall designate a single agency through which such applications for permissions may be routed.
2.44 Contracting States requiring special permission as referred to in 2.40 shall indicate the mail address and, where available, the AFTN address, the telex number or cable address, fax number, electronic mail address and telephone number of the designated agency.

IV. Clearance and sojourn of aircraft

2.45 **Recommended Practice.**— Where there are international general aviation operations at an international airport, Contracting States should arrange for an adequate level of inspection and clearance for those services.

2.46 **Recommended Practice.**— In cases where the number of border-crossing general aviation flights so warrant, Contracting States should make arrangements whereby one governmental agency is authorized to undertake, on behalf of all other government departments concerned, clearance of smaller aircraft and their loads at airports used only by occasional international flights.

Note.— Some Contracting States have already authorized local police or other authorities at or near certain of their airfields to carry out all clearance aspects, thus enabling the State concerned to permit many of the smaller aircraft, coming directly from abroad, to land and depart from airports where normal clearance facilities do not exist, provided that no dutiable articles are unladen upon arrival or intended to be laden on departure.

2.47 An aircraft which is not engaged in scheduled international air services and which is making a flight to or through any designated international airport of a Contracting State and is admitted temporarily free of duty in accordance with Article 24 of the Convention shall be allowed to remain within that State, for a period to be established by that State, without security for customs duty on the aircraft being required.
CHAPTER 3. ENTRY AND DEPARTURE OF PERSONS AND THEIR BAGGAGE

A. General

3.1 Regulations and procedures applied to persons travelling by air shall be no less favourable than those applied to persons travelling by other means of transport.

3.2 Contracting States shall make provision whereby the procedures for clearance of persons travelling by air, including those normally applied for aviation security purposes, as well as those appropriate for narcotics control, will be applied and carried out in such a manner as to retain the advantage of speed inherent in air transport.

Note.—With respect to application of aviation security measures, attention is drawn to Annex 17 and to the ICAO Security Manual.

3.3 No documents other than those provided for in this Chapter shall be required by Contracting States for the entry into and departure from their territories of visitors.

B. Entry requirements and procedures

I. Passenger identity documents

3.4 Contracting States shall not require from visitors travelling by air any other document of identity than a valid passport.

Note.— It is not the intent of the above provision to discourage Contracting States, who wish to be more liberal, from accepting official documents of identity such as expired passports, national registration cards, seafarers’ identity documents, alien resident permits and crew member certificates in lieu of a valid passport.

3.4.1 Contracting States shall standardize the personal identification data included in their national passports (whether machine readable or not) to conform with the items and presentation recommended in Doc 9303 — Machine Readable Travel Documents, Part 1 — Machine Readable Passports.

3.5 Contracting States shall take all practicable measures to ensure that passports are issued as quickly as possible after receipt of the application.

3.5.1 Recommended Practice.—Contracting States should issue machine readable passports in the layout set forth in Doc 9303.

3.5.2 In cases where States cannot yet issue machine readable passports, they shall issue passports which conform to the format set forth in Doc 9303, Part 1, filling the machine readable zone area with words such as “This passport is not machine readable”.

3.5.3 Recommended Practice.—As a means of giving effect to 3.5 above, Contracting States should, if necessary, decentralize their facilities for the issue of passports and should waive any requirements to produce certificates of good conduct, documentary evidence of financial status and similar supporting documents, except in special circumstances.

3.5.4 Recommended Practice.—Contracting States should issue passports with an initial period of validity of at least five years, valid for an unlimited number of journeys and for all countries, except in special circumstances.

3.5.5 Recommended Practice.—Contracting States should institute simple procedures for the renewal or replacement of passports and grant the same period of validity for the new or renewed passport as for the initial issue.

3.5.6 Recommended Practice.—If any fee is charged for the issue or renewal of a passport, the amount of such fee should not exceed the cost of the operation.

3.5.7 Recommended Practice.—A Contracting State should not require separate passports for children under 16 years of age entering its territory when accompanied by a parent or legal guardian, provided that particulars of the child are recorded in the passport of the accompanying adult.

3.5.8 Contracting States shall refrain from issuing a joint passport to two spouses.

3.5.9 Recommended Practice.—Contracting States should endeavour within a reasonable period of time to issue a separate passport to children under the age of 16 years.

3.5.10 Recommended Practice.—Contracting States should endeavour, where practicable, to promote the use of internationally standardized formats for biometric and digitized photographic data which identify the authentic holder of the document in which these data are recorded.

3.6 In cases where a visitor holds a valid passport and no visa is required of him (cf. 3.7 below), Contracting States shall
not require him to obtain any other identity document from their consulates or from operators prior to the commencement of his flight.

Note.— It is the intention of this provision that the visitors referred to should be admitted upon arrival without having to furnish any other document except, if required, a Disembarkation Card (cf. 3.10 and 3.10.1 below) and, if required, a Certificate of Vaccination or Revaccination (cf. 3.11 below).

II. Visas

3.7 Recommended Practice.— Contracting States should extend to the maximum number of countries the practice of abolishing, through bilateral or multilateral arrangements or through unilateral action, entrance visas for visitors.

3.8 In cases where a Contracting State continues to require entrance visas from visitors, it shall adopt the practice of issuing such visas without charge through reciprocal or other acceptable arrangements.

3.8.1 Recommended Practice.— In cases where Contracting States continue to require entry clearances or visas, these should be issued in machine readable form as specified in Doc 9303, Part 2 — Machine Readable Visas.

3.8.2 Contracting States shall simplify the documentary requirements and other formalities for the issue of entrance visas for visitors and shall ensure that such visas are issued as quickly as possible after receipt of the application and shall not normally require the applicant to make a personal appearance at a consulate.

3.8.3 Entrance visas for visitors shall normally be made valid for at least twelve months from the date of issue regardless of the number of entries into the State concerned and with the understanding that the duration of each stay may be limited. However, the State concerned may require that the length of validity of the visa does not exceed the length of validity of the passport or other identity document in which such visa is inserted.

3.8.4 Recommended Practice.— In exceptional circumstances, when a visitor, for reasons of force majeure, does not possess the required entry visa, Contracting States should authorize entry and enable the visitor to regularize his position.

3.8.5 Contracting States shall not require visas for re-entry from their own nationals.

3.8.6 Recommended Practice.— Contracting States should not require visas for re-entry from their resident aliens who have lawful residence permits.

3.8.7 Recommended Practice.— In cases where Contracting States continue to require entry clearances or visas and are not in a position to issue them in machine readable form as recommended in 3.8.1, such entry clearances or visas should be issued in the format prescribed for the visual zone of the machine readable visa in Doc 9303, Part 2 — Machine Readable Visas.

Note.— Provided they adhere to the prescribed format, these entry clearances or visas can be in the form of a stick-in label or a stamp or other imprint.

III. Additional documentation

3.9 Recommended Practice.— Contracting States should not require either from visitors travelling by air, or from operators on their behalf, any information in writing supplementary to or repeating that already presented in their identity documents.

3.10 A Contracting State which continues to require written supplementary information from visitors travelling by air shall limit its requirements to the items and shall follow the format set forth in Appendix 5 — Embarkation/Disembarkation Card.

3.10.1 Contracting States, when requiring Embarkation/Disembarkation Cards, shall accept their completion by visitors and shall not require them to be completed or checked by the operator. Legible handwritten script shall be accepted on the cards, except where the form specifies block lettering.

3.10.2 Contracting States which require the presentation of Embarkation/Disembarkation Cards shall provide them to airline operators at no charge for distribution to passengers prior to embarkation or during the flight.

IV. Public health requirements

3.11 In cases where evidence of protection against yellow fever is required from persons travelling by air, Contracting States shall accept the International Certificate of Vaccination or Revaccination in the form set out by the World Health Organization in Appendix 2 of the International Health Regulations (1969).

3.12 Recommended Practice.— Medical examination of persons arriving by air should normally be limited to those disembarking and coming within the incubation period of the disease concerned, as stated in the International Health Regulations (1969), from an area infected with one of the three quarantinable diseases (plague, cholera and yellow fever).
V. Clearance procedures

3.13 Except in special circumstances, Contracting States shall not require that identity documents be collected from passengers or crew before they arrive at the passport control points.

3.13.1 After individual presentation by passengers and crew of the identity documents, the public officials concerned shall, except in special individual cases, hand back such documents immediately after examination, rather than withholding them for purposes of obtaining additional control.

3.14 In giving effect to 3.2, Contracting States shall ensure that examination by clearance control officials is performed as expeditiously as possible.

3.14.1 Recommended Practice.— Contracting States should adopt a multi-channel immigration inspection system at international airports where passenger traffic justifies its installation and where this may expedite clearance procedures.

3.14.2 Recommended Practice.— Where appropriate, Contracting States should introduce a system of Advance Passenger Information (API), which involves the capture of passport details prior to departure and the transmission of the details by electronic means to the authorities in the destination country, and in doing so should follow the joint World Customs Organization (WCO)/International Air Transport Association (IATA) Guideline on Advance Passenger Information, except that the data elements to be transmitted as set forth in the Guideline should also include the nationality of the passport holder expressed in the form of the Alpha-3 Codes specified in Doc 9303. To avoid extra handling time during check-in, the use of document reading devices to capture the information in machine readable travel documents should be encouraged.

3.15 Each Contracting State shall make arrangements whereby the identity document of a visitor need be inspected except in special circumstances by only one official at times of entry and departure.

Note.— This provision is intended to ensure inspection of the identity document of a visitor by only one official on behalf of both the Immigration and Police authorities. It is not intended to discourage Health and Customs officials from examining the identity document whenever this may facilitate health and customs clearance of the visitor.

3.16 Contracting States shall accept an oral declaration of baggage from passengers and crew.

3.17 Contracting States shall normally accomplish inbound passenger baggage inspection on a sampling or selective basis.

3.17.1 Contracting States shall adopt the dual-channel baggage clearance system at international airports where the volume of passenger traffic justifies its installation.

Note.— See Appendix 6 — Dual-Channel Clearance System as recommended by the Customs Co-operation Council.

3.18 Recommended Practice.— Contracting States should make arrangements whereby a passenger and his baggage, on an international flight making two or more stops within the territory of the same State, should not be required to be cleared through governmental formalities at more than one airport of the State concerned. Similarly, the State concerned should, in so far as is possible, make arrangements whereby these formalities are effected at the passenger’s airport of destination on that flight, except in special circumstances determined by the authorities concerned.

3.19 Contracting States shall facilitate the return of mishandled baggage to passengers or crew concerned or to the operator’s central tracing office and shall not hold operators liable for penalties, fines, customs duties and taxes, on the basis that the baggage was mishandled. Under the conditions laid down by the competent authorities, operators may be permitted to open such baggage to determine ownership.

Note.— The application of this provision should be subject to the relevant customs laws and regulations. The provision of storage facilities for unclaimed, unidentified and mishandled baggage is covered in 6.37.2.

3.20 Contracting States shall permit operators to clear mishandled baggage at an appropriate destination on behalf of passengers and crew, subject to completion of the appropriate documentation.

Note 1.— Appropriate documentation may include:

a) a list of contents and a written customs declaration, in lieu of clearance in person by the passenger or crew concerned; and

b) where required, a written authorization for the operator to act as representative of the passenger or crew in clearing such baggage.

Note 2.— Appropriate destination may refer to:

a) the final destination which has clearance facilities; or

b) where necessary, the first port of entry.

In each case it is the intent of this provision that the operator shall retain the responsibility for delivering the baggage to its final destination.

3.21 Subject to appropriate security measures, Contracting States shall facilitate the clearance of unidentified and unclaimed baggage and its return to the operator. Under the
Chapter 3

VI. Crew and other operators’ personnel

3.22 Contracting States shall ensure that when inspection of crew members and their baggage is required on arrival or departure, such inspection shall be carried out as expeditiously as possible.

3.23 Contracting States shall provide facilities which will enable crew members of their airlines to obtain without delay and without charge crew members’ certificates valid for the crew member’s term of employment.

Note.— The CMC was developed as a card for use for identification purposes by both flight crew and cabin attendants, leaving the crew licences to serve their primary purpose of attesting to the professional qualifications of the flight crew.

3.23.1 Recommended Practice.— The certificates referred to in 3.23, 3.24 and 3.25 should be machine readable cards issued in accordance with the specifications in Doc 9303, Part 4 — Machine Readable Crew Member Certificate. Where this is not possible, the certificates should be issued in the format shown in Appendix 7, i.e. in the same layout as the visual zone of the machine readable crew member certificate.

3.24 In the case of airline flight crew and cabin attendants who retain their crew member certificates in their possession when embarking and disembarking, remain at the airport where the aircraft has stopped or within the confines of cities adjacent thereto, and depart on the same aircraft or their next regularly scheduled flight, each Contracting State shall accept such crew member certificates for temporary admission to the State and shall not require a passport or visa.

Note 1.— It is the intent of this provision that a crew member certificate shall be recognized as a satisfactory identity document even if the holder is not a national of the State of Registry of the aircraft on which he serves. It is not desired to discourage Contracting States from issuing such crew member certificates to resident alien crew members if they are willing to do so.

Note 2.— The implementation of 3.24 permits rapid and efficient disposition of personnel by airlines. The full benefit cannot be derived from these provisions while some States withhold acceptance of them.

3.24.1 Each Contracting State shall extend privileges of temporary admission similar to those provided under 3.24 to flight crew and cabin attendants of an aircraft operated for remuneration or hire but not engaged in scheduled international air services, subject to the requirement that such flight crew and cabin attendants must depart on the aircraft on its first flight out of the territory of the State.

3.25 When it is necessary for an airline crew member, in the exercise of his duties, to travel to another State as a passenger by any means of transportation in order to join an aircraft, each State shall accept from that crew member, in lieu of a passport and visa for temporary admission and for the necessary freedom of movement within its territory to join such aircraft, a crew member certificate as specified in 3.23.1 and 3.24 together, where required, with a document from the crew member’s employer certifying the purpose of the journey.

3.25.1 Recommended Practice.— Each Contracting State should extend privileges of temporary admission similar to those provided under 3.25 and on the same conditions, to a crew member of an aircraft operated for remuneration or hire but not engaged in scheduled international air services.

3.26 Recommended Practice.— Contracting States should make arrangements to expedite the admission, for residence in their territories, of ground and flight personnel of foreign airlines operating to or through such territories, to the extent that such personnel are necessary to perform supervisory and technical duties directly connected with the operation of the international air services being performed by such airlines.

3.27 Contracting States shall make arrangements to ensure entry without delay into their territories on a temporary basis of technical personnel of foreign airlines operating to or through such territories who are urgently required for the purpose of converting to an airworthy condition any aircraft which is, for technical reasons, unable to continue its journey. In the event of States requiring a guarantee of, for instance, the subsistence in, and return from, such State, this shall be negotiated without delaying the immediate admission of such personnel.

VII. Civil aviation flight operations and cabin safety personnel

3.28 Recommended Practice.— Contracting States should ensure that flight operations and cabin safety inspectors of another Contracting State, when engaged on inspections duties, are treated in the same manner as crew members, as specified in 3.22.

3.29 Recommended Practice.— Contracting States should provide their flight operations and cabin safety inspectors with a certificate containing the material set forth in Appendix 8 and valid for the inspector’s term of employment.

3.30 Recommended Practice.— Flight operations inspectors and cabin safety inspectors should carry the...
certificate specified in 3.29, a copy of the flight inspector’s itinerary which has been approved by the State which employs the inspector, and a valid passport.

3.31 **Recommended Practice.**— Contracting States should extend the privileges of temporary admission, as described in 3.24, to flight operations and cabin safety inspectors of another Contracting State, who are engaged on their inspection duties, provided that the departure on the next flight inspection of the inspector’s itinerary is after not more than a normal period of rest.

C. Departure requirements and procedures

3.32 Contracting States shall not require exit visas from their own nationals or residents wishing to tour abroad nor from visitors at the end of their stay.

3.32.1 **Recommended Practice.**— Contracting States should not require exit visas from resident aliens wishing to tour abroad.

3.33 Contracting States shall, in conformity with their respective regulations, endeavour to reduce the documentation required to be produced by passengers departing from their territories to a valid passport or other acceptable form of identity document.

**Note.**— It is understood that such documentation should include a valid visa if required.

3.34 Contracting States shall not require the presentation or inspection of baggage of passengers departing from their territory, except for aviation security measures or in special circumstances.

**Note.**— This provision is not intended to prevent the application of appropriate narcotics control measures and specific customs control where required.

3.35 Contracting States shall not require tax clearance certificates from visitors.

3.36 Contracting States shall not hold the operator responsible for any payment arising from the non-payment of taxes by any passenger.

D. Completion of passenger and crew documents

3.37 **Recommended Practice.**— The practice of entering names on passenger and crew documents should be to put the surname or surnames first. Where both paternal and maternal surnames are used, the paternal surname should be placed first. Where for married females both the husband’s and the wife’s paternal surnames are used, the husband’s paternal surname should be placed first.

E. Custody and care of passengers and crew and their baggage

I. Passengers and crew

A. General provisions

3.38 The public authorities concerned shall expeditiously accept passengers and crew for examination as to their admissibility into the State.

3.38.1 The operator shall be responsible for the custody and care of passengers and crew until they are accepted for such examination. The responsibility of the operator shall include the custody of passengers and crew between the aircraft and the terminal building and within the terminal building transit area, it being understood that the Contracting State may, if it so wishes, relieve the operator from all, or part of this responsibility.

**Note.**— The term “accepted for examination” is commonly understood to refer to the first appearance of the passenger before a control officer after disembarkation, to seek entry into the country concerned, at which time the control officer examines the documentation presented by the passenger and normally makes a determination as to his admissibility or not. Such examination does not encompass the documentary sighting at the aircraft immediately upon disembarkation, which may be carried out by public authorities for profiling purposes.

3.38.2 **Recommended Practice.**— After such acceptance, whether conditional or unconditional, the public authorities concerned should be responsible for the custody and care of passengers and crew until they are legally admitted for entry or found to be inadmissible and transferred back to the custody of the operator for transport away from the territory of the State.

B. Inspection and control of persons

Inspection of documents

3.39 Operators shall take precautions at the point of embarkation to ensure that passengers are in possession of the documents prescribed by the States of transit and destination for control purposes as described in Chapter 3, Section B.

3.40 Contracting States and operators shall co-operate, where practicable, in establishing the validity and authenticity of passports and visas that are presented by embarking passengers.
Chapter 3

3.40.1 **Recommended Practice.**—The appropriate public authorities of Contracting States, either singly or jointly, should enter into co-operative arrangements such as memoranda of understanding (MOUs) with the operators providing international services to and from those States, setting out guidelines for their mutual support and co-operation in countering the abuses associated with travel document fraud. Such arrangements should assign mutual responsibilities to the public authorities and to the operators, in the ascertainment of the validity and authenticity of the travel documents of embarking passengers, and in the necessary steps to prevent the loss or destruction of documents by passengers en route to their destinations.

3.40.2 **Recommended Practice.**—Contracting States should make arrangements such as memoranda of understanding (MOUs) with other Contracting States with the intention of permitting the positioning of “liaison officers” at airports or to establish other forms of international co-operation in order to assist operators to establish the validity and authenticity of the passports and visas of embarking passengers.

3.41 Contracting States shall not fine operators in the event that arriving and in-transit passengers are found to be improperly documented where operators can demonstrate that they have taken adequate precautions to ensure that the passengers had complied with the documentary requirements for entry into the receiving State.

3.41.1 **Recommended Practice.**—When operators have co-operated with the public authorities to the satisfaction of those authorities, for example pursuant to memoranda of understanding reached between the parties concerned, in measures designed to prevent the transportation of improperly documented persons, Contracting States should mitigate the fines and penalties that might otherwise be applicable should such persons be carried to their territory.

**Inadmissible persons**

3.42 Each Contracting State shall ensure that the public authorities seize fraudulent, falsified or counterfeit travel documents. The public authorities shall also seize the travel documents of a person impersonating the rightful holder of the travel document. Such documents shall be removed from circulation and returned to the appropriate authorities of the State named as issuer as soon as practicable.

3.43 **Recommended Practice.**—In the event that the precautions referred to in 3.39 have been taken but the passenger is nevertheless not admitted due to document problems beyond the expertise of the operator or for reasons other than improper documents, the operator should not be held directly responsible for any costs related to official detention of the passenger.

3.44 The public authorities shall without delay inform the operator when a person is found inadmissible and consult the operator regarding the possibilities for removal.

Note 1.—A person found inadmissible shall be transferred back into the custody of the operator who transported that person directly to the final destination or, where appropriate, into the custody of one of the operators who carried the person to one of the transit destinations.

Note 2.—Nothing in this provision or in Note 1 is to be construed so as to allow the return of a person seeking asylum in the territory of a Contracting State, to a country where his life or freedom would be threatened on account of his race, religion, nationality, membership in a particular social group or political opinion.

3.45 In place of a seized document, a covering letter shall be issued by the removing State and attached to it will be a photocopy of the seized travel documents (if available) as well as any important information such as the removal order. The covering letter and its attachments shall be handed over to the operator responsible for the removal of the inadmissible person. It will serve to give information to the authorities at the transit and/or the original point of embarkation. In the event the person found inadmissible has lost or destroyed his travel documents, a similar letter shall be issued.

Note.—Suggested formats for letters applicable to the removal of improperly documented passengers are set forth in Appendix 9.

3.45.1 **Recommended Practice.**—Each Contracting State should, where practicable, ensure that the public authorities issuing a removal order give notice to the public authorities of the countries of transit and, where advisable, final destination of the trip planned.

Note.—This notice should contain the following information:

a) identity of the person;

b) reason for transport;

c) escort(s), if any; and

d) risk assessment by the competent authorities.

3.46 Each Contracting State shall ensure that a person found inadmissible is transferred back into the custody of the operator, who shall be responsible for prompt removal to:

— the point where the person commenced his journey; or

— to any place where the person is admissible.

3.46.1 When the public authorities have reason to believe that a person who has been declared inadmissible might offer resistance to his removal, they shall so inform the operator in sufficient time so that the operator can take precautions to ensure the security of the flight.
Annex 9 — Facilitation

Chapter 3

Note.— To this end, security should be provided by government officials, wherever appropriate under national regulations, or by the operator who should use his own security personnel or, at his expense, hire personnel whom he considers to be competent.

3.47 When a passenger is found inadmissible and is transferred back pursuant to 3.46, the public authorities ordering the removal shall deliver the travel documents of the inadmissible person (including the letters applicable to the return of improperly documented passengers) to the operator or, in the case of escorted persons, to the escort/guard, who shall be responsible for delivering them to the public authorities of the State of destination.

3.48 When a person is found inadmissible and is returned to the operator for transport away from the territory of the State, the operator shall not be precluded from recovering from such person any transportation costs arising from his inadmissibility.

3.49 Contracting States shall accept for examination a person being returned from his point of disembarkation after having been found inadmissible if this person previously stayed in their territory before embarkation, other than in direct transit. Contracting States shall not return such a person to the country where he was earlier found to be inadmissible.

Note.— This provision is not intended to prevent public authorities from further examining a returned inadmissible person to determine his eventual acceptability in the State or make arrangements for his transfer, removal or deportation to a State of which he is a national or where he is otherwise acceptable.

3.49.1 In following the procedure in 3.49, where a person who has been found to be inadmissible has lost or destroyed his travel document, Contracting States shall accept instead a document attesting to the circumstances of embarkation and arrival issued by the public authorities of the Contracting State where the person was found to be inadmissible.

3.50 Where the procedure in 3.45 has been followed, Contracting States shall accept the covering letter referred to and shall not require the production of the fraudulent, falsified or counterfeit travel document concerned.

3.51 The obligation of an operator to transport any person away from the territory of a Contracting State shall terminate from the moment such person has been legally admitted for entry into that State.

Deportees

3.52 Each Contracting State shall ensure that the operators concerned are informed when persons are obliged to travel because they have been formally ordered by the public authorities to be removed from that State. The public authorities shall inform the operators in sufficient time so that the operators can take precautions to ensure the security of the flight.

Note.— The following information is to be provided, subject to national privacy legislation, to the operators by the public authorities:

— name of person to be identified as deportee;
— reason for deportation;
— names of escorts/guards;
— willingness or unwillingness to travel; and
— any other information that would allow the operators to assess the risk of endangering the security of the flight.

In order to ensure appropriate co-ordination of facilitation and security specifications, attention is drawn to the applicable provisions of Annex 17, Chapter 4.

3.53 Each Contracting State shall ensure that the public authorities ordering the deportation inform the public authorities of transit and, if advisable, those of destination countries of the planned transport.

Procurement of a replacement travel document

3.54 A Contracting State shall, when requested to provide travel documents to facilitate the return of one of its nationals, respond within a reasonable period of time and not more than 30 days after such a request was made either by issuing a travel document or by satisfying the requesting State that the person concerned is not one of its nationals.

3.55 A Contracting State shall not make the signing by the person concerned of an application for a travel document a prerequisite for the issuance of that document.

3.56 When a Contracting State has determined that a person for whom a travel document has been requested is one of its nationals but cannot issue a passport within 30 days of the request, the State shall issue an emergency travel document that attests to the nationality of the person concerned and that is valid for readmission to that State.

3.57 A Contracting State shall not thwart the return of one of its nationals by rendering that person stateless without consultation with the State from which that person has been ordered removed.

II. Baggage

3.58 In Contracting States where the operator has the obligation to the customs authorities for safeguarding baggage until it is cleared by customs, he shall be freed from this obligation and from liability for customs duties and taxes chargeable on such baggage when it is taken into charge by the customs authorities and is under their sole control.
CHAPTER 4. ENTRY AND DEPARTURE OF CARGO AND OTHER ARTICLES

A. General

4.1 Regulations and procedures applicable to goods carried by aircraft shall be no less favourable than those which would be applicable if the goods were carried by other means.

4.2 Contracting States shall make provisions whereby procedures for the clearance of goods carried by air and for the interchange of air cargo with surface transport, including those normally applied for aviation security purposes as well as those appropriate for narcotics control, will be applied and carried out in such a manner as to retain the advantage of speed inherent in air transport and to avoid delay.

Note.— With respect to application of aviation security measures, attention is drawn to Annex 17 and to the ICAO Security Manual.

4.3 Contracting States shall examine with operators and organizations concerned with international trade all possible means of simplifying the clearance of goods carried inbound and outbound by air and shall introduce such means as soon as possible.

B. Electronic data-processing techniques

4.4 When introducing electronic data interchange (EDI) techniques for air cargo facilitation, Contracting States shall encourage international airline operators, handling companies, airports, customs and other authorities and cargo agents to exchange data electronically, in conformance with relevant UN/Electronic Data Interchange For Administration, Commerce and Transport (UN/EDIFACT) international standards, in advance of the arrival of aircraft, to facilitate cargo processing.

4.5 Recommended Practice.— In making arrangements to deal with consignments for which expedited release or clearance is requested, Contracting States should, to the extent possible, implement the Guidelines for Expedited Clearance of the World Customs Organization.

4.6 Recommended Practice.— Contracting States should carry out the clearance of express consignments in compliance with the Guidelines of the World Customs Organization.

4.7 Contracting States shall accept commercial documents required for the clearance of air cargo, when produced by electronic data-processing techniques, provided they are in legible and understandable form and that they contain the required information.

4.8 Contracting States shall examine, in close collaboration with international operators and others concerned with air cargo, the facilitation implications which may result from the introduction of electronic data-processing techniques.

4.8.1 Recommended Practice.— When introducing electronic data interchange (EDI) techniques for air cargo facilitation, Contracting States should limit the information required from operators to that relating to the latter’s particular function concerned (e.g. operator, clearing agent, importer), as required by the pertinent UN/EDIFACT standard international messages.

4.8.2 Recommended Practice.— Where an electronic data interchange (EDI) system is established in Contracting States for air cargo processing requiring operators to provide, in advance of arrival, cargo manifest and shipment details in automated form, the authorities should establish policies and procedures for participating operators to improve facilitation of the arriving cargo.

Note.— This provision does not intend that operators not participating in an optional electronic data interchange programme should experience a reduction of facilitation from levels experienced prior to establishment of such system.

4.9 Recommended Practice.— When the introduction, or modification, of electronic data-processing techniques for air cargo is planned, Contracting States should endeavour to apply the following principles:

a) affording all interested parties, from the outset, the opportunity for consultation;

b) evaluating existing procedures and eliminating those which are unnecessary;

c) determining those procedures which are to be computerized;

d) adopting existing industry standards such as the International Air Transport Association (IATA)/Customs Cooperation Council (CCC) Joint Customs/Airlines Electronic Data Interchange Manual and, as they mature, UN/EDIFACT standards including but not limited to the UN Trade Data Elements Directory.
Annex 9 — Facilitation  

Chapter 4

4.10 When introducing electronic data-processing techniques for air cargo, Contracting States shall consider the principle of optionality regarding participation by operators and other interested parties.

4.10.1 **Recommended Practice.**— Electronic data-processing systems for the clearance and facilitation of air cargo should cover its intermodal transfer.

C. Clearance of export cargo

4.11 **Recommended Practice.**— Contracting States should waive, as far as possible, presentation of individual documents pertaining to shipments of cargo including unaccompanied baggage to be exported by air.

4.11.1 **Recommended Practice.**— Contracting States, in giving effect to 4.11, should encourage, to the maximum extent practicable, alignment of documents required for the clearance of export cargo with the United Nations Layout Key for Trade Documents, to follow the format set forth in Appendix 10 — United Nations Layout Key for Trade Documents.

4.12 A Contracting State which continues to require such documents for export clearance shall, for as many types of goods as possible, limit its requirements to a simple export declaration.

4.13 Contracting States shall make arrangements consistent with aviation security, as well as those appropriate for narcotics control, which permit operators to select and load cargo, including unaccompanied baggage, and stores on outbound aircraft up to the time of departure.

4.14 A Contracting State which continues to require export licences or permits for certain types of goods shall establish simple procedures whereby such licences or permits can be obtained or renewed rapidly.

4.15 Except for reasons of aviation security, Contracting States shall not normally require physical examination of cargo, including unaccompanied baggage, to be exported by air.

**Note.**— This provision is not intended to prevent authorities from examining goods exported under certain conditions, e.g. under bond, licence or drawback, nor is it intended to preclude other essential examinations including any appropriate narcotics control measures.

4.15.1 **Recommended Practice.**— When the authorities of a Contracting State determine that a shipment which has been loaded on a departing aircraft must be examined, the authorities should, in certain circumstances, allow the operator to give bond for return of the goods rather than delay the aircraft to unload the cargo, if granting such permission does not put security or narcotics enforcement at risk.

**Note.**— It is the intent of this provision that in such circumstances the authorities of the Contracting State of destination should co-operate with the origin State’s authorities by releasing the goods for immediate return to the departure point.

4.15.2 In case a physical examination of cargo for reasons of aviation security has to be accomplished, the authority concerned shall seal such cargo before its export by air.

4.16 In Contracting States where physical examination of export cargo cannot be waived completely, such examination shall be accomplished by applying the sampling or selective technique in a most liberal manner. The appropriate public authorities of the State concerned shall also, in consultation with, inter alia, operators and airport administrations, devise physical means for carrying out the inspection rapidly and without necessitating a separate ground handling of the bulk of the goods for purposes of examination.

4.17 Contracting States shall permit cargo, including unaccompanied baggage which is to be exported by air, to be presented for clearance purposes at any approved customs office. Transfer from the first office to the air customs office of the airport where the cargo, including unaccompanied baggage, is to be laden on the aircraft, shall be effected in accordance with the procedure laid down in the laws and regulations of the State concerned. Such procedure shall be as simple as possible, making due allowance for aviation security requirements, and any appropriate narcotics control measures.

4.18 Where goods are exported from a Contracting State, free of taxes or duties which would be payable in the absence of exportation, and that State requires evidence of the arrival abroad of such goods, it shall accept as such evidence a statement supplied by the shipper or consignee and certified by the customs authorities in the State of destination. In any event, the Contracting State shall not require a certified cargo manifest as such evidence of arrival at destination.

D. Clearance of import cargo

4.19 Contracting States shall endeavour to simplify documentary requirements for the clearance of import cargo and reduce to a minimum the variety of forms and the information to be shown thereon.
4.19.1 **Recommended Practice.**— Contracting States, in giving effect to 4.19, should encourage, to the maximum extent practicable, alignment of documents required for the clearance of import cargo with the United Nations Layout Key for Trade Documents, to follow the format set forth in Appendix 10 — United Nations Layout Key for Trade Documents.

4.20 The commercial invoice, which includes the information required by the importing country for the clearance of goods, shall constitute the basic document for the accomplishment of customs or other governmental formalities.

4.21 **Recommended Practice.**— Where a Contracting State requires two or more of the following documents:

- commercial invoice,
- certificate of origin,
- certificate of value,

it should accept either separate documents or a combined form incorporating the information contained on the separate documents, at the trader’s option.

4.22 Contracting States which continue to require the air waybill to be presented for inspection in connection with the clearance of cargo shall not require the consignor and/or operator to place special information for customs or other governmental purposes on the air waybill.

**Note.**— It is the intention of this provision, inter alia, that the provisions of 4.11.1 and 4.19.1 should also apply to the air waybill.

4.23 Contracting States shall not require consular formalities or consular charges or fees in connection with documents for the clearance of air cargo.

4.24 A Contracting State which continues to require import licences or permits for certain types of goods shall establish simple procedures whereby such licences or permits can be obtained and renewed rapidly.

4.25 **Recommended Practice.**— Each Contracting State should arrange for imported airfreight consignments, including documents, private gift packages and trade samples, not exceeding a certain value or weight, specified by that State, to be exempted as far as possible from import duties and other taxes and charges, and either exempted from formal declaration procedures or accorded immediate release on the basis of minimal data requirements as proposed in the World Customs Organization Express Consignment Guidelines. Value levels fixed in accordance with this Recommended Practice should take account of the costs of entry processing for Customs and declarant and should be reviewed, regularly, to take account of inflation.

4.26 Contracting States shall make arrangements for the use of a simplified form of customs documentation and facilitate prompt clearance and release in respect of that imported cargo, including private gift packages and trade samples, which exceeds the limits set in accordance with 4.25 and shall establish higher limits of value or weight up to which such simplified documentation will apply.

4.27 Contracting States shall make arrangements whereby the maximum number of consignments not falling under 4.25 and 4.26 above can be released promptly after arrival upon presentation of a provisional entry document (or a legally acceptable electronic equivalent) and an adequate guarantee for payment of duties and other taxes and charges, subject to complete fulfilment of customs and other requirements within a time limit specified by that State.

4.28 Procedures shall be developed for the submission of pre-import information to customs prior to arrival of cargo in order to facilitate the processing of entries.

4.29 Contracting States shall, subject to compliance with any national prohibitions or restrictions and any required aviation security or appropriate narcotics control measures, make arrangements whereby special air cargo consignments, e.g. disaster relief shipments, perishable goods (livestock, plants, foodstuffs, etc.) can be released and/or cleared immediately upon arrival.

4.29.1 **Recommended Practice.**— Contracting States should endeavour to release all general cargo not requiring more than normal inspection within four hours or as soon as practicable thereafter, from the time proper documentation or a legally acceptable electronic equivalent is presented.

4.30 **Recommended Practice.**— Where the nature of a consignment could attract the attention of different clearance agencies, e.g. Customs and veterinary or sanitary controllers, Contracting States should endeavour to delegate authority for clearance to customs or one of the other agencies, or where not feasible, take all necessary steps to ensure that clearance is carried out simultaneously, at one point and with a minimum of delay.

4.31 Contracting States, in co-operation with operators, airport authorities and other agencies concerned with the handling, clearance and forwarding of goods, shall take the necessary steps to reduce to a minimum the dwell-time of air cargo in airport cargo terminals.

4.31.1 **Recommended Practice.**— Contracting States should make arrangements to release part shipments when the complete documentation for such part shipments has been presented.

4.32 Contracting States shall accomplish their physical examination of cargo imported by air on a sampling or selective basis. The appropriate public authorities of the State
concerned shall also, in consultation with, *inter alia*, operators and airport administrations, devise physical means for carrying out such examination rapidly.

4.33 Each Contracting State shall allow cargo, including unaccompanied baggage, which has been unladen from an aircraft at an international airport to be transferred to any authorized customs office within the State for customs entry and clearance. The customs regulations of the State concerned relating to such transfer shall be as simple as possible.

4.33.1 Cargo which has been opened for physical examination and sealed according to 4.15 and 4.15.2 shall be handled and cleared at the point of destination in the same way as cargo which has not been opened.

4.34 **Recommended Practice.**— When volume justifies it, Contracting States, in co-operation with operators, airport authorities and official control agencies, should promote the provision of appropriate, common handling facilities for accompanied and unaccompanied courier baggage.

*Note.*— With respect to the facilities to be observed in carrying out this Recommended Practice, attention is drawn to the guidance material set forth in the Attachment to this Annex.

### E. Containers, pallets and their loads

4.35 Contracting States shall, subject to compliance with their respective regulations, permit the temporary importation of containers, pallets and associated equipment — whether owned by airlines, consignors/consignees, or third parties — without payment of customs duties and other taxes and charges and shall facilitate the use of this equipment in air traffic.

*Note.*— A Contracting State may reserve the right not to grant these concessions in the case of containers, pallets and associated equipment which have been the subject of purchase, hire-purchase, lease or a contract of a similar nature, concluded by a person (natural or legal) resident or established in its territory.

4.35.1 **Recommended Practice.**— Contracting States should provide in their regulations, referred to in 4.35, for the acceptance of a simple declaration from the operator to the effect that the containers, pallets and associated equipment temporarily imported will be re-exported within the time limit set by the State concerned.

4.36 Containers, pallets and associated equipment entering the territory of a Contracting State under the provisions of 4.35 shall be permitted to leave the limits of an international airport for import clearance of their loads and/or for export lading under simplified control procedures and with a minimum of documentation as specified by the State concerned.

4.37 Contracting States shall, where demand arises, make suitable arrangements for the storage and/or clearance and/or examination of containers/pallets and their loads at off-airport locations.

4.38 Contracting States shall permit containers, pallets and associated equipment temporarily imported, to be re-exported to any other State and through any of its approved customs offices.

4.39 Contracting States shall permit the temporary importation of component parts of containers and pallets without payment of customs duties and other taxes and charges when these parts are needed for the repair of containers and pallets already admitted under the terms of 4.35.

4.40 **Recommended Practice.**— Contracting States should permit the loan between airlines of temporarily imported containers, pallets, and associated equipment, without payment of customs duties and other taxes and charges, when these are used only on international routes.

### F. Limitation of operators’ responsibilities

4.41 Where a Contracting State has requirements for documents such as the commercial invoice, declaration forms, import licence and the like, it shall not make it the obligation of the operator to ensure that these documentary requirements are met, nor shall the operator be held responsible, fined or penalized for inaccuracies or omissions of facts shown on such documents, unless he is, or is acting for, the importer or exporter.

4.42 In Contracting States where the operator has the obligation to the customs authorities for safeguarding cargo, unaccompanied baggage, mail and stores until they are cleared by customs, he shall be freed from this obligation and from liability for customs duties and taxes chargeable on such items when they are taken into charge by the customs authorities and are under their sole control.

4.43 Contracting States shall absolve operators from liability for customs duties, taxes and other charges at such time as goods are transferred, with the approval of the authorities, into the possession of a third party, having on file with the customs authorities adequate security or guarantee.

4.44 Contracting States shall not impede the movement of air cargo solely in order to collect statistics. Any necessary documents shall be provided by the declarant as required by the authorities.
G. Aircraft equipment, stores and parts

4.45 **Recommended Practice.**— With respect to the importation of stores provided for in Standard 4.46, Contracting States, whenever possible, should not require ancillary documentation (such as Certificates of Origin and consular or specialized invoices).

4.46 Stores imported into the territory of a Contracting State by an airline of another Contracting State for use in connection with the establishment or maintenance of an international service operated by that airline shall be admitted free of customs duties and other taxes or charges subject to compliance with the regulations of the Contracting State concerned. Such regulations shall not unreasonably interfere with the necessary use by the airline concerned of such stores.

4.47 **Recommended Practice.**— In the case where aircraft engaged in international flights stop at two or more international airports within the territory of a Contracting State without intermediate landing in the territory of another State and without embarking and disembarking any domestic passengers, Contracting States should permit the sale and use of commissary supplies on board aircraft without payment of customs duties or other taxes.

4.48 **Recommended Practice.**— Ground equipment and security equipment imported into the territory of a Contracting State by an airline of another Contracting State for use within the limits of an international airport in connection with the establishment or maintenance of an international service operated by that airline should be admitted free of customs duties and, as far as possible, other taxes and charges, subject to compliance with the regulations of the Contracting State concerned. Such regulations should not unreasonably interfere with the necessary use by the airline concerned of such ground equipment and security equipment.

Note.— It is the intent of this provision that items such as the following should be admissible under the above provision, and it is not desired to discourage a Contracting State from allowing once-admitted items to be used by another foreign airline or at a location other than an international airport:

a) Repair, maintenance and servicing equipment:
   - all repair and maintenance material for airframes, engines and instruments;
   - specialized aircraft repair kits;
   - starter batteries and carts;
   - maintenance platforms and steps;
   - test equipment for aircraft, aircraft engines, and aircraft instruments;
   - aircraft engine heaters and coolers;
   - ground radio equipment.

b) Passenger-handling equipment:
   - passenger-loading steps;
   - specialized passenger-weighing devices;
   - specialized catering equipment.

c) Cargo-loading equipment:
   - vehicles for moving or loading of baggage, cargo, equipment or supplies;
   - specialized cargo-loading devices;
   - specialized cargo-weighing devices.

d) Component parts for incorporation into ground equipment including the items listed above.

e) Security equipment:
   - weapon-detecting devices;
   - explosives-detecting devices;
   - intrusion-detecting devices.

f) Component parts for incorporation into security equipment.

4.49 **Recommended Practice.**— Instructional material and training aids imported by an airline of another Contracting State into the territory of a Contracting State for use in connection with the technical training of ground and flight personnel required to establish and maintain an international service operated by that airline should be admitted free of customs duties and other taxes and charges, subject to compliance with the regulations of the Contracting State concerned.

Note.— It is the intent of this provision that items solely identified with aviation and aeronautical education and training such as the following should be admissible under the above provisions:

   - flight simulators;
   - link-trainers;
   - mock-ups;
   - cutaway engines and parts;
   - charts showing the functioning of various technical systems.

4.50 **Recommended Practice.**— Contracting States should, wherever possible, arrange for duty-free admittance of airline and operators’ documents and should allow for their expeditious clearance by the airlines’ own staff or their nominated agents.
4.51 Contracting States shall establish procedures for airlines and/or operators of other Contracting States allowing the prompt entry into or departure from their territories of aircraft equipment, spare parts, ground, training and security equipment, whether or not they are free of customs duties and other taxes and charges, under the provisions of this Annex or any other arrangements. Contracting States shall grant prompt clearance for the importation and exportation of such goods upon completion of simplified documentary procedures by the airlines or operators concerned. These arrangements shall not extend to goods intended for general sale, food, beverages and tobacco.

4.51.1 Recommended Practice.— A Contracting State should whenever possible permit an airline or operator of another Contracting State to present on a separate page of the Cargo Manifest a list of the aircraft equipment, spare parts, ground, training and security equipment being imported or exported. This should be endorsed as follows:

Note.— We certify that the goods listed on this page of the Manifest are not for sale and are for the sole use of (insert name of airline or operator) in connection with the establishment or maintenance of an international air service.

4.52 Contracting States shall dispense with the requirements for advance production of documents such as entry or exit permits, and the like, when aircraft equipment, spare parts, stores, ground, training and security equipment are urgently required by an airline or operator of another Contracting State in order to maintain service, provided the airline accepts full responsibility in writing to produce these documents within a reasonable time after the items have been admitted or exported, and provided that the Contracting State concerned is satisfied that the documents will in fact be produced.

4.53 Contracting States shall allow the loan of aircraft equipment and spare parts and security equipment and spare parts between airlines, when these are used in connection with the establishment or maintenance of scheduled international air services, without payment of customs duties or other taxes or charges subject only to control measures which may provide that repayment of the loan is normally to be accomplished by means of the return of articles that are qualitatively and technically similar and of the same origin, and in any event that no profit-making transaction is involved.

H. Cargo and other articles not entering the country of intended destination

4.54 When, because of error, emergency, or inaccessibility upon arrival, cargo, unaccompanied baggage or stores are not unladen at their intended destination, the public authorities at the place of intended unloading shall accept a declaration from the operator that the articles in question have not been unladen and the reasons therefore and shall not require the operator to prepare new documentation, nor impose penalties, fines, customs duties and taxes on the operator.

4.55 When goods are consigned to a destination within a Contracting State and have not yet been released for home consumption in that State but subsequently are required to be returned to the point of origin or to be redirected to another destination, the Contracting State shall allow reforwarding without requiring import, export or transit licences if no contravention of the laws and regulations in force is involved.

Note.— This provision is not intended to prevent Contracting States from requiring import, export or transit licences in case of particular consignments which are subject to special restrictions.

4.56 When, because of error or handling problems, cargo, unaccompanied baggage or stores are unladen at an international airport without being manifested, the Contracting State concerned shall facilitate their return to their correct destination or allow their normal clearance and delivery to consignee, provided all cargo reporting requirements are satisfied, and shall not hold operators liable for penalties, fines, customs duties and taxes on the basis that the cargo was mishandled. In the case where cargo, unaccompanied baggage or stores require reforwarding to the correct destination, the Contracting State may impose the following requirements:

a) that they be reported to the public authorities concerned;

b) that until reforwarded, they remain under the supervision of the public authorities concerned at the point of unlading;

c) that a notation that they were carried to the wrong destination be made either on the manifest or General Declaration (see also 2.5) delivered in connection with the unlading;

d) that they be reforwarded without delay;

e) that they be subject to the laws and regulations of the State relating to public health and animal and plant quarantine;

f) that, if reforwarded by air, they be entered either on the appropriate manifest or General Declaration (see also 2.5) upon reforwarding; and

g) that, if reforwarded by air, a declaration of transshipment and/or verification be made in respect of them at the airport from which they leave the State.

I. Unaccompanied baggage

4.57 Unaccompanied baggage carried by air shall be cleared under the procedure applicable to accompanied baggage or under another simplified customs procedure distinct from that normally applicable to other cargo.
Note.—It is the intent of this provision, inter alia, that:

a) unaccompanied baggage, to the extent possible, be as free from declaration forms as accompanied baggage; however, clearance documents provided by airlines shall be completed by the passenger prior to shipment;

b) the same customs concessions be granted as for accompanied baggage, subject to compliance with the regulations of the Contracting State concerned;

c) arrangements be made for the clearance of unaccompanied baggage in the passenger customs hall where selected accompanied baggage is cleared when necessary; and

d) unaccompanied courier baggage be dealt with according to the provisions of Recommended Practice 4.5 of Annex 9 and Standard 4.3.4 of Annex 17.

4.57.1 Contracting States shall make provision so that unaccompanied baggage may be cleared upon request of a person acting as an authorized representative for the owner.

J. Animal and plant shipments

4.58 Contracting States which in certain circumstances require sanitary certificates or related documents in respect of particular animal and plant shipments shall publish the details of their requirements in this connection.

K. Mail documents and procedures

4.59 Contracting States shall carry out the handling, forwarding and clearance of mail and shall comply with the documentary procedures as prescribed in the Acts in force of the Universal Postal Union.
CHAPTER 5. TRAFFIC PASSING THROUGH THE TERRITORY OF A CONTRACTING STATE

A. Traffic arriving and departing on the same through-flight

5.1 Each Contracting State shall make provision by means of direct transit areas, direct transit arrangements, or otherwise, whereby crew, passengers, baggage, cargo, stores and mail continuing their journey on the same through-flight may remain temporarily within the State without undergoing any examination except for reasons of aviation security, narcotics control or in special circumstances.

Note.— With respect to application of aviation security measures, attention is drawn to Annex 17 and the ICAO Security Manual.

5.2 Contracting States shall not require any documents or visas in respect of traffic continuing its journey on the same through-flight, except in special circumstances determined by the public authorities concerned.

Note.— It is the intent of this provision, inter alia, that Contracting States shall neither a) temporarily deprive passengers of their passports nor b) require the operator to do so.

B. Traffic being transferred to another flight at the same airport

5.3 Each Contracting State shall make arrangements so that disembarking passengers and their baggage being transferred from one flight or operator to another at the same airport will be treated in a manner similar to that set forth in Section A above. Operators shall undertake to sort out transferring passengers and their baggage in order that such passengers and baggage may be allowed to proceed as rapidly as possible to their connecting flights.

Note.— For connecting traffic at the same airport, the operator who disembarked the passenger has the obligation for his custody and care.

5.4 Contracting States shall not require any documents or visas in respect of traffic being transferred to another flight at the same airport, except in special circumstances determined by the public authorities concerned.

Note.— For connecting traffic at the same airport, the operator who disembarked the passenger has the obligation for his custody and care.

5.4.1 With respect to passengers passing through the territory of a Contracting State who are to leave that State within two days from the day of their arrival and who cannot stay at the international airport of arrival until their next flight for lack of facilities or on account of other circumstances, each Contracting State shall permit them to remain within its territory without requiring them to obtain visas prior to their arrival, except in special circumstances determined by the public authorities concerned.

Note.— It is the intent of this provision that each Contracting State may:

a) issue to such passengers, upon arrival, some form indicating they have permission to enter, such as a laissez-passer or a stopover visa;

b) designate some specific area or place in the city where the international airport is located, or a neighbouring city, as the sphere of activities of such passengers;

c) take any other necessary administrative measures relating to the stay of such passengers in its territory; and

it is also understood that any Contracting State may, if it wishes to do so, extend to passengers passing through its territory more facilities than are provided in the above provision and in a), b) and c) of this Note.

5.5 Each Contracting State shall make arrangements for the direct trans-shipment of mishandled baggage, unaccompanied baggage, unladen cargo and stores, from one flight or operator to another at the same airport, without examination, except for reasons of aviation security or in special circumstances. In cases when direct trans-shipment cannot be effected, Contracting States shall ensure that arrangements are made for the temporary custody of such goods under secure supervision at an appropriate location. Operators shall undertake to process mishandled baggage, unaccompanied baggage, trans-shipment cargo and stores as rapidly as possible.

Note.— This provision is not intended to prevent the application of appropriate narcotics control measures.

5.6 Each Contracting State shall make arrangements to allow operators, under supervision of the public authorities
concerned, to disassemble trans-shipment cargo, including shipments in containers and pallets, so that they may sort and reassemble shipments for onward carriage without examination, except for reasons of aviation security or in special circumstances, and subject only to simple documentation where required.

Note.— This provision is not intended to prevent the application of appropriate narcotics control measures.

5.7 Unladen airmail being trans-shipped from one flight or operator to another at the same airport shall be effected in accordance with the Acts in force of the Universal Postal Union.

C. Traffic being transferred to another airport

5.8 Recommended Practice.— Each Contracting State should make provision, by means of transit arrangements or otherwise, whereby traffic that passes directly through the State and, in the course of such passage, transfers from one international airport to another international airport may proceed without undergoing examination, except for aviation security measures, prevention of illegal entry or in special circumstances. For connecting traffic to another airport, the operator who disembarked the passenger has the obligation for his custody and care, except in the case where this obligation, in conformity with the national legislation in force, falls within the competence of another authority.

5.9 Recommended Practice.— With respect to the traffic referred to in 5.8, Contracting States should not require any documents or visas for passengers and their baggage, and if documents are required for cargo, unaccompanied baggage and stores, documents as simplified as possible should be used.

D. Cargo traffic being transferred between air and surface transport

5.10 Contracting States shall make arrangements whereby formalities for the interchange of air cargo with surface transport are applied in such a manner as to retain the speed advantage of air transport and to avoid delay.

E. Free airports and free zones

5.11 Recommended Practice.— Contracting States should establish free airports.

5.12 Recommended Practice.— In connection with international airports, Contracting States should establish and either develop and operate themselves, or permit other parties to develop and operate, free zones and/or warehousing facilities and should publish detailed regulations as to the types of operations which may or may not be performed therein.

5.13 In all cases where free zone facilities and/or warehousing facilities are not provided in connection with an international airport but have been provided elsewhere in the same general vicinity, Contracting States shall make arrangements so that air transport can utilize these facilities on the same basis as other means of transport.

5.14 Contracting States shall ensure that the provision of free airports, free zones and/or warehousing facilities presents no additional risks as regards aviation security and narcotics control.
CHAPTER 6. INTERNATIONAL AIRPORTS —
FACILITIES AND SERVICES FOR TRAFFIC

A. General

6.1 Contracting States shall take all necessary steps to secure the co-operation of operators and airport administrations in ensuring that satisfactory facilities and services are provided for rapid handling and clearance of passengers, crew, baggage, cargo and mail at their international airports. Such facilities and services shall be flexible and capable of expansion to meet anticipated growth in traffic volume, or increased security measures during higher threat situations, while permitting appropriate narcotics control measures.

Note.— With respect to the application of aviation security measures, attention is drawn to the relevant specification in Annex 17, Chapter 2.*

6.2 Contracting States shall take all necessary steps to encourage consultations between the airport administration on the one hand and operators, control authorities and appropriate bodies representing other airport users on the other at the earliest stage when planning new or substantially modified terminal buildings or when new procedures require changes in facilities, including changes of layout within existing facilities, at their international airports.

6.3 Contracting States shall take all necessary steps to secure the co-operation of operators and airport administrations in ensuring that the facilities and services at their international airports are designed in such a way as to provide the best possible airport traffic flow arrangements.

6.3.1 Recommended Practice.— Contracting States whose international airports experience traffic peaking problems should, in accordance with appropriate procedures for co-ordination of schedules at airports, indicate to the appropriate airlines operating scheduled and non-scheduled flights, well in advance of the recognized traffic seasons, any restrictions that may apply in order to match the traffic and the airport capacity.

6.4 Recommended Practice.— Where a passenger service charge is levied at an international airport and its collection from passengers gives rise to facilitation problems, this charge should be levied, where practicable, following consultation and advance notice, on the airlines which should in turn recover the charge from passengers in such a way that the necessity for additional queuing at the airport is avoided.

6.5 Recommended Practice.— Whenever possible, the use of credit cards should be acceptable as a means of payment for services rendered, including duties and taxes, at international airports.

6.6 Recommended Practice.— It is recommended that operators, in agreement with, and subject to reasonable limitations which may be imposed by, the airport authorities, be offered the choice of providing their own services for ground handling operations, or the option of having such operations performed entirely, or in part, by an organization controlled by another operator authorized by the airport authority, or by the airport operator, or by a servicing agent approved by the airport authority.

B. Airport traffic flow arrangements

1. Common provisions

6.7 Contracting States shall ensure that particular attention is given to the need for adequate facilities to be available at all times at international airports and that appropriate measures are adopted to permit embarkation and disembarkation of passengers without delay.

6.7.1 Recommended Practice.— Contracting States should encourage airports and operators to exchange all relevant flight information. Electronic Data Interchange with airlines should be facilitated at busy airports. In such cases, technical solutions complying with industry standards (e.g. UN/EDIFACT) should be encouraged.

6.8 Recommended Practice.— The arrangements in 6.3 should be by the most direct route with no crossing between passenger and baggage lines nor between different circuits. To the extent that the route is not self-evident, appropriate signposting should be used.

6.9 Recommended Practice.— International signs to facilitate passengers using airports, reproduced in the document developed for that purpose entitled International

* The specification reads as follows:

2.2.1 Recommendation.— Each Contracting State should whenever possible arrange for the security measures and procedures to cause a minimum of interference with, or delay to the activities of, international civil aviation.
Signs to Provide Guidance to Persons at Airports and Marine Terminals (Doc 9636) published jointly by ICAO and the International Maritime Organization, should be introduced at the earliest practicable opportunity.

6.9.1 **Recommended Practice.**— Notices and leaflets should be prominently displayed at international airports, warning travellers of the serious consequences of illegal narcotics trafficking and of the penal measures to which persons convicted of narcotics law offences may be liable.

6.10 **Recommended Practice.**— Arrangements should be made so that, when necessary, passengers and crew can proceed under shelter between the air terminal buildings and the aircraft, and vice versa.

6.11 **Recommended Practice.**— Particular attention should be given to passenger routes involving long distances to be covered on foot and the possibility should be studied of facilitating travel over these routes by mechanical systems.

6.12 **Recommended Practice.**— Flight information boards, or displays, supplemented, where necessary, by a clearly audible public address system should be provided so that passengers and the public can be fully informed of arrivals, departures and cancellations of flights, and particularly of any last minute changes in arrival or departure times or changes in gate numbers.

6.12.1 **Recommended Practice.**— In giving effect to 6.12, flight information boards or displays should, as far as possible, be in the standard layout recommended in Doc 9249 — Dynamic Flight-related Public Information Displays. Contracting States should ensure that the parties concerned in the operation of flights provide on a timely and rapidly updated basis all relevant information on flights, including last-minute changes, to the authorities responsible for the operation of Flight Information Display Systems. Those authorities should be responsible for establishing the list of data elements they need for this operation and the means of communicating them, recognizing existing industry standards.

6.13 **Recommended Practice.**— Contracting States should ensure that rapid and reliable city/airport ground transportation is available.

6.13.1 **Recommended Practice.**— Contracting States should promote full consultation at the earliest possible stage between airport authorities and all agencies and operators involved in surface access to the airport to encourage both increased co-ordination in the planning of surface access to airports and the provision of relevant information to passengers. Contracting States should also promote both the provision of information to passengers on services available and on the price for such services, and the facilitation of ticketing for ground transportation, including payment methods.

6.14 **Recommended Practice.**— International airports should have available appropriate automobile parking facilities for short- and long-term parking.

II. Parking and servicing arrangements

6.15 **Recommended Practice.**— Adequate measures should be taken to ensure convenient parking and servicing of aircraft of all types and categories — regular, non-scheduled and general aviation aircraft — in order to expedite clearance and operations on the apron and to reduce aircraft ground stop time. It is desirable in particular:

a) to make arrangements for optimum allocation of aircraft parking spaces as close as possible to the terminal building for rapid loading and unloading;
b) to provide adequate parking spaces for aircraft when neither loading nor unloading, away from the terminal building so as to avoid obstruction to the flow of traffic on the apron, and make adequate arrangements for their optimum use;
c) to equip the parking spaces with the necessary means for rapid performance of all aircraft servicing operations;
d) to give particular importance to measures for assistance to aircraft during embarkation and disembarkation operations;
e) to provide facilities for fuelling of aircraft during hours established by the public authorities;
f) to provide transportation between remote parking positions and the terminal building when distance and safety so require as a result of optimum use of the parking area available; and
g) to provide, when necessary, parking space for international flights where inspection of aircraft, passengers, crew and baggage can be performed.

III. Outbound passengers, crew and baggage

6.16 **Recommended Practice.**— Contracting States should ensure that departure formalities are completed as soon as possible and should establish as a goal, as far as is practicable, a total time period of 60 minutes for the completion of departure formalities for all passengers requiring not more than normal inspection on international air transport services, calculated from the time of the passenger’s presenting himself at the first processing point at the airport (i.e. airline check-in, security control point or other required control point depending on arrangements at individual airports) to the scheduled time of his flight departure, noting that at all times security measures must be fully carried out.
cases where the actual time period required for the completion of these formalities significantly exceeds the goal, airport authorities, passenger service providers and government control authorities should consult with the air transport operators concerned, with a view to adopting the measures necessary to achieve this goal.

6.17 Recommended Practice.— Easy and speedy access to the terminal should be provided for passengers, crew and their baggage arriving at the airport by surface transport.

6.18 Recommended Practice.— Contracting States should ensure that, where traffic justifies, airlines, airports and airport handling operators consider the provision of child care rooms of suitable dimensions and with necessary child care facilities, in the departure and transit lounges of passenger terminals, to provide special areas for infants/small children accompanied by parent(s) or guardian(s). These rooms should be clearly marked with appropriate signs.

6.19 Recommended Practice.— Easy and frequent transportation should be available between airport terminal buildings as well as between designated remote parking facilities and airport terminal buildings.

6.20 Recommended Practice.— Consideration should be given to the provision of baggage check-in facilities as close as possible to arrival points of surface transport.

6.21 Recommended Practice.— Contracting States should study the possibility of allowing the provision of off-airport check-in facilities, with due regard to the necessary security precautions and control requirements.

6.22 Recommended Practice.— In order to facilitate aircraft departure, Contracting States, in examining passengers as a security measure, or for purposes of narcotics control as appropriate, should, to the extent feasible, utilize specialized equipment in conducting such examinations so as to reduce materially the number of persons to be searched by other means.

Note 1.— The use of radiological techniques for screening passengers should be avoided.

Note 2.— Privacy should be assured when a thorough physical search is to be carried out. If special rooms are not available, portable screens may be used for this purpose.

6.23 Recommended Practice.— In order to facilitate aircraft departure, Contracting States, in examining baggage of passengers departing from their territory as a security measure, or for narcotics control purposes as appropriate, should, to the extent feasible, utilize specialized equipment in conducting such examinations so as to reduce materially the amount of baggage to be searched by other means.

6.24 Recommended Practice.— An individual and continuous “trickle” method of processing and loading of passengers, crew and baggage should be adopted — in lieu of the group (“package”) system — whenever this will speed up their clearance.

6.25 Recommended Practice.— Particular attention should be paid to the use of sorting, conveyance, reconciliation and loading devices for baggage. Provisions should be made as far as possible for:

a) mechanized systems capable of sorting, transferring and loading large quantities of baggage within a minimum amount of time, consistent with the volume of traffic;

b) the use of the unique baggage identification system, known as the “Licence Plate Concept”, for baggage reconciliation, sorting and tracing. The “Licence Plate Concept” developed by ACI/IATA is defined in the IATA Passenger Services Conference Resolutions Manual (Resolution 740) and in the appropriate Recommended Practices of the same document. The concept includes a coded baggage-tag with a unique number which can be read automatically and transmitted electronically between airlines, airports and handling agents. It enables these parties to provide higher-quality baggage sorting and handling. Baggage reconciliation applications (reference Annex 17, 4.3.1) can also use the same data elements;

c) an area where it would be possible to hold baggage containers and to rearrange their contents; and

d) mechanical means of handling and sorting empty baggage containers, consistent with the volume of traffic.

6.26 Recommended Practice.— The premises that crew members have to visit for operational purposes should be readily accessible and, if possible, next to one another.

IV. Inbound passengers, crew and baggage

6.27 Contracting States shall make arrangements for a sufficient number of control channels so that clearance of inbound passengers and crew may be obtained with the least possible delay. Additional channel(s) shall be available if possible to which complicated cases may be directed without delaying the main flow of passengers.

6.28 Recommended Practice.— Particular attention should be given to points where passenger delays are frequently found to occur.

6.29 Recommended Practice.— Contracting States should establish as a goal the clearance within forty-five (45) minutes of disembarkation from the aircraft of all passengers requiring not more than the normal inspection at major international airports, regardless of aircraft size and scheduled arrival time.
VI. Transit and transfer of passengers and crew

6.30 To obviate any delay to passengers, the necessary steps shall be taken to ensure that baggage arrives on time in the baggage claim area.

6.30.1 **Recommended Practice.**— Arrangements should be made for rapid unloading of baggage, including containerized baggage, from the aircraft and its swift movement to the baggage claim area. To this end, mechanical unloading and conveyance systems should be used where the volume of traffic warrants and a sufficient number of handling staff should be available at all times.

6.31 **Recommended Practice.**— Adequate space should be provided in the baggage claim area permitting ready identification and speedy withdrawal by each passenger of his checked baggage.

6.32 **Recommended Practice.**— Where the volume of baggage so warrants, mechanized baggage dispensing systems should be provided in baggage-claim areas so as to move the baggage towards passengers, thus facilitating pick-up of baggage.

6.32.1 The authorities responsible for international airports should ensure that passengers can obtain assistance in the carriage of baggage to enable them to transfer baggage from baggage claim areas to points as close as possible to areas where surface transportation from the airport or between airport terminals is provided.

6.33 **Recommended Practice.**— Contracting States should, whenever possible, permit passengers to remain on board the aircraft and authorize embarkation and disembarkation during refuelling, subject to the necessary safety measures.

6.33.1 **Recommended Practice.**— It is recommended in particular, that technical and regulatory provisions should be adopted to ensure that telescopic passageways to and from aircraft can be kept in use during refuelling of aircraft.

6.34 **Recommended Practice.**— Contracting States should ensure that physical facilities at airports are provided, where the volume and nature of the traffic so require, whereby crew and passengers in direct transit on the same aircraft, or transferring to other flights, may remain temporarily without being subject to inspection formalities, except for aviation security measures, or in special circumstances.

Note.— This provision is not intended to prevent the application of appropriate narcotics control measures.

6.35 **Recommended Practice.**— Provisions should be made for airline handling counters in the transit area for the purpose of processing passengers transferring from one aircraft to another and not going through clearance controls.

6.36 **Recommended Practice.**— Arrangements should be made whereby crew members in brief transit can communicate from a point near the aircraft’s loading position, located either on the apron or in a locale near the apron, via television or telephone with the various governmental agencies (e.g. air traffic control, MET Office) without the need to report to them in person.

VI. Miscellaneous facilities and services in passenger terminal buildings

6.37 **Recommended Practice.**— Facilities provided for the use of transit passengers should contain all necessary arrangements for their convenience.

6.37.1 **Recommended Practice.**— Storage facilities should be provided for baggage left by their owners at international airports for later pick-up.

6.37.2 International airports shall be equipped with functional secure storage facilities where unclaimed, unidentified and mishandled baggage will be kept available for clearance until forwarded, claimed or disposed of in accordance with the governmental regulations and procedures applicable in the territory of the State concerned. Airline personnel shall have access to the baggage at least throughout the hours of airport operation.

6.38 **Recommended Practice.**— To the extent that the non-travelling public are admitted to terminal buildings, appropriate arrangements should be made so that they do not interfere with the flow of inbound and outbound traffic.

6.38.1 **Recommended Practice.**— Provisions should be made to locate facilities for group/tour operators in public or uncontrolled areas in the arrival and/or departure areas in order to minimize congestion in the terminal buildings.

6.39 **Recommended Practice.**— When duty-free or other goods are offered for sale in terminal buildings, whether to outbound passengers only or to both outbound and inbound passengers, provisions should be made for convenient locations of the stores which would ensure easy access by a large number of passengers, efficient service and adequate customer space so as to avoid congestion and interference with the main streams of outbound and inbound passenger traffic.

VII. Cargo and mail handling and clearance facilities

6.40 **Recommended Practice.**— Contracting States should make arrangements whereby all-cargo aircraft and their loads can be entered and cleared at the cargo terminal area.

6.41 **Recommended Practice.**— Easy and speedy access should be provided to airport cargo terminals, taking into
account the space requirements of extra-large trucks on access roads and in front of terminals for manoeuvring into position.

6.42 **Recommended Practice.**— Each cargo terminal should be provided with delivery/receiving positions adaptable to truck-bed heights.

6.43 **Recommended Practice.**— Use should be made, where justified, of mechanized and automated facilities for loading and unloading, conveyance and storage of cargo.

6.44 **Recommended Practice.**— Adequate space should be available in cargo terminals for storage and handling of air cargo, including building up and breaking down of pallet and container loads, located next to the customs area and easily accessible to authorized persons and vehicles from both the apron and the landside road. Such arrangements should take into account aviation security and appropriate narcotics control measures.

6.45 **Recommended Practice.**— Adequate space and facilities should be provided at international airports, or at convenient off-airport locations, for the temporary storage of empty containers.

6.46 **Recommended Practice.**— Cargo terminals should be equipped with storage facilities as appropriate for special cargo (e.g. valuable goods, perishable shipments, human remains, radioactive and other dangerous goods, as well as live animals). Those areas of cargo terminals in which general and special cargo and mail are stored prior to shipment by air should be protected against access by unauthorized persons at all times.

6.47 **Recommended Practice.**— Parking spaces should be available at cargo terminals for handling equipment when not in use, located so as to avoid interference with the flow of inbound and outbound cargo.

6.48 **Recommended Practice.**— Where high-capacity aircraft with mixed passenger and cargo loads are positioned next to the passenger terminal, all necessary facilities should be provided for swift loading/unloading and conveyance between the aircraft and the cargo terminal(s) of large volumes of air cargo. To this end flow routes should be designed so as to avoid interference with those for passengers and baggage.

6.49 **Recommended Practice.**— Facilities should be provided, where necessary, for the direct removal of bulky or heavy consignments by approved transport, from the airport to the premises of the importer, agent or freight forwarder, such removal being subject to customs approval and any conditions attached to that approval.

6.50 **Recommended Practice.**— Sufficiently large and convenient areas should be provided at international airports, where, under customs supervision, trans-shipment cargo can be broken down, sorted and reassembled for immediate or later onward transmission. Such arrangements should take into account aviation security and appropriate narcotics control measures.

6.51 **Recommended Practice.**— At airports whose cargo handling capacity is insufficient and whose expansion is limited or unfeasible, off-airport bonded warehouses should be allowed, and the procedures for moving cargo between them and the airport should be minimal in order to accelerate clearance and reduce congestion in airport warehouses.

6.52 **Recommended Practice.**— Where the volume of air mail so warrants and where it will expedite the onward transmission of the mail, in the opinion of the postal authorities, adequate space and facilities should be provided at international airports for the reworking, sorting and onward transmission of air mail. Such arrangements should take into account aviation security and appropriate narcotics control measures.

C. **Facilities required for implementation of public health, emergency medical relief, and animal and plant quarantine measures**

6.53 Contracting States, in co-operation with airport authorities, shall ensure the maintenance of public health, including human, animal and plant quarantine at international airports.

6.54 **Recommended Practice.**— Contracting States should provide, at or near all their major international airports, facilities and services for vaccination or revaccination, and for the delivery of the corresponding certificates.

6.55 **Recommended Practice.**— International airports should have available adequate facilities for administration of public health and animal and plant quarantine measures applicable to aircraft, crew, passengers, baggage, cargo, mail and stores.

6.56 **Recommended Practice.**— Contracting States should provide arrangements whereby passengers and crew in transit can remain in premises free from any danger of infection and insect vectors of diseases and, when necessary, facilities should be provided for the transfer of passengers and crew to another terminal or airport nearby without exposure to any health hazard. Similar arrangements and facilities should also be made available in respect of animals.

6.57 Contracting States, in co-operation with airport authorities and aircraft operators, shall take all steps to ensure that the procurement, preparation, handling, storage and service of food and water supplies intended for consumption both at airports and on board aircraft are hygienically carried out in accordance with the pertinent regulations, recommendations and standards of the World Health Organization and the pertinent recommendations of the Food and Agriculture Organization of the United Nations.
6.58 Contracting States, in co-operation with airport authorities and aircraft operators, shall ensure that an effective system is instituted for the safe removal and safe disposal of excrement, refuse, waste water, waste, unused and condemned food and other matter dangerous to the health of persons, animals or plants in accordance with the pertinent regulations and recommendations of the World Health Organization and the recommendations of the Food and Agriculture Organization of the United Nations.

6.59 **Recommended Practice.**— There should be maintained at international airports an organized, immediately responsive staff with facilities for first aid attendance on site and appropriate arrangements should be available for expeditious referral of the occasional more serious case to pre-arranged competent medical attention.

### D. Facilities required for clearance controls and operation of control services

6.60 **Recommended Practice.**— Space and facilities for the authorities in charge of clearance controls should, as far as possible, be provided at public expense.

6.61 If the space and facilities referred to in 6.60 are not provided at public expense, Contracting States shall ensure that such space and facilities are provided on terms not less favourable than those which apply to the operators of other means of transportation entering the State and requiring space and facilities on a comparable scale.

6.62 Contracting States shall provide sufficient services of the public authorities concerned without charge to operators during working hours established by those authorities.

**Note.**— Where traffic, volume and available space and facilities warrant, Contracting States may wish to provide clearance controls for passengers and their baggage at more than one location.

6.62.1 Contracting States shall provide sufficient services of the public authorities concerned in such a way as to respond to real needs and thus to the flow of traffic during working hours established by those authorities.

**Note 1.**— Paragraphs 6.62 and 6.62.1 should be applied in accordance with Article 82 of the International Health Regulations (1969), Third Annotated Edition (1983) which provides that no charge shall be made by a health authority for any medical examination provided for in the International Health Regulations (IHR) or for any vaccination of a person on arrival and any certificate thereof. The IHR specify that it is not permissible to exact or receive payment for medical examination carried out at any time of the day or night. Article 24 provides that health measures shall be initiated forthwith and completed without delay.

### E. Monetary exchange facilities

6.65 Contracting States shall make arrangements to display at their international airports their regulations governing the exchange of funds of other States against national funds.

6.66 Contracting States which maintain exchange controls with respect to funds of other States shall make arrangements:

a) to publish the current legal rates of exchange for such funds;

b) to display or otherwise make available at their international airports such rates as may be of principal interest at the respective airports.

6.67 Contracting States which do not maintain exchange controls with respect to some or all funds of other States shall make arrangements to display information to that effect at their international airports.

6.68 **Recommended Practice.**— With respect to those funds of other States for which no controlled exchange rates have been established by the Contracting State concerned, it should make such arrangements as may be feasible to make information available at its international airports as to the prevailing open market rates.

6.69 Contracting States shall provide, at such times as to meet the needs of the travelling public, adequate facilities at
international airports for the legal exchange of funds of other States through governmental agencies or shall authorize private agencies to do so. These facilities shall be available to arriving and departing passengers.

Note.— In giving effect to this provision, the use of vending machines at international airports, enabling a departing passenger to obtain foreign currency, at any time of the day or night, has proved to be of valuable assistance and should be considered as a possibility by Contracting States.

6.70 **Recommended Practice.**— Contracting States restricting the import or export of funds of other States should provide for the issuance to travellers of certificates showing the amounts of such funds in their possession upon entering the State and should permit such travellers, upon surrender of such certificates prior to leaving the State, to take such funds with them. Inscription on the passport or other official document for travel may serve the same purpose.

6.71 **Recommended Practice.**— Contracting States which prohibit or limit the amount of importation of their own currency should provide reasonable facilities for travellers from abroad, who declare an amount of such currency in excess of that permitted by the current regulations, to deposit such amount at the international airport of entry and, upon departure, to reclaim it at the same point or at any other point designated by the public authorities concerned.
CHAPTER 7. LANDING ELSEWHERE THAN AT INTERNATIONAL AIRPORTS

A. General

7.1 Each Contracting State shall take steps to ensure that all possible assistance is rendered by its public authorities to an aircraft which, for reasons beyond the control of the pilot-in-command, has landed elsewhere than at one of its international airports and, to this end, shall keep control formalities and procedures, in such cases, to a minimum.

7.2 The pilot-in-command or the next senior crew member available shall cause the landing to be reported as soon as practicable to the public authorities concerned.

B. Short stopover

7.3 If it is apparent that the aircraft can resume its flight within a relatively short time of arrival, the following procedure shall apply:

7.3.1 Control measures shall be limited to those that ensure that the aircraft departs with the same load that was on board at the time of arrival. In case the load or part thereof cannot, for operational or other reasons, continue on that flight, the public authorities shall expedite clearance formalities and co-operate in speedy onward transportation for that load to its destination.

7.3.2 The public authorities shall designate, if necessary, an adequate area under their general supervision where passengers and crew can move about during their stopover.

7.3.3 The pilot-in-command shall not be required to apply to more than one government agency for take-off permission (other than for any necessary air traffic control clearance).

C. No resumption of flight

7.4 If it is apparent that the aircraft will be substantially delayed or is unable to continue its flight, the following provisions shall apply:

7.4.1 The pilot-in-command, while awaiting the instructions of the public authorities concerned or if he or his crew is unable to get in touch with them, shall be entitled to take such emergency measures as he deems necessary for the health and safety of passengers and crew and for avoiding or minimizing loss or destruction to the aircraft itself and its load.

7.4.2 Passengers and crew shall be permitted to secure suitable accommodation pending completion of the necessary formalities if such formalities cannot be promptly carried out.

7.4.3 Cargo, stores and unaccompanied baggage, if required to be removed from the aircraft for safety reasons, shall be deposited in a nearby area and remain there pending completion of the necessary formalities.

7.4.4 Mail shall be disposed of as is required pursuant to the Acts in force of the Universal Postal Union.
CHAPTER 8. OTHER FACILITATION PROVISIONS

A. Bonds and exemption from requisition or seizure

8.1 Recommended Practice.— If a Contracting State requires bonds of an operator to cover his liabilities under the customs, immigration, public health, animal and plant quarantine, or similar laws of the State, it should permit the use of a single comprehensive bond whenever possible.

8.2 Recommended Practice.— The aircraft, ground equipment, security equipment, spare parts and technical supplies of an airline located in a Contracting State (other than the Contracting State in which such airline is established) for use in the operation of an international air service serving such Contracting State, should be exempt from the laws of such Contracting State authorizing the requisition or seizure of aircraft, equipment, parts or supplies for public use, without prejudice to the right of seizure for breaches of the laws of the Contracting State concerned.

B. Facilitation of search, rescue, accident investigation and salvage

8.3 Subject to any conditions imposed by Annex 12 — Search and Rescue and Annex 13 — Aircraft Accident and Incident Investigation, Contracting States shall make arrangements to ensure entry without delay into their territories on a temporary basis of qualified personnel required for search, rescue, accident investigation, repair or salvage in connection with a lost or damaged aircraft.

8.3.1 In arranging for the entry without delay of the personnel referred to in 8.3, when such a document is necessary, States shall not require any other travel document than a passport (cf. 3.4).

8.3.2 Recommended Practice.— In cases where a Contracting State continues to require entrance visas for the personnel referred to in 8.3, it should, when necessary and on an exceptional basis, issue such visas on arrival or otherwise facilitate their admission when such personnel carry an order of mission from the competent authority in their State (cf. 3.8.4).

8.3.3 Recommended Practice.— Contracting States should ensure that their authorities are adequately informed of the provisions of Annexes 13 and 9 relating to the facilitation of aircraft accident and incident investigations. In this regard, States should recognize the need for the investigators concerned to be able to arrange transport to the site of the accident or incident without delay and, if necessary, help them to this end.

8.4 Each Contracting State shall facilitate the temporary entry into its territory of all aircraft, tools, spare parts and equipment required in the search, rescue, accident investigation, repair or salvage of the damaged aircraft of another State. These items shall be temporarily admitted free from customs duties and other taxes or charges and the application of regulations of any nature restricting the importation of goods.

Note.— It is understood that this provision does not preclude the application of public health and animal and plant quarantine measures, if required.

8.5 Each Contracting State shall facilitate the removal from its territory of both the damaged and any assisting aircraft, together with tools, spare parts and equipment which may have been brought in for search, rescue, accident investigation, repair or salvage purposes.

8.6 Damaged aircraft or parts thereof, and any stores or cargo contained therein, together with any aircraft, tools, spare parts or equipment brought in for temporary use in search, rescue, accident investigation, repair or salvage, which are not removed from the territory of the Contracting State within a length of time to be specified by that State, shall be subject to the requirements of the applicable laws of the State concerned.

8.7 If, in connection with an aircraft accident investigation, it becomes necessary to send a part, or parts, of a damaged aircraft to another Contracting State for technical examination or testing, each Contracting State concerned shall ensure that the movement of such part, or parts, is effected without delay. The Contracting States concerned shall likewise facilitate the return of such part, or parts, to the State instituting the accident investigation should the latter State require them in order to complete the investigation.

C. Relief flights following natural and man-made disasters which seriously endanger human health or the environment, and similar emergency situations where United Nations (UN) assistance is required

8.8 Contracting States shall facilitate the entry into, departure from and transit through their territories of aircraft
engaged in relief flights performed by or on behalf of international organizations recognized by the UN or by or on behalf of States themselves and shall take all possible measures to ensure their safe operation. Such relief flights are those undertaken in response to natural and man-made disasters which seriously endanger human health or the environment, as well as similar emergency situations where UN assistance is required. Such flights shall be commenced as quickly as possible after obtaining agreement with the recipient State.

Note 1.— According to its Internationally Agreed Glossary of Basic Terms, the United Nations Department of Humanitarian Affairs considers an emergency to be "a sudden and usually unforeseen event that calls for immediate measures to minimize its adverse consequences", and a disaster to be "a serious disruption of the functioning of society, causing widespread human, material or environmental losses which exceed the ability of the affected society to cope using only its own resources".

Note 2.— With respect to the application of measures to ensure the safe operation of relief flights, attention is drawn to Annex 11 — Air Traffic Services, the Manual Concerning Safety Measures Relating to Military Activities Potentially Hazardous to Civil Aircraft Operations (Doc 9554) and the Manual concerning Interception of Civil Aircraft (Doc 9433).

8.9 Contracting States shall ensure that personnel and articles arriving on relief flights referred to in 8.8 are cleared without delay.

D. Marine pollution and safety emergency operations

8.10 In cases of emergency, Contracting States shall facilitate the entry, transit and departure of aircraft engaged in the combating or prevention of marine pollution, or other operations necessary to ensure maritime safety, safety of the population or protection of the marine environment.

8.11 In cases of emergency, Contracting States shall, to the greatest extent possible, facilitate the entry, transit and departure of persons, cargo, material and equipment required to deal with the marine pollution and safety operations described in 8.10.

E. Implementation of international health regulations and related provisions

8.12 Contracting States shall comply with the pertinent provisions of the current edition of the International Health Regulations of the World Health Organization. In accordance with Article 23 of the said Regulations, Contracting States shall apply as a maximum the health measures permitted therein for the entry, departure and transit of passengers and their baggage, cargo and other articles.

8.13 Recommended Practice.— In cases where epidemiological conditions permit and it will result in reducing or eliminating the number of sanitary measures required, Contracting States should, pursuant to Article 85, paragraphs 1 and 1 d) of the International Health Regulations, Third Annotated Edition (1983), combine their territories or make agreements for the purpose of sanitary control.

8.14 Contracting States shall take all possible measures to have vaccinators use the International Certificates of Vaccination or Revaccination form, in order to assure uniform acceptance.

8.15 Recommended Practice.— Each Contracting State should make arrangements to enable all airlines and agencies concerned with, or responsible for, various aspects of international civil aviation as well as with airport and aircraft operators.

F. Establishment of national facilitation programmes

8.17 Each Contracting State shall establish a national air transport facilitation programme based on the facilitation requirements of the Convention and of Annex 9 thereto.

8.18 Each Contracting State shall ensure that the objective of its national air transport facilitation programme shall be to adopt all practicable measures to facilitate the movement of aircraft, crews, passengers, cargo, mail and stores, by removing unnecessary obstacles and delays.

8.18.1 Recommended Practice.— In establishing a national air transport facilitation programme, States should use the guidance material outlined in Appendix 11.

8.19 Each Contracting State shall establish a National Air Transport Facilitation Committee, and Airport Facilitation Committees as required, or similar co-ordinating bodies, for the purpose of co-ordinating facilitation activities between departments, agencies, and other organizations of the State concerned with, or responsible for, various aspects of international civil aviation as well as with airport and aircraft operators.
8.20 Recommended Practice.— Contracting States should endeavour to establish close co-ordination, adapted to circumstances, between civil aviation security and facilitation programmes. To this end, certain members of Facilitation Committees should also be members of Security Committees.

8.21 Recommended Practice.— In establishing and operating National Air Transport and Airport Facilitation Committees, States should use the guidance material outlined in Appendix 12.

G. Facilitation of the transport of passengers requiring special assistance

I. General

8.22 Recommended Practice.— When travelling, persons with disabilities should be provided with special assistance in order to ensure that they receive services customarily available to the general public. Such assistance includes the offering of information and directions in media which can be understood by travellers with cognitive or sensory disabilities.

8.23 Recommended Practice.— Contracting States should co-operate with a view to taking the necessary measures to make accessible to persons with disabilities all the elements of the chain of the person’s journey, from beginning to end.

8.24 Recommended Practice.— Contracting States should take the necessary steps with airlines, airports and ground handling operators to establish minimum uniform standards of accessibility with respect to transportation services for persons with disabilities, from arrival at the airport of departure to leaving the airport of destination.

8.25 Recommended Practice.— Contracting States should take the necessary steps with airlines, airports, ground handling operators and travel agencies to ensure that persons with disabilities are given the information they need, and should take the necessary steps to ensure that airlines, airports, ground handling operators and travel agencies are in a position to give those passengers the assistance necessary for them, depending on their needs, to help them in their travel.

8.26 Recommended Practice.— Contracting States should take all necessary steps to secure the co-operation of operators, airports and ground handling operators in order to establish and co-ordinate training programmes to ensure that trained personnel are available to assist persons with disabilities.

II. Access to airports

8.27 Contracting States shall take the necessary steps to ensure that airport facilities and services are adapted to the needs of persons with disabilities.

8.28 Recommended Practice.— Contracting States should ensure that lifting systems or any other appropriate devices are made available in order to facilitate the movement of elderly and disabled passengers between the aircraft and the terminal on both arrival and departure as required where telescopic passageways are not used.

8.29 Recommended Practice.— Measures should be taken to ensure that the hearing- and vision-impaired are able to obtain flight information.

8.30 Recommended Practice.— For elderly and disabled persons being set down or picked up at a terminal building, reserved points should be located as close as possible to main entrances. To facilitate movement to the various areas of the airport, access routes should be free of obstacles.

8.31 Recommended Practice.— Where access to public services is limited, every effort should be made to provide accessible and reasonably priced ground transportation services by adapting current and planned public transit systems or by providing special transport services for people with mobility needs.

8.32 Recommended Practice.— Adequate parking facilities should be provided for people with mobility needs and appropriate measures taken to facilitate their movement between parking areas and the terminal buildings.

8.33 Recommended Practice.— Direct transfer from one aircraft to another of passengers, particularly elderly and disabled passengers, should be authorized, where necessary and possible, whenever this is warranted by deadlines in making connecting flights or by other circumstances.

III. Access to air services

8.34 Contracting States shall take the necessary steps to ensure that persons with disabilities have adequate access to air services.

8.35 Recommended Practice.— Contracting States should introduce provisions by which aircraft coming newly into service or after major refurbishment should conform to minimum uniform standards of accessibility with respect to equipment on board aircraft which would include movable armrests, on-board wheelchairs, lavatories and suitable lighting and signs.

8.36 Recommended Practice.— Wheelchairs, special apparatus and equipment required by persons with disabilities should be carried free of charge in the cabin where, in the
view of the airline, space and safety requirements permit or should be designated as priority baggage. Service animals accompanying passengers with disabilities should also be carried free of charge in the cabin, subject to the application of any relevant national or airline regulations.

8.37 **Recommended Practice.**— In principle, persons with disabilities should be permitted to determine whether or not they need an escort and to travel without the requirement for a medical clearance. However, advance notice should be mandatory where assistance or lifting is required. Airlines should only be permitted to require passengers with disabilities to obtain a medical clearance in cases of medical condition where it is clear that their safety or well-being or that of other passengers cannot be guaranteed. Furthermore, airlines should only be permitted to require an escort when it is clear that a person with disabilities is not self-reliant and, as such, the safety or well-being of that person or that of another passenger cannot be guaranteed.

8.38 **Recommended Practice.**— If the presence of an escort is required, Contracting States should encourage airlines to offer discounts for the carriage of that accompanying person.
APPENDIX 1. GENERAL DECLARATION

GENERAL DECLARATION

(Outward/Inward)

Operator .................................................................

Marks of Nationality and Registration*................. Flight No. .............. Date .................................

Departure from .................................................... (Place)

Arrival at ............................................................. (Place)

FLIGHT ROUTING

("Place" Column always to list origin, every en-route stop and destination)

<table>
<thead>
<tr>
<th>PLACE</th>
<th>TOTAL NUMBER OF CREW*</th>
<th>NUMBER OF PASSENGERS ON THIS STAGE**</th>
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Departure Place:
Embarking .........................................................
Through on same flight ....................................

Arrival Place:
Disembarking .....................................................
Through on same flight ....................................

* Declaration of Health*
Persons on board with illnesses other than airsickness or the effects of accidents (including persons with symptoms or signs of illness such as rash, fever, chills, diarrhoea) as well as those cases of illness disembarked during the flight ..........................

Any other conditions on board which may lead to the spread of disease ..........................

Details of each disinsecting or sanitary treatment (place, date, time, method) during the flight. If no disinsecting has been carried out during the flight, give details of most recent disinsecting ..........................

Signed, if required ____________________________

Crew member concerned

For official use only

I declare that all statements and particulars contained in this General Declaration, and in any supplementary forms required to be presented with this General Declaration, are complete, exact and true to the best of my knowledge and that all through passengers will continue/have continued on the flight.

SIGNATURE ____________________________

Authorized Agent or Pilot-in-command

Size of document to be 210 mm × 297 mm (or 8 1/4 × 11 3/4 inches).

* To be completed only when required by the State.

** Not to be completed when passenger manifests are presented and to be completed only when required by the State.

210 mm (or 8 1/4 inches)
## APPENDIX 2. PASSENGER MANIFEST

**PASSENGER MANIFEST**

<table>
<thead>
<tr>
<th>Operator</th>
<th>Marks of Nationality and Registration*</th>
<th>Flight No.</th>
<th>Date</th>
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<tbody>
<tr>
<td>Point of embarkation (Place)</td>
<td>Point of disembarkation (Place)</td>
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<thead>
<tr>
<th>Surname and initials</th>
<th>For use by operator only</th>
<th>For official use only</th>
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* To be completed only when required by the State.
APPENDIX 3.  CARGO MANIFEST

CARGO MANIFEST

Operator ........................................................................................................................................

Marks of Nationality and Registration* .......................................................................... Flight No. ........ Date  ............

Point of lading ............................................................. (Place) ........................................ (Place)

<table>
<thead>
<tr>
<th>Air Waybill Number</th>
<th>Number of packages</th>
<th>Nature of goods*</th>
<th>For use by operator only</th>
<th>For official use only</th>
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Size of document to be 210 mm × 297 mm (or 8 1/4 × 11 3/4 inches).

* To be completed only when required by the State.

ANNEX 9  41  31/8/97
APPENDIX 4. CERTIFICATE OF RESIDUAL DISINSECTION

GOVERNMENT OF .................................................................

CERTIFICATE OF RESIDUAL DISINSECTION

Interior surfaces, including cargo space, of this aircraft ................................... were treated with permethrin on .........

(aircraft registration) (date)

in accordance with the World Health Organization recommendations (WHO Weekly Epidemiological Record No. 7, 1985, p. 47; No. 12, 1985, p. 90; No. 45, 1985, pp. 345-346; and No. 44, 1987, pp. 335-336) and any amendments thereto.

The treatment must be renewed if cleaning or other operations remove a significant amount of the permethrin residue, and in any case within 8 weeks of the above date.

Expiry date: ..................................................................................................................

Signed: .........................................................................................................................

Designation: ................................................................................................................

Date: ............................................................................................................................


APPENDIX 5. EMBARKATION/DISEMBARKATION CARD*

INTERNATIONAL EMBARKATION/DISEMBARKATION CARD

1. (Please print) (Mr.) (Mrs.) (Miss) (Surname)
   (Maiden name) (Given names)

2. Date of birth (Day) (Month) (Year)

3. Place of birth

4. Nationality

5. Passport Number

6. Occupation

7. Permanent address

8. For arriving passengers:
   port of embarkation
   For passengers leaving:
   port of disembarkation

(FOR OFFICIAL USE ONLY)

* Layout: Card to be printed vertically with its layout and print size as illustrated above; back of the card to be left blank.

Colour: White.

Languages: Text to be printed in one or more of the six working languages of ICAO (English, Arabic, Chinese, French, Russian, Spanish) and possibly in the language of the operator.

Completion: Card to be completed: a) on board aircraft when required from arriving passengers; b) prior to clearing with public authorities concerned at airport, when required from departing passengers.

Carbon copies: Carbon-copy version of card to be furnished when it is required in duplicate by the State concerned.
APPENDIX 6. RECOMMENDATION OF THE CUSTOMS CO-OPERATION COUNCIL

For a Simplified Customs Control, Based on the Dual-Channel System, of Passengers Arriving by Air (8 June 1971)

“THE CUSTOMS CO-OPERATION COUNCIL,

Having Regard to Recommendation No. B-3 of the Seventh Session of the Facilitation Division of the International Civil Aviation Organization, as adopted by the Council of that Organization in December 1968, relating to the establishment at international airports of dual-channel systems for speedy clearance of inbound baggage;

Having Regard to Recommendation No. 11 adopted by the Second Intermediate Session of the European Civil Aviation Conference in July 1969 on the dual-channel or red/green system;

Desiring to contribute to the efforts to improve the flow of passenger traffic at international airports;

Considering that this aim can be achieved by introducing a simplified procedure, based on the dual-channel system, for the Customs control of passengers and their baggage;

Considering that such a system can be adopted without reducing the effectiveness of the control and that it enables Customs authorities to deal efficiently with an increasing number of passengers without a corresponding increase in the number of Customs staff;

Considering that harmonization of the features of this system, as between the various countries, is essential to its smooth operation;

Recommends that Members introduce, at their major international airports, in close co-operation with the airport operators and other agencies concerned, the dual-channel system outlined below for the clearance inwards of passengers and their baggage:

1) The system shall allow the passengers to choose between two types of channels:

a) one (green channel) for passengers having with them no goods or only goods which can be admitted free of import duties and taxes and which are not subject to import prohibitions or restrictions; and

b) the other (red channel) for other passengers.

2) Each channel shall be clearly and distinctively marked so that the choice between them can easily be understood by passengers. The basic distinctive marking shall be:

a) for the channel referred to under 1) a), green, in the shape of a regular octagon, and the words “NOTHING TO DECLARE” (“RIEN À DÉCLARER”);

b) for the channel referred to under 1) b), red, in the shape of a square, and the words “GOODS TO DECLARE” (“MARCHANDISES À DÉCLARER”).

In addition, the channels should be identified by an inscription including the words “CUSTOMS” (“DOUANE”).

3) The texts referred to in paragraph 2) shall be in English and/or French and in any other language or languages deemed useful for the airport concerned.

4) Passengers must be sufficiently well informed to choose between the channels. For this purpose it is important:

a) that passengers be informed about the functioning of the system and about the descriptions and quantities of goods they may have with them when using the green channel. This may be done by means of posters or panels at the airport or by means of leaflets available to the public at the airport or distributed through tourist agencies, airlines and other interested bodies;

b) that the route to the channels be clearly signposted.

5) The channels shall be located beyond the baggage delivery area so that passengers have all their baggage with them when choosing their channel. Moreover, the channels shall be so arranged that the passenger flow from that area to the exits from the airport is as direct as possible.

6) The distance between the baggage delivery area and the entrances to the channels shall be sufficient to allow passengers to decide which channel to choose and to move into that channel without causing congestion.
7) In the green channel passengers shall not be subject to any Customs formalities but the Customs may make spot checks; in the red channel passengers shall accomplish the formalities required by the Customs;

Points out that the dual-channel system is not necessarily incompatible with the application of other controls, for example, exchange control, unless the relevant regulations require full control of the passengers and their baggage;

Requests Members who accept this Recommendation to notify to the Secretary General:

a) their acceptance and the date from which they will apply the Recommendation;

b) the names of the airports where the dual-channel system is applied.

The Secretary General will transmit this information to the Customs Administrations of Members, to the Secretary General of the International Civil Aviation Organization (ICAO) and to the Director General of the International Air Transport Association (IATA).”
APPENDIX 7. CREW MEMBER CERTIFICATE (CMC)

Note.— Detailed specifications for a machine readable crew member certificate can be found in Doc 9303, Part 4 — Machine Readable Crew Member Certificate. States issuing the certificate in a non-machine readable form should refer to paragraphs 5 to 8 and 10 to 12 of that publication.
## APPENDIX 8. CIVIL AVIATION SAFETY INSPECTOR CERTIFICATE

### Front of Certificate

<table>
<thead>
<tr>
<th>Issuing State</th>
<th>CIVIL AVIATION SAFETY INSPECTOR CERTIFICATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Competent issuing authority</td>
<td>Surname/Nom Given name/Prénom</td>
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<tr>
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<td>Sex/ Nationality/ Date of Birth/</td>
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<td></td>
<td>Sexe Nationalité Date de Naissance</td>
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<td>Employed by/ Occupation/</td>
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<td>Employeur Profession</td>
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<td>CIVIL AVIATION SAFETY INSPECTOR</td>
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<td>Doc No/N° du Doc Date of Expiry/</td>
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<tr>
<td></td>
<td>Date d’expiration</td>
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<td></td>
<td>(Signature of holder)</td>
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</tbody>
</table>

Photograph of holder of Certificate

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### Rear of Certificate

The holder may, at all times, re-enter upon production of this certificate, within the period of validity.

<table>
<thead>
<tr>
<th>Issued at/Émis à (Place of issue)</th>
<th>(Signature)</th>
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<tbody>
<tr>
<td>Issuing Authority/ Autorité d’émission</td>
<td></td>
</tr>
</tbody>
</table>

Machine Readable Zone (To be left blank when non-machine readable certificate issued)

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Note.— Detailed specifications for a machine readable certificate can be found in Doc 9303, Part 4 — Machine Readable Crew Member Certificate. States issuing the certificate in a non-machine readable form should refer to paragraphs 5 to 8 and 10 to 12 of that publication.
APPENDIX 9.  SUGGESTED FORMATS FOR DOCUMENTS RELATING TO THE RETURN OF INADMISSIBLE PERSONS

a) attesting document relating to lost or destroyed travel documents (see 3.39)

| From: Immigration or other appropriate authority: (Name) | To: Immigration or other appropriate authority: (Name) |
| Airport: (Name) | Airport: (Name) |
| State: (Name) | State: (Name) |
| Telephone: | |
| Telex: | |
| Facsimile: | |

The person for whom this document is issued arrived on (date) at (name of) Airport on flight (flight number) from (City and State).

This person, who was found to be inadmissible, has lost or destroyed his travel documents and claims to be/is understood to be (strike out whichever is not applicable and add any appropriate supporting information).

Surname: __________________________
Given name(s): ______________________
Date of birth: _______________________
Place of birth: ______________________
Nationality: _________________________
Residence: _________________________

Photograph if available

The incoming carrier was instructed to remove the passenger from the territory of this State on flight (flight number) departing on (date) at (time) from (name of) airport.

Pursuant to Annex 9 to the Convention on International Civil Aviation, the last State in which a passenger previously stayed and most recently travelled from is invited to accept him for re-examination when he has been refused admission to another State.

Date: __________________________
Name of Official: __________________
Title: __________________________
Signature: _______________________
Name of immigration or other appropriate authority: __________________

(Warning: This is NOT an Identification Document)
b) letter relating to fraudulent, falsified or counterfeit travel documents or genuine documents presented by imposters (see 3.45)

From: Immigration or appropriate authority: (Name)  
Airport: (Name)  
State: (Name)  
Telephone:  
Telex:  
Facsimile:  

To: Immigration or appropriate authority: (Name)  
Airport: (Name)  
State: (Name)  

Enclosed herewith is a photocopy of a fraudulent/falsified/counterfeit passport/identity card/genuine document presented by an imposter.  
Document number:  
State in whose name this document was issued:  
The above-mentioned document was used by a person claiming to be:  
Surname:  
Given name(s):  
Date of birth:  
Place of birth:  
Nationality:  
Residence:  
Photograph if available  

This person arrived on (date) at (name of) Airport on flight (flight number) from (City and State).  
The holder was refused entry to (name of State) and the incoming carrier has been instructed to remove the passenger from the territory of this State on flight (flight number) departing at (time) and (date) from (name of airport).  
The above-mentioned document will be required as evidence in the holder’s prosecution and has been impounded. As this document is the property of the State in whose name it was issued, it will be returned, following prosecution, to the appropriate authorities.  

According to Annex 9 to the Convention on International Civil Aviation, the last State in which a passenger previously stayed and most recently travelled from is invited to accept him for re-examination when he has been refused admission to another State.  

Date:  
Name and signature of Official:  
Title:  
Name of immigration or appropriate authority:  

(Warning: This is NOT an Identification Document)
# APPENDIX 10. UNITED NATIONS LAYOUT KEY FOR TRADE DOCUMENTS

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<th>Shipper (Exporter)</th>
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<td>Other address (e.g. buyer, if other than consignee)</td>
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<td>Notify or delivery address</td>
<td>Statements as to countries</td>
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<tr>
<td>Statements as to transportation</td>
<td>Terms of delivery and payment</td>
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<td>-----------------------------------------------</td>
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<tr>
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<td>Gross weight</td>
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<td>Free disposal</td>
<td>Place and date of issue; signature</td>
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210 mm (or 8 1/4 inches)

297 mm (or 11 3/4 inches)
APPENDIX 11. MODEL OUTLINE
FOR A NATIONAL AIR TRANSPORT FACILITATION PROGRAMME

The following guidelines set out the steps States should take in setting up a National Air Transport Facilitation Programme:

(i) Adopt a formal statement of the objectives of the programme.

(ii) Establish National Air Transport Facilitation Committees, and Airport Facilitation Committees as required, following the guidance material in Appendix 12, particularly with respect to membership composed of persons of sufficient seniority and to the establishment of sub-committees for specific areas, such as cargo, where necessary.

(iii) Define the interrelationship and ensure liaison between the various agencies concerned and with aviation security authorities.

(iv) Establish lines of communication between such agencies and authorities as well as with other States (e.g. neighbouring States, those in the same region and those whose airlines serve the country concerned).

(v) Incorporate the clearance goals into the guidelines or regulations for the performance of the clearance agencies at airports, with provisions for regular monitoring of each agency’s contribution to meeting such a goal.

(vi) Task the Facilitation Committees with:
   a) regularly reviewing the level of facilitation at the international airport(s);
   b) agreeing on solutions to Facilitation problems; and
   c) making arrangements to implement these solutions.

(vii) Task the Facilitation Committees with reviewing the Annex 9 provisions and their own national practices and procedures to establish where they differ.

(viii) Appoint a person to be the focal point for all correspondence on Facilitation matters and especially to be responsible for notifying ICAO of the differences from Annex 9 and for keeping these notifications up to date.

(ix) Task the National Air Transport Facilitation Committee with undertaking a systematic review of the differences from Annex 9 as well as any legislation or regulations mandating the practices or procedures giving rise to such differences, with a view to eliminating the differences, either by changing the practices or procedures concerned or, where necessary, by proposing a change to the legislation or regulations concerned.

(x) Ensure the Facilitation Committees meet on a regular basis to monitor and evaluate progress.
The following guidelines outline suggested terms of reference, membership and methods of operation of National Air Transport and Airport Facilitation Committees. States may find it useful to have both a National Air Transport Facilitation Committee and one or more Airport Facilitation Committees, bearing in mind the need to solve local problems in the simplest possible manner at the local level with more complex, legislative, policy and interdepartmental problems being considered by the higher body. However, in cases where there is only one international airport, the National Air Transport Facilitation Committee may serve as an Airport Facilitation Committee or vice versa.

I. National Air Transport Facilitation Committees

Terms of reference

Where a National Air Transport Facilitation Committee (or a similar co-ordinating body) is formed, its functions should broadly be as follows:

a) to implement the National Facilitation Programme;

b) to review questions of policy in relation to clearance formalities applied to international air transport services;

c) to consider recommendations made by Airport Facilitation Committees established at international airports; and, in turn, refer matters to Airport Facilitation Committees for attention;

d) to make recommendations to the departments, competent authorities and other organizations concerned with the National Facilitation Programme; and

e) to keep the departments, competent authorities, and other organizations concerned, informed of significant developments in the field of international civil aviation in so far as they affect operations into and out of the Contracting State.

Membership

National Air Transport Facilitation Committees should be composed of senior officials representing the main interests concerned with facilitation, including the following, as required: civil aviation authorities; airport authorities; government clearance agencies (immigration, customs, consular, passport and visa, public health, agriculture, security and narcotics control); other government agencies concerned with facilitation (such as postal services, tourism and trade departments); and operators, including forwarders and express carriers.

Operation

a) As a general rule, National Air Transport Facilitation Committees should meet at least twice a year. It is desirable that the site of meetings be rotated among the premises of the different government agencies concerned.

b) Whenever possible, periodic inspection tours of international airports within the national territories and abroad should be arranged for members of the Committee.

c) Representatives of the board(s) of airline representatives should be encouraged to attend meetings and to submit their co-ordinated approach to current facilitation problems, together with proposed solutions.

d) Whenever appropriate, National Air Transport Facilitation Committees should consider the establishment of sub-committees to study particular facilitation problems (e.g. cargo or baggage). Such sub-committees should have a balanced representation similar to that of the Committee.

e) Whenever possible, on the occasion of visits to States by facilitation experts of the ICAO Secretariat, arrangements should be made for them to participate in meetings of the National Air Transport Facilitation Committees.

f) States should inform ICAO of the work of their Facilitation Committees, so that this information can be distributed to other States.
II. Airport Facilitation Committees

Terms of reference

Where Airport Facilitation Committees are formed for particular international airports, their functions should be broadly as follows:

a) to implement the National Facilitation Programme at the airport level;

b) to examine problems arising in connection with the clearance of aircraft, passengers, baggage, cargo, mail and stores and to effect, if possible, immediate solutions to the problems which may arise at the international airport concerned;

c) to make recommendations, as appropriate, to the Regional Office of the department, ministry, or authority concerned, or to the National Facilitation Committee for the implementation of proposals which cannot be effected by the Airport Committee; and

d) to inform the National Facilitation Committee of action taken and recommendations made by forwarding copies of the minutes of all Committee meetings.

Membership

Airport Facilitation Committees should be composed of representatives of the main interests concerned with facilitation at the airport(s), including the following, as required: civil aviation authorities; the authority responsible for the airport; government clearance agencies (immigration, customs, consular, passport and visa, public health, agriculture, security and narcotics control); other government agencies concerned with facilitation at the airport (such as postal services, tourism and trade departments); and operators using the airport(s), including representatives of forwarders and express carriers.

Operation

Airport Facilitation Committees should meet regularly and whenever necessary for the purpose of reviewing the FAL situation and finding solutions to local problems. The civil aviation administration or, under delegated authority, the airport operator should take the leading role in the convening and operation of meetings.
ATTACHMENT. GUIDANCE MATERIAL

Guidance material relating to Chapter 3 — Entry and departure of persons and their baggage

1. Provision of information on entry requirements and procedures

Airline operators, airport administrations and public services of Contracting States should maintain, and expand where possible, continuing programmes to inform passengers on a timely basis of entry requirements and procedures, particularly with respect to public health and immigration requirements, customs exemptions, prohibitions and restrictions on imports, agricultural quarantine regulations and rates of duty on articles most commonly purchased abroad by tourists and other returning travellers.

Note.— Source: Recommendation B-3 of FAL/8.

2. Information on document and immigration abuses

Contracting States should encourage their immigration authorities to exchange information through the appropriate channels on practices relating to document abuse by passengers and/or travel agents. For that purpose they should direct their airlines to supply the said information to their immigration authorities.

Whenever a travel agent’s right to sell air transportation on behalf of an airline is withdrawn by that airline for abuses in the observance of immigration requirements, the airline taking such action should inform the public authorities concerned, as well as all other airlines that may be affected by similar abuses by that agent, so that they may take appropriate action.

Note.— Source: Recommendation B-7 of FAL/10.

3. Check-in times

Carriers should systematically publish the last check-in time in timetables for use by the public, at least for each international flight;

this last check-in time should be confirmed in writing to the passenger at the time he makes his reservations or purchases his ticket; and

the operators and airport administrations should endeavour to determine, for one and the same airport, a single time for each flight category, for the time intervening between the last check-in time and the time of departure.

Note.— Source: Recommendation B-15 of FAL/6.

4. Information on delays

Operators should make every effort to inform their passengers of any delays in departure times, prior to check-in.

Note.— Source: Recommendation B-8 of FAL/9.

5. Improvements in baggage arrangements

Considering that great importance should be attached to research by airlines into rapid operational procedures in their ground services in general;

considering that time can be saved by reducing to the minimum the amount of baggage to be checked in and placed in the hold; and

considering the progress made by certain airlines in simplifying and accelerating ground operations on high-frequency short-range flights;

airlines should endeavour to enlarge the maximum dimensions now imposed on hand baggage and consequently investigate new designs for aeroplane cabins; and

on high-frequency short-range flights, the arrangements indicated above should be made in such a way that the majority of passengers need not check any of their baggage.
and measures should also be adopted to accelerate the pertinent procedures for those passengers that continue to check their baggage.

Note.— Source: Recommendation B-14 of FAL/6.

6. Through-checking of baggage

Contracting States should make arrangements for passengers, arriving at an international airport of entry and continuing their voyage on a connecting flight of the domestic network, to allow the checked baggage of such transferring passengers to be cleared at the customs airport of final destination, whenever such clearance may be carried out by the competent authorities at the time of arrival of the passengers.

Note 1.— Source: Recommendation B-4 of FAL/7.

Note 2.— See also 3.18 of the Annex.

States which are prepared to accept the arrangements for checked baggage to be cleared through customs at the airport of final destination should arrange for the insertion into the FAL Section of Aeronautical Information Publications of the list of airports in their territories at which this measure can be implemented.

Note 1.— Source: Recommendation B-4 of FAL/8.

Note 2.— See also 3.18 of the Annex.

7. Mishandled baggage procedures

Airline operators and their agents, together with airport handling organizations and airport operators, should take all necessary steps to reduce substantially the incidence of baggage mishandling through training of, and supervision over, all personnel involved, better co-ordination between personnel processing passengers and those handling their baggage and improvements in the labelling of baggage.

Wherever existing procedures delay the reforwarding of mishandled baggage to its owner, Contracting States should establish an Airport Committee comprising representatives of the public authorities, airport operator and the airlines with a view to adopting procedures which will lead to the speedy disposal of mishandled baggage, if such terms of reference are not already given to the existing Airport Facilitation Committees.

Note 1.— Source: Recommendation B-2 of FAL/9.

Note 2.— In the light of Council action subsequent to FAL/9 (i.e. with respect to Recommendation B-12 of FAL/10 as noted below), any procedures adopted for handling such baggage must be fully consistent with security requirements.

Note 3.— The Council, in approving this recommendation, noted that additional airport consultative committees need not be established where adequate machinery is available.

8. Courier baggage

To assist in dealing with congestion problems caused by high volumes of courier traffic at certain airports, States, airport authorities, airline operators and courier companies should, where required and possible, make special arrangements for processing courier baggage.

Such arrangements must be fully consistent with security requirements and could include:

a) advance notification by couriers when they will be presenting a large number of bags;

b) a more advanced deadline for check-in by such couriers;

c) a distinctive baggage tag for courier baggage to facilitate handling at destination and transfer points; and

d) identification of check-in facilities to be used by couriers.

Note.— Source: Recommendation B-12 of FAL/10 as amended by Council to include a reference to security requirements.

9. Arrival procedures

States should ensure that arriving passengers are not inconvenienced by being held on aircraft unnecessarily.

Note.— Source: Recommendation B-10 of FAL/11.

Guidance material relating to
Chapter 4 — Entry and departure of
cargo and other articles

1. Transport of agricultural products

Contracting States, air carriers and shippers’ organizations should encourage the development and use of containers for transport of agricultural products by air that are designed to assure the maximum degree of facilitation in the conduct of necessary animal and plant quarantine inspections.

Note.— Source: Recommendation B-12 of FAL/7.
2. Containerized cargo

Contracting States, in order to realize the benefits of uniform customs treatment of containerized cargo, should give careful consideration to adoption of the Customs Convention on the International Transit of Goods (ITI Convention), adopted by the Customs Co-operation Council (now World Customs Organization) on 7 June 1971.

Note.— Source: Recommendation B-6 of FAL/8.

3. Documentation relating to containers and pallets

Contracting States should take all practical measures to impress upon shippers, forwarding agents and international operators the need for ensuring that the processing and movement of documents relating to the contents of containers and pallets are closely co-ordinated with the movement of the respective containers and pallets. To this end, steps should be taken to ascertain that documents relating to the contents are completed by the time of packing the container or pallet and that these documents are readily available at the point of clearance of all or part of the contents.

Note.— Source: Recommendation B-14 of FAL/7.

Guidance material relating to Chapter 5 — Traffic passing through the territory of a Contracting State

1. Transit procedures and visas

Contracting States should review their requirements for transit traffic and should ensure that ICAO is notified without delay of any differences between their procedures and those recommended in Chapter 5 of Annex 9.

Contracting States should limit any requirements for transit visas to reflect considerations of security, reciprocity and illegal immigration, ensuring that ICAO is promptly notified of these requirements and of any amendment thereto and ensuring that such requirements are reflected in other industry-wide reference sources such as, where appropriate, NOTAM and the Travel Information Manual (TIM).

Contracting States should regularly review their requirements for transit visas so as to withdraw such requirements when they no longer appear to be necessary.

Note.— Source: Recommendation B-11 of FAL/11.

Guidance material relating to Chapter 6 — International airports — facilities and services for traffic

1. Planning of airport facilities

Contracting States should undertake, on a priority basis, comprehensive planning for expansion of international airport facilities;

they should recognize fully the need to experiment with new passenger- and cargo-handling techniques to reduce ground time for the aircraft and time spent in the terminal area by passengers and cargo and that, where possible, the results of such experiments should be communicated to ICAO for circulation to other Contracting States;

they should give particular attention to the design and layout of international air terminal buildings to assure sufficient space for the handling and clearance of passengers and baggage. In the planning process, consideration must be given to traffic levels at average busy hours;

they should emphasize in their planning swift passenger, baggage and cargo flow through the terminal area by careful interrelationship of access roads, parking facilities, passenger ticketing and service areas, arrival and departure lounges, and aircraft aprons and gate positions; and

they should plan expanded air cargo facilities, using automated systems as widely as possible, capable of handling substantial increases in cargo.

Note 1.— Source: Recommendation B-20 of FAL/7.

Note 2.— In the light of Council action subsequent to FAL/7, States should also take into account the aspect of security and appropriate narcotics control measures — see also 6.1 of the Annex.

2. Handling of intermodal van containers

Contracting States should make adequate provision in planning expansion of airport facilities for the smooth and efficient handling of intermodal van containers;

the objective of this planning should be to reduce to a minimum the time spent by such containers within the airport area;

to this end Contracting States should encourage the development and use of facilities for the loading, unloading and storing of containers and for the conduct of necessary inspections away from the airport; and
Annex 9 — Facilitation

Contracting States should seek to provide effective procedures for removal of containers from the apron area and transfer to rail or highway carriers.

Note 1.— Source: Recommendation B-11 of FAL/7.

Note 2.— In the light of Council action subsequent to FAL/7, States should also take into account the aspect of security and appropriate narcotics control measures — see also 6.1 of the Annex.

3. Special facilities for small children

Airport administrations, in co-operation with operators, should provide, at international airports where the volume of traffic warrants, facilities for the proper care and handling of small children; such facilities might include, for example, baby trolleys, a special room where these passengers can rest, etc.

Note 1.— Source: Recommendation B-17 of FAL/7.

Note 2.— See also 6.18 of the Annex.

4. Consultation with postal authorities

Contracting States, in giving effect to 6.2 of Annex 9 in their respective territories, should ensure that postal authorities are included amongst those to be consulted at the earliest stage in the planning of new or substantially modified terminal facilities at their international airports.

Note.— Source: Recommendation B-6 of FAL/9.

5. Collection of passenger service charges

Whereas charges are collected in various States for facilities provided for passengers at airports and this practice is becoming more general and the method of collecting these charges should involve as little inconvenience as possible for the passenger and not cause any delay in the traffic flow; save in exceptional circumstances the charge should normally be collected only from departing passengers;

the system adopted for collection should not impose any extra formality on the passenger at the time of his departure but should enable him to pay the amount of the charge when he completes one of the formalities required for his journey (i.e. at the time he purchases his ticket, makes his reservation or checks in);

the charge should be payable in reasonably acceptable foreign currency as well as in the national currency and by all the usual means of payment (e.g. travellers’ cheques, banknotes or coins);

the passenger should be given a receipt as proof that he has paid the charge;

all suitable measures should be taken to inform the passenger in advance of the existence of this charge (e.g. mention in the airline’s timetables, when the ticket is purchased, when the reservation is made, etc.); and

representatives of the airport authority and elected representatives of the appropriate operator’s committee at each airport where the charge is being imposed should engage in consultation with a view to developing the simplest possible method of collection within the terms of this recommendation.

Note 1.— Source: Recommendation B-8 of FAL/6.

Note 2.— These guidelines are for use where service charges are levied on the passengers and not the airlines. See also 6.4 of the Annex.

6. Improvement to existing procedures relating to passenger service charges

With regard to existing procedures, Contracting States, airport authorities and airlines should co-operate in introducing better methods of informing passengers of the existence of passenger service charges; and

also with regard to existing procedures, Contracting States, airport authorities and airlines should co-operate in developing methods whereby passengers may pay the charge while purchasing tickets or visiting airline offices for reconfirmation. Where this cannot be achieved, co-operation should be directed towards developing simplified procedures for payment of these charges at every check-in point.

Note 1.— Source: Recommendation B-7 of FAL/7.

Note 2.— These guidelines are for use where service charges are levied on the passengers and not the airlines. See also 6.4 of the Annex.

7. Improvements in check-in arrangements

As a means of relieving congestion at international airports, Contracting States should encourage the authorities concerned to:

a) expedite check-in procedures through simplification;

b) provide adequate staff and facilities, etc.; and

c) consider the advisability of using city terminals, including check-in facilities where possible.
8. Provision of tourism and hotel information

Facilities should be made available to provide incoming passengers with information of interest to tourists and on room reservations at as many hotels as possible;

States and airport administrations should devote the closest attention to the provision of these services with a view to supplementing the efforts already made by air carriers and travel agencies; and

arrangements should be made, to the maximum extent possible, to enable passengers on departure to book a room in the country of their destination.

Note.— Source: Recommendation B-16 of FAL/7.

9. Improvements in baggage arrangements for high-frequency flights

With regard to departures on high-frequency short- and medium-range flights, operators and airport authorities at busy air terminals should give consideration to:

a) the elimination of routine baggage weighing; and

b) the establishment of a simple baggage reception system in lieu of the present system.

Note.— Source: Recommendation B-6 of FAL/7.

10. Duty-free purchases

Contracting States should ensure that the attention of airports and commercial outlets at airports is drawn to the fact that, for safety reasons, the duty-free goods referred to in Recommended Practice 6.39 should not include dangerous goods such as spirits containing in excess of 70% alcohol by volume. The ICAO Dangerous Goods Panel has noted that when the concentration of alcohol exceeds 70% by volume, the liquid falls within the definition of a flammable liquid, thereby requiring special packaging. For safety reasons also, other potentially dangerous items, such as gas lighters and games containing mercury, should not be offered for sale to outbound passengers. In this regard attention should be drawn to Annex 18 — The Safe Transport of Dangerous Goods by Air and the related Technical Instructions in Doc 9284.

Note.— Source: Recommendation B-12 of FAL/11.

11. Crew members’ meeting facilities

International airports should have a map at their briefing offices, showing where the various airport operational premises for crew members are located.

Note.— Source Recommendation B-13 of FAL/11.

— END —
SUPPLEMENT TO

ANNEX 9 — FACILITATION

(Tenth Edition)

1. The attached Supplement supersedes all previous Supplements to Annex 9 and includes differences notified by Contracting States up to 15 August 2001.

2. This Supplement should be inserted at the end of Annex 9 (Tenth Edition). Additional differences received from Contracting States will be issued at intervals as amendments to this Supplement.
SUPPLEMENT TO ANNEX 9 — TENTH EDITION

FACILITATION

Differences between the national regulations and practices of Contracting States and the corresponding International Standards and Recommended Practices contained in Annex 9, as notified to ICAO in accordance with Article 38 of the Convention on International Civil Aviation and the Council’s resolution of 21 November 1950.

AUGUST 2001

INTERNATIONAL CIVIL AVIATION ORGANIZATION
## RECORD OF AMENDMENTS

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## AMENDMENTS TO ANNEX 9 ADOPTED OR APPROVED BY THE COUNCIL

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15/8/01
1. Contracting States which have notified ICAO of differences

The Contracting States listed below have notified ICAO of differences which exist between their national regulations and practices and the International Standards and Recommended Practices of Annex 9, Tenth Edition, or have commented on implementation.

The page numbers shown for each State and the dates of publication of those pages correspond to the actual pages in this Supplement.

<table>
<thead>
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- Armenia
- Azerbaijan
- Bahamas
- Bangladesh
- Barbados
- Belarus
- Belize
- Benin
- Bhutan
- Bolivia
- Bosnia and Herzegovina
- Brunei Darussalam
- Bulgaria
- Burkina Faso
- Burundi
- Cambodia
- Cameroon
- Cape Verde
- Central African Republic
- Chad
- China
- Colombia
- Comoros
- Congo
- Cook Islands
- Costa Rica
- Côte d’Ivoire
- Croatia

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Sweden 2.41 India
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Denmark
Papua New Guinea

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Sweden 2.41 India
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**Chapter 6**

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Appendix 11
Denmark
CHAPTER 1

Cargo. Any property carried on an aircraft other than mail and stores.

Free zone. An area that may exceptionally be subject to control measures.

Pilot-in-command. The Argentine Administration will continue to use the term “comandante de la aeronave”.

Unaccompanied baggage. Baggage may be personally conveyed by the passenger or handed over by him before or after the passenger’s exit or entrance.

CHAPTER 2

2.5 Presentation of the General Declaration is required.

2.5.1 Presentation of the General Declaration is required on arrival and at departure.

2.9.1* Information on the nature of the goods is required in the Cargo Manifest.

CHAPTER 3

3.5.1* It is not feasible at present to issue machine readable passports (MRPs).

3.10.2 Airline operators, and not Contracting States, are charged with the responsibility for the provision of Embarkation/Disembarkation cards.

CHAPTER 4

4.11* Unaccompanied baggage is not considered the same as cargo.

4.13

4.15

4.17

* Recommended Practice
CHAPTER 2

2.1 Except when permitted under special authority, Australian quarantine requirements prohibit the bringing into Australia by air, not only of animals and certain animal products intended for importation, but also of animals on aircraft transiting Australia for other destinations.

2.4* Australia is not a signatory to the International Health Regulations which are incompatible with provisions in its Quarantine Act 1908. However, a review of the Act is currently underway which may enable Australia to comply with this Recommended Practice in the future. In the meantime, Australia complies with the International Health Regulations wherever possible.

2.26* Aircraft cabins should be treated by disinsecting at top-of-descent, or residually disinsected in accordance with a Compliance Agreement between the airline and the Australian Quarantine and Inspection Service. Adequacy of performance of disinfection is monitored through the collection of spent cans of disinsectant and by audits.

2.34 If considered necessary by the Australian Quarantine and Inspection Service, all or any part of the aircraft and the contents may be treated by disinfection and/or disinsection, after the aircraft lands at its first port of call in Australia.

2.40 Australia reserves the right to require the following additional information in respect to non-scheduled flights, whether or not for non-traffic purposes:

1. Copy of Certificate of Airworthiness;
2. Maintenance arrangements when in Australian territory;
3. Copy of Air Operator’s Certificate or equivalent certificate (if applicable); and
5. Copy of noise certificate;
6. Details of carrier’s liability insurance (as applicable).

CHAPTER 3

3.7* The Australian Government maintains a universal, non-discriminatory, computerised visa system that requires all non-Australian citizens, including those who have lawful permanent residence permits, to hold a visa before travelling to Australia. The visa system is both a means of maintaining border integrity and passenger facilitation as it allows passengers to be electronically processed quickly and efficiently at the Australian border.

3.8 A charge is levied for most Australian visas.

3.8.4* All non-citizens are required to hold a valid visa. In exceptional circumstances a border visa may be granted.

3.8.6* All non-citizen permanent residents are required to hold a valid visa.

3.9* Australia requires all travellers to complete an Incoming and Outgoing passenger card on each arrival and departure.

3.10 The content and form of Australian Incoming and Outgoing passenger cards differ from Appendix 5 of Annex 9.

* Recommended Practice
3.12* Australian health authorities reserve the right to examine medically any person arriving by air.

3.16 An Incoming Passenger Card is to be completed by passengers on arrival. A written declaration on Australian Customs Form B465 is required in respect of goods in the possession of crew members.

3.17.1 A Marshall stationed at the entry to the red/green channels may direct passengers to a particular channel.

3.23 The Australian Government does not provide crew member certificate (CMC) facilities.

3.24 Australia does not accept crew member certificates for temporary admission to the country.

3.25 The Australian Government does not provide CMC facilities.

3.41 Proof of negligence is not an element of defence in Australian immigration law when a carrier brings an undocumented person to Australia. In practice, however, prosecution or service of an infringement notice is not initiated if the carrier was not negligent.

3.43* Australia retains the right to determine who shall or shall not enter its territory. A person who holds correct travel documentation for Australia would normally be expected to be admitted. However, there are situations where such persons will be denied entry. Australia holds operators responsible for detention and removal costs where a person is denied entry.

CHAPTER 4

4.41 In the case of the importation of any animal into Australia by air, it will be the operator’s responsibility to be in possession of the appropriate import permit or a copy of it.

4.48* Certain items in this category are subject to duties and/or tax. Insofar as customs duties are concerned, Australia will implement this paragraph, wherever possible, subject only to its international trade agreements and other obligations arising out of the Australian Government’s policy to protect existing Australian industries.

4.49* Australian law does not provide for complete exemption from customs duties and tax on instructional material and training aids.

CHAPTER 5

5.4 All non-citizens require a visa when transiting/transferring flights in Australia except certain non-citizen passport holders who are deemed to hold a visa for transit provided they meet the conditions specified.

CHAPTER 6

6.62.1 Australia is not bound by the International Health Regulations referred to in Note 1. Current Australian policy is not to charge for medical examinations or vaccinations in these circumstances.

* Recommended Practice

15/8/01
CHAPTER 8

8.12 Australia is not bound by International Health Regulations. These regulations are incompatible with provisions in its Quarantine Act 1908. However, a review of the Act is currently underway which may enable Australia to comply in the future. In the meantime, Australia complies with the International Health Regulations wherever possible.

8.13* Australia is not bound by International Health Regulations. These regulations are incompatible with provisions in its Quarantine Act 1908.

8.30* There are no set down points reserved specifically for the disabled as quarantining a large section of curbside immediately in front of the terminal would not be the most efficient use of this space. However, parking officers patrol the fronts of the terminals and are trained to assist where needed. Every effort is made to ensure access paths within terminals are free of obstacles, subject to the need for border, security and other agencies to carry out their legitimate functions.

8.38* The provision of discounts for passengers is a commercial matter for the airlines. Due to the competitive nature of the industry, heavily discounted fares are already offered to all members of the public. In some cases, specific discounts are available to escorts and carriers.

* Recommended Practice
CHAPTER 2

2.9 European Community legislation provides that documents relating to cargo should contain, in certain circumstances, the indication of gross weight of each consignment.

2.9.1* European Community legislation requires that the gross weight and the nature of goods be shown on the documents presented at customs.

2.42* Detailed provisions concerning contents of applications and advance filing periods are published in AIP Austria, Section FAL.

CHAPTER 3

3.8 Charges are imposed for the issuance of entrance visas.

3.8.3 The issuance of visas at entry clearance points is limited to exceptional cases, the validity of such visas being restricted in the light of the reason of travel.

3.18* In the European Community in the case of transfer flights, hand luggage is checked at the first Community airport while registered luggage is checked at the airport of destination, in conformity with international conventions in force.

3.38.2* The public authorities concerned are not responsible for the custody of persons found inadmissible. The public authorities will bear the cost of custody only if a valid application requesting asylum has been submitted and the applicant has not found other means of protection.

3.41 In the case of passengers who do not possess the required entry documents, the operator concerned must furnish evidence that the required documentary controls have been complied with.

CHAPTER 4

4.11* Unaccompanied baggage is shipped as cargo and as such is covered by a transport document. The use of individual documents is required.

4.15.1* European Community legislation in force is not in line with the provisions of this Recommended Practice.

4.20 A commercial invoice alone does not generally contain sufficient information and does not therefore constitute a full declaration.

4.21* The commercial invoice and, as the case may be, the certificate of origin are required separately.

4.25* European Community customs and fiscal legislation provide for admission free of customs duties and taxes of the following categories of goods within the value limits shown opposite each one of them:

| — small consignments of a non-commercial nature and a total value not exceeding 45 ECUs per consignment; |

* Recommended Practice
— consignments of goods sent directly from a third country to an addressee in the European Community, the value of which cannot exceed 22 ECUs per consignment concerning the exemption from customs duties and 22 ECUs concerning the exemption from value added tax; and

— goods entering in the accounts amounts of customs duty of less than 3 ECUs as far as the personal luggage of travellers and the postal traffic is concerned and 10 ECUs in all the other cases.

4.29.1* While the Customs release the goods as quickly as possible, customs authorities are not always the only authorities involved in the clearance procedure. Therefore, they cannot undertake to release all general cargo within four hours. Furthermore, recent studies indicate that many delays are due to the importers themselves.

4.30* While the customs authorities take all reasonable steps to ensure that clearance is effected with a minimum of delay, they may not be able to assume overall authority for clearance where other agencies, such as veterinary or sanitary controls, are involved.

4.45* European Community customs legislation provides that such documents as the commercial invoice and, as the case may be, the certificate of origin must be presented separately.

4.48* European Community customs legislation allows for its Member States to grant relief for ground and security equipment mentioned in this Recommended Practice, only on the basis of reciprocity with countries that are Contracting Parties to the Convention on International Civil Aviation (Chicago, 1944).

4.49* Not all the items of equipment referred to in this Recommended Practice are admitted duty free.

4.50* European Community customs legislation does not provide for duty free admission of all airline and operators’ documents covered by this Recommended Practice.

4.57 Unaccompanied baggage is regarded as cargo and is removed for examination to premises devoted entirely to cargo, which are different from those devoted to passengers.

CHAPTER 5

5.4 Customs may require a document indicating the identity of a package in transit, the identity of the aircraft which brought it, the nature, the gross weight and place of loading of the cargo.

5.4.1 Permission to enter Austrian territory can only be issued if the passenger referred to in this paragraph holds a passport complying with the relevant regulations.

5.5 European Community legislation requires that goods brought into the customs territory of the Community shall be subject to supervision by the customs authority.

5.8* In the European Community in the case of transfer flights, hand luggage is checked at the first Community airport while registered luggage is checked at the airport of destination, in conformity with international conventions in force.

* Recommended Practice
CHAPTER 6

6.5* Customs legislation requires that duties and other taxes be paid either in cash or by guaranteed and certified bank cheques.

6.16* While customs clearance is expedited as far as possible, customs administrations cannot undertake to clear all embarking passengers of a flight not requiring more than a normal inspection, within 60 minutes from the time they present themselves at the first processing point of an international airport.

6.29* While customs clearance is expedited as far as possible, customs administrations cannot undertake to clear all disembarking passengers of a flight within 45 minutes.

6.39* Duty-free sales are considered to be sales accomplishing the fictitious exportation of goods and as such, duty-free shops have to be established at specified points.

6.51* Off-airport bonded warehouses are allowed when airport capacity is limited and only where customs resources are available and necessary transit formalities are respected.

* Recommended Practice
CHAPTER 2

2.9 In conformity with European Union legislation, Belgium requires that the documents for cargo contain, in certain circumstances, an indication of the gross weight of each consignment.

2.9.1* Community legislation requires an indication of the gross weight and the nature of the goods on the documents presented at customs.

CHAPTER 3

3.5.2 Passports which conform to the format set forth in Doc 9303, Part 1, without the machine readable zone area filled in, cannot be issued for the time being, however they will be introduced during the course of 2001 for passports issued in Belgium. Passports delivered abroad by diplomatic and consular posts will continue temporarily to be completed by hand.

3.8 Within the framework of the Convention implementing the Schengen Agreement, Belgium does not envisage concluding reciprocal arrangements to establish free of charge visas in the foreseeable future.

3.18* In the European Community, in the case of transfer flights, hand baggage is inspected at the first Community airport, while hold baggage is inspected at the Community airport of destination, pursuant to the provisions of the relevant international Conventions.

3.23 The aviation authorities do not grant crew member certificates at no charge.

3.29* Since the decisions taken by the authorities to refuse entry are by no means contingent upon possible practical problems experienced by operators in respect to departure possibilities, consultation about these possibilities cannot be guaranteed.

CHAPTER 4

4.11* Unaccompanied baggage is shipped as cargo and should be covered by a transport document. The use of separate, individual documents is required.

4.15.1* The Community legislation in force is not in line with the provisions of this Recommended Practice.

4.20 The invoice alone does not contain all of the necessary information and therefore it does not constitute the basic document for the accomplishment of customs formalities.

4.21* The commercial invoice and the certificate of origin should be presented separately.

4.25* The customs and tax legislation of the European Community provides for the entry free of duties and taxes of the following categories of goods not exceeding the threshold values indicated for each:

— small consignments of a non-commercial nature with a maximum value of 45 ECUs per consignment;

— consignments made up of goods sent directly from a third country to a consignee located in the Community, and with a total value not exceeding 22 ECUs per consignment to be exempted from customs duties and from the value added tax; and

* Recommended Practice
the possibility of exempting from consideration amounts of duty lower than 10 ECUs (Not applied in Belgium).

4.29.1* Despite the fact that customs releases goods as soon as possible, the customs authorities are not always the only authorities involved in the clearance procedure. Therefore they cannot always ensure the release of all cargo within four hours. Moreover, recent studies have shown that in many cases long delays in the delivery of goods are attributable to the importers themselves.

4.45* European Community customs legislation requires that documents such as the commercial invoice and, as the case may be, the certificate of origin be presented separately.

4.48* European Community customs legislation allows member States to grant duty-free admittance for the ground and security equipment cited in Recommended Practice 4.48, within the framework of reciprocal agreements concluded with Contracting States party to the Convention on International Civil Aviation (Chicago, 1944).

4.50* European Community customs legislation does not provide for duty-free admittance for all the airline and operators’ documents covered by this Recommended Practice.

4.57 b) & c) Unaccompanied baggage is considered as cargo and is physically sent to the areas set aside for goods, which are different from those reserved for passenger baggage.

CHAPTER 5

5.4 Customs can require a document identifying a package in transit, the aircraft on which it was carried, the nature, gross weight, and if appropriate, the point of lading of the cargo.

5.5 Community customs legislation provides that goods placed in the customs area are under customs supervision and may be subject to inspection by the customs authority.

5.8* In the European Community, in the case of transfer flights, hand baggage is inspected at the first Community airport, while hold baggage is inspected at the Community airport of destination, pursuant to the provisions of the relevant international Conventions.

CHAPTER 6

6.5* Community customs legislation provides that payment of duties and taxes be made either in cash or by guaranteed and certified bank cheque.

6.16* Despite the fact that passenger clearance is done as quickly as possible, it is not always possible for customs administrations to accept that the departure formalities for all passengers requiring not more than normal inspection are completed in a total time period of 60 minutes, calculated from the time of the passenger’s presenting himself at the first processing point at an international airport.

6.29* While in practice clearance is given as quickly as possible, and in most cases concluded within the time stated in this Recommended Practice, it is not always possible for the customs administrations to accept such a limit (45 minutes).

* Recommended Practice

15/8/01
6.39* The activities of duty-free shops are tolerated because they are based on the notion that the goods offered for sale are for export, and for that reason the duty-free shops should be located at specific points.

6.51* When airport capacity is limited, off-airport bonded warehouses are only permitted when the customs resources are available and the transit formalities have been completed.
CHAPTER 2

2.1 Government regulations and procedures applicable to the Customs clearance of aircraft shall be more favourable than those applied to other forms of transportation.

2.5 General Declaration is required.

2.9.1* Contracting party shall not dispense with the requirement for information concerning the nature of goods in the Cargo Manifest.

2.11 Contracting party shall require the presentation of a written declaration of stores remaining on board aircraft.

2.19* Documents shall be in English. Any document written in other languages shall be accompanied by a written translation to English.

2.47 Such aircraft shall be allowed to remain within that State for a period of six (6) months without security for customs duty.

CHAPTER 3

3.19 Operators may open baggage in the presence of Customs officials.

CHAPTER 4

4.11* May not waive presentation of individual documents pertaining to shipments of cargo.

4.15 May physically examine cargo for Customs purposes.

4.25* Bonafide unsolicited gifts of not more than two (2) parcels per person per calendar year and of which the value per parcel does not exceed US$400 are allowed. Samples of no commercial value supplied free of charge may be released without entry or payment of duty.

4.40* Provided the loaned goods are remaining on board the aircraft and Customs is being made aware of it by a written declaration.

4.46 Such stores shall be admitted free of duty if the Contracting party has a bonded warehouse, as long as the parts are replaced there.

4.48* Where duties are levied on the items listed, the concerned party may put up a written application to Customs for general rebate.

* Recommended Practice
CHAPTER 2

2.5 The presentation of the General Declaration is required.

2.46* The participation of more than one governmental agency is required for the clearance of smaller aircraft and their cargo.

CHAPTER 3

3.5.1* Brazil does not yet issue machine readable passports, although it intends to do so in the near future.

3.5.2 Although it does not yet issue machine readable passports, Brazil will be issuing passports which conform to the format set forth in ICAO Doc 9303, Part 1, in the near future.

3.5.4* Diplomatic and official passports have a differentiated period of validity according to the mission of their holders. Ordinary passports have a non-extendable period of validity of five years.

3.8 A fee is required for the concession of visas, except when an exemption is established in an agreement.

3.8.1* Brazil does not yet issue machine readable clearances or visas, as specified in ICAO Doc 9303, Part 2.

3.8.3 The length of validity of the visa is 3 months after the date of its concession.

3.8.7* Brazil does not issue yet machine readable clearances or visas in the format prescribed for the visual zone of the machine readable visa in Doc 9303, Part 2.

3.9* The control of disembarkation and embarkation will be made through the Embarkation/Disembarkation card, which will be filled by the passengers and crew and handed over to the Federal Police. Airline operators should instruct passengers and crew on filling out the Embarkation/Disembarkation card correctly.

3.10 The Brazilian Authorities will require passengers and crew alike to fill out the Embarkation/Disembarkation card, which differs from the model contained in Appendix 5 of Annex 9.

3.10.1 Airline operators should instruct passengers on filling out the Embarkation/Disembarkation card correctly and other related procedures.

3.10.2 Airline operators should print and provide the Embarkation/Disembarkation cards to the passengers before embarkation or during the flight, as the case may be.

3.16 Brazilian customs authorities might demand, whenever necessary, a written declaration of baggage from passengers and crew arriving from abroad.

3.33 The Embarkation/Disembarkation card will be required from passengers leaving the country.

3.41 Operators will be subjected to fines when transporting to Brazil foreigners whose documents are not in order.

* Recommended Practice
CHAPTER 4

4.15.1* The Brazilian authorities adopt all the necessary measures regarding goods destined abroad before authorizing their embarkation. However, if an irregular embarkation occurs, the Brazilian authorities will determine, in accordance to the law, the disembarkation of the goods before the aircraft leaves.

CHAPTER 8

8.3.2* The Brazilian legislation does not contemplate the possibility of entrance visas for search and rescue or accident investigation teams. At the discretion of the immigration authorities (the Federal Police), a “conditional disembarkation”, which will be considered on a case-by-case basis, could be granted.

* Recommended Practice
CHAPTER 2

2.9 Canadian customs’ regulations require that all air carriers report cargo either on an IATA standard format air waybill or on the official national customs cargo control document.

2.9.1* This Recommended Practice suggests that States not require the completion of information concerning the nature of goods listed on the Cargo Manifest. The description of the nature of goods provided on this document is essential information which cannot be dispensed with.

2.42* Note Canadian customs officials may require more than two days’ notice in order to arrange the clearance of charters involving the arrival of a large number of passengers at small airports or at remote locations in Canada. The Canadian Transportation Agency requires that air carriers operating foreign-originating fifth freedom charter flights notify the Agency seven days before the date of arrival of such flights. An air carrier that proposes to operate Canadian originating passenger resalable charters must apply to the Agency 15 days before the date of the flight or first flight of a series. (Fifteen days is necessary for the Agency to ensure that sufficient advanced payment protection is in place.)

CHAPTER 3

3.8 In instances where a visitor visa is required, a fee is payable to defray the cost of processing the application.

3.8.2 Canada reserves the right to require visitor visa applicants to appear at a Canadian Consulate for interview.

3.8.3 Some visitors may be issued single entry visas valid for less than one year.

3.17.1 The system of optional channels which may be established in Canada will be different in certain respects from the one recommended in Appendix 6 to Annex 9. Nevertheless, the general principle and the ultimate purpose are the same.

3.19 If mishandled baggage includes baggage which was delivered to the owner and not reported to customs by the air carrier, national legislation in Canada provides for the assessment of penalties in such cases.

3.39 The obligation of the Operator under Canada’s Immigration Act is more specific and goes further than required by this Standard. In addition to ensuring that the passenger is properly documented at the point of embarkation, Canada’s Immigration Act requires that passengers are also presented for examination at the port of entry with valid documentation.

3.44 In Canada, the responsibility of carriers goes further than is implied here. Section 88(1) of the Immigration Act requires, inter alia, that the airline shall have the custody and care of the person in question until such time as it is possible to place him on board the aircraft on which he is deemed to travel.

3.45.1* Canada’s practice is to notify transit and destination States only in the following situations:
   — Escorted removals
   — Non-escorted persons that could be contentious, potentially sensitive or possibly troublesome, or
   — Removals which involve criminality or security concerns.

   However, when notification is provided, information contained in the notice exceeds what is suggested in the note.

* Recommended Practice
3.48 Generally, operators are precluded from recovering from the inadmissible person transportation costs relating to his return. Subsection 88(2) of the Immigration Act prohibits the Operator from recovering transportation costs from any person required to leave Canada unless there is an agreement respecting return fares between the Operator and the person being conveyed.

3.49 Section 52(2) of the Immigration Act requires, inter alia, that where a person is ordered removed from Canada, the person shall be removed to:

(a) the country from which that person came to Canada;
(b) the country in which that person last permanently resided before he came to Canada;
(c) the country of which that person is a national or citizen; or
(d) the country of that person’s birth.

In some cases, it may be necessary to return a person found inadmissible to Canada to a country where the person was earlier found inadmissible.

3.51 Under the Canadian Immigration Act, the responsibility of carriers goes further than this Standard. In situations when the person is admitted and subsequently ordered removed, subsection 85(1) of the Immigration Act requires the carrier which brought that person to Canada to convey him or cause him to be conveyed. In such situations, the cost of removal is borne by the Canadian Government.

3.53 Canada’s practice is to notify transit and destination States only in the following situations:

— Escorted removals
— Non-escorted persons that could be contentious, potentially sensitive or possibly troublesome, or
— Removals which involve criminality or security concerns.

However, when notification is provided, information contained in the notice exceeds what is suggested in the note.

CHAPTER 4

4.11* When goods are being exported from Canada, the exporting carrier is required to present to customs a single copy of the air waybill for each shipment laden on board the aircraft. This document is to be supported by individual export declarations, export permits, etc., as required by national legislation. In the case of goods exported temporarily, there is a need in some instances for additional documentation other than a simple export declaration.

4.12 The physical examination of goods referred to in this section cannot normally be carried out on a selective technique basis. Goods exported temporarily or those which are exported after having been temporarily imported must normally be examined on an individual basis.

4.20 When the value of commercial shipments does not exceed $500 a commercial invoice is acceptable. In all other instances properly completed customs invoices are required.

* Recommended Practice
4.25* Gifts, not being advertising matter, tobacco or alcoholic beverages, may be admitted duty free and tax exempt under the provisions of the Customs Tariff and Excise Tax Act provided they are sent by persons abroad to residents of Canada when the value does not exceed sixty dollars in any one case. Travellers’ samples of negligible value may be admitted without payment of customs charges when imported by residents or non-residents to solicit orders for similar goods to be supplied from abroad. Commercial samples may be temporarily imported free of duties and taxes provided they meet the requirements of national legislation. However, such samples must be documented on an ATA Carnet or on the appropriate national customs document. Imports of commercial samples, while exempt from customs duties and excise taxes, may be subject to the filing of security when imported on a temporary basis. Commercial samples remaining in Canada on a permanent basis are subject to the regular provisions of the Customs Tariff Act and the Excise Tax Act. However, samples of negligible value are, under national legislation, free of duties and taxes and other charges.

4.48* Machinery and equipment imported into Canada for use exclusively in servicing aircraft registered in a foreign country while at international airports in Canada are duty free provided the foreign country in which the aircraft is registered grants a similar privilege to aircraft registered in Canada. Sales tax is payable on the value of the equipment.

4.50* National legislation provides for the duty and tax free importation of airline documents referred to in this section provided that reciprocal privileges are extended to Canada.

4.51 National legislation does not allow urgently required goods to be imported or exported from Canada completely free of all documentation. However, Canadian Customs entry and release procedures do provide in the case of goods imported systems whereby goods can be entered with a minimum of documentation so long as fully completed entry documents are provided and any duties and taxes payable are paid within a prescribed period of time.

CHAPTER 5

5.2 Canadian Immigration legislation makes no distinction between visiting or transiting Canada. Therefore, any person requiring a visa to visit Canada, also requires a visa to transit Canada. One exception is refuelling stops providing certain conditions are met.

5.8* The Canadian Immigration Act requires that any person seeking admission to Canada shall first appear before an immigration officer for examination. Persons in transit from one international airport to another international airport must be examined and allowed entry in order to do so.

5.12* Canadian legislation does not provide for the establishment of free airports or free zones, but a warehouse procedure may be utilized as an alternative system. Under this procedure, imported goods may be stored in a customs bonded warehouse for subsequent re-exportation without payment of duties and taxes.

CHAPTER 6

6.69 Wherever possible, the Canadian Department of Transport will make accommodation available for authorized private agencies to provide monetary exchange facilities, but the Department will not itself provide such services.

* Recommended Practice
CHAPTER 8

8.1* Pursuant to Canadian legislation, operators are required to meet the specific financial security requirements of various statutes.

8.3 Canada has granted visa and employment authorization waivers to accepted representatives and their advisers who are participants in accident or incident investigations. However, salvage and repair have been excluded from these exemptions.

8.4 There is provision in national legislation for the temporary importation of goods for a search or rescue operation. However, there is no provision which would allow duty or tax free entry of the articles mentioned for the accident investigation, repair or salvage aspects. The goods in this case would be subject to the provisions of the Customs Tariff and Excise Tax Acts.

8.7 The outward movement of the parts would pose no problem. However, on re-importation the parts would be subject to the regular provisions of the Customs Tariff and Excise Tax Acts if they are foreign goods.

* Recommended Practice
CHAPTER 3

3.9* The following forms are required for entry into Chile:

1. The Embarkation/Disembarkation Card
2. Tourist card for foreigner
3. Declaration of animal or plant products or sub-products in baggage (required for each person 18 years and above).

* Recommended Practice
CHAPTER 2

2.5 A General Declaration is required or an alternative notice containing the names, nationalities and positions of crew members and the total number of passengers is furnished on the arrival and immediately prior to the departure of the aircraft.

2.6 Information on names, nationalities and positions of crew members is required.

2.9 Air cargo reporting requirements are prescribed by local legislation under which no option, as proposed, is provided for.

2.9.1* Information concerning the nature goods is required.

2.42* The following documentation is also required:

1) A valid air operator’s certificate or equivalent document.
2) Current Certificate of Airworthiness of the aircraft to be used.
3) Aerodrome operating minima.
4) Noise certificate of the aircraft to be used.
5) Information as to how the pilot’s route and airport qualification is to be established for Hong Kong.
6) Third party insurance. Sufficient time must be allowed for delivery/processing of documents.

CHAPTER 3

3.5.6* The fee may exceed the actual cost of issue or renewal.

3.8 A fee is charged for the issuance of a visa.

3.8.1* At present there is no plan to issue visas in machine readable form.

3.8.3 Visas are usually valid for a period of three months from the date of issue.

3.8.4* Visitors who do not possess a visa when required will normally be refused admission into Hong Kong. However, they will be allowed to stay overnight in off-airport accommodation until their departure, under assurance and guarantee of the airline operator that brought them into Hong Kong.

3.8.6* Entry visas are not required for resident aliens who have valid residence permits.

3.8.7* Visas issued under the existing system are in a different format from that prescribed in ICAO Doc 9303, Part 2. At present there is no plan to change the visa format which has an impact on the visa issuing mechanism.

3.9* Embarkation/Disembarkation Cards are required to be completed.

3.10 The format at Appendix 5 is not acceptable. The cards in use are of a different size and format and include additional information relating to address in Hong Kong and signature. This information is required for enforcement of immigration control.

3.17.1 It is not intended to adopt the dual-channel baggage clearance system.

* Recommended Practice
3.23.1* Current batch of Crew Member Certificates (CMC) is not in machine readable form nor in the format shown in Appendix 7. Consideration will be given to issuing new CMC in the required format when they are due for renewal in 2005.

3.25 Crew members travelling as passengers must be in possession of valid passports although they may use their Crew Member Certificates or company identification cards for immigration formalities if their names are included in the General Declaration of the aircraft in which they arrive or depart.

3.29* The Civil Aviation Safety Inspector Certificates in use in Hong Kong are of a different size and format.

3.31* Flight operations inspectors and cabin safety inspectors must be in possession of valid passports for immigration formalities.

3.33 Some passengers, inter alia all foreign visitors, are still required to complete an embarkation card.

3.41 A fine may be imposed on the owner of the aircraft and his agent if a passenger does not have a valid travel document. The fine may be waived if there is evidence to suggest that this has not been caused by negligence of the carrier.

3.44 Legislation now provides for the removal of any persons found inadmissible in Hong Kong to their last port of embarkation or place of origin, or place of nationality of the deportee.

3.45.1* The public authority of the countries of final destination will be given prior notice, whenever practicable, before execution of a Deportation Order.

3.46 Legislation now provides for the removal of any persons found inadmissible in Hong Kong to their last port of embarkation or place of origin, or place of nationality of the deportee.

3.46.1 Security escort will not be provided by government officials.

3.52 The operators are informed before the execution of a Deportation Order of the name of deportee and the flight arrangements.

3.53 The public authority of the countries of final destination will be given prior notice, whenever practicable, before execution of a Deportation Order.

3.55 The existing travel document production mechanism requires the applicant to produce an application form with signature appended.

CHAPTER 4

4.37 Constrained cargo in Hong Kong can be cleared by Customs within 90 minutes upon request. Under such circumstances, it would be unreasonable and inefficient to make alternative arrangements for the storage and/or clearance and/or examination of containers/pallets and their loads at off-airport locations.

4.56 In the case where cargo, unaccompanied baggage or stores require reforwarding to the correct designation, they will also be subject to the laws and regulations of Hong Kong relating to the control of prohibited articles in addition to the other requirements under this Standard.

* Recommended Practice

15/8/01
CHAPTER 5

5.4.1 A visa is required by Stateless aliens and by nationals of certain countries.

5.11* It is not proposed to establish free airports.

5.12* It is not proposed to establish a free zone at the international airport.

CHAPTER 6

6.5* The current practice of the Government of the Hong Kong Special Administrative Region does not accept payment by credit cards.

6.6* The number of choice of agents for aircraft ramp handling services is presently three.

6.64* Such arrangements are not appropriate to the present Hong Kong system of control; there are both legal and practical difficulties.

CHAPTER 8

8.35* Hong Kong’s plans for making provision for access by disabled persons are not yet complete. However, almost all newly built aircraft registered in Hong Kong have the facilities incorporated to facilitate disabled persons.

* Recommended Practice
CHAPTER 2

2.23 The Immigration and Alien Affairs Directorate may impose administrative penalties in the form of fines on transport companies which do not comply with the requirements or procedures for inspection and immigration clearance.

2.26* The health authorities may verify the information by asking for the equipment or spray used for disinsecting or by making inquiries of the passengers.

2.29* The health authorities may carry out additional disinsecting if an inspection of the aircraft reveals the presence of vectors, once the passengers have disembarked.

2.36 Prior permission is required.

2.37 Prior permission is required.

2.42* Any flight across the territory of the Republic of Cuba is subject to prior permission by the Directorate of Civil Aviation of the Republic of Cuba. Any scheduled air service operator must submit the information required by law no less than two weeks before the date of the route’s entry into force and in the case of non-scheduled flights, 48 hours in advance of the planned time of departure. On special occasions, a request or change to the information required by the legislation in force will be authorized on the day before the flight.

For search and rescue purposes, meteorological research flights or air ambulances, flights through the airspace of the Republic of Cuba may be requested without complying with the above-mentioned time requirements.

CHAPTER 3

3.5.4* The Republic of Cuba issues its passports for an initial period of two years, renewable for two years, two more times (six-year period of validity).

3.25 Airline crew members travelling as passengers by any means of transport to exercise their duties on an aircraft are required to have valid passports issued in their names and visas where required.

3.32 Cuba requires its nationals and resident aliens of over 90 days’ standing to obtain permits to leave the country’s territory.

3.49 This will be done provided that the return to the point of origin of the person declared inadmissible takes place immediately upon arrival at the point where the person was found to be inadmissible.

3.54 This will be done provided that the person is declared inadmissible upon his or her arrival at the point of disembarkation and not at a later date.

* Recommended Practice
CHAPTER 2

2.42* An application for landing of non-scheduled flights of foreign civil aircraft in the Czech Republic for commercial purposes shall be submitted at least five working days before the intended day for individual flights (except for extremely urgent cases), two weeks before the first of the planned flights for a series of more than three flights within two successive months.

The charter price is required in addition to the details required in this Recommended Practice. In an instance where the charter is an inclusive fare charter, more details may be required.

2.46* Not applicable. All aircraft landing in, or departing from the Czech territory to/from abroad have to make their initial, or final, take-off at an airport with permanent customs and passport services or at airport where customs and passport services are provided on prior request.

CHAPTER 3

3.5.7* Children over the age of fifteen years require a separate passport.

3.8.3 Entrance visas for visitors are usually issued to be valid for up to a period of three months from date of issue. Visas are usually issued on a trip-by-trip basis.

3.8.6* Re-entry visas are required from resident aliens.

3.24 Implementation on the condition of reciprocity.

3.24.1

3.25

3.32.1*

CHAPTER 6

6.64* Pre-clearance is not provided in the Czech Republic to authorities of the other Contracting States.

* Recommended Practice
CHAPTER 2

2.9 Community legislation provides that documents relating to cargo should contain, in certain circumstances, the indication of gross weight of each consignment.

2.9.1* Community legislation requires that the gross weight and the nature of goods be shown on the documents presented at customs.

2.11 A written customs declaration which is a combination of the general declaration and a list of the goods is required. The declarations cover those goods which remain on board the aircraft.

CHAPTER 3

3.5.7* Children above the age of 15 are required to have a separate passport.

3.8.1* Visas to Denmark are not issued in machine readable form.

3.8.2 Normally applicants for entrance visas must make a personal appearance at a consulate.

3.8.3 Entry visas are normally issued for not more than three months on a trip-by-trip basis.

3.8.6* Re-entry visas are necessary for residents who do not possess a document proving their residence entitlement in Denmark (residence permit).

3.9* The inter-Nordic passport control area comprising Denmark, Finland, Iceland, Norway and Sweden requires visitors who hold entry visas to complete a special disembarkation card, which differs from the ICAO format. Persons who do not need entry visas are not required to fill out disembarkation cards.

3.14.2* Denmark has not implemented an API system and does not submit passport information for passengers to the authorities of the State of destination before flight departure.

3.18* In the European Community in the case of transfer flights, hand baggage is checked at the first Community airport while registered luggage is checked at the airport of destination, in conformity with international Conventions in force.

3.40.2* The Danish authorities and the airlines have not entered into Memoranda of Understanding but there is a current cooperation in order to prevent transportation of inadmissible persons to Denmark.

3.41 Any person who brings a foreign national into Denmark would be liable to pay a fine if the foreigner in question has no proof of identity and visa to enter Denmark. The negligence or absence thereof of the person who brings in the foreign national has no relevance (Danish Aliens Act).

CHAPTER 4

4.11* Unaccompanied baggage is shipped as cargo and as such is covered by a transport document. The use of individual documents is required.

4.15.1* European Community legislation in force is not in line with the provision of this Recommended Practice.

* Recommended Practice
4.20 A commercial invoice alone does not generally contain sufficient information and does not therefore constitute a full declaration.

4.21* A commercial invoice and, as the case may be, the certificate of origin are required separately.

4.25* European Community customs and fiscal legislation provide for free admission from customs duties and taxes of the following categories of goods within the value limits shown opposite each one of them:

- small consignments without commercial character of a total value not exceeding 45 ECUs per consignment;
- consignments of goods sent directly from a third country to an addressee in the Community the value of which cannot exceed 22 ECUs per consignment concerning the exemption from customs duties and 10 to 22 ECUs concerning the exemption from value added tax;
- goods entering in the accounts amounts of customs duty of less than 10 ECUs.

4.29.1* While the Customs release the goods as quickly as possible, customs authorities are not always the only authorities involved in the clearance procedure. Therefore, they cannot undertake to release all general cargo within four hours. Furthermore, recent studies indicate that many delays are due to the importers themselves.

4.45* European Community customs legislation provides that such documents as the commercial invoice and, as the case may be, the certificate of origin, be presented separately.

4.48* European Community customs legislation allows for its Member States to grant relief for ground and security equipment, mentioned in Recommended Practice 4.48, only on the basis of reciprocity with countries that are Contracting Parties to the Convention on International Civil Aviation (Chicago 1944).

4.49* Not all the items of equipment referred to in this Recommended Practice are admitted duty free.

4.50* European Community customs legislation does not provide for duty free admission of all airline and operators’ documents covered by this Recommended Practice.

4.57 Unaccompanied baggage is classified and regarded as cargo and is physically handled in goods areas which are different from those areas that are reserved for passenger baggage.

**Note** b) & c) are different from those areas that are reserved for passenger baggage.

### CHAPTER 5

5.2 Transit visas may be required from nationals of certain countries.

5.4 Customs may require a document indicating the identity of a package in transit, the identity of the aircraft which brought it, the nature the gross weight and place of loading of the cargo.

5.4.1 A transit visa is required prior to the arrival in the country from transit passengers obliged to possess a visa.

5.5 European Community legislation requires that goods brought into the customs territory of the Community shall be subject to supervision by the customs authority.

* Recommended Practice
5.8* In the European Community in the case of transfer flights, hand baggage is checked at the first Community airport while registered luggage is checked at the airport of destination, in conformity with international Conventions in force.

CHAPTER 6

6.5* Community customs legislation requires that duties and other taxes be paid either in cash or by guaranteed and certified bank cheques.¹

6.16* While customs clearance is expedited as far as possible, customs administrations cannot undertake to clear all embarking passengers of a flight, not requiring more than a normal inspection, within 60 minutes from the time they are presented at the first processing point of an international airport.

6.29* While customs clearance is expedited as far as possible, customs administrations cannot undertake to clear all disembarking passengers of a flight within 45 minutes.

6.39* Duty-free sales are considered to be sales accomplishing the fictitious exportation of goods and as such, duty-free shops have to be established at specified points.

6.51* Off-airport bonded warehouses are allowed when airport capacity is limited and only where customs resources are available and necessary transit formalities are respected.

CHAPTER 8

8.19 The coordination of facilitation activities between relevant departments, agencies, organizations, airports and airport operators is done by the Civil Aviation Administration, Denmark.

APPENDIX 11

Airport Facilitation Committees

At present there is a Facilitation group at Copenhagen Airport, but government clearance agencies only participate ad hoc.

¹ Community legislation in force (Article 223 of the Code) is large enough to cover payments using credit cards. Therefore each Member State is free to consider whether or not they should enter a national reservation explaining the way they accept a customs debt to be paid.

* Recommended Practice
CHAPTER 2

2.5 Eritrea requires presentation of a General Declaration to facilitate quarantine services.

2.7 Presentation of a Passenger Manifest is required for operational reasons.

2.9.1* Information regarding goods and countries from which they are loaded is required to categorize them.

2.40 Application for permission shall require to be filed, fifteen days in advance in case mail is used and three working days when fax or telegram is used.

CHAPTER 3

3.8 A visitor requires a temporary entry visa for one month and, upon request, can be extended for another month, and is chargeable. Citizens of Ethiopia, Uganda and Kenya need no entry visas.

3.10 Embarkation/Disembarkation Cards are applicable and have slight differences from Appendix 5 format.

3.17 Baggage of inbound passengers is cleared on verbal declaration except where goods in such baggage are liable to duty and tax, then a written declaration must be submitted.

3.24 Under all circumstances, crew members are required to possess a valid passport.

3.32 Until further notification, Eritrea requires exit visas for its nationals wishing to tour abroad.

CHAPTER 4

4.11* Documents are required for customs and security reasons, and would not affect delays.

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* Recommended Practice
CHAPTER 2

2.5 The General Declaration with full names (a list) of crew members is required.

2.5.1

2.5.4 The General Declaration shall be stamped and signed by Immigration at the last point as constituting the outward clearance of the aircraft.

2.6 The General Declaration with full names (a list) of crew members is required.

2.7 A Passenger Manifest of Embarking and Disembarking passengers with full names is required from the operator due to Immigration and Customs.

2.7.1

2.37 Prior permission for such flights is required 15 days before the intended date of operation in case mail service is used and seven days when telegram or telex is used.

2.46* International flights shall only use international airports. No other governmental agency is authorized to undertake responsibility.

CHAPTER 3

3.5.1* Non-machine readable passports which conform to the format set forth in ICAO Doc 9303 are accepted.

3.5.3* Decentralized activities for the issuance of passports are unacceptable for various reasons.

3.8.1* Non-machine readable visas which conform to the format set forth in ICAO Doc 9303, Part 2 are accepted.

3.8.6* Re-entry visa from lawful resident aliens is required.

3.17 Baggage of passengers is subject to customs inspection.

3.17.1 No dual-channel baggage clearances system is installed for the time being.

3.32 Exit visas from Ethiopian nationals are required.

3.32.1* Exit clearance in connection with the issuance of a re-entry visa is required from lawful resident aliens.

3.34 Baggage of outgoing passengers is subject to inspection on random basis.

3.38.2* The operator is responsible for the care of passengers and crew until passengers and crew have been admitted, or, if leave to enter is refused, until passenger and crew leave Ethiopia.

3.51 The operator is obliged to remove the alien, if the alien is found to be inadmissible after arrival.

CHAPTER 4

4.15 Cargo and unaccompanied baggage are not exempted from physical examination.

* Recommended Practice
4.26 Imported private gift package and trade samples not exceeding the value of Birr 75 are exempted from duty and other clearance formalities.

4.32 As long as each and every package of the cargo imported by air has uniformity, then their physical examination shall be accomplished on a sampling basis.

4.57 Unaccompanied baggage is treated as cargo. However, declaration formalities shall not be required for accompanied baggage not exceeding the weight of 60 kg.

* Recommended Practice
CHAPTER 2

2.5 Still a requirement for unscheduled aircraft. However, a General Declaration is not required for normal scheduled international and regional commercial services.

2.19* Document for entry of aircraft is required in English only.

CHAPTER 3

3.5.2 Passports are issued from Immigration Headquarters in Suva, Fiji.

3.8 Fiji charges fees when issuing visas to those that require them to enter Fiji. No fees are charged, however, when issuing entry permits to those that are exempted from the visa requirement.

3.8.1* Our visas are yet to be issued in a machine readable form as per Doc 9303, Part 2.

3.8.3 Our visas are valid for three (3) months for a single entry and twelve (12) months for multiple entries. In each case a period of stay can go up to a maximum of six (6) months. We do not issue a visa whose validity exceeds the validity of the passport.

3.8.4* We do not implement this Recommended Practice. However, we are flexible in this matter, depending on the nature of the “exceptional circumstances”.

3.9* We require visitors to fill in arrival cards which require additional information.

3.10 The format set forth in Appendix 5 differs, since more information is required.

3.14.2* We do not have the facilities to enable us to implement this system. We would approach this concept with an open mind when facilities are in place and are invited by other users in the region to participate and be part of the network. However, we now have document reading devices to capture the information in the machine readable passports.

3.15 When arriving, an identity document is inspected only once and by one official at the Immigration arrival passport control point.

When departing, an identity document is checked twice, once at the airline check-in counter and the second time at the Immigration departure passport control point.

3.24.1 For security and control purposes, we require crew and passengers of all non-scheduled aircraft to fill in the arrival cards and produce their passports in addition to the General Declaration. They will go through the normal CIQ.

3.25 For security and control purposes, airline crew members will have to meet all our normal entry requirements, i.e., passport, funds, ticket and visa, if required.

3.45 If a passenger is found inadmissible for whatever reasons, the passenger is immediately transferred back to the operator for custody and repatriation.

* Recommended Practice
CHAPTER 4

4.4 Electronic data interchange (EDI) yet to be introduced.

4.11* Customs use “Single Administrative Document” approved by the World Customs Organization for the import and export of cargo.

CHAPTER 6

6.46* Special cargo for live animals is well controlled at Nadi Airport because facilities are provided. At Nausori Airport there is no control since facilities are not provided. Animals at present are being handled and stored by each respective airline company. Risk on Control/Access of unauthorized persons is very high.

* Recommended Practice
CHAPTER 2

2.9 Community legislation provides that documents relating to cargo should contain, in certain circumstances, the indication of gross weight of each consignment.

2.9.1* Community legislation requires that the gross weight and the nature of goods be shown on the documents presented at customs.

CHAPTER 3

3.9* Upon entering the Inter-Nordic passport control area (comprising Denmark, Finland, Iceland, Norway and Sweden) visitors holding entry visas are required to complete a special Disembarkation Card (control card) which differs slightly from the ICAO format (national Alien Act and Decree).

3.10 In the European Community in the case of transfer flights, hand luggage is checked at the first Community airport while registered luggage is checked at the airport of destination, in conformity with international Conventions in force.

3.28* National legislation does not yet allow such treatment.

3.29* The certificate in use differs from the ICAO format.

3.45 Note Format in use (decision of the EU Council) slightly differs from suggested format in Appendix 9.

CHAPTER 4

4.11* Unaccompanied baggage is shipped as cargo and as such is covered by a transport document. The use of individual documents is required.

4.15.1* European Community legislation in force is not in line with the provisions of this Recommended Practice.

4.20 A commercial invoice alone does not generally contain sufficient information and does not therefore constitute a full declaration.

4.21* The commercial invoice and, as the case may be, the certificate of origin are required separately.

4.25* European Community customs and fiscal legislations provide for free admission from customs duties and taxes of the following categories of goods within the value limits shown opposite each one of them:

- small consignments without commercial character of a total value not exceeding 45 ECUs per consignment;

- consignments of goods sent directly from a third country to an addressee in the Community the value of which cannot exceed 22 ECUs per consignment concerning the exemption from customs duties and 10 to 22 ECUs concerning the exemption from value added tax;

- goods entering in the accounts amounts of customs duty less than 10 ECUs.

* Recommended Practice
4.26 Customs declaration is not required only in respect of goods imported by private persons for non-commercial purposes (EU and national legislation).

4.45* European Community customs legislation provides that documents as well as the commercial invoice and, as the case may be, the certificate of origin be presented separately.

4.48* European Community customs legislation allows for its Member States to grant relief for ground and security equipment mentioned in this Recommended Practice, only on the basis of reciprocity with countries that are Contracting Parties to the Convention on International Civil Aviation (Chicago 1944).

4.49* Not all the items of equipment referred to in this Recommended Practice are admitted duty free.

4.50* European Community customs legislation does not provide for duty free admission of all airline and operators’ documents covered by this Recommended Practice.

4.57 Unaccompanied baggage is regarded as cargo and is removed for examination to premises devoted entirely to cargo, which are different from those devoted to passengers.

CHAPTER 5

5.4 Customs may require a document indicating the identity of a package in transit, the identity of the aircraft which brought it, the nature, the gross weight and place of loading of the cargo.

5.4.1 A transit visa is required to be obtained prior to arrival in Finland for passengers who intend to leave the international airport area (national Alien Act).

5.5 European Community legislation requires that goods brought into the customs territory of the Community shall be subject to supervision by the customs authority.

5.8* In the European Community in the case of transfer flights, hand luggage is checked at the first Community airport while registered luggage is checked at the airport of destination, in conformity with international Conventions in force.

CHAPTER 6

6.5* Community customs legislation requires that duties and other taxes be paid either in cash or by guaranteed and certified bank cheques.

6.39* Duty-free sales are considered to be sales accomplishing the fictitious exportation of goods and as such, duty free shops have to be established at specified points.

6.51* Off-airport bonded warehouses are allowed when airport capacity is limited and only where customs resources are available and necessary transit respected.

CHAPTER 8

8.3.1* National legislation does not yet allow such an exemption; in special cases entrance visas can be issued on arrival.

* Recommended Practice

15/8/01
Note.— After 30 June 1999 there will be no duty free sales for passengers on intra-community (EU) flights (except for passengers to/from Canary-, Channel- and Åland Islands).
CHAPTER 2

2.9.1* European Union customs legislation requires an indication of the gross weight and nature of the goods on the documents submitted to the customs authorities of France.

CHAPTER 3

3.5.2 France will not be able to apply these measures on its non machine readable passports as these do not have any automatic reading zone.

3.8 Since the entry into force of the Convention applying the Schengen Agreement, visa fees charged by the States parties to that Convention, including France, are being progressively harmonized and bilateral agreements on visas free of charge are being progressively denounced.

3.41 French legislation imposes a fine on airlines which disembark inadmissible passengers in France unless the documentary irregularity is not apparent or the request for asylum made by the passenger is not clearly unfounded.

3.41.1* The conclusion of Memoranda of Understanding is not consistent with French legislation on the responsibility of airlines which disembark inadmissible passengers in France.

3.43* French legislation charges the costs of custody and removal of passengers found inadmissible to the airlines which transported them.

3.54 While not applying this Standard which is deemed too compelling in regard to the burden of proof imposed on States, France does endeavour to issue the documents requested within a reasonable period of time to facilitate the return of its nationals when it recognizes them as such.

3.55 See the difference notified above regarding Standard 3.54 with which this Standard is connected.

3.56

CHAPTER 4

4.11* Unaccompanied baggage is shipped as cargo and, as such, is required to be accompanied by an air waybill.

4.48* Not all equipment referred to in this Recommended Practice is admitted duty free.

4.49*

4.57 Unaccompanied baggage is regarded as cargo and is physically directed to the areas provided for cargo.

CHAPTER 5

5.2 Within the framework of the special circumstances contemplated by this Standard, French legislation requires an airport transit visa of the nationals of certain citizenships.

5.4 Within the framework of the special circumstances contemplated by this Standard:

* Recommended Practice
— French legislation requires the airport transit visa of the nationals of certain citizenships;
— Nationals of citizenships subject to the short-term visa requirement are subject to the transit visa.

5.9* Within the framework of the special circumstances contemplated by this Recommended Practice:
— French legislation requires the airport transit visa of the nationals of certain citizenships;
— Nationals of citizenships subject to the short-term visa requirement are subject to the transit visa.

CHAPTER 6

6.5* Payment of duties and taxes has to be made either in cash or by guaranteed or certified bank cheque.

6.29* It is not possible for customs administration to undertake to clear all disembarking passengers from a flight within 45 minutes although customs clearance is carried out as expeditiously as possible.

6.39* Duty-free sales are conducted on the notion of exportation of goods and such duty-free shops have to be located at specific points.

6.51* Where airport capacity is limited, off-airport bonded warehouses are allowed only when necessary customs resources are available.

* Recommended Practice
CHAPTER 2

2.9 European Community customs legislation requires that the weight (gross mass) and nature of goods must be indicated in the document presented.

2.9.1* All flight times relating to arrival and departure of all commercial flights at international airports of Germany as well as those that overfly German territory have to be notified, normally four to five months in advance. Non-commercial flights to Frankfurt airport have to abide by the same conditions.

CHAPTER 3

3.8 In principle, all visas for Germany are granted on the payment of a fee. This requirement may be waived or the fee reduced in special circumstances or in instances where Germany has entered into an agreement with other Contracting States.

3.8.3 The period of validity of a visa for Germany is not fixed and may vary if required.

3.10 There is no longer a requirement for an Embarkation/Disembarkation Card. However, stateless persons and persons who are citizens of countries that do not have diplomatic ties with Germany have to fill out a “registration form” upon entry and departure.

3.18* In the European Community in the case of transfer flights, hand luggage is checked at the first Community airport while registered luggage is checked at the airport of destination, in conformity with international Conventions in force.

3.24 Licences and crew member certificates are only accepted on scheduled air services. In Germany they are not accepted in case of land transportation or any other means of transportation.

3.24.1 Crew members may have their licences and crew member certificates recognized in lieu of passports.

3.25 Crew member licences and crew member certificates are accepted as travel documents only on scheduled air services. They are not accepted in relation to surface transportation or for any other form of travel in Germany.

3.25.1* Crew members may have their licences and crew member certificates recognized in lieu of passports.

3.39 German authorities reserve the right to impose punitive sanctions on operators (usually by fine) if German regulations in relation to this Standard are violated.

3.40

3.41

3.43* The German authorities reserve the right to make operators legally responsible for costs (e.g. costs for a necessary detention) that arise within the period of time between the arrival of the foreigner at the border crossing point and the final decision about their entry. Improper documents or the expertise of the operator are irrelevant in this case.

3.51 The German authorities reserve the right to order operators to transport away from the German territory passengers that were improperly documented and have not been rejected when entering the country because they referred to political persecution. The duty of re-transportation exists for the period of three years after entry if a legal residence permit has not been granted before.

* Recommended Practice
CHAPTER 4

4.11* Unaccompanied baggage is regarded as freight and requires the accompaniment of a transport letter.

4.15.1* European Community and national legislations in force are not in line with the provisions of this Recommended Practice.

4.20 A commercial invoice alone does not generally contain sufficient information and does not therefore constitute a full declaration.

4.21* The commercial invoice and any certificate of origin are required to be produced separately.

4.25* European Community customs and fiscal legislation provide for admission free from customs duties and taxes of the following categories of goods within the value limits shown:

— small consignments of a total value not exceeding 115 DM per consignment of a non-commercial type;

— consignment of goods sent directly from a third country to an addressee in the Community the value of which cannot exceed 50 DM per consignment as regards the exemption from customs duties and 50 DM as regards the exemption from value added tax.

4.29.1* While customs release is carried out as quickly as possible, customs authorities are not always the only authorities involved in the clearance procedure. Therefore, they cannot undertake that all general cargo will be released within four hours. Furthermore, recent studies indicate that many delays are due to the importers themselves.

4.41 European Community customs legislation provides that such documents as the commercial invoice and, as the case may be, the certificate of origin are required separately.

4.48* European Community customs legislation allows for its Member States to grant relief for ground and security equipment, mentioned in Recommended Practice 4.48, only on the basis of reciprocity with countries that are Contracting Parties to the Convention on International Civil Aviation (Chicago 1944).

4.49* Not all equipment referred to in this Recommended Practice is admitted free of customs duties.

4.50* European Community customs legislation does not provide for duty free admission of all airline and operators’ documents covered by this Recommended Practice.

4.57 Unaccompanied baggage, regarded as freight, is physically handled in areas which are different from those areas reserved for accompanied baggage.

Note b) & c)

CHAPTER 5

5.1 Only passengers and flight crew members who make more than one intermediate stop in the territory of Germany, or leave the transit area of the airport, or, in the course of their transit journey are transferred to a neighbouring airport, would undergo examination.

* Recommended Practice
5.4 Customs may require a document including the identity of a package in transit, identity of the aircraft which brought it, the nature, gross mass (weight) and place of loading of the cargo.

5.4.1 Only passengers and flight crew members who make more than one intermediate stop in the territory of Germany, or leave the transit area of the airport, or, in the course of their transit journey are transferred to a neighbouring airport, would undergo examination.

5.5 European Community customs legislation requires that goods brought into the customs territory of the Community shall be subject to checking by the customs authority.

5.8* In the European Community in the case of transfer flights, hand baggage is checked at the first Community airport while registered luggage is checked at the airport of destination, in conformity with international Conventions in force.

5.9* Only passengers and flight crew members who make more than one intermediate stop in the territory of Germany, or leave the transit area of the airport, or, in the course of their transit journey are transferred to a neighbouring airport, would undergo examination.

CHAPTER 6

6.5* European Community customs law states that duties and other taxes may be paid either in cash or by a guaranteed and certified bank cheque. There is no provision for payment by credit card.

6.16* While customs clearance is expedited as far as possible, customs administrations cannot undertake to clear all embarking passengers of a flight, not requiring more than a normal inspection, within 60 minutes from the time they are presented at the first processing point of an international airport.

6.29* While, in practice, customs clearance is given as soon as possible and in most cases within the time allowed by this measure, the customs administrations cannot accept the constraint stipulated in 6.29.

6.32.1 The German airport authorities may be unable to provide assistance during peak operational hours to passengers in order that they transfer their baggage on arrival to other modes of transport. The costs involved in ensuring this process would be unconscionable.

6.39* Duty-free goods are sold for export only and therefore duty-free shops have to be established at specified places.

6.51* When airport capacity is limited, off-airport bonded warehouses (transit sheds) are allowed only when the resources to carry out customs clearance procedures are available.

CHAPTER 8

8.19 Germany does not intend to establish any national or airport facilitation committees.

* Recommended Practice
CHAPTER 2

2.5 The General Declaration is required to be presented, although the withdrawal of this requirement is being considered. In order to facilitate the operator’s task, the General Declaration for scheduled and charter flights may be presented to the authorities after the arrival or departure of the flight, provided this is done on the same day.

2.5.1 The pilot-in-command’s full name must be inserted in the appropriate section of the General Declaration.

2.6 Implemented only for scheduled and European Union flights (both scheduled and non-scheduled).

2.7 A Cargo Manifest is required.

2.8 Information concerning the nature of goods must be provided in the Cargo Manifest.

2.9.1 Penalties are imposed very seldom and only in special cases.

2.46 In special instances, commercial international flights are operated direct to domestic airports. Generally, Greek law requires that all aircraft that enter or depart from Greece do so at designated international airports.

CHAPTER 3

3.8.3 The validity of the entrance visas for visitors depends on the specific case for which such a visa is required.

3.9* An Embarkation/Disembarkation Card is required, except for European Union citizens, but the format of the card includes only four questions (i.e. name, date of birth, nationality and country of destination or permanent residence).

3.10 Only passengers who are subject to entrance visa requirements and who wish to make a stopover of up to 48 hours in Greece would have their passports withheld. Such passengers are provided with a special document (town visit card) which is exchanged for the passport on their departure.

3.23.1* Not implemented but the format, shown in Appendix 7, is used.

3.24 This Standard is applied only to nationals of countries who reciprocate the courtesy to Greek nationals.

3.25 Crew members entering Greece by any means other than air transportation should hold a valid passport.

3.36 An airport tax is levied on all departing passengers and the carrier is responsible for the payment. Also, the carrier is authorized to collect this charge from the passengers.

3.43* Not implemented.

CHAPTER 4

4.15 This Standard is implemented in practice, although such implementation is not provided for by legislation.

4.16* Recommended Practice
The commercial invoice is not considered the basic document for the accomplishment of customs formalities.

Commercial invoice and certificate of origin are required in two separate forms.

Not implemented.

This Standard is practically implemented although there is no covering legislation.

Only some items specified are admitted duty free.

This Recommended Practice has not yet been implemented.

Not implemented.

There are no facilities in Greece.

This Standard is implemented, although its implementation is not provided for by legislation.

* Recommended Practice

15/8/01
CHAPTER 2

2.5 Presentation of a General Declaration is required.

2.5.2 The General Declaration is required to be stamped by Customs and Immigration Authorities for the purpose of clearance of outbound flights.

2.6 The names of the crew members in full with their nationality are required on the General Declaration.

2.7 The presentation of a Passenger Manifest is required. The format of the Passenger Manifest is slightly different from Appendix 2.

2.9.1* Information concerning nature of goods in the Cargo Manifest is required.

2.24* The existing rules require disinsecting of cabins and flight decks of all incomings aircraft with an aerosol while passengers and crew are on board. Exemption can be given only in cases where the pilot-in-command of the aircraft certifies that neither the aircraft nor any of the passengers/crew visited a yellow fever area during the previous six days.

2.25 Only blocks away method of disinsection is acceptable.

2.36 Due to reasons of flight safety, permission of DGCA is required for such flights and for that purpose an application in prescribed pro forma is to be submitted at least three working days in advance. The pro forma is available in the GEN Section of AIP-India where the detailed procedure for flight clearance is also given.

2.41 Applications are required to be made in the prescribed pro forma at least seven working days before the day of the flight. Pro forma can be seen in the GEN Section of AIP-India where the detailed procedure for flight clearance is also given.

CHAPTER 3

3.7* Entrance visas are required for all visitors except persons of Indian origin (PIO’s) who are in possession of PIO cards.

3.8 Generally fees are charged for grant of visas.

3.8.2 Personal visit at a consulate may be required.

3.8.3 Visas and transit visas are normally valid for a single journey unless otherwise specified. However, tourists are granted visas for three journeys valid for three to six months’ stay in India.

3.8.6* Resident aliens require visas for re-entry. This requirement may be met in some cases by issuance of a multi-entry visa.

3.10 Separate Embarkation/Disembarkation Cards are required. The format of these cards differs from Appendix 5.

* Recommended Practice
3.11 Persons coming within six days of leaving of a yellow fever-infected area are required to carry with them a certificate of vaccination or revaccination as prescribed by WHO.

3.14.2* Implementation of this provision will have to wait until the time machine readable passports are issued as a general practice around the world.

3.16 The right to demand a written declaration under certain special circumstances is reserved.

3.20 Clearance of mishandled baggage is to be done by passengers themselves.

3.24.1 The privilege of temporary admission is extended to crew members of an aircraft operated for remuneration or hire but not engaged in scheduled international air services provided the airline is also operating scheduled international air services to India.

3.28* Visa is required for the category of personnel mentioned in these paragraphs.

3.34 Presentation of baggage of departing passengers may be required for inspection by customs on a sampling and selective basis.

3.36 Operators are liable to be held responsible under Indian law.

3.40.1* The practice of MOUs as mentioned in these paragraphs has not yet been adopted in India.

CHAPTER 4

4.11* Presentation of individual documents is required.

4.15 Physical examination is carried out on a sampling and selective basis.

4.25* Bonafide gifts and trade samples up to a value of Rs. 5,000/- are allowed to be imported free of duty. In other cases, customs duty will always be payable unless otherwise exempted.

4.27 Provisional clearance is permitted in limited cases only as per Section 18 of the Customs Act, 1962.

4.29 Besides appropriate narcotics control measures, the arrangements are subject to anti-smuggling measures also.

4.48* Duty free entry of ground equipment and security equipment is not permitted.

4.49* The material listed in the note is liable to import duty except in the case of charts.

4.50* Duty free admittance of airlines documents is not possible. However, printed matter in book form, charts and maps, topographical plans and technical drawings are exempted from duty.

4.55 Re-forwarding will be subject to examination on its merits.

* Recommended Practice

15/8/01
CHAPTER 5

5.2 The passengers will have to remain either in the aircraft or inside the direct transit area. A manifest for passengers and cargo in direct transit shall have to be filed indicating all details similar to those for disembarking passengers and unloaded cargo.

5.4 When the traffic is transferred from one flight to another, the documents required by Customs Authorities are to be furnished and such transfer is to be effected under customs supervision.
CHAPTER 2

2.9 Community legislation provides that documents relating to cargo should contain, in certain circumstances, the indication of gross weight of each consignment.

2.9.1* Community legislation requires that the gross weight and the nature of goods be shown on the documents presented to Customs.

CHAPTER 3

3.18* In the European Community in the case of transfer of flights, hand luggage is checked at the first Community airport, while registered luggage is checked at the airport of destination in conformity with international Conventions in force.

3.45 The documentation provided to an operator in these circumstances differs from the format suggested. A notice issues to the operator which names the individuals refused admission and gives their nationality, route of arrival and proposed route of return. An envelope containing travel documents and setting out basic details regarding the passenger is offered to the flight captain. Details regarding escorts are provided. Existing arrangements are found to satisfy current needs in this area.

3.45.1* The notice provided in these circumstances is generally provided orally (in advance) and may not include all of the items listed under 3.45.1. Existing arrangements are found to satisfy current needs in this area.

3.52 The notice provided in these circumstances is generally provided orally (in advance) and may not include all of the items listed under 3.52 unless specifically requested by the operator. Existing arrangements are found to satisfy current needs in this area.

CHAPTER 4

4.11* Unaccompanied baggage is shipped as cargo and as such is covered by a transport document. The use of individual documents is required.

4.15.1* European Community legislation in force is not in line with the provisions of this RP.

4.20 A commercial invoice alone does not generally contain sufficient information and does not therefore constitute a full declaration.

4.21* The commercial invoice and, as the case may be, the certificate of origin are required separately.

4.25* European Community customs and fiscal legislation provide for free admission from customs duties and taxes of the following categories of goods within the value limits shown opposite each one of them.

— small consignments without commercial character of a total value not exceeding 45 ECUs per consignment;

— consignments of goods sent directly from a third country to an addressee in the Community the value of which cannot exceed 22 ECUs per consignment concerning the exemption from customs duties and 10 to 22 ECUs concerning the exemption from value added tax;

— goods entering in the accounts amounts of customs duty of less than 10 ECUs.

*Recommended Practice
4.29.1* While Customs release the goods as quickly as possible, customs authorities are not always the only authorities involved in the clearance procedure. Therefore, they cannot undertake to release all general cargo within four hours. Furthermore recent studies indicate that many delays are due to the importers themselves.

4.45* European Community customs legislation provides that documents such as the commercial invoice and, as the case may be, the certificate of origin be presented separately.

4.48* European Community customs legislation allows for its Member States to grant relief for ground and security equipment, mentioned in RP 4.48, only on the basis of reciprocity with countries that are Contracting Parties to the Convention on International Civil Aviation (Chicago 1944).

4.49* Not all the items of equipment referred to in this RP are admitted duty free.

4.50* European Community customs legislation does not provide for duty free admission to all airline and operators’ documents covered by this RP.

4.57 Unaccompanied baggage is regarded as cargo and is removed for examination to premises devoted entirely to cargo, which are different from those devoted to passengers.

CHAPTER 5

5.4 Customs may require a document indicating the identity of a package in transit, the identity of the aircraft which brought it, the nature, the gross weight and place of loading of the cargo.

5.5 European Community legislation requires that goods brought into the customs territory of the Community shall be subject to supervision by the customs authority.

5.8* In the European Community in the case of transfer flights, hand luggage is checked at the first Community Airport while registered luggage is checked at the airport of destination, in conformity with international Conventions in force.

5.12* Regulations, detailed or otherwise, are not published as to the types of operations which may or may not be performed. However, promotional literature is published in respect of the above.

CHAPTER 6

6.5* The accepted method of payment is by secured cash or by F.A.C.T. (Flexible Accounting of Cash Transactions) of Deferred payment.

6.16* While customs clearance is expedited as far as possible, customs administrations cannot undertake to clear all embarking passengers of a flight, not requiring more than a normal inspection, within 60 minutes from the time they are presented at the first processing point of an international airport.

6.29* While customs clearance is expedited as far as possible, customs administrations cannot undertake to clear all disembarking passengers of a flight within 45 minutes.

6.39* Duty-free sales are considered to be sales accomplishing the fictitious exportation of goods and as such, duty-free shops have to be established at specified points.

* Recommended Practice
6.46* Mail’s facility closed as no longer suitable.

6.51* Off-airport bonded warehouses are allowed when airport capacity is limited and only when customs resources are available and necessary transit formalities are respected.

6.52* Mail’s facility closed as no longer suitable.

* Recommended Practice
CHAPTER 2

2.5  Presentation of a General Declaration is required.

2.6  Specification of the names of crew members is required.

2.8  A detailed Cargo Manifest is required.

CHAPTER 3

3.5.6*  In case of a lost passport, the fee is doubled.

3.5.7*  In case the accompanying adult leaves alone, the child staying behind must have a separate travel document.

3.8  Visas are issued without charge on a reciprocal basis only.

3.8.2  A personal appearance at a consulate is required.

3.8.3  The period of validity of a visa is determined solely by the appropriate authorities.

3.8.6*  Entrance visas for re-entry by resident aliens are required.

3.9*  In accordance with Article 26A of the International Sanitary Regulations, a temporary visitor could be required to provide the authorities with a destination address in writing.

3.29*  A crew member certificate is accepted only when the crew member is carried as such on the General Declaration.

3.46  A person found inadmissible shall be removed only to the point where he commenced his journey.

CHAPTER 4

4.18  Cargo manifest and entry are required also for goods free of tax and duties.

4.30*  Clearance is done as soon as possible but not simultaneously.

4.43  If imported stores are liable to be charged import duties, they remain the liability of the operator until taken out of Israel.

4.57  Unaccompanied baggage cannot receive the same treatment as accompanied baggage, if it is not collected by the passenger and cleared in the passenger customs hall at the international terminal building.

* Recommended Practice
CHAPTER 2

2.5 Presentation of a General Declaration is required.

2.5.1 Names and nationalities of the flight crew shall be entered in the flight crew column in the General Declaration.

2.7 Presentation of a Passenger Manifest is required.

2.16

2.46* No such action as described in this provision will be taken.

CHAPTER 3

3.3 In cases where an application is made for a stay exceeding 90 days, other documents may be required.

3.8.4* For cases where a temporary visitor does not possess a valid entry visa, permission for entry shall be determined by judging each particular case.

3.8.6* Resident aliens shall not be required a visa for re-entry only in a case where they have received a re-entry permit.

3.8.7* From January 1998, some Japanese embassies and consulates are scheduled to begin issuing machine readable visas on an experimental basis while other embassies and legations will continue to issue visas in the present form. Due to budgetary considerations, when the introduction of machine readable visas by those embassies and legations can be realized is still undecided.

Further, the format of visas presently issued has differences in the visual zone from that of the MRV prescribed in the ICAO Doc. Although the Japanese Government is considering the amendment of the format of visas to conform to MRV format, the date by which the amendment can be realized is unfixed due to budgetary and other factors.

3.9* Presentation of Embarkation and Disembarkation Cards, which have different entry issues and formats from those set forth in Appendix 5 of Annex 9, is required.

3.10 A portion of Embarkation and Disembarkation Cards used by airline operators is provided at no charge.

3.14.2* Arrangements necessary for the implementation of the system described in this provision has not been developed.

3.25 The same procedures as applied to passengers of general nature shall be applied.

3.25.1* Temporary admission could not be given in cases where flight operations and cabin safety inspectors of foreign states do not have a valid inspector’s certificate or passport.

3.33 Japanese and foreign nationals are required to present Embarkation Cards in addition to a passport when departing from Japan.

* Recommended Practice
3.38.2* The operator shall bear the responsibility and obligation for the custody and care of passengers and crew until final decision has been made concerning their admissibility into Japan.

3.41.1* There are no grounds for the mitigation of fines or penalties under the Japanese legal system.

3.42 There is no authority for compulsorily seizing falsified or counterfeit passports, visas or other travel documents, except for the cases where such fraudulent documents are voluntarily surrendered.

3.43* Regardless of whether the operator is in error or not, the operator shall bear the responsibility and expenses of removal of inadmissible persons.

3.44 The removal of a person found inadmissible shall be carried out under the responsibility and by the expense of the operator. The provision which requires the consultation with the operator concerning the possibility of departure cannot be followed.

3.45.1* Because of the growing number of inadmissible persons to be removed, giving notification concerning all such persons will be difficult.

3.46.1 The operator shall bear the responsibility and the cost of returning a person refused entry into Japan. Moreover, in cases where the person declared inadmissible offers resistance to his/her departure, the operator shall bear the responsibility and the expense of ensuring the security of the return flight.

3.47 Since travel documents should be in the possession of the passenger himself/herself, travel documents are not confiscated and entrusted to the operator.

3.49 Should a passenger not have a valid passport, disembarkation cannot, in principle, even be considered for the case described in this provision. Further, in the case where another suitable country that will accept the person who has been refused admission into Japan cannot be found, that person may be sent back to the point of departure directly prior to coming to Japan, regardless of whether admission into that country has been provisionally granted or not; the cost and responsibility of the return shall be borne by the operator.

3.49.1 Should a passenger not have a valid passport, admission cannot, in principle, be considered.

3.50 A covering letter issued by another Contracting State shall not be recognized as a valid transit document.

3.51 In cases involving a foreign national who is deported after entry into the country — if the operator was clearly cognizant, while transporting the person, of the facts or circumstances that are the reasons for the deportation, the operator must fulfil its obligation to return the said person even after he/she received permission to enter the country.

3.52 Because of the growing number of deportees, providing notification concerning all such persons is impracticable, except for such cases where the security of the return flight may be in jeopardy or other such cases.

3.53

CHAPTER 5

5.8* A passport, visa and Embarkation and Disembarkation Card are required of passengers being transferred to another airport by domestic flight or other domestic transport means.

5.9* 

* Recommended Practice

15/8/01
CHAPTER 6

6.64* Arrangements necessary for the implementation of the system described by this provision have not been developed.

CHAPTER 8

8.3.1 For entry, there may be cases where a visa and various explanatory materials are required.

8.3.2* There are no provisions in Japanese laws and regulations for issuing visas to passengers on arrival. Moreover, in cases where personnel do not possess visas even though they carry an order of mission from the Japanese Government, such personnel shall be required to pass through, as long as they do not have a visa exemption, prescribed procedures, including offering separate explanation of the necessity and urgency of entry, in order to receive an entry permit.

* Recommended Practice
CHAPTER 2

2.5 The presentation of the General Declaration is required.

2.6 Full names of crew members are required to be entered on the General Declaration.

2.9 Nature of goods required.

2.32 Prior permission required.

CHAPTER 3

3.7* Passports and visas: nationals of all countries are permitted entry into Jordan provided they hold a valid passport with an entry visa.

3.8 Ordinary entrance visa is granted to non-tourists at Jordan consulates abroad.

Note.—

a) Citizens holding Palestinian documents and citizens of the following countries are required to obtain prior approval from Ministry of Interior, Jordan through Jordanian embassies in their respective States:
   Afghanistan, Albania, Algeria, Angola, Bahamas, Bangladesh, Barbados, Belize, Bosnia and Herzegovina, Botswana, Burkina Faso, Burma, Burundi, Cambodia, Cameroon, Chad, Comoros, Congo, Croatia, Cuba, Djibouti, Ethiopia, Gabon, Gambia, Ghana, Guinea, India, Iran, Ivory Coast, Kenya, Lebanon, Lesotho, Liberia, Madagascar, Malawi, Maldives, Mali, Mauritania, Mongolia, Morocco, Mozambique, Nepal, Nigeria, North Korea, Pakistan, Philippines, Poland, Republic of China, Romania, Rwanda, Senegal, Seychelles, Sierra Leone, Slovenia, Somalia, Sri Lanka, Sudan, Tanzania, Thailand, Togo, Trinidad and Tobago, Tunisia, Uganda, Vietnam, Yugoslavia, Zaire, Zambia, Zimbabwe, East European and Countries which were forming the previous USSR (except Azerbaijan, Czech Republic, Hungary and Slovakia).

b) Citizens of the following States can obtain visas either from Jordanian embassies in their States or upon entry to Jordan:
   Argentina, Australia, Austria, Azerbaijan, Belgium, Bolivia, Brazil, Brunei, Canada, Chile, Comoros, Costa Rica, Cyprus, Czech Republic, Denmark, Dominican Republic, Ecuador, El Salvador, Fiji, Finland, France, Germany, Greece, Grenada, Guatemala, Haiti, Honduras, Hong Kong, Hungary, Iceland, Indonesia, Ireland, Italy, Japan, Libya, Luxembourg, Malaysia, Mexico, Netherlands, New Zealand, Nicaragua, Norway, Panama, Paraguay, Peru, Portugal, Singapore, Slovakia, South Korea, South Africa, Spain, Suriname, Sweden, Switzerland, Taiwan, Turkey, U.S.A., United Kingdom, Uruguay, Vatican, Venezuela.

3.9* Embarkation/disembarkation cards are required. Cards contain additional items.

3.10 Embarkation/disembarkation cards are required. Cards contain additional items. Passports and visas required.

3.23 Passports and visas required in this case.

* Recommended Practice
CHAPTER 2

2.5 A General Declaration is required.

2.5.1 The General Declaration conforms to format specifications with the exception of our requirement for the Cargo Manifest to be attached.

2.5.2 Passenger Manifests are required for persons travelling by air.

2.6 The names and positions of the crew members are required.

2.7 Passenger Manifests are required.

2.24* As evidence that effective disinfecting has been carried out manually, used aerosol spray containers or any equivalent system should be suitably stored in aircraft and produced on arrival together with the recorded General Declaration.

CHAPTER 3

3.1 Passenger Manifests are required for persons travelling by air.

3.5.7* Children aged 15 years and under do not require separate passports when accompanied by a parent provided particulars of the children are included in the passport of the accompanying parent. Children aged over 15 years are required to have separate passports.

3.7* Visa requirements have been relaxed for bona fide tourists visiting Malaysia for seven days for certain nationals. But such visitors should be in possession of firm return or onward booking before commencing the journey and no extension beyond the seven days will be given. When intending a stay of more than seven days in Malaysia they must obtain visas before proceeding to Malaysia. A personal appearance at the consulate for the issuance of the visa is necessary.

3.8.3 Unacceptable. Visas are normally issued for single entry within three months. Multiple entries and longer validity will be considered in exceptional cases.

3.8.6* In Malaysia, a resident alien requires Re-entry Permit and Re-entry Visa for return to Malaysia. A citizen of the Commonwealth resident in Malaysia requires a Re-entry Permit to return to Malaysia.

3.10 The requirement of Disembarkation Cards is statutory. Particulars additional to those in the format set forth in Appendix 5 are required, viz. flight number, intended address during stay and purpose of entry.

3.14 In Malaysia, Identity Documents (Passports) are examined by both Police and Immigration Officials at times of entry.

3.24 A flight crew member is required to present his Identity Document, i.e. Passport, and obtain a Landing Pass, if he wishes to leave the precincts of the airport.

3.25 A flight crew member travelling as a passenger by any means of transportation in order to join an aircraft, requires Identity Documents, i.e. Passports, and Visas, where required unless arriving by air to join another aircraft and, without leaving the precincts of the airport.

* Recommended Practice
3.26* Ground and flight personnel of foreign airlines performing supervisory and technical duties based in Malaysia require a Work Permit/Employment Permit before arrival.

3.34 Not acceptable.

**CHAPTER 4**

4.11* Individual documents are required.

4.25* Duty is waived only if the goods qualify for exemption.

4.26 Documentation is required.

4.57.1 Unaccompanied baggage is treated as cargo; when collected by a passenger personally, an oral declaration is acceptable.

* Recommended Practice
CHAPTER 3

3.41.1* Article 132 of the General Population Law and Article 65 of its internal regulations provide for a penalty of up to 5 000 pesos for airlines carrying foreigners without valid immigration documentation, in addition to imposing on them a series of obligations for the crew members and passengers.

3.43* In this case, in Article 52 of the Civil Aviation Law, our country makes either the franchisee or the licencee responsible for the costs related to the passengers who have not been admitted into the country of destination.

3.47 The word “devuelve” [transferred back/return] is not consistent with the terminology used in the document. In any case, the word “transferido” or “trasladado” [transfer] should be used.

3.50 It is recommended that reference be made to the travel documents, without indicating that these are fraudulent, falsified or counterfeit since the offences or fraud or falsification have not been duly determined.

3.51 In this paragraph, we consider it useful for it to be indicated that the operator shall be notified by the authorities of the State which declared the person inadmissible in principle that the person has been legally admitted.

* Recommended Practice
CHAPTER 2

2.9 European Community legislation requires that documents relating to cargo should contain, in certain circumstances, the indication of gross weight of each consignment.

2.9.1* European Community legislation requires that the gross weight and the nature of goods are shown in the documents presented to Customs.

CHAPTER 3

3.8 Issuing visas without a charge is not an obligatory practice in the Kingdom of the Netherlands.

3.8.2 The applicant for a visa may be called upon to appear personally before the issuing authorities.

3.8.3 The principle of making visas valid for more than one journey regardless of the number of entries is acceptable only on condition that it can be waived for reasons of public order, national security or the Kingdom of the Netherlands policy with regard to aliens.

3.18* In the European Community in the case of transfer flights, hand luggage is checked at the first Community airport while registered luggage is checked at the airport of destination, in conformity with international conventions in force.

   Passengers arriving in the Netherlands from outside the area formed by the States adhering to the Schengen Agreement, with the Netherlands or one of the other Schengen States as their final destination, will in principle be cleared in the Netherlands for entry into the Schengen area.

3.23.1* The Crew Member Certificate (CMC) issued by the Netherlands authorities and presently in use does not fully comply with ICAO specifications. It is anticipated that the Netherlands will be able to issue a CMC in accordance with the specifications of Doc 9303 in the course of 1998.

3.24 Implementation on the condition of reciprocity.

3.24.1

3.25

3.25.1* The certificate for flight operations and cabin safety inspectors containing the material set forth in Appendix 8 to this Annex is still being developed and cannot yet be issued.

3.29* Implementation on the condition of reciprocity.

3.31* The Kingdom of the Netherlands considers that informing the public authorities of transit and destination countries of a deportee from the Kingdom would be tantamount to extradition. As such, information of deportation is not transmitted to transit and destination countries.

3.53 The Kingdom of the Netherlands firmly supports this Standard. However, there may be exceptional circumstances under which the 30-day time limit cannot be met. In those cases the requesting State will receive a written notice concerning the delay, mentioning the reasons for the delay.

3.54 Under the Netherlands’ Passport Act, the signing of an application for a travel document is obligatory at all times.

* Recommended Practice
CHAPTER 4

4.11* Unaccompanied baggage is shipped as cargo and should as such be covered by a transport document. The use of individual documents is required.

4.15.1* European Community and national legislation in force are not in line with the provisions of this Recommended Practice.

4.20 A commercial invoice does not generally contain sufficient information and does therefore not constitute a full declaration.

4.21* The commercial invoice and, as the case may be, the certificate of origin must be presented separately.

4.25* European Community customs and fiscal legislation provide for admission free from customs duties and taxes of the following categories of goods within the value limits shown opposite each one of them:

- small consignments of a total value not exceeding 45 ECUs per consignment without commercial character; and

- consignments of goods sent directly from a third country to an addressee in the European Community the value of which cannot exceed 22 ECUs per consignment as far as the exemption from customs duties is concerned and 10 to 22 ECUs as far as the exemption of value added tax is concerned.

4.29.1* While release of general cargo consignments is carried out by customs as quickly as possible, these could be subject to clearance by different agencies. Therefore, Customs authorities cannot undertake that all general cargo will be released within four hours.

4.45* European Community customs legislation requires that documents as the commercial invoice and, as the case may be, the certificate of origin must be presented separately.

4.48* European Community customs legislation allows for its Member States to grant relief for ground and security equipment, mentioned in this Recommended Practice, only on the basis of reciprocity with countries that are Contracting Parties to the Convention on International Civil Aviation (Chicago 1944).

4.49* Not all items of equipment referred to in this Recommended Practice are admitted duty free.

4.50* European Community customs legislation does not provide for duty free admission of all airline and operators’ documents covered by this Recommended Practice.

4.57 Unaccompanied baggage is regarded as cargo and is removed for examination to premises exclusively allocated for freight-handling.

Note b) and c)

CHAPTER 5

5.4 Customs may require the production of a document in which the identification of the goods and the aircraft as well as the gross weight, nature and place of loading of the goods are mentioned.

* Recommended Practice
Passengers arriving in the Netherlands from outside the States adhering to the Schengen Agreement will in principle be cleared in the Netherlands for entry into the Schengen area (see difference filed concerning RP 3.18).

In addition to the latter, passengers referred to in this Standard, depending on their nationality to be determined by the Netherlands’ immigration authorities, may be required to hold a valid airport transit visa.

5.5 European Community legislation requires that goods brought into the customs territory of the Community be subject to checking by customs authorities.

5.8* In the European Community in the case of transfer flights, hand luggage is checked at the first Community airport while registered luggage is checked at the airport of destination, in conformity with international conventions in force.

CHAPTER 6

6.5* Customs legislation requires that duties and other taxes be paid either in cash or by guaranteed and certified bank cheque.

6.16* While customs clearance is expedited as far as possible, customs authorities cannot undertake to clear all embarking passengers of a flight, not requiring more than a normal inspection, within 60 minutes from the time they are presenting themselves at the first processing point of an international airport.

6.29* While customs clearance is expedited as far as possible, customs authorities cannot undertake to clear all disembarking passengers of a flight within 45 minutes.

6.39* Duty-free sales are considered to be sales accomplishing the fictitious exportation of goods and as such, duty-free shops have to be established at specific points.

6.51* Off-airport bonded warehouses are allowed when airport capacity is limited and only where customs resources are available and necessary transit formalities are respected.

* Recommended Practice
CHAPTER 3

3.8.6* Visas for re-entry are required for resident aliens.

3.9* New Zealand requires entry and departure cards for all passengers entering and leaving New Zealand.

3.16 A written baggage declaration is required from passengers and crew.

3.25 Crew members travelling as passengers require passports.

3.25.1*

CHAPTER 4

4.33 Some cargo of interest to the Ministry of Agriculture and Forestry requires quarantine clearance at the airport of arrival.

4.43 Not acceptable. Under New Zealand Customs law ownership of the goods may not be clearly established and may be subject to dispute between two or more parties concerned. In these circumstances a claim may then be made on the original importer.

4.48* Not acceptable. A number of concessions exist and there is provision for individual goods or types of goods to be given concessional entry, each case being judged on its merits. No overall concessions exist for this situation or are envisaged to cover broad groupings of items imported under these circumstances.

4.49* Not acceptable. A number of concessions exist and there is provision for individual goods or types of goods to be given concessional entry, each case being judged on its merits. No overall concessions exist for this situation or are envisaged to cover broad groupings of items imported under these circumstances.

4.53 Unacceptable to New Zealand. Duty and taxes will be levied on appropriate items.

4.57 Not acceptable. Unaccompanied baggage is treated as cargo under normal tariff and customs obligations.

CHAPTER 5

5.4.1 Those who do not otherwise qualify for visa-free entry are required to obtain visas.

* Recommended Practice
CHAPTER 1

3.8 There is a fee charged for the issuance of a visa for Norway.

3.8.3 Entrance visas for temporary visitors are normally issued for one trip only and each stay limited to three months.

3.9* Upon entering the Inter-Nordic passport control area, comprising Denmark, Finland, Iceland, Norway and Sweden, temporary visitors holding entrance visas are, irrespective of means of transportation, required to complete a special Embarkation/Disembarkation Card which differs slightly from the ICAO format. (For the vast majority of travellers, visas, and consequently Embarkation/Disembarkation Cards, are not required.)

3.41 This Standard is not in line with Norwegian Immigration legislation. Regardless of precautions taken by the operator, the operator is, according to the Immigration Act, obliged to take the foreign national on board again or otherwise to take the foreign national out of the realm or to cover any expenses incurred by the public purse in connection with the conducting of the foreign national out of the realm.

3.41.1* This Recommended Practice is not in line with Norwegian Immigration legislation. According to the Immigration Act the operator is liable for any expenses incurred by the public purse in connection with the conduct of a foreign national who has been rejected, out of the realm. The operator is not only responsible for these expenses on grounds of the foreigner being improperly documented.

Regardless of precautions taken by the operator, the operator is, according to the Immigration Act, obliged to take the foreign national on board again or otherwise to take the foreign national out of the realm or to cover any expenses incurred by the public purse in connection with the conducting of the foreign national out of the realm.

3.43* This Recommended Practice is not in line with Norwegian Immigration legislation. According to this legislation there are no exemptions from the operator’s liability for expenses due to document problems beyond the expertise of the operator or for reasons other than improper documents.

Regardless of precautions taken by the operator, the operator is, according to the Immigration Act, obliged to take the foreign national on board again or otherwise to take the foreign national out of the realm or to cover any expenses incurred by the public purse in connection with the conducting of the foreign national out of the realm.

CHAPTER 8

8.17 A separate national facilitation programme is not established. However, all necessary information is available from each individual agency with responsibilities in this matter.
SUPPLEMENT TO ANNEX 9 (TENTH EDITION)

CHAPTER 2

2.5 A General Declaration is required.

2.7.1* A Passenger Manifest is required.

2.9 A Cargo Manifest is required.

2.13 Four copies of the General Declaration, six copies of the Passenger Manifest and four copies of the Cargo Manifest are required.

2.16 Five copies of the General Declaration, six copies of the Passenger Manifest and four copies of the Cargo Manifest are required.

2.19* Documents accepted in English or Arabic only.

2.37 Seventy-two hours’ notice is required for all non-scheduled international flights and is subject to approval from DGCAM.

CHAPTER 3

3.7* Visas required for all foreign nationals (see exceptions on page GEN 1.3-1 para 1.1).

3.8 A charge is usually made for the issue of a visa.

3.8.3 Visas for temporary visitors normally valid for three months and one entry only.

3.23 No facilities exist.

3.25 A valid passport is the only document acceptable; all crew members must travel in uniform.

3.48 The operator of an aircraft may be fined, at the discretion of the immigration authorities, if he transports to the Sultanate of Oman any person not in possession of the requisite entry documents. Additionally, the operator will also be required to repatriate such persons at his own expense.

CHAPTER 6

6.37.1* Left luggage facilities available.

* Recommended Practice
CHAPTER 2

2.11 A written stores list of stores remaining on board the aircraft is required, which must be declared by the senior steward/hostess or pilot in command. In practice for aircraft arriving and departing from the same airport without proceeding to another airport in Papua New Guinea, such requirement may be waived by the Commissioner of Customs.

2.24* Papua New Guinea reserves the right to disinsect aircraft engaged in international flight at the first port of entry. In-flight disinsecting is acceptable on approval routes.

CHAPTER 3

3.7* Entrance visas are required with the following exceptions:

a) passengers with tourist permits for nationals of the Melanesian Spearhead Group countries, ie: Solomon Islands, Vanuatu, New Caledonia and Fiji;

b) members of the armed forces travelling on duty; and

c) persons holding through air tickets to other countries unless they intend to break the journey in Papua New Guinea.

3.8 A charge is payable for the issue of entrance visas.

3.8.4* The Papua New Guinea Migration Act requires that resident aliens have re-entry permits.

3.10 The format of the entry and departure cards differ from the ICAO format.

3.12* Papua New Guinea reserves the right to medically examine any person arriving by air.

3.16 A completed questionnaire is required from disembarking passengers.

3.17.1 Papua New Guinea has implemented a modified dual-channel baggage system at Port Moresby airport.

CHAPTER 4

4.20 Papua New Guinea authorities require a declared invoice and a copy of the air waybill as basic documents.

4.22 Inclusion of a “value for customs purposes” will assist facilitation of clearance of goods.

4.40* Equipment may be loaned between airlines provided a security is lodged to ensure re-export within any stipulated period.

4.46 Acceptance is conditional upon:

a) stores being consumed on the aircraft in the operation of international air services; stores if landed for use in Papua New Guinea would lose their identity as stores and be treated as goods imported; and

b) the country in which the aircraft is registered granting reciprocal concessions on stores to Papua New Guinea aircraft operating in that country.

* Recommended Practice
4.49* Mock-ups are subject to customs duty.

4.50* Papua New Guinea is unable to comply fully with these provisions as stationary imports are subject to customs duty.

4.51 Aircraft spares, security equipment such as detectors, and goods used in the maintenance and repair of aircraft are free of customs duty. There is no complete exemption from duty on all ground equipment.

4.52 Subject to reciprocity.

4.57 Unaccompanied baggage arriving by air is treated as cargo for the purposes of inward report of aircraft, but may be cleared under procedures other than formal entry. Personal and household effects which qualify as concessions when accompanied may not necessarily enjoy the same treatment when unaccompanied. Other goods are liable to normal customs duties.

CHAPTER 5

5.8* Not applied.

5.11* No free airports or free zones have been established in Papua New Guinea.

5.12*

5.13 Warehouse facilities are available in the vicinity of some international airports.

CHAPTER 6

6.57 Papua New Guinea is not bound by the International Health Regulations. In practice the majority of the articles are acceptable and are being implemented.

* Recommended Practice
CHAPTER 1

Free zone. The free zones, ports and warehouses are delimited spaces of the national territory where foreign goods may be brought in without the payment of import taxes. The free zones, ports and warehouses will be subject to customs control established by the law on their creation and regulations.

The free zones established in national territory will be under the control of the customs authority. Goods entering or departing from the free zones will be subject to customs control by virtue of the Customs Code and regulations.

Pilot-in-command. Comandante de la aeronave. The designation Comandante corresponds to the aircraft operator and is the aircraft operator’s representative.

Paraguay’s aeronautical authority (DINAC) uses the term Comandante de la aeronave in accordance with the Paraguayan Aeronautical Code.

CHAPTER 2

2.5 The presentation of the General Declaration is required. In accordance with Decision CA No. 14/99, the presentation of the General Declaration to the air traffic services reporting office (ARO) is required. For the moment, it is not possible to eliminate this requirement.

2.5.1 The presentation of the General Declaration upon entry and departure is required. In accordance with Decision CA No. 14/99, the presentation of the General Declaration upon entry/departure of aircraft for scheduled, non-scheduled and general aviation flights is required.

2.7 The presentation of the Passenger Manifest is required. In accordance with Decision CA No. 14/99, the presentation of the Passenger Manifest to the Operations Management and Safety Division is required. In accordance with Article 23 of the Customs Code, the presentation of the passenger list upon entry of the aircraft is required. For the moment, it is not possible to apply it.

2.8 The presentation of the Cargo Manifest is required. In accordance with Decision CA No. 14/99, the presentation of the Cargo Manifest to the Airport Operations Management is required. In accordance with Article 23 of the Customs Code, the Customs Authority requires the presentation of the Cargo Manifest upon entry and departure of the aircraft. For the moment, it is not possible to apply it.

2.9.1* Information concerning the nature of goods in the Cargo Manifest is required. Article 97 of the Aeronautical Code and Article 25 of the Customs Code Regulations require information about the nature of the cargo.

2.21 The requirement for a visa for the aircraft documentation for each flight to our national territory is declared mandatory. By virtue of Decree Law No. 46 of the Consular Duty, Article 4, Chapter II, Norm 10, Air Navigation, duties are charged for each visa for aircraft documentation.

CHAPTER 3

3.5.4* Passports are issued with a period of validity of three years. The National Police is the agency responsible for the issuance of passports which are not valid for more than three years. For the moment, it is not planned to extend this period.

* Recommended Practice
3.5.7* Each child under 16 years of age must have a separate passport from those of the parents or legal guardian. In accordance with the provisions, each passenger must possess a valid passport, including those under 16 years of age.

3.8.1* It is not yet possible to issue visas in machine readable form (Doc 9303, Part 2 - Machine Readable Visas). The probable implementation in the future of techniques to issue machine readable visas is presently being studied, under the responsibility of the Ministry of External Relations.

3.8.2 The appearance of persons applying for visas is mandatory, but in justified cases there may be an exception to this requirement provided that the application is signed by the applicant, the applicant’s legal representatives or duly authorized third parties. Articles 10 and 12 of Law No. 3713/99 which regulates the issuance of visas require the appearance of the applicant.

3.8.3 Entrance visas for temporary visitors are valid for up to 90 days. In certain duly justified cases, the period may be extended up to 180 days; these circumstances must be expressly indicated. Article 13 of Law No. 3713/99 which regulates the issuance of visas provides for a maximum period of validity of 180 days.

3.8.7* Entry clearances or visas are not issued in the format prescribed for the visual zone of visas (Doc 9303, Part 2). The Immigration Authority issues a return certificate to authorize the return to the country of legal foreign residents.

3.9* The presentation of the Embarkation/Disembarkation (E/D) Card to the Immigration Authority is required. Immigration Law No. 978 provides for the use of the E/D immigration card, in addition to Decision DGM No. 104/99.

3.10 The presentation of the E/D Card which differs in part from the model in Appendix 5 to Annex 9 is required. The E/D Card was implemented by Decision No. 104/99 of the Immigration Authority.

3.10.2 Providing the E/D cards is the airline’s responsibility. Decision DGM No. 104 of the Directorate General of Immigration provides for the distribution of the E/D cards by the airlines.

3.14.2* The Advance Passenger Information (API) system is not applied at airports. The API system has not yet been adopted at airports.

3.17 Inbound baggage inspection is performed in a random form by the Customs Authority. The Customs Authority has the power to inspect all baggage in accordance with the Customs Code.

3.17.1 The dual-channel baggage clearance system has not yet been adopted. There is presently a project to implement it in the medium term.

3.23 The Crew Member Certificate (CMC) is not issued for the moment. The licences or travel documents that are valid are the documents used to certify the identity of each crew member.

* Recommended Practice

15/8/01
3.23.1* It is not yet possible to issue them in accordance with the specifications of Doc 9303, Part 4. This will be studied for future application.

3.29* Certificates are issued in a different form and they are not machine readable. This will be studied for future modification in accordance with the technical specifications of Doc 9303, Part 4 and Appendix 8 to Annex 9.

3.30* Certificates are issued in a form different from that specified in 3.29*. This is being studied for future application.

CHAPTER 4

4.4 Not applied. The Customs Authority uses a computer system called “SOFIA” to speed up the clearance procedures. For the moment, implementation of EDI is not being studied.

4.8.1* Not applied. The Customs Authority uses a computer system called “SOFIA”. For the moment, implementation of EDI is not being studied.

4.15 Examination of the goods is a general requirement in accordance with the Customs Code. The Customs Authority provides for the examination of goods in accordance with Article 68 of the Customs Code Regulations.

4.25* The Customs Authority accepts trade samples without payment of duties, but subject to being rendered useless or unfit for marketing. The Customs Code does not consider private gift packages as trade samples.

4.32 Examination of the goods is a general requirement. In accordance with Article 68 of the Customs Code Regulations, all goods must be examined.

4.37 The clearance or examination of containers, pallets and their loads is done exclusively at on-airport locations. For the moment, the examination of containers, pallets and their loads at off-airport locations is not justified.

CHAPTER 5

5.6 The Customs Authority will allow the trans-shipment of all or some of the goods, provided they are declared in the respective Cargo Manifest. This procedure will be carried out under the control of that Authority. In accordance with Articles 45 and 46 of the Customs Code, control of the goods to be trans-shipped from one aircraft to another aircraft is a requirement.

5.11* Free airports have not been implemented in Paraguay. The Aeronautical Code and the Customs Code do not provide for the creation of free airports. Implementation of free airports is not being studied.

* Recommended Practice
5.12* Free zones have not been established in Paraguay in connection with international airports. For the moment, it is not planned to establish free zones in connection with international airports.

5.13 Free zones have not been established in Paraguay in the vicinity of international airports. For the moment, it is not planned to establish free zones in the vicinity of international airports.

5.14 Free airports and free zones in connection with international airports have not been established in Paraguay. For the moment, it is not planned to establish free airports.

CHAPTER 6

6.4* The collection of passenger service charges is done through a bank entity belonging to the State. For the moment, it is not possible to implement this procedure. Its possible application will be studied.

6.5* The use of credit cards for the payment of passenger service charges has not yet been implemented. For the moment, it is not possible to implement it. The possibility of its application will be analysed.

6.9.1* These notices have not yet been implemented. The possibility of implementing them at international airports is being studied.

6.18* Airports do not have facilities of this nature. It has not been planned to implement them since this is not justified for the moment.

6.21* There are no facilities that provide off-airport services. For the moment, implementation is not justified.

6.23* There is no specialized equipment for the narcotics control of baggage. The Narcotics Authority performs the baggage control by means of specialized personnel and dogs trained for this purpose.

6.25* A unique baggage identification system such as the “Licence Plate Concept” has not yet been implemented. It is not yet planned to implement this Recommended Practice.

6.46* There are no appropriate facilities for the storage of special cargo relating to human remains and live animals. There is not yet full compliance. However, the procedures for the customs clearance of all special cargo are given priority and are being speeded up.

6.64* This Recommended Practice is not applied. Its implementation is not justified at the present time.

* Recommended Practice
CHAPTER 2

2.5 The use of a document entitled Traffic Form (Formulário de Tráfego) has made it possible to eliminate the following documents: General Declaration, Passenger Manifest and Customs Clearance for entry and exit of goods, permit to load and unload cargo and customs entry declaration.

2.9 European Community legislation requires that documents relating to cargo should contain, in certain circumstances, the indication of gross weight of each consignment.

2.9.1* European Community legislation requires that the gross weight and the nature of goods is shown in the documents presented to Customs.

CHAPTER 3

3.5.1* Machine readable passports are not being used in Portugal, although there are plans to introduce them.

3.5.2 Portuguese passports do not conform to the format set forth in Doc 9303, Part 1.

3.8 There is a charge imposed on all visas except on courtesy visas.

3.9* An Embarkation/Disembarkation Card is required except for EC citizens and also for citizens of Argentina, Canada, Hungary, Israel, Japan, Liechtenstein, Poland, United States and Venezuela.

3.10 The Embarkation/Disembarkation Card does not conform to the format set forth in Appendix 5. The Portuguese document does not include the items “Place of Birth” and “Occupation” but collects additional data, namely related to visa and flight number.

3.18* In the European Community in the case of transfer flights, hand luggage is checked at the first Community airport while registered luggage is checked at the airport of destination, in conformity with international conventions in force.

Passengers arriving in Portugal from outside the area formed by the States adhering to the Schengen Agreement, with Portugal or one of the other Schengen States as their final destination, will in principle be cleared in Portugal for entry into the Schengen area.

3.29* The certificate for flight operations and cabin safety inspectors containing the material set forth in Appendix 8 to this Annex is still being developed and cannot yet be issued.

3.43* According to the Portuguese legislation, the operators are made responsible for all costs related to the custody, care and removal of passengers found inadmissible.

3.54 Portugal will cooperate fully with a requesting State to investigate and validate the person’s claim to be a Portuguese citizen and to resolve the claim quickly, within 30 days if possible.

3.55 Under the Portuguese legislation, the signing of an application for a travel document is obligatory at all times.

* Recommended Practice
CHAPTER 4

4.11*  Unaccompanied baggage is shipped as cargo and should be covered by a transport document. The use of individual documents is required.

4.15.1*  This Recommended Practice is not in conformity with European Community legislation in force.

4.20  The commercial invoice does not contain sufficient information and does therefore not constitute an essential document to comply with Customs formalities.

4.21*  The commercial invoice and the certificate of origin are required separately.

4.25*  European Community customs and fiscal legislation provide for admission free of customs duties and taxes of the following categories of goods within value limits indicated:

   — small consignments of a non-commercial nature of a total value not exceeding 45 ECUs per consignment;

   — consignments of goods sent directly from a third country to an addressee in the Community, the value of which may not exceed 22 ECUs per consignment for Customs duty and from 10 to 22 ECUs for value added tax; and

   — goods on which the amount of Customs duty is less than 10 ECUs can also be considered.

4.29.1*  While release by Customs is carried out as quickly as possible, Customs Authorities are not always the only authority involved in the clearance procedure. Consequently, they cannot guarantee that all general cargo will be released within four hours (recent studies reached the conclusion that, to a great extent, clearance delays are imputable to the importers themselves).

4.30*  Due to the involvement of several clearance agencies in the control of a consignment, Customs Authorities cannot guarantee the clearance will be carried out simultaneously according to the suggestion of this RP.

4.45*  European Community customs legislation requires that documents like the commercial invoice and, as the case may be, the certificate of origin must be presented separately.

4.48*  European Community legislation allows for its Member States to grant relief for ground and security equipment mentioned in this RP, on the basis of reciprocity agreements, with the States that are Contracting Parties to the Convention on International Civil Aviation (Chicago, 1944).

4.49*  Not all items of equipment referred to in this RP are admitted duty free.

4.50*  European Community customs legislation does not provide for the duty free admission of all carriers and airline operators’ documents covered by this RP.

4.57  Unaccompanied baggage is regarded as cargo and is removed for examination to premises exclusively allocated for cargo-handling, different from those that are reserved to passenger baggage.

* Recommended Practice
CHAPTER 5

5.4 Customs may require the production of a document in which the identification of goods in transit and the aircraft, as well as the gross weight, nature and place of loading of the goods are mentioned. Passengers arriving in Portugal from outside the States adhering to the Schengen Agreement will be cleared in Portugal for entry into the Schengen area (see difference filed concerning RP 3.18). In addition to the latter, passengers referred to in this Standard, depending on their nationality to be determined by Portuguese Immigration Authorities, may be required to hold a valid airport in-transit visa.

5.5 European Community legislation requires that goods brought into customs territory shall be subject to customs surveillance and may be subject to control by Customs Authorities.

5.8* In the European Community in the case of transfer flights, hand luggage is checked at the first Community airport, while registered luggage is checked at the airport of destination in conformity with international conventions in force.

CHAPTER 6

6.16* While customs clearance is expedited as far as possible, Customs Administrations cannot undertake to clear all disembarking passengers who do not require more than a normal inspection to be performed within a maximum of 60 minutes from the time they present themselves at the first processing point of an international airport.

6.29* While customs clearance is expedited as far as possible and in most cases it may be completed within the delay foreseen in this RP, Customs Administrations cannot accept such a constraint (45 minutes).

6.39* Duty-free sales are considered to be sales accomplishing the fictitious exportation of goods and as such, duty-free shops have to be established at specific points.

6.51* When airport capacity is limited, off-airport bonded warehouses are allowed only where customs resources are available and necessary transit formalities are respected.

* Recommended Practice
CHAPTER 3

3.4 The Romanian authorities shall require that visitors travelling to Romania have a national valid passport as well as a travelling document. Expired travelling documents are not accepted.

3.8 If there are no bilateral Agreements concluded with other States, the passengers coming from these States shall be requested to pay fees for obtaining visas.

3.8.2 The entrance visas in certain situations can be granted for multiple entrances from the consulate offices of Romania and from the Romanian authorities — border police at the entrance of the country and at border points where visas are granted for a single entrance.

Visas in border points are not granted at the border except for citizens coming from 85 States with migratory tendencies.

In Romania, it is mandatory to obtain transit visas, while in transit through the Romanian airports, which are given to citizens holding the ordinary passport from 12 countries: Afghanistan, Ethiopia, India, Ghana, Iraq, Iran, Nigeria, Somalia, Sri Lanka, Zaire, Pakistan, Bangladesh. These measures are taken by the Romanian authorities for fighting against unlawful immigration.

3.8.3 The entrance visa is granted for maximum 60 days with the possibility of repeated prolongations but not exceeding the validity of the passport and the duration of the sojourn mentioned in the agreement.

3.33 The Romanian authorities at departure from their territory shall require the passengers to respect the validity period of the visa. If it is expired, there is a fine to be applied.

3.47 When a passenger is found inadmissible and for different reasons he does not have a travelling document, he will be provided with a new one from the embassy of his country in Romania.

3.54 Romania has concluded agreements on readmission with 17 States for the readmission of its own citizens being found in unlawful situations in the territory of the other State.

These are accepted based on travel documents issued by the embassy or other Romanian identification documents.
CHAPTER 2

2.5 The General Declaration is required.
2.6 The General Declaration shall state the surnames of the crew members.
2.8 The Cargo Manifest is required.
2.9.1* The Cargo Manifest shall specify the kind of cargo.
2.36 A preliminary permit is required for operating such flights in accordance with the procedures set out in the AIP of the Russian Federation.

CHAPTER 3

3.7* A valid document providing evidence of the right to arrive in or depart from the Russian Federation is required.
3.16 Passengers crossing the Russian Federation State border whose cabin and checked baggage are not exempt from customs clearance shall fill in a customs declaration. Crew members shall make an oral declaration.
3.24 Crew members of foreign airlines arriving in the Russian Federation shall be in possession of valid national passports with Russian visas, unless bilateral agreements stipulate otherwise.
3.24.1
3.25
3.25.1*
3.32 Visitors at the end of their stay are required to have exit visas.

CHAPTER 5

5.4.1 Transit passengers without a transit visa may stay in the airport transit area or in a hotel for foreign transit passengers for a period of 24 hours.
5.11* There are no free airports, zones or storage facilities in the Russian Federation at present.
5.12*
5.13

CHAPTER 6

6.9* The signs used differ partially from the international ones.

* Recommended Practice
6.9.1* No provision is made for specially assigned places to display such notices and brochures.

6.25 a)* There are no mechanized baggage sorting systems.

6.25 b)* The unique baggage identification system known as the “Licence Plate Concept” is not used.

6.64* Activity in the territory of the Russian Federation by representatives of concerned authorities of other States is not provided for.

* Recommended Practice
CHAPTER 2

2.7 Passengers’ Manifest is required on a form.

2.37 Advance notification of information contained in a flight plan is not accepted two hours prior to the arrival of incoming aircraft.

2.40 Special permission in respect of non-scheduled flights is required more than three working days in advance of the established arrival of aircraft.

CHAPTER 3

3.5.8 Joint passports are issued to spouses.

3.5.9* Separate passports are not issued for children under the age of 16 years.

3.8.1* Visas are not machine readable.

3.8.6* Resident foreigners are required to have exit and re-entry visas.

3.8.7* Visas do not correspond to the format prescribed for the visual zone of the machine readable visas.

3.23 Crew member certificates are not valid for the entire term of employment.

3.24 Passport is to be shown when aircraft crew members disembark within the confines of airports and cities.

3.25 Aircraft crew members are required to show passports at arrivals and departures.

3.32.1* Resident foreigners are required to obtain exit visas.

3.41 Operators are fined when disembarking inadmissible passengers.

3.45 Format of letter in Appendix 9 used, forged documents are seized.

CHAPTER 4

4.11* There should be a document for every air shipment, including unaccompanied luggage to be exported by air.

4.15.1* Cargo is not to depart unless inspected.

4.21* Documents referred to are all required to be presented combined. There is no option to present them separately.

4.23 There are consular fees for air cargo.

4.41 There are fines in cases of inaccurate or omitted data.

4.50* Fees apply.

* Recommended Practice
4.56 Cargo not manifested, because of error or handling problem, is fined.

CHAPTER 6

6.18* At present, there are no child care rooms in departure and transit lounges.

6.29* Clearance of passengers within 45 minutes of disembarkation as a goal.

6.37.1* There are no storage facilities for baggage left by its owner at airports for later pick-up.

* Recommended Practice
CHAPTER 3

3.40.2*  [Singapore’s difference with this provision will be filed later.]

3.41.1*  Under Singapore’s laws, the airline concerned is responsible for all inadmissible persons and not just “improperly documented” persons until their eventual departure.

3.42  Singapore is not agreeable to the deletion of the word “inadmissible persons” for reasons mentioned in clause 3.41.1.

3.43*  Under Singapore’s laws, the airline concerned is responsible for the removal of the inadmissible passengers it brings in by the first available means. Pending their removal, the carriers should be responsible for the custody and up-keeping of its inadmissible passengers.

3.45  Singapore is not agreeable to this clause for reasons mentioned in clause 3.42.

3.47  Singapore is not agreeable to the phrase “including the letters applicable to the return of improperly documented passengers”, as it does not issue such letters.

3.51  Currently, certain people could be granted temporary entry into Singapore on special passes for investigation purposes. Under Singapore laws, the airline concerned will still be responsible for the up-keeping of such inadmissible persons and their eventual removal after investigation by the first available means.

3.57  The new clause allows any State to legally render a person stateless as long as consultations are held with the State repatriating the passenger. Instead of “consultation”, there should be “agreement”.

* Recommended Practice
CHAPTER 2

2.9 European Community legislation requires that documents relating to cargo contain, in certain circumstances, an indication of the gross weight of each shipment.

2.9.1* European Community legislation requires that the gross weight and the nature of the goods be indicated in the documents presented to customs.

CHAPTER 4

4.11* Unaccompanied baggage is shipped as cargo and, as such, must be accompanied by a transport document.

4.15.1* European Community legislation and the national legislation in force are not in agreement with the provisions in this Recommended Practice.

4.20 A commercial invoice does not generally contain sufficient information and it therefore does not constitute a complete declaration.

4.21* The commercial invoice and, as the case may be, the certificate of origin are required separately.

4.25* European Community customs and tax legislation provides for the duty- and tax-free admission of the following categories of goods within the limits indicated below:

— small shipments, the value of which does not exceed 45 ECUs per shipment and which are not of a commercial nature; and

— shipments of goods directly from a third country to an addressee in the Community, the value of which does not exceed 22 ECUs per shipment for the customs exemption and 10 to 22 ECUs for the value added tax exemption.

4.29.1* Although the release is carried out as promptly as possible, the customs authorities are not always the only ones involved in the clearance procedure. They cannot therefore guarantee the release of all the goods within four hours. Furthermore, recent studies indicate that many delays are due to the importers themselves.

4.30* When authorities other than the customs authorities are involved, the customs authorities cannot always assume the competence of the other authorities involved in the clearance.

4.45* European Community customs legislation provides for the documents such as the commercial invoice and, as the case may be, the certificate of origin to be required separately.

4.48* European Community customs legislation authorizes its Member States to grant an exemption for the ground equipment and security equipment mentioned in this Recommended Practice only on the basis of reciprocal application with countries parties to the Convention on International Civil Aviation (Chicago, 1944).

CHAPTER 5

5.4 Customs may require a document specifying the identity of the packages in transit, the identity of the aircraft that carried them and the nature, gross weight and place of loading of the goods.

* Recommended Practice
5.5 European Community legislation requires that goods brought into the customs territory of the Community shall be subject to surveillance and checking by the customs authorities from the time they were brought in.

5.8* Passengers who transfer from one international airport or terminal to another airport or terminal cannot always be exempted from control.

CHAPTER 6

6.5* There is no provision at all in the national legislation for payment by credit cards.

6.16* Although customs clearance is carried out as quickly as possible, the customs administration cannot guarantee the clearance of passengers embarking on a flight, who require not more than normal inspection, within the time period of 60 minutes starting from the time that they present themselves at the first processing point of an international airport.

6.29* Although customs clearance is carried out as quickly as possible, the customs administration cannot guarantee the clearance of all passengers disembarking from a flight within a time period of 45 minutes.

6.39* Duty-free sales are considered to be based on the fictitious export of the goods and tax-free shops must therefore be located at specific places.

6.51* Off-airport bonded warehouses are authorized when the airport capacity is limited and only if sufficient customs resources are available and the formalities required for transit are complied with.

* Recommended Practice
CHAPTER 2

2.9 Documents relating to cargo should contain, in certain circumstances, the indication of gross weight of each consignment.

2.9.1* Both the gross weight and the nature of the goods must be shown on the documents presented at customs.

2.37 Sweden requires four hours’ notification except on the following airports: Stockholm-Arlanda, Gothenburg-Landvetter and Malmo-Sturup.

CHAPTER 3

3.9* Upon entering the Inter-Nordic passport control area temporary visitors holding entry visas are, irrespective of means of transportation, required to complete a special Embarkation Card which differs from the ICAO format. Embarkation card will be used for the time being.

3.18* In the case of transfer flights, hand luggage is checked at the first European community airport while registered luggage is checked at the airport of destination, in conformity with international conventions in force.

3.23 Crew member certificates are not issued.

3.29* Certificates are issued but differ from Appendix 8.

3.30* Carrying of a copy of an itinerary is not required.

CHAPTER 4

4.11* An export declaration is generally required. Unaccompanied luggage is shipped as cargo and as such is covered by a transport document. The use of an individual document is required.

4.15.1* Physical examination is required at a higher level. European Community and national legislation.

4.20 A commercial invoice alone does not generally contain sufficient information and does not therefore constitute a full declaration.

4.21* The commercial invoice and, as the case may be, the certificate of origin are required separately.

4.25* Free admission is accepted from customs duties and taxes of the following categories of goods within the value limits shown opposite each of them:

— small consignments without commercial character of a total value not exceeding 45 ECUs per consignment;

— consignments of goods sent directly from a third country to an addressee in the Community the value of which cannot exceed 22 ECUs per consignment concerning exemption from customs duties and 10 to 22 ECUs concerning exemption from value added tax. Goods imported on mail order — other than foreign periodicals — are excluded from the tax exemption; and

* Recommended Practice
— goods entering in the accounts amounts of customs duty and other charges of, in total, less than 10 ECUs.

4.45* Documents as the invoice and, as the case may be, the certificate of origin are required separately.

4.48* Relief for ground and security equipment, mentioned in Recommended Practice 4.48, is granted only on the basis of reciprocity with countries that are Contracting Parties to the Chicago Convention.

4.49* Not all of the items of equipment referred to in this RP are admitted duty free.

4.50* Duty free admission of all airline and operators’ documents covered by this Recommended Practice is not allowed.

CHAPTER 5

5.4 Customs may require a document indicating the identity of a package in transit, the identity of the aircraft which brought it, the nature, gross weight and place of loading of the cargo.

5.5 It is required that goods brought into the customs territory of the European Community shall be subject to supervision by the customs authorities.

5.8* In the case of transfer flights, hand luggage is checked at the first European community airport while registered luggage is checked at the airport of destination, in conformity with international conventions in force.

CHAPTER 6

6.9.1* Notices and leaflets are not displayed.

6.10* There are no arrangements besides passenger loading bridges.

6.16* A goal has not been established.

6.29* Off-airport bonded warehouses are allowed when resources are available and necessary transit formalities are respected.

6.54* No facilities or services are available.

6.67 Information is not displayed at all airports.

6.68*

6.69 Facilities for legal exchange are not available at all airports.

CHAPTER 8

8.17 A national facilitation programme is not established.

8.18

* Recommended Practice

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<table>
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<th>Description</th>
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<td>8.29*</td>
<td>Measures are partly undertaken. (Regulations are issued)</td>
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<tr>
<td>8.35*</td>
<td>Standards are lacking. (Regulations are issued)</td>
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* Recommended Practice
CHAPTER 2

2.18 Domestic flights by aircraft which have not cleared Customs are in principle not permitted.

CHAPTER 3

3.4.1 Unlike the identity card, the passport does not conform to the standards indicated in Doc 9303, Part 1 — Machine Readable Passports.

3.5.2 Switzerland cannot undertake to conclude reciprocal or other arrangements to issue entrance visas to temporary visitors without charge.

3.8 The issuance of visas in machine readable form, in accordance with the presentation described in Doc 9303, Part 2 — Machine Readable Visas, is planned beginning in 1998.

3.8.3 In cases where the visa is granted the Swiss authorities reserve the right to fix the duration of validity of the visa as well as the number of entries into the State.

3.8.7* The issuance of visas in machine readable form, in accordance with the presentation described in Doc 9303, Part 2 — Machine Readable Visas, is planned beginning in 1998.

3.58 The operator is liable for as long as the legal requirements have not been fulfilled, whether by himself or by a third person.

CHAPTER 4

4.11* In most cases, all that is required for the shipment of cargo by freight traffic is an ordinary export declaration. For certain consignments, the export declaration is replaced by a duplicate waybill, to which a special stamp is affixed.

CHAPTER 5

5.2 Exemption from the requirement for a transit passenger in Switzerland to hold a transit visa is made only in instances where:

a) the passenger is in possession of a valid passport of a country whose nationals are exempted from obtaining a transit visa to Switzerland;

b) the passenger is scheduled to leave the airport within 48 hours;

c) the passenger has necessary identity papers and visa for the country of destination; and

d) the passenger has valid reservations and a passenger ticket for the onward journey.

* Recommended Practice
CHAPTER 2

2.5 Presentation of the General Declaration is required.

2.5.2 Not applicable, since the General Declaration and the Passenger Name List are required.

2.6 First names, surnames and nationalities of crew members are required as an attachment to the General Declaration.

2.7 Presentation of a Passenger Manifest is required.

2.7.1* The list of passenger names is required to be submitted.

2.9.1* Information concerning the nature of goods in the Cargo Manifest is required.

2.13 Four copies of the General Declaration, five copies of the Passenger Manifest, three copies of the Cargo Manifest and one copy of the stores list in respect of stores laden or unladen from an aircraft, are required before departure of the aircraft.

2.14 Three copies of the General Declaration, three copies of the Passenger Manifest and one copy of the Cargo Manifest are required.

2.15 The use of standard baggage weights for each piece of baggage is not permitted for safety reasons.

2.16 Five copies of the General Declaration, six copies of the Passenger Manifest, four copies of the Cargo Manifest are required to be submitted on arrival of the aircraft.

2.17 Three copies of the General Declaration, three copies of the Passenger Manifest and one copy of the Cargo Manifest are still required.

2.19* Documents are required to be furnished in English.

2.36 Prior permission is required. Detailed requirements are published in AIP — Thailand.

2.40 Private aircraft with maximum take-off weight not exceeding 5 700 kg must request permission at least 15 days in advance.

CHAPTER 3

3.8.3 A visitor’s visa is normally valid for a period of three months from the date of issue and for a single entry, except in special circumstances.

3.8.4* Not acceptable.

3.8.6* Resident aliens are required to obtain a non-quota immigrant visa before their departure from Thailand.

3.9* Embarkation/Disembarkation Cards are required to be completed.

* Recommended Practice
3.10 The information and format of Embarkation/Disembarkation Cards differ from that of Appendix 5. Passport reading machines are in the process of installation at international airports and the E/D cards requirement would be eliminated afterward.

3.10.2 Embarkation/Disembarkation Cards must be provided and distributed to all passengers by the carrier at its expense. It is more convenient.

3.16 Inbound passengers are required to complete Passenger Declaration Form No. 211.

3.31* The privileges of temporary admission as described in 3.24 to flight operations and cabin safety inspectors could not be granted. It takes time to revise the legislation concerned.

3.32.1* Residents must, in addition to the requirements of 3.8.6, have their residence certificates endorsed by the Immigration Authorities before departure.

CHAPTER 4

4.48* The Customs Act of Thailand requires customs duties and other charges or taxes to be paid on the items specified in this Recommended Practice.

CHAPTER 5

5.4.1 A transit visa is required from a national of a country which is not included in the list of visa-exempted countries.

CHAPTER 6

6.62.1

Note 1 An amount of 350 Baht shall be charged for a vaccination against yellow fever.
CHAPTER 2

2.5 A General Declaration is required by the customs authorities when aircraft arrive at the airport.

2.5.4 The General Declaration must be signed and stamped by a proper officer for the purpose of outbound and inbound clearance.

2.6 A Crew Declaration Form must be signed by each member of the crew who must state therein the quantity of dutiable articles that are in their possession.

2.7 The presentation of a Passenger Manifest is required by the Departments of Customs and Immigration.

2.8 The presentation of a Cargo Manifest is required by the Department of Customs.

2.9 Description of cargo should reveal:

a) marks and number on packages;
b) number and type(s) of packages;
c) nature of goods; and
d) gross weight of the goods.

CHAPTER 3

3.7* Visa requirements are on a reciprocal basis. Entry visas are not required for Preferential Trade Area (P.T.A.). A charge for the issuance of a visa is levied.

3.8.3 Entrance visas are valid for three months. A visitor, however, may stay for 12 months provided a visa extension application is made every three months.

3.10 On the Embarkation/Disembarkation Card, the Department of Immigration requires the following additional information from non-residents:

a) duration of stay in Uganda; and
b) purpose of visit.

3.17.1 At present, no dual-channel baggage clearance system exists, but consideration is being given for the establishment of one during the on-going rehabilitation programme.

CHAPTER 4

4.11* Customs authorities require that individual documents be presented to account for shipments of cargo including unaccompanied baggage.

4.15 Physical verification/examination is required to ascertain the nature and quantity of goods.

4.21* Simplified documents are accepted as long as the following information is given:

a) exporter’s name and address;
b) consignee’s name and address;

* Recommended Practice
c) number of package(s);
d) gross weight of the package(s); and
 e) nature and quantity of the goods.

4.57 Unaccompanied baggage weighing not more than 100 kg is cleared as personal effects. Unaccompanied baggage whose gross weight is above 100 kg is cleared as cargo.

CHAPTER 5

5.4.1 A transit visa valid for seven days is granted on arrival.
CHAPTER 2

2.46* Clearance of smaller aircraft and their loads is done by subdivisions of each government agency concerned in accordance with the functions assigned to them by Ukrainian legislation.

CHAPTER 3

3.34 Ukrainian international airports perform mandatory 100% security control of the baggage of passengers departing from Ukrainian territory.

3.38.1 Custody of passengers between the aircraft and the terminal building is the responsibility of the airport’s aviation security service and police agencies.

CHAPTER 4

4.15 Cargo and unaccompanied baggage to be exported are subject to mandatory security control.

4.15.2 If a physical examination of cargo for reasons of aviation security has to be accomplished, such cargo is subject to mandatory unloading from the aircraft so that the appropriate procedures can be accomplished.

CHAPTER 5

5.3 For connecting traffic at the same airport or to another airport, the aviation security service and the police have the obligation for the custody of the passengers.

* Recommended Practice
CHAPTER 2

2.5 A General Declaration is required in certain circumstances, e.g. when aircraft arrive at non-designated airports and aerodromes.

2.6 In certain circumstances particulars of members of crew may be required.

2.7 In certain circumstances carriers may be required to provide a passenger list showing the names and nationalities of passengers.

2.9 The gross weight for each consignment is also required under certain circumstances.

2.9.1* A description of the goods sufficient to identify them and, in certain circumstances, the gross weight may be required.

CHAPTER 3

3.8 The United Kingdom normally charges for visas and other entry clearances. In certain circumstances the charge is excused.

3.8.2 Visa applicants may be required to attend personally at the consulate.

3.8.3 United Kingdom entry clearances are normally valid for presentation within six months of issue. Multiple entry clearances are at present valid for presentation for varying periods up to five years.

3.8.4* Where required, United Kingdom visas and entry clearances should be obtained prior to travel and a person will normally be refused entry in the absence of the necessary clearance. The Immigration Officer has discretion to waive the requirement for an entry clearance in exceptional circumstances.

3.8.7* A United Kingdom visa does not show the period of stay. This is granted by the Immigration Officer on arrival.

3.9* Disembarkation cards must normally be completed by all passengers except nationals of Member States of the European Economic Area.

3.10 The cards in use require the address in the United Kingdom and the passenger’s signature to be recorded.

3.10.2 Disembarkation cards must be provided by the carrier at its expense and distributed to all passengers who need to complete them.

3.16 A written declaration may be required from crew members in certain circumstances.

3.18* Within the European Community, in the case of transfer flights, cabin baggage is checked at the first Community airport, whereas hold baggage is checked at the airport of destination.

3.23 Crew member certificates are not issued by the United Kingdom public authorities to crew members of the United Kingdom airlines, whether or not they are required to be licensed.

3.24.1 Identification documents bearing photographs of the holders are issued to United Kingdom aircrew members, licensed and unlicensed, by United Kingdom airlines and by airport authorities on their behalf, the validity of which may be checked by contacting the issuing authority.

* Recommended Practice
United Kingdom flight crew licences conform to the specification for personnel licences set forth in paragraph 5.1.1 of Annex 1. The date of birth is also included. Following the introduction of computerised licence issues, a photograph of the holder is no longer included, neither is the place of birth nor a statement of the right of re-entry to the State of issue — these items are part of the Annex 9, Appendix 7 crew member certificate specification but are not called for in paragraph 5.1.1 of Annex 1.

3.25

The United Kingdom requires aircrew who arrive as passengers or who are supernumerary to be in possession of a valid passport or other satisfactory document establishing identity and nationality and, where applicable, of a valid visa.

Crew member certificates are not issued by the United Kingdom public authorities to crew members of the United Kingdom airlines, whether or not they are required to be licensed.

Identification documents bearing photographs of the holders are issued to United Kingdom aircrew members, licensed and unlicensed, by United Kingdom airlines and by airport authorities on their behalf, the validity of which may be checked by contacting the issuing authority.

United Kingdom flight crew licences conform to the specification for personnel licences set forth in paragraph 5.1.1 of Annex 1. The date of birth is also included. Following the introduction of computerised licence issues a photograph of the holder is no longer included, neither is the place of birth nor a statement of the right of re-entry to the State of issue — these items are part of the Annex 9, Appendix 7 crew member certificate specification but are not called for in paragraph 5.1.1 of Annex 1.

3.26*

United Kingdom Immigration Rules do not allow for flight personnel to be based in the United Kingdom. Work permits are normally required for United Kingdom based ground personnel.

3.38.2*

An operator remains liable to be held responsible for the care and custody of inadmissible persons, including associated costs, in certain circumstances.

3.41

The Immigration (Carriers’ Liability) Act 1987 allows for a charge to be levied on the inbound carrier of a passenger who requires leave to enter and who is carrying incomplete or falsified documents. No liability exists if the person was in possession of the required documentation on embarkation or if any falsity was not reasonably apparent.

3.41.1*

No liability exists if the person was in possession of the required documentation on embarkation or if any falsity was not reasonably apparent. In addition the United Kingdom will grant Approved Gate Check Status to carriers at ports of embarkation where there is an audited high standard of document checking and security at that port, a good level of cooperation from the carrier and a satisfactory record of payment of charges incurred under the Immigration (Carriers’ Liability) Act 1987. Where such status has been granted, the United Kingdom will normally waive charges relating to passengers arriving without documents from those ports.

3.43*

Under United Kingdom legislation, where a passenger is refused entry to the country the carrier will normally be responsible for any detention costs (up to a maximum of 14 days) unless the passenger is in possession of a current entry clearance/visa.

3.44

An operator is required to remove an inadmissible person in accordance with the directions given by the Immigration Officer.

3.45.1*

The United Kingdom will notify where practicable except where an inadmissible person is to be removed by the same route as arrival and not under escort.

* Recommended Practice
3.46 An operator is required to remove an inadmissible person in accordance with the directions given by the Immigration Officer.

3.51 Passengers who have entered the United Kingdom in breach of the immigration laws are liable to be removed at the expense of the inbound carrier.

3.52 The full reasons for deportation may not be disclosed for reasons of privacy and other considerations.

3.53 The United Kingdom will notify the public authorities in States of transit and destination of a deportation when an escort is required.

3.54 The United Kingdom will cooperate fully with the requesting State to investigate and validate the person’s claim to be a British citizen and to resolve the claim quickly, within 30 days if possible.

3.55 This provision applies only where the person concerned is admissible or is to be expelled by the authorities.

CHAPTER 4

4.11* Unaccompanied baggage is shipped as cargo and, as such, is covered by a traffic document. The use of individual documents is required.

4.15.1* This Recommended Practice is not in conformity with European Community and national legislation in force.

4.20 A commercial invoice alone does not generally contain sufficient information for control purposes and does not constitute a declaration by or on behalf of the importer.

4.21* The commercial invoice alone does not generally contain sufficient information and therefore does not constitute a full declaration.

4.25* European Community Customs and fiscal legislation provides for admission free of Customs duties and taxes of the following categories of goods within the value limits indicated:

a) small consignments of a non-commerce nature of a total value not exceeding 45 ECUs per consignment;

b) consignments of goods sent directly from a third country to an addressee in the Community, the value of which may not exceed 22 ECUs per consignment for Customs duty and 10 to 22 ECUs for value added tax; and

c) goods on which the amount of Customs duty is less than 10 ECUs.

4.29.1* While release by Customs is carried out as quickly as possible, Customs authorities are not always the only authority involved in the clearance procedure. Consequently they cannot guarantee that all general cargo will be released within four hours.

4.30* Whilst Customs take all reasonable steps to ensure that clearance is effected with a minimum of delay, they may not be able to assume overall authority for clearance where other agencies, such as veterinary or sanitary controls, are involved.

* Recommended Practice
4.46 European Community Customs legislation requires that documents such as the commercial invoice and the certificate of origin are provided separately.

4.48* European Community Customs legislation allows for its Member States to grant relief for ground and security equipment, mentioned in the Recommended Practice at 4.48, only on the basis of reciprocity with States that are Contracting Parties to the Convention on International Civil Aviation (Chicago, 1944).

4.49* Not all the items included in this Recommended Practice are admitted duty-free.

4.50* European Community Customs legislation does not provide for the duty free admission of all airline operators’ documents as covered by this Recommended Practice.

4.57 Unaccompanied baggage is regarded as cargo and is removed for examination to premises devoted entirely to cargo, which are different from those devoted to passengers.

CHAPTER 5

5.2 The United Kingdom permits transit without visas for passengers who normally require visas, provided that the passenger has:

5.4.1 a) entry facilities for the countries en route and for the final destination;

b) a firm booking to travel by air within 24 hours; and

c) no purpose in entering the United Kingdom other than to pass through in transit.

A person holding a travel document issued by the purported “Turkish Republic of Northern Cyprus” or the former Socialist Federal Republic of Yugoslavia and nationals of Afghanistan, the People’s Republic of China, the Democratic Republic of the Congo (formerly Zaire), Eritrea, Ethiopia, the Federal Republic of Yugoslavia, Ghana, Iran, Iraq, Libya, Nigeria, the Slovak Republic, Somalia, Sri Lanka, Turkey and Uganda do not benefit from the transit without visa concession and may transit the United Kingdom only if they are in possession of a Direct Airside Transit (DAT) Visa or of a visa endorsed “Visitor in Transit”.

5.5 European Community legislation requires that goods brought into the customs territory of the Community shall be subject to checking by the customs authority.

5.8* Passengers who transfer from one international airport to another international airport are required to pass through United Kingdom immigration control.

5.9* In all circumstances, nationals of countries listed in the final paragraph of the difference registered to the Standard at 5.2 will be required to be in possession of a valid transit visa. Other passengers who benefit from the normal transit without visa concession and who are transferring from one international airport to another will normally need to complete landing cards and pass through immigration controls.

CHAPTER 6

6.16* While Customs clearance is expedited as far as possible, Customs administrations cannot undertake to clear all disembarking passengers who do not require more than a normal inspection within 60 minutes from the time they present themselves at first processing point of an international airport.

* Recommended Practice

15/8/01
6.29* While customs clearance is expedited as far as possible, customs administrations cannot undertake to clear all disembarking passengers of a flight within 45 minutes.

6.39* Duty-free sales are considered to be sales accomplishing the fictitious exportation of goods and, as such, duty-free shops have to be established at specified points.

6.51* When airport capacity is limited, off-airport warehouses (transit sheds) are allowed only where Customs resources are available and transit formalities are respected.

6.60* United Kingdom law and practice, which applies to air and other means of transportation, requires in general that the parties responsible for handling the traffic shall provide and maintain such facilities as may be necessary for proper control and examination of goods and passengers.

6.62 United Kingdom law, which applies to air and other means of transportation, allows for a charge to be made for services for immigration clearance requested by operators additional to those considered to be sufficient for normal operation of airports designated as Ports of Entry to the United Kingdom.

CHAPTER 8

8.3.2* Where required, United Kingdom visas and entry clearances should be obtained prior to travel and a person will normally be refused entry in the absence of the necessary clearance. The Immigration Officer has discretion to waive the requirement for an entry clearance in exceptional circumstances.

8.19 The United Kingdom does not have a standing national facilitation committee as such, nor does the Government itself establish facilitation committees at airports. There are, however, national consultative bodies for particular subjects, and ad hoc meetings are arranged when necessary to discuss particular subjects. United Kingdom law allows the Government to require that adequate facilities for consultation be established at airports. Consultation arrangements have been established under these powers at 50 airports.

8.20* The United Kingdom strongly supports close coordination between civil aviation security and facilitation programmes, but does not have a standing national facilitation committee as such, nor does the Government itself establish facilitation committees at airports.

8.21* The United Kingdom does not have a standing national facilitation committee as such, nor does the Government itself establish facilitation committees at airports.

* Recommended Practice
CHAPTER 2

2.8 The manifest submitted in electronic form may become legally acceptable in the future. However, until the compliance rate for the automated manifest is acceptable, we must be able to require the written form of the manifest.

2.17 A Cargo Manifest is required except for merchandise, baggage and stores arriving from and departing for a foreign country on the same through flight. “All articles on board which must be licensed by the Secretary of State shall be listed on the cargo manifest.” “Company mail shall be listed on the cargo manifest.”

2.18 Travelling general declaration and manifest, crew purchases and stores list as well as a permit to proceed are required under various conditions when aircraft arrive in the U.S. from a foreign area with cargo shown on the manifest to be travelling to other airports in the U.S. or to foreign areas.

2.41c) Fees are charged for services provided in connection with the arrival of private aircraft (non scheduled aircraft).

CHAPTER 3

3.4 Documents such as visas with certain security devices serve as identity documents.

3.4.1 U.S. has not standardized the personal identification data included in all national passports to conform with the recommendation in Doc 9303.

3.5.6* U.S. passport fees exceed the cost of the operation.

3.5.7* U.S. allows separate passports for minor dependents under the age of 16 entering the U.S. with parent or legal guardian.

3.8 U.S. charges a fee for visas.

3.14.2* The U.S. fully supports the electronic Advance Passenger Information (API) Systems. However, the WCO/IATA Guideline is too restrictive and does not conform to the advancements in the PAXLIST EDIFACT international standard.

3.15 U.S. Federal Inspection Services’ officials see individual more than once.

3.24 Passports and visas required for crew (except Canadians and Mexicans) and non U.S. nationals to enter the United States.

3.24.1

3.25

3.26*

3.27

3.28*

3.29*

3.31*

3.33 Does not apply to landing card.

3.41.1* Annex 9 recommends that fines and penalties be mitigated if an alien with a document deficiency is eventually admitted to the country of destination. Section 273 (e) of the Immigration and Nationality Act allows for mitigation of fines under certain circumstances.

* Recommended Practice
3.43* Operator can be held responsible for some detention costs.

3.46.1 Note U.S. considers security for individuals in airline custody to be the carrier’s responsibility.

CHAPTER 4

4.20 The Goods Declaration as defined by the Kyoto Convention serves as the fundamental customs document rather than the commercial invoice.

4.41 Customs currently penalizes the exporting carrier for late filing of Shipper’s Export Declarations (SEDS) and inaccuracies on bills of lading with respect to the SEDS.

4.55 The U.S. requires a transportation in-bond entry or a special manifest bonded movement for this type of movement.

CHAPTER 6

6.34* U.S. inspects crew and passengers in transit.

6.36*

CHAPTER 8

8.3.2* Visas are issued by the Department of State and are not issued at ports of entry.

* Recommended Practice
CHAPTER 2

2.7 A Passenger Manifest is required.

CHAPTER 4

4.7 There is no electronic data processing in use. Information accepted in a form of hard copy.

4.28 There is no pre-import information, but the aircraft master is required to provide information of cargo to customs within 48 hours of arrival.