

CONDITIONS OF USE FOR GENERAL AVIATION

Airport : Dubai International Airport (DXB)

Category : General Aviation

Effective: Northern Summer 2026

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1. DEFINITION OF TERMS AND INTERPRETATION

1.1 In these Conditions of Use, the following words shall have the following meaning:

'**ACL**' means Airport Coordination Limited, the slot coordinator appointed by us.

'**Airport**' or '**DXB**' or '**OMDB**' means Dubai International Airport.

'**Airport Charges**' are charges levied by us in connection with landing, parking and other services offered to the GA Operator.

'**Airport Slot**' means the permission given by ACL for a planned operation to use the full range of Facilities and Services necessary to arrive or depart at the Airport on a specific date and time.

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

'**Arriving Passenger**' means an inbound Passenger whose final destination is the UAE.

'**Cargo**' means any goods carried on an aircraft and covered by an air waybill, including mail.

'**Chapter 2 Aircraft**' means those aircraft with noise standards described in Chapter 2 of Annex 16 to the 1944 Convention on International Civil Aviation.

'**Conditions of Use**' means these Conditions of Use for General Aviation.

'**DCAA**' means the Dubai Civil Aviation Authority.

'**Departing Passenger**' means a Passenger whose final destination is a place outside the UAE.

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

'**DWC**' means Al Maktoum International Airport – Dubai World Central.

'**Effective Date**' means the date on which these Conditions of Use become effective, as set out in the front page.

'**Facilities and Services**' means the aircraft movement, passenger processing and other general facilities and services provided by us at the Airport, except to the extent that those facilities and services are provided under separate contractual arrangements and/or separate authority provided by us.

'**FBO**' or '**Fixed Based Operator**' is the primary provider of aeronautical services to GA Operators at the Airport.

'GA' or '**General Aviation**' means any air services operations other than RPT, cargo or military. GA flights range from light propeller to large/wide-body aircraft, including private, ambulance, rescue relief and diplomatic flights.

'GA Operator' means a person/entity operating an aircraft for GA operations.

'GCAA' means the UAE General Civil Aviation Authority.

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

'IATA' means the International Air Transport Association.

'ICAO' means the International Civil Aviation Organisation.

'**Inadmissible Passenger**' means a person who is refused admission to the UAE by the competent authority and/or a Passenger who is refused onward carriage through the UAE due to improper documentation (such as, but not limited to: no visa, expired travel documents, etc.) and who does not possess a valid transit or entry visa to legally remain in the UAE, resulting in their declaration as an inadmissible passenger (INAD) by the relevant authorities.

'**Legislation**' means all UAE federal or Dubai laws, decrees or ordinances and any rule, order, regulation, notice, policy, direction, bye-law, permission and plan from time to time issued by any federal or local authority or body having jurisdiction over the activities of the Airport or aircraft using it.

'**MTOW**' means Maximum Take-Off Weight and refers to the maximum take-off weight of an aircraft as specified in the aircraft noise certificate (or equivalent documentation issued by the competent regulatory authority).

'**Non-scheduled (charter) flight**' refers to an air transport service other than Scheduled flights that do not operate on a published timetable to issue a ticket to the Passenger. These flights are generally arranged for specific or private purposes, such as group travel, tours, or specialized transport.

'**Passenger**' means the occupant of an aircraft (of any age), other than the flight or cabin crew.

'Regular Public Transport Operations' or 'RPT' means air service operations where, for a fee, the aircraft is operated according to fixed schedules over specific routes and is available to the general public on a regular basis.

'Season' refers to the IATA scheduling seasons and means, in each year, (i) for the Northern Summer season, the period commencing on the last Sunday in March and ending on the last Saturday in October; and (ii) for the Northern Winter season, the period commencing on the last Sunday in October and ending on the last Saturday in March.

'Scheduled flight' refers to an air transport service undertaken between two or more places, that operate for remuneration on a published timetable, or with flights that are frequent and regular that they constitute a clear and recognisable systematic series, and these flights are open for the use by the members of the public.

'Schedule of Charges' refers to the charges applicable to the use of our Facilities and Services at the Airport by GA Operators as listed in Annex 3 of these Conditions of Use and published by us on our official website at <https://dubaiairports.ae/corporate/business-opportunities/airlines>.

'Supplementary Documents' means the documents listed in Annex 1 of these Conditions of Use, as amended from time to time.

'Transfer Passenger' means a Passenger arriving at, and departing from, the Airport on a different aircraft or on the same aircraft bearing a different flight number.

'Transit Passenger' means a Passenger arriving at the Airport on a through flight and subsequently departing from the Airport on the same aircraft, or on a replacement aircraft in the event that the aircraft on which the passenger arrived has been declared unserviceable.

'UAE' means the United Arab Emirates.

'we' or 'us' or 'our' means Dubai Airports Corporation and includes our successors and assigns.

1.2 The singular includes the plural and the plural includes the singular.

1.3 Any phrase introduced by the expressions "including", "include", "in particular" or any similar expression, shall be construed as illustrative only and shall not limit the sense of the words preceding those terms.

1.4 Headings used in these Conditions of Use are for convenience only and shall not affect the interpretation of the relevant provisions in these Conditions of Use

2. THESE CONDITIONS OF USE

- 2.1 The Conditions of Use set out the terms and conditions that apply to and govern the relationship between a FBO/GA Operator and us and that apply to and govern the use of the Facilities and Services by a FBO/GA Operator. A copy of these Conditions of Use is provided to FBOs and, in addition, is made available on our website.
- 2.2 These Conditions of Use take effect from the Effective Date and replace all previous editions of the Conditions of Use.
- 2.3 Prior to the first use of the Facilities and Services following the Effective Date, FBOs shall provide to us (by email to airline.relations@dubaiairports.ae) with a copy of these Conditions of Use signed for acceptance. In addition, the FBOs shall procure GA Operators to sign a copy of these Conditions of Use for acceptance. However, if we are not provided with signed copies of these Conditions of Use, by the use or continuing use of the Facilities and Services the FBOs and the GA Operators shall be deemed to:
- 2.3.1 have agreed to, and be legally bound by, these Conditions of Use; and
- 2.3.2 have waived any and all rights to challenge the validity and enforceability of these Conditions of Use on the basis that these Conditions of Use have not been signed by you.
- 2.4 Nothing in these Conditions of Use shall:
- 2.4.1 confer or be deemed to confer to FBOs/GA Operators the right to use the Facilities and Services without our permission and consent; and
- 2.4.2 waive or be deemed to waive (or otherwise limit) any power, right or authority conferred on us by the Legislation.
- 2.5 These Conditions of Use apply only to GA operations. For passenger and cargo operations, separate Conditions of Use, available on <https://dubaiairports.ae/corporate/business-opportunities/airlines>, apply.

3. SUBMISSION OF INFORMATION

- 3.1 Prior to using our Facilities and Services, FBOs/GA Operators shall provide us with:
- 3.1.1 It is the responsibility of the FBOs to maintain up-to-date valid Trade/Commercial license (or other similar document copy- issued by the competent authority at home country), contact information of all GA Operators including names, IDs, addresses, telephone numbers, valid power of attorney and email addresses of key personnel to be contacted

for operational, emergencies, security and financial matters. FBOs need to ensure this information is readily available to be shared with Dubai Airports as and when requested.

- 3.1.2 Evidence of obtaining required landing permit approval through the relevant authorities (DCAA) *by email to aocc@dubaiairports.ae*
- 3.1.3 Evidence that the FBO/GA Operator have obtained the required Airport Slots from ACL *by email to aocc@dubaiairports.ae only if not visible on ACL's Online Coordination System (OCS).*
- 3.1.4 Evidence of compliance with the insurance obligations set out in Clause 15 *by email to insurancemanagment@dubaiairports.ae*
- 3.1.5 FBOs are required to ensure that they have and maintain up-to-date recovery plans for all aircraft operated by the GA Operators they handle at their facilities. These recovery plans must be made available upon request to DA or any third-party, engineering or aircraft recovery teams designated by DA. This is critical to ensure timely and effective response in the event of incidents requiring aircraft recovery. Copy of their aircraft recovery plans and their aircraft recovery manual/documents setting out the arrangements for the removal and/or recovery of stationary and/or disabled aircraft *by email to emergency.planning@dubaiairports.ae*
- 3.1.6 MTOW/Noise certificates for the operating aircraft *by email to aerobilling@dubaiairports.ae and AOCC.Integration@dubaiairports.ae*

4. YOUR USE OF THE FACILITIES AND SERVICES

- 4.1 When using our Facilities and Services, FBOs/GA Operators must at all times comply with:
 - 4.1.1 These Conditions of Use;
 - 4.1.2 The Legislation;
 - 4.1.3 The Supplementary Documents;
 - 4.1.4 Any instructions, orders, directives, notices, rules and policies issued by us from time to time, which may supplement, vary, or discharge any of the terms and conditions set out in these Conditions of Use; and
 - 4.1.5 All rules, guidelines and codes of practice applicable to Airport Slots and their allocation.

- 4.2 FBOs/GA Operators acknowledge and accept that access to our Facilities and Services is subject to the demand of other users of the Airport and may be constrained by the Legislation. We will manage and regularly review the access to our Facilities and Services having regard to their availability, capacity constraints and efficient use.
- 4.3 We, in coordination with the competent local authorities, have the right to inspect any aircraft or facilities at the Airport as per the HSE Laws to ensure compliance with the rules and regulations.

5. LANDING PERMISSION AND SCHEDULE COORDINATION

- 5.1 The Airport is designated as a Level 3 airport as defined in the Worldwide Airport Slot Guidelines (WASG) (Airport Council International (ACI), Worldwide Airport Coordinator Group (WWACG), and IATA. ACL is the appointed coordinator to allocate Airport Slots to airlines and other aircraft operators using or planning to use the Airport.
- 5.2 No GA Operator is permitted to operate to or from the Airport without first obtaining landing permission from the DCAA and an Airport Slot from ACL.
- 5.3 Applications for landing permissions (scheduled, extra, and/or charter) must be submitted through a designated online portal. All airlines/operators/agents are required to sign up at the following official link: www.dcaa.gov.ae to submit their requests. Moreover, if DCAA requires, applications must also be submitted via email. These should be directed, along with, but not limited to, the proposed schedules and Aircraft Operators Security Program (AOSP), to the DCAA at the following address:

Air Transport & International Affairs Sector
Dubai Civil Aviation Authority
Dubai International Airport – Terminal 1
P.O. Box 49888 Dubai, UAE
Tel: 00971 4 777 0440
Mobile: 00971 56 686 9128
Email: air.transport@dcaa.gov.ae

Traffic rights should also be confirmed by DCAA on a season-by-season basis. All operators are required to check the Conditions of Use submitted by Dubai Airports.

The setting of policy and negotiation of traffic rights is undertaken by the DCAA in cooperation with the GCAA. Before granting an operating permit for scheduled flights, the DCAA ensures that the services are undertaken in accordance with the traffic rights and conditions provided under the air service arrangements, which the UAE and the Emirate of Dubai has agreed with the state

where the airline is registered. In the case of non-scheduled (charter) flights, the DCAA will consider the application on case-by-case basis, at its discretion.

The DCAA levies fees on the issuance of some landing permits according to the type of operation. For further information please contact the DCAA directly.

- 5.4 Requests for GA movements at DXB must be processed by the GA Operators appointed FBOs. The GA Operators are responsible for ensuring that handling and parking arrangements at the Airport are confirmed with their FBOs.
- 5.5 Slots must be applied for using a valid IATA operator code (primary requirement) and if not available, ICAO operator code. can be used for slot application. FBOs or third parties must obtain an authorisation letter in advance of applying for slots on behalf of an operator.
- 5.6 ACL's working hours are Monday to Friday (excluding public holidays in the United Kingdom), from 0730 Hrs to 2000 Hrs local time in Dubai. During this period, requests for movements should be sent in IATA SSIM Chapter 6 format to slots@acl-international.com (tel: +44 (0) 208 564 0626 or +971 58 546 4873).
- 5.7 Outside of ACL's working hours, requests must be directed to the AOCC, using IATA SSIM Chapter 6 format, to: aocc@dubaiairports.ae (tel: +971 (0) 4 504 5001).
- 5.8 GA Operators using "code F" aircraft must apply for schedule clearance at least seventy-two (72) hours prior to the intended arrival at the Airport.
- 5.9 In the event an GA Operator intends to make changes to a schedule that has already been approved by the DCAA, the GA Operator shall obtain prior landing permit approval from the DCAA as per the amended schedule, and Airport Slots should be modified by sending change request, cancellation request or a new request in IATA SSIM chapter 6 format to slots@acl-international.com or via the online coordination system (OCS). OCS may be unavailable periodically due to maintenance of the system.
- 5.10 ACL will manage the submitted schedules within the identified capacity levels at the Airport's facilities. In periods where the submitted schedules result in over-capacity of the Airport's facilities, GA Operators/FBOs are expected to work constructively with ACL to reduce demand in those periods to levels below capacity limits through the accommodation of their schedules in less busy periods.
- 5.11 GA Operators must approach and obtain Airports Slots through the named FBOs, ExecuJet and Jet Aviation, unless exemptions have been granted to use their own IATA or ICAO operator code.

- 5.12 Further details on the schedule coordination process for GA movements can be obtained from ACL by email to current_season@acl-uk.org.
- 5.13 Local rules, including but not limited to the Airport Slots enforcement rules aimed at improving utilisation of capacity at DXB, have been introduced and form part of these Conditions of Use. It is the GA Operators' responsibility to be familiar and comply with the rules. Details of these local rules can be found on ACL's website: <https://www.acl-uk.org/Dubai-International>.
- 5.14 GA Operators' performance is monitored according to the confirmed coordinated slot times. Poor performance or the intent to operate in a manner other than agreed with ACL may be investigated and action taken in line with the Airport Slots enforcement rules (identified above). All GA Operators are required to cooperate and provide any information requested by ACL during investigation.
- 5.15 GA Operators operating Code C, D, E and F aircraft, with a ground time at DXB greater than twenty-four (24) hours, must ensure that the aircraft is towed back to the appointed FBO's dedicated apron as soon as practicable. If towing is not possible within twenty-four (24) hours of arrival at DXB, the aircraft must be relocated to DWC.
- 5.16 Helicopter movements are restricted to DAW's (Dubai Air Wing) premises only and remain subject to DAW's explicit approval. All requests for helicopter movements must be done via AOCC and not via ACL.

6. GA OPERATIONAL RESTRICTIONS

- 6.1 GA operations will be restricted at DXB (not permitted to schedule or operate) during the specified hours below. The restrictions are to remove the adverse impact that GA operations have on the runway capacity (throughput), particularly in the current hub peak periods. These restrictions will be applicable from the Northern Winter Scheduling season onwards (NW24 - 27th October 2024 onwards).

	Arrival Restrictions	Arrival & Departure Restrictions	Departure Restrictions
Time periods (UTC) that GA are Restricted from Scheduling and Operating at DXB	0030 to 0229		0330 to 0759
	1030 to 1429*		
	1900 to 2129		2300 to 0059
Total Hours of Restrictions	8.5		10.5

Note: *The 1030 to 1429 hours (UTC) restriction is not applied for Monday as both runways are available (the normal maintenance period is Tuesday to Sunday (inclusive)).

These restrictions will also be enforced under a Scheduling Local Rule, implemented via ACL and the Slot Performance Requirement (SPR) Terms of Reference. The SPR outlines the expectations for GA Operators relating to on time performance and the consequences of not complying with the restrictions.

- 6.2 GA Operators' slot performance and adherence is monitored according to the confirmed coordinated slot times. ACL will monitor slot adherence, investigate and take appropriate action to address any misuse or abuse. This may result in action being taken directly by ACL or an escalation in accordance with the Slot Performance Requirement (SPR) for further appropriate action. All GA Operators are required to cooperate and provide any information requested by ACL during such investigations. It is the GA Operator's responsibility to be familiar with the SPR Terms of Reference, details of which can be found on ACL's website: <https://www.acl-uk.org/Dubai-International>.

7. OPERATIONAL REQUIREMENTS

- 7.1 GA Operators acknowledge that, in the prevailing ambient conditions, their aircraft must meet the published minimum climb gradients for departure from the Airport and undertake to adjust its payload accordingly to ensure that these requirements are met.
- 7.2 Upon request, GA Operators shall supply to us and/or to the DCAA/GCAA evidence that their aircraft do not exceed the MTOW. The load manifest, trim sheet and load plan relating to each flight shall be left with the FBOs and may be subject to random checks.
- 7.3 FBOs shall offer services solely to GA flights.
- 7.4 GA Operators are responsible for ensuring that flight plans submitted by them/their FBOs are in accordance with ICAO Annex 2 requirements as specified in the UAE AIP Part 2 ENR 1.10 and ENR 1.11
- 7.5 GA Operators' aircraft must be able to fly Standard Arrival Routes and Standard Instrument Departures to the required degree of accuracy, in accordance with UAE AIP charts "OMDB-AD-2-41" to "OMDB-AD-2-44" and be equipped in accordance with the Legislation governing the use of the UAE airspace.
- 7.6 Jet Aviation and Execujet Aviation Group are the sole FBOs providing ground handling services for GA aircraft at the Airport and GA Operators shall contract with one for them for the provision

of ground handling services prior to the use of our Facilities and Services. Please refer to Annex 2 for the FBOs' contact details.

- 7.7 In accordance with our safety and security standard, GA Operators are prohibited from purchasing on-board catering from food outlets at the Airport or from third-party suppliers. Any in-flight catering requirements shall be addressed to Emirates Flight Catering. Please refer to Annex 2 for Emirates Flight Catering's contact details.
- 7.8 Transit Passengers and Transfer Passengers arriving at the Airport on a GA flight and continuing their journey to another destination by a commercial airline or any other GA flight must hold appropriate documentation to enter the UAE (including, but not limited to, connecting tickets, visa, etc.).
- 7.9 By agreeing and accepting to handle a GA Operator's asset/aircraft, a FBO acknowledges and accepts full liability for such asset/aircraft throughout its stay at the Airport, and beyond in case of outstanding Airport Charges.

8. RESTRICTIONS ON THE USE OF THE AIRPORT

- 8.1 We shall have the right, at any time, to close the Airport, in its entirety or any portion thereof, to air traffic, to delay or restrict any flight or other aircraft operations, to refuse take-off or landing permissions, to deny the use of the Airport or any portion thereof to any specified class of aircraft or to any individual/entity, when any such action is considered necessary or appropriate to avoid endangering persons or property and/or to ensure the safe operation of the Airport.
- 8.2 We may prohibit or restrict the operation at the Airport of certain types of aircraft during noise sensitive hours, or for other operational reasons, subject to prior notification to you.
- 8.3 We shall not be liable for any damages, losses, costs and/or expenses whatsoever incurred by you as a result of actions taken by us under Clauses 8.1 and 8.2 above.
- 8.4 Parachute jumping / sky diving, ultra-light aircraft and tow banner pick-up or drop-off at the Airport are prohibited unless expressly authorised by us, the GCAA and the DCAA.
- 8.5 Chapter 2 Aircraft are prohibited from operating at the Airport.
- 8.6 GA Operators and FBOs are prohibited from parking or storing at the Airport any non-airworthy aircraft for a period in excess of ninety (90) calendar days without prior written permission from us, the DCAA or the GCAA. Such prohibition does not apply to aircraft under construction in fully enclosed and leased premises or to aircraft under repair/maintenance by a maintenance provider authorised by us.

- 8.7 We do not provide facilities for defueling at the Airport. Aircraft-to-aircraft fuel transfer may be approved on a case-by-case basis, provided that all the necessary documentation, including associated procedures, and an operator's risk assessment is provided.
9. **MOVING OF AIRCRAFT**
- 9.1 We may instruct GA Operators and their appointed FBOs to move an aircraft parked or stored at the Airport to another position at the Airport or to remove an aircraft from the Airport.
- 9.2 GA Operators shall have an agreement in place with their appointed FBOs covering the prompt towing of an aircraft on their behalf on receipt of an instruction from us. Any such agreement shall cover the provision of equipment and personnel required for the towing operations.
- 9.3 In case of failure to comply with such instruction, we shall have the right to move or remove the aircraft and:
- 9.3.1 GA Operators and their appointed FBOs shall be jointly and severally liable to reimburse to us any and all costs incurred by us as a result of having the aircraft moved or removed; and
- 9.3.2 GA Operators and their appointed FBOs shall be jointly and severally liable for and indemnify us, our officers, employees and agents against any personal injury, death, loss or damage (including loss or damage to the aircraft) caused in the course of such operations.
- 9.4 GA Operators and their appointed FBOs shall be responsible to promptly remove (and, if applicable, dispose of) any disabled or abandoned aircraft, and any and all parts thereof, subject to any requirements or direction by the GCAA to delay such removal or disposal pending an accident investigation.
- 9.5 GA Operators and their appointed FBOs acknowledge and agree that, in the event of failure to comply with Clause 9.4 above or if the circumstances so require, we shall have the right to take any and all necessary action to promptly remove, or dispose of, a disabled or abandoned aircraft (and any parts thereof) and:
- 9.5.1 GA Operators and their appointed FBOs shall be jointly and severally liable to reimburse to us any and all costs incurred by us as a result of having the aircraft (and any parts thereof) removed or disposed of; and
- 9.5.2 GA Operators and their appointed FBOs shall be jointly and severally liable for and indemnify us, our officers, employees and agents against any personal injury, death, loss

or damage (including loss or damage to your aircraft or any parts thereof) caused in the course of such operations.

- 9.6 GA Operators and their appointed FBOs acknowledge, agree and undertake to cause any owner, lessor, or any other party having an interest in any aircraft operated to the airport, to agree to be bound by, and be jointly and severally liable for the obligations under this Clause 9.

10. AIRPORT CHARGES

10.1 Scope

This section of the Conditions of Use and the Schedule of Charges set out the charges, and the conditions thereof, which apply to your use of our Facilities and Services, unless specifically exempted under these Conditions of Use. The charges listed in the Schedule of Charges are exclusive of VAT and you shall pay the VAT where required in accordance with the applicable laws and regulations in force in the UAE from time to time.

10.2 Types of Charges

10.2.1 Policing

- (a) Where a GA Operator is, or the origin/destination of a flight operated by the GA Operator is, identified as being at significant or high risk, the GA Operator shall pay an additional charge, as notified by us, equating to the cost of any policing services additional to the services normally provided to operators and/or for flight origins/destinations at lower levels of risk.

10.2.2 Charges on landing

- (a) Charges on landing apply to each landing and the subsequent take-off of an aircraft and are collected by the GA Operator's appointed FBO.
- (b) These charges are calculated, in accordance with the Schedule of Charges, based on the aircraft MTOW set out in the MTOW certificate issued by the aircraft manufacturer/competent civil aviation authority above, rounded up to the nearest metric tonne.
- (c) Should the GA Operator/FBO fail to submit evidence of the MTOW of the relevant aircraft prior to operation, the charges on landing shall be calculated on the basis of the highest level of MTOW for the relevant aircraft type which shall not be challenged.

10.2.3 Charges on parking

- (a) Parking at the designated FBO parking area is subject to parking charges levied by the FBO.
- (b) For parking outside of the designated FBO parking area, charges are levied by us (and collected by the GA Operators' appointed FBOs) in accordance with the Schedule of Charges, without any free-parking period.

10.2.4 Security Charges

- (a) Security Charges are levied, in accordance with the Schedule of Charges, on each GA flight departing from DXB and on each flight requiring additional security at the gate.

10.2.5 Fire Coverage Charge

- (a) A Fire Coverage Charge is levied, in accordance with the Scheduled of Charges, whenever fire services are required to be on standby during aircraft refuelling.

10.3 Charges increase and inflation

We shall have the right to adjust the rates of any of Airport Charges by providing sufficient notice to you. Increases pertinent to inflation in particular shall be communicated on a yearly basis.

10.4 Payment of Airport Charges

10.4.1 Payment

- (a) All payments of GA Operators are arranged and made by their appointed FBOs. All invoices shall be paid within thirty (30) calendar days of their issuance.
- (b) All invoices must be paid in full without any deduction and we shall not bear any charges on account of bank transfer, exchange difference, etc. It is the FBO responsibility to provide full remittance details of the payments made to us. All remittances should be emailed to: creditcontrol@dubaiairports.ae. If no payment allocation is provided within ten (10) calendar days of payment, the payment will be allocated to the oldest open invoice on the account.
- (c) Credit on settlement of Airport Charges is granted only if an FBO successfully meet our credit terms and conditions. We must secure our accounts receivable by obtaining either a cash deposit or bank guarantee valid for one (1) year with an automatic renewal clause from a designated bank operating in the UAE before a GA Operator is entitled to use our credit facilities.

- (d) FBOs should specify the services which they require access to on a credit basis. The required collateral will be determined by us. Total estimated three months' charges will be monitored, re-calculated and re-evaluated at the end of each quarter, thus a FBO may need to provide additional collateral if your total estimated three months' charges have been increased.
- (e) For the submission of the bank guarantees, you are kindly requested to approach your designated bank to issue the bank guarantees in Dubai Airports Corporation favour to our advising bank Emirates NBD, Swift Code EBILAEADXXX in the format approved by us.
- (f) We shall have the full right to stop any credit facilities and encash the collateral if one or more of the following scenarios occur:
 - (i) The total outstanding or overdue amount is not settled by the FBO within the specified credit period.
 - (ii) The total outstanding amount exceeds the collateral amount and the FBO intentionally or unintentionally does not settle the difference.
 - (iii) The total expected three-month charges exceed the collateral amount and the FBO intentionally or unintentionally does not increase the collateral amount within a specific period set out by us.
 - (iv) The FBO intentionally or unintentionally does not respond to our notification of renewal of the pertinent collateral before one (1) month of the collateral's expiration date.
- (g) The FBO can request to withdraw a collateral if it stops using credit facilities. In this instance, the collateral will be handed over by us after two (2) months from the request date, in order for us prepare all pending invoices and settle pending amount related to you.

10.4.2 Late Payment Policy

- (a) Any payments due to us which are not paid by cheque, or bank transfer in cleared funds by the due date, shall carry interest at the rate of 3% above the Emirates Interbank Offered Rate (EIBOR) per annum or 8% per annum (whichever is higher) to be charged on a daily basis from the day that any amount becomes due until clear funds are received into our bank account.

- (b) In the event of continued payment delays by the GA Operator/FBO, the penalty rate shall escalate as follows: (i) where payment delays for four (4) consecutive billing cycles, the penalty rate will be increased to twice the rate specified in Clause 10.4.2(a); and (ii) where payment delays for eight (8) consecutive billing cycles, the penalty rate shall be increased to three times the rate specified in Clause 10.4.2(a). The revised rate will apply to all outstanding overdue amounts at our sole discretion.
- (c) We will invoice the GA Operator/FBO for any such interest, without prejudice to any other rights we may have. The waiver of interest shall be at our sole discretion and for exceptional circumstances only.

10.4.3 Disputes

- (a) Any disputes on our invoices will be considered only if accurate information, along with supporting data/documents, is provided and within the timeframe set out below.
- (b) Any disputes must be raised (by email to aerobilling@dubaiairports.ae) within 30 calendar days of receipt of the relevant invoice, along with a copy of the relevant invoice, the disputed amount, the reason of the dispute and supporting documents, such as noise certificate, passenger manifest, load sheet and/or other relevant documents. Disputes which are raised beyond this time period or without the supporting documents will not be considered as validly submitted.
- (c) GA Operators/FBOs shall not, without our express written consent, be entitled to set off, deduct or hold from the outstanding charges any amount in respect of which you have raised a dispute. The GA Operators/FBOs shall pay all charges in full pending resolution of any such dispute.

10.4.4 Queries

Any queries in relation to payments must be addressed to our finance team:

Tel: +971 (0)4 504 5376 Email: billing@dubaiairports.ae

Tel: +971 (0)4 504 5437 Email: creditcontrol@dubaiairports.ae

10.5 Exemptions

- 10.5.1 Royal, diplomatic, and state aircraft are exempted from landing and parking charges only.

10.5.2 The GA Operators are responsible to provide to our AOCC and Finance Department (by email to aocc@dubaairports.ae and aerobilling@dubaairports.ae) with all relevant documents justifying the exemption prior to operation.

10.5.3 Diverted flights are not exempted from Airport Charges. All relevant Airport Charges are applicable as set out in the Schedule of Charges.

11. DATA SUBMISSION

11.1 General

11.1.1 Any query concerning submission of data must be set to the AOCC at aocc@dubaairports.ae Full contact details can be found in Annex 2.

11.1.2 For the purpose of data submission, an aircraft movement shall be considered as any movement occurring at the aerodrome, including but not limited to movements to/from hangars and stand/aprons.

11.2 Reference Data

11.2.1 GA Operators shall submit, or procure that their appointed FBOs submit, to us on demand and in a format prescribed by us from time to time:

- (a) Fleet details including aircraft type and registration, number of seats, MTOW (in kilograms), engine specifications of each aircraft owned or operated by the GA Operator;
- (b) New and amended ownership or registration details to be advised before the 20th of the month preceding the first usage of an aircraft;
- (c) Scheduled time of operation in (UTC) of all flights from point of origin to DXB with flight duration;
- (d) Flight plan call signs matching the flight number.

11.3 Payload Data

11.3.1 GA Operators shall submit, or procure that their appointed FBO submit, to us within twenty-four (24) hours of each movement and in the prescribed format:

- (a) Information about the total number of passengers originating, terminating, transiting or transferring (male, female, children, infant, crew, and split by travel

class), baggage and the total weight of cargo and mail (expressed in kilograms) embarked and disembarked at the Airport;

- (b) Details of the MTOW of the aircraft operated; and
- (c) The name, postal address, phone and fax numbers, IATA/ICAO prefix and SITA address of the GA Operator who is to be invoiced by us.

11.3.2 GA Operators shall submit the Passenger Name List (PNL) twenty-four (24) hours prior to the scheduled flight departure, through the appointed FBO at the Airport, in the agreed format to: SITA:HDQKMEK

11.4 Operational Data

11.4.1 GA Operators shall provide, or procure that their appointed FBOs provide, to us in a timely manner, in a format conforming to IATA messaging and communication standards, and where possible by automatic electronic means:

- (a) Aircraft type and registration;
- (b) GA Operator's name and address;
- (c) Purpose of operation;
- (d) Details of the appointed FBO;
- (e) Planned schedule (including flight number, aircraft type, number of seats, route and scheduled time of operation);
- (f) Actual schedule (including flight number, aircraft type, number of seats, route and actual time of operation);
- (g) Estimated times of operation;
- (h) Actual times on and off-stand (including stand departure delays greater than fifteen (15) minutes);
- (i) Turnaround linked flight numbers and registration (including changes);
- (j) Arrival and Departure Passengers Transfer Manifest, including crew (via PTM messages);
- (k) Arrival and departure load distribution messages (via LDM messages);

- (l) Movement messages (via MVT messages);
- (m) Baggage messages (via BSM/BPM messages) where possible
- (n) Delay notice, aircraft change, flight cancellation notification, route change (prior to the scheduled and approved operations); and
- (o) Emergencies, security threats, technical flights, etc.

11.5 Emergency Services

GA Operators/FBOs shall contact our AOCC on +971 (0)4 504 5000 for any type of emergencies, including any medical emergency. GA Operators/FBOs acknowledge that any failure to report an emergency will delay our action and response time and therefore acknowledge that we will not be liable for any damages, losses, costs and/or expenses whatsoever suffered or incurred by a GA Operator/FBO as a result.

12. **INADMISSIBLE PASSENGER POLICY**

- 12.1 It is the responsibility of the appointed FBO to make sure that all Passengers travelling on a GA flight have the required travel documentation to enter the UAE or to transit through the UAE.
- 12.2 It is the sole responsibility of the appointed FBO to arrange, and cover any cost thereof, for any Inadmissible Passenger to either travel (i) to his/her country of origin, or (ii) to any other country where he/she is admissible within twenty-four (24) hours of receiving an inadmissible passenger form (or equivalent documentation) from the relevant immigration authorities. The FBO shall inform us as soon as possible of the travel arrangements for the Inadmissible Passenger.
- 12.3 During the waiting time at the Airport the FBO shall be responsible to ensure adequate welfare for the Inadmissible Passenger in the terminal. If the Inadmissible Passenger's waiting time exceeds three (3) hours, the FBO shall provide him/her with meals and refreshments free of charge, commensurate to the waiting time. If the Inadmissible Passenger's waiting time exceeds eight (8) hours or, in any event in case of overnight stay, the FBO shall provide hotel accommodation in the Airport's airside facilities.
- 12.4 If a Passenger is denied entry at his/her destination who originally travelled from Dubai, then he/she should only be returned to Dubai if he/she is allowed to enter Dubai. If he/she is not admissible into Dubai either, he/she must be sent to a location where he/she is permitted to enter.
- 12.5 We shall impose on the FBO a fine of AED 5,000 for each Inadmissible Passenger in accordance with the DA Inadmissible Passengers policy. The policy is available upon written request via

airline.relations@dubaairports.ae. We shall also impose a further fine of AED 1,000 for each Inadmissible Passenger for every twenty-four (24) hours exceeding the initial period of twenty-four (24) hours set out in Clause 12.2 above.

- 12.6 Any disputes related to invoices must be formally submitted through our Inadmissible Passenger Portal - <https://dainadairlines.dubaairports.ae/>. This process ensures that all cases are properly logged, tracked, and reviewed by the appropriate departments. Disputes submitted outside the portal will not be considered officially registered.
- 12.7 The above provisions are without prejudice to any right of recourse which the FBO may have against the GA Operator.
- 12.8 The fines shall be calculated and invoiced by us to the FBO upon receiving the final date of departure of the Inadmissible Passenger from the FBO and the deportee advice form from the immigration authorities, along with:
- 12.8.1 A copy of the Inadmissible Passenger's passport and visa
- 12.8.2 Name of the airline transporting the Inadmissible Passenger out of the UAE, flight number and date of operation of the flight
- 12.8.3 A copy of the flight ticket endorsed by the airline
- 12.9 FBO are invited to contact our Aviation Business Management team for more details the on Inadmissible Passengers policy and billing procedures.

13. OTHER POLICIES AND PROCEDURES

13.1 Emergency Planning and Response

13.1.1 To ensure an effective emergency response and management at the Airport, GA Operators shall ensure appropriate coordination with our Emergency Planning Department and shall:

- (a) Appoint a representative(s) with responsibility and authority to plan for and respond to an emergency at the Airport;
- (b) Appoint a representative(s) to represent the GA Operator in the emergency operations centre in the event of an emergency involving that operator at the Airport. In the event that the GA Operator does not have a representative present to fulfil this duty, the GA Operator shall contract this service to its FBO and shall notify us of such arrangements;

- (c) Establish a timeline of actions to be taken in response to an emergency and identify which actions are to be taken by the GA Operator directly and by its contracted agents and notify our Emergency Planning Department accordingly; and
- (d) Establish a family assistance plan compliant with the regulatory requirements set out from time to time by the GCAA.

13.1.2 Should the GA Operator fail to comply with the above requirements and/or fail to adequately coordinate with us in responding to an emergency, we reserve the right to procure (or cause to be procured) the required urgent/imminent emergency response, which shall include the appointment of an agent to assist passengers, crew and family members in accordance with our Aerodrome Emergency Plan (see Annex 1, item 8). The GA Operator shall reimburse to us, upon demand, any and all costs incurred by us as a result.

13.2 Airport Security Pass

13.2.1 Regardless of its category (including: temporary, permanent, vehicle, special, equipment, escorted, car, controlled area, driving permit), the issuing of an airport security pass to individuals and/or equipment is a process solely governed by us, in liaison with the competent authorities.

13.2.2 Any request to issue an airport security pass shall be submitted to

- (a) Our Aviation Business Management team (by email to airline.relations@dubaiairports.ae) for airside access relevant to airport familiarisation, aviation business management activities or inaugural flights;
- (b) Our Deputy CEO (by email to Malika.Sabih@dubaiairports.ae) for airside access for government or civil aviation delegations, community groups and suppliers;
- (c) The relevant pass office directly for any other requests. Please refer to the airport security pass issuance terms and conditions available with our Aviation Business Management team.

13.2.3 We reserve any and all rights to withhold the issuing of a pass in the event that:

- (a) The documentation required in support of an application is incomplete and/or is not submitted in a timely manner;

- (b) Any other reason deemed by us, in our sole discretion, to be appropriate in the relevant circumstances without any obligation for us to disclose the details of any such reason.

13.2.4 We reserve the right to withdraw, in part or in full, access to the Airport's airside area without notice when we, in our sole discretion, consider it necessary to do so.

13.2.5 In the event that a pass granted to GA Operators/FBOs' employees, representatives and/or agents is withdrawn, cancelled, expired or is no longer required, it is the responsibility of GA Operators/FBOs to return such pass to us within two (2) working days of any such event.

13.3 Safety, Health and Environment and Sustainability

13.3.1 GA Operators and FBOs shall use a proactive approach in ensuring that all employees and customers have an environment that is free from recognised safety and health hazards that could lead to accidents and injuries. GA Operators and FBOs shall comply with all applicable internationally recognised safety and health standards as well as the safety and health standards set by us.

13.3.2 We are committed to the local government's environmental and sustainability targets, which are mainly measured through four main indicators including but not limited to: a) percentage of treated waste (or averted from land fill); b) air quality; c) percentage of clean energy to the total; and d) water scarcity. We are committed to taking climate change adaptation measures to prevent harm, and to ensure that a sustainable airport business environment is achieved. GA Operators and FBOs are requested to coordinate with our Environment Department (by email to environment@dubaiairports.ae) for all environmental and/or sustainability queries, to ensure alignment of plans and efforts and/or prevention of accidental risk transfers or other potential harmful impacts.

13.4 Safety Management System

13.4.1 To ensure the highest level of operational safety and a continuous improvement of safety performance at the Airport, GA Operators and FBOs shall maintain and operate a Safety Management System (SMS) that meets the relevant regulatory requirements and industry best practices. GA Operators and FBOs shall also ensure collaboration and adherence to our policies. In particular, GA Operators and FBOs shall:

- (a) Participate in and adhere to our SMS, as detailed in Part 6 of our Aerodrome Manual (see Annex 1, item 7);

- (b) Follow our Aerodrome Safety and Quality Assurance Policy, detailed in Part 2 of our Aerodrome Management System Manual (see Annex 1, items 6 and 7);
- (c) Ensure that incidents and accidents at the aerodrome are reported to the Senior Duty Manager Airside (SDMA) on +971(0)56 7882374 or to the Airside Operations Base Ops on +971 04-8133551;
- (d) Nominate a representative to act as the focal point for any aerodrome safety concerns. This representative is required to liaise with the Senior Manager Aerodrome SMS DXB, to actively participate in safety forums and coordinate its organisation's participation in safety campaigns;
- (e) Proactively identify hazards, assess risks and implement controls to lower risks to "As Low As Reasonably Practicable (ALARP)" within the organisation's operations;
- (f) Perform internal investigations of all serious incidents and accidents pertaining to the organisation and provide reports to our OMDB Aerodrome Safety unit upon request;
- (g) Employ trained, qualified and competent staff, and provide evidence of such training and qualifications to us upon request; and
- (h) Receive and disseminate as appropriate to all relevant personnel (as well as any relevant agent, contractor and sub-contractor), all our safety and operational instructions and notices.

13.4.2 We reserve the unconditional right to conduct safety management assessment of all stakeholders in accordance with our Aerodrome Management System. The primary purpose of these assessments is to ensure that safety, compliance and conformance standards are present, suitable, operational and effective. The assessment process shall follow a structured process and as such all stakeholders shall make relevant evidence available upon request.

13.4.3 GA Operators and FBOs shall participate unreservedly in any/all safety investigations and third party safety/assessments conducted by us.

13.4.4 In the event that a GA Operators/FBO operate outside the requirements provided in our Aerodrome Manual (see Annex 1, item 7), it shall submit to our Aerodrome Safety Unit evidence of its aviation management processes for review and oversight. Furthermore, any activity or operation contracted to a third party shall remain fully compliant with the

Aerodrome Manual requirements. Such third-party organisations shall have an established safety management process in place, which shall be subject to review and oversight by the Dubai Airports Aerodrome Safety Unit.

13.4.5 Any GA Operator/FBO contracting and/or subcontracting organizations involved in delivering aviation products and services on the airside must ensure that they have:

(a) an established SMS or equivalent system to manage safety.

(b) performed a risk assessment or job safety analysis to identify the risks associated with the aviation product or service being delivered on the airside.

(c) an established incident reporting system and investigation process.

(d) specified Key Safety Performance Indicators (KSPIs) within their agreements.

(e) adequately trained the contracted and subcontracted employees to perform the activities safely on the airside.

(f) periodic oversight over the contracted and subcontracted organizations to monitor the safety performance.

13.5 Spillage of Fuel, Hydraulic or other Dangerous substances

13.5.1 A spillage fee of AED 7,850/- (“**Spillage Fee**”) shall be imposed on the responsible GA Operator for each confirmed incident involving spillage of fuel, hydraulic fluid, or other hazardous substances from the aircraft for the cost of remedial actions, emergency response, and environmental investigation.

13.5.2 Spillages shall specifically refer to hydraulic, fuel and dangerous incidents only, and shall exclude water or other non-hazardous leaks. The Spillage Fee will be applied based on the findings of the incident investigation log to ensure accountability of the responsible party.

13.5.3 Where the spillage is determined to have been caused by the GA Operator, the relevant GA Operator shall be liable to pay the Spillage Fee.

13.5.4 Notwithstanding any provision contained in any agreement, lease or permit, GA Operators irrevocably agree and consent to us taking any and all necessary actions to affect the prompt clean-up of an aircraft, and/or vehicle, and/or other equipment or infrastructure, fuel and hydraulic/dangerous goods spillage and the disposal of contaminated materials required for the clean-up.

13.5.5 We further reserve the right to recover any additional costs or damages incurred by us (or on our behalf) beyond the Spillage Fee, in accordance with the “polluter pays” principle.

13.6 Foreign Object Debris (FOD)

We operate according to a 'zero-tolerance FOD policy'. GA Operators/FBOs shall abide by the principle of 'zero-FOD' in all operations at the Airport and comply with the provisions of any relevant operational notification issued by us.

13.7 Airside Operations

13.7.1 Airside driving standards are governed by our Airside Driving Regulations (see Annex 1, item 11). Possession of a valid Airside Driving Permit is mandatory for all airside vehicles/ground services equipment.

13.7.2 GA Operators/FBOs are responsible for Passenger control between the terminals and remote parking bays and vice-versa and are responsible for ensuring the secure process of Passenger transfers between an aircraft parked on a remote bay and the terminal buildings.

13.7.3 Transit/Transfer Passengers on GA flights arriving to DXB and continuing their journey to another destination by commercial airline or any other GA flights must hold proper travel documentations to enter the UAE, including connecting tickets, visa, etc. The GA Operator/FBO shall coordinate all Transit Passengers with our Senior Duty Manager-Passenger prior to the transfer/transit process. The Senior Duty Manager-Passenger, in coordination with the Airport Duty Manager retain the right to audit documents and transit processes by inspecting the FBO at any time to ensure compliance).

13.7.4 Access to the Airport's passenger terminal buildings by Passengers/crew for shopping purposes shall be coordinated and allowed through the Senior Duty Manager-Passenger.

13.7.5 Operators of limousines and non-emergency ambulance vehicles must check-in at the designated Customer Service Counter – General Aviation Terminal, where they will be directed to a designated parking area.

13.7.6 Areas marked as "No Parking/Stopping" and "Fire Lane" can be used by emergency vehicles only.

13.7.7 For the continued safety of all personnel and operations, it is mandatory that all GA Operators/FBOs subscribe to the 'Aerodrome Temporary Notices' and 'Aerodrome Safety Alerts' disseminated by Dubai Airports. Subscription requests can be submitted by

contacting the Airports Aerodrome Standards & Compliance Unit team via email at Safeguarding-AIM@dubaairports.ae.

13.8 Refusal of Carriage and No-Show Passengers

In the event that you refuse carriage to a Passenger already located in a secured area, or after a boarding pass has been issued, or if a Passenger is a "no-show" for a scheduled departure, you shall immediately report the case directly to the General Directorate of Residency and Foreigners Affairs (GDRFA) and Terminal Service Delivery. To officially report the case, you must ensure a gate no-show/offload form is completed and handed over to the Authorities.

13.9 Landside Operations

13.9.1 All ground transportation vehicle operations on the Airport's premises, including its terminal buildings, roadways, parking facilities, curb frontages, and any other landside ground transportation facilities, are governed by the Airport and its parking policy. The Airport provides designated areas for all ground transportation and parking activities, ensuring an efficient, safe, and orderly parking and ground transportation system for the traveling public and users of the Airport's facilities. The Airport has the authority to institute revenue collection or traffic monitoring systems, or other systems, and can require all commercial and private vehicles to take necessary actions to comply with such changes implemented at the Airport.

13.10 Smoking

Smoking (including the use of cigarettes, e-cigarettes and vaping devices) is not permitted at the Airport except in areas that have been designated and approved as smoking areas.

13.11 Fire Protection

13.11.1 All GA Operators/FBOs, contractors, and persons occupying space at the Airport shall ensure that trained fire wardens are in place, maintenance of their fire prevention systems are completed and recorded, an emergency evacuation plan is provided, and the evacuation diagrams are displayed in prominent locations, as per the UAE Fire and Life Safety Code of Practice and the applicable NFPA Codes & standard (see Annex 1, items 18 and 19). All GA Operators/FBOs, contractors, and persons occupying space at DXB shall ensure that a fire emergency/evacuation drill exercise is conducted at least once in a year to verify the efficiency of the emergency evacuation plan.

13.11.2 Fire extinguishing equipment shall be maintained in accordance with the UAE Fire and Life Safety Code of Practice and the applicable NFPA Codes & Standards. Fire

extinguishing equipment shall be inspected and serviced at regularly scheduled intervals and as required by the UAE Fire and Life Safety Code of Practice. An inspection tag or sticker that shows the last date of inspection shall be attached to each piece of equipment. If a tag or sticker that shows the status of equipment cannot be attached, a records retention method that is recognized and accepted by the Airport Fire Service may be used.

13.11.3 All GA Operators/ FBOs, contractors, and lessees of hangars, aircraft maintenance buildings, or shop facilities shall supply and maintain an adequate number of fire extinguishers, that meet, at a minimum, the performance criteria required by the UAE Fire and Life Safety Code of Practice and the applicable NFPA Codes & Standards.

13.12 Housekeeping

13.12.1 All GA Operators/FBOs, contractors, and persons occupying space at the Airport shall keep the space allotted to them clean and free from debris and materials that could create slip, trip and fall hazards and fire hazards.

13.12.2 No GA Operator/FBO, contractor, or person shall dispose of any fill, building, or waste materials at the Airport. No construction debris may be deposited in any dumpster or trash receptacle at the Airport.

13.12.3 All outside trash containers and receptacles must be kept covered at all times. All lids must be tight fitting to prevent wildlife from getting to the contents of the container. Lids must also be attached to the container in such a way as to prevent them from being lost or becoming FOD.

13.12.4 No GA Operator/FBO, contractor, or person shall operate an uncovered vehicle to haul trash, construction materials, dirt, gravel or any other materials at the Airport without prior permission from us.

13.12.5 All solid and liquid material spills at the Airport shall be contained, reported to us, and cleaned up immediately. All spills of hazardous materials shall be handled in accordance with AFS (Refer to AOR link on Annex 1), as may be modified from time to time. A spill report shall be completed for each spill.

13.12.6 All passageways, aisles, docks, exits and work areas shall be kept free of debris and materials that could create a hazard to employees/customers who may be required to exit facilities in the event of an emergency.

13.13 Aircraft Maintenance Providers

13.13.1 An aircraft may be serviced or repaired at the Airport by an authorised airframe and power plant mechanic or avionics technician, with or without inspection authorisation, who meets certain standards described by GCAA. To meet those standards a mechanic/technician shall:

- (a) Have in their possession a current and appropriate license;
- (b) Agree to hold DA and its staff harmless from any injury;
- (c) Secure an annual permit and possess any applicable business license; and
- (d) Meet any applicable liability insurance requirements.

13.14 Animals

13.14.1 No GA Operator/FBO, contractor, or person shall enter any part of an Airport with an animal, domestic or otherwise, unless such animal is kept restrained by a leash or is so confined as to be completely under control. Any person bringing an animal on the Airport shall be liable for damages or injuries to property and/or third persons or their property caused by their negligence. Any person bringing an animal (domestic or otherwise), on the Airport agrees to indemnify fully, defend and save and hold harmless, DA, its officers, agents, and employees from and against all losses, damages, claims, liabilities, and causes of actions of every kind or character and nature, as well as costs and fees, connected therewith and expenses of the investigation thereof based upon or arising out of damages or injuries to third persons or their property caused by their negligence.

13.14.2 Except authorised employees/contractors, no person shall hunt, pursue, trap, catch, injure or kill any animal.

13.14.3 No person shall feed or commit any act that encourages the congregation of birds/other animals on the Airport.

13.14.4 All tenants and GA Operators/FBO are required to actively discourage the presence of birds, animals, insects and pests at all times. Contractor providers shall be utilised if/when necessary.

13.15 Commercial Photography, Film and Recording at the Airport

13.15.1 Unless authorised in writing by us and the Dubai Police, you shall not take still, motion, sound motion pictures, sound records or recording of voice for commercial, training or educational purpose, nor use electronic amplification devices in public areas of the Airport.

Additional permits may be required from the Dubai Film & TV Commission, in respect of which you shall coordinate with our Aviation Business Management team.

13.15.2 We, our authorised representative and agents reserve the right to photograph and/or film airline facilities, vehicles, equipment, personnel and/or aircraft in the context of general airport operations as part of our efforts to create communication support materials to establish the context of our international operations and client base for use on our website, newsletters and internal and/or international communication media. Any independent media or third-party requests to film or take pictures of your brand and operations will be referred directly to you for review and approval as required.

13.16 Media and Other Commercial Activity at the Airport

13.16.1 Unless authorised in writing by us, you shall not post or distribute commercial signs, advertisements, literature, circulars, pictures, sketches, drawings, handbills or any other form of printed or written commercial matter or material at the Airport.

13.16.2 Any media related activity must be submitted for the approval of our Corporate Communication department through our Aviation Business Management team.

14. **YOUR BREACH OF THESE CONDITIONS OF USE**

14.1 In addition to the specific remedies available to us under these Conditions of Use or the Legislation, you acknowledge that we shall have the unconditional right to prevent you from using the Airport in the event of a breach, or threatened breach, of these Conditions of Use.

14.2 If we do not exercise or if we delay exercising a right, power or remedy provided by these Conditions of Use or by the Legislation, this shall not constitute a waiver of that right, power or remedy. If we grant a waiver in respect of a breach of any term of these Conditions of Use, this shall not operate (or be deemed to operate) as a waiver of a subsequent breach of that term or as a waiver of a breach of any other term of these Conditions of Use.

15. **LIABILITY**

15.1 Neither we, nor our officers, employees, servants or agents shall be liable for:

15.1.1 Any loss or damage, caused for any reason, to an aircraft (including its parts or any property contained therein), ground equipment, property of passengers, crew or other personnel, at the Airport (or in the course of landing at or taking-off from the Airport);

15.1.2 Personal injury caused for any reason to a passenger, crew or other personnel at the Airport

unless, and then only to the extent, caused by an act or omission done by us, our officers, employees, servants or agents, with intent to cause damage or recklessly and with knowledge that damage would probably result.

15.2 Neither we, nor our officers, employees, servants or agents shall have any liability to you or be obliged to indemnify you in respect of any:

15.2.1 Indirect loss;

15.2.2 Consequential losses;

15.2.3 Loss of profits;

15.2.4 Loss of revenue;

15.2.5 Loss of goodwill;

15.2.6 Loss of opportunity;

15.2.7 Loss of business;

15.2.8 Increased costs or expenses;

15.2.9 Wasted expenditure.

16. **INSURANCE**

GA Operators (as well as their agents and sub-contractors) shall, at all times while using our Facilities and Services, maintain adequate passenger, baggage, cargo, property and third party liability insurance meeting the minimum insurance requirements set by the Legislation.

17. **SEVERABILITY**

Each condition (including a sub-condition or part thereof) of the Conditions of Use shall be construed as a separate and severable term. If one or more condition is held to be invalid, unlawful or otherwise unenforceable, the remaining conditions shall remain in full force or effect. If any invalid, unenforceable or illegal condition would be valid, enforceable or legal if some part of it were deleted, the provision will apply with whatever modification is necessary to make it valid, enforceable or legal.

18. **ENTIRE AGREEMENT**

These Conditions of Use (together with the documents referred to herein) constitute the entire agreement between you and us in relation to your use of the Facilities and Services at the Airport.

These Conditions of Use supersede any prior understanding or agreement between you and us and any prior condition, warranty, indemnity or representation imposed, given or made by a party, other than as expressly set out in these Conditions of Use.

19. GOVERNING LAW AND JURISDICTION

19.1 The Conditions of Use shall be governed by, and construed according to, the laws of the Emirate of Dubai and the federal laws of the UAE.

19.2 The parties to any dispute or claim (including non-contractual disputes or claims) arising out of or in connection with these Conditions of Use or its subject matter or formation endeavour to amicably settle such dispute or claim. If the parties fail to amicably settle such dispute or claim within thirty (30) days from the date of the first communication given by either party to the other party, a party may refer such dispute to the exclusive jurisdiction of the Dubai Courts.

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ANNEX 1 - SUPPLEMENTARY DOCUMENTS

GA Operators and FBOs shall be bound by, and ensure that all of their personnel familiarise and fully understand the requirements set out in, the following Supplementary Documents, as amended from time to time:

1	Dubai Airports Corporation Safety & Environment Policy	https://dubaairports.box.com/v/DA-SafetyandEnvPolicy2021	
2	Dubai Airports Contractors Health Safety Guidelines	https://dubaairports.box.com/s/9azp6rzw57b4m67s1vzgttn3p8nxtwy	
3	Dubai Airports - Health and Safety guidelines for storage and disposal	https://dubaairports.box.com/s/820fu33g7uby4fbzybn2ulp7y0arcvrz	
4	Dubai Airports Health and Safety – Code of Practices	https://dubaairports.box.com/s/i1dz09i0vob9kllpv3j4kwbltooqgflr	
5	FOD Policy	https://dubaairports.app.box.com/v/DA-FOD-Policy	
6	Aerodrome Safety and Quality Assurance Policy	https://dubaairports.box.com/v/AerodromeSafety-QualityPolicy	
7	Aerodrome Manual	https://dubaairports.box.com/v/OMDB-Aerodrome-Manual	

8	Aerodrome Emergency Plan (AEP)	https://dubaairports.box.com/v/OMDB-Aerodrome-Emergency-Plan	
9	Aerodrome Management System Manual (AMSM)	https://dubaairports.box.com/v/AerodromeMgt-SystemManual	
10	Aerodrome Operating Regulations (AOR)	https://dubaairports.box.com/v/Aerodrome-Operating-Regulation	
11	Airside Driving Regulations (ADR)	https://dubaairports.box.com/v/DXB-AD-Regulations	
12	Dubai Airports Emotional Support Animal Policy	Available on request: airline.relations@dubaairports.ae	
13	Terminal Operations Advisory Notices, distributed by email.	Please contact aocc@dubaairports.ae to subscribe.	
14	Aerodrome Temporary Notices (ATN)	https://dubaairports.box.com/v/OMDB-Aerodrome-Temp-Notices Please contact safeguarding-aim@dubaairports.ae mailto: to subscribe	
15	Dubai Airports Dangerous Goods H&S Guide	https://dubaairports.box.com/v/DA-DangerousGoods-HandS-Guide	
16	Aerodrome Safety Alert (ASA)	https://dubaairports.app.box.com/v/OMDB-Aerodrome-Safety-Alert Please contact below email to subscribe. safeguarding-aim@dubaairports.ae	
17	Hot Works Permit	https://dubaairports.box.com/s/4cq137n35khiute5t6eexslv8golms3x	
18	Link to UAE Fire Code	https://www.dcd.gov.ae/portal/en/preventive-safety/rules-regulations/uae-fire-and-life-safety-code-of-practice.jsp	
19	NFPA Code & Standards	https://www.nfpa.org/en/For-Professionals/Codes-and-Standards/List-of-Codes-and-Standards#aq=%40culture%3D%22en%22&cq=%40tagtype%3D%3D(%22Standards%20Development%20Process%22)%20%20&numberOfResults=12&sortCriteria=%40compu	

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ANNEX 2 - CONTACT LIST

[to be updated and supplied by DA]

DUBAI AIRPORTS	Tel	Email
Airline Business Management		airline.relations@dubaiairports.ae
Airport Operations Control Centre (AOCC) (24/7)	+971(0)45045001	aocc@dubaiairports.ae
Corporate Communication		media@dubaiairports.ae corporate.communication@dubaiairports.ae
Emergency Services (AOCC 24/7)	+971(0)4504 5000	
Finance (Billing)	+971(0)504 5376	aerobilling@dubaiairports.ae
Finance (Credit control)	+971(0)504 5437	creditcontrol@dubaiairports.ae
Finance (Cash office)	+971(0)4 2162142	central.cashoffice@dubaiairports.ae
DA Health & Safety		DA-Safety@dubaiairports.ae
DA Aerodrome Safety		sms@dubaiairports.ae
Catering queries	Tel	Email
Emirates Flight catering	+971 4 208 6858 / 6726 Mobile: +971 56 994 8112	viporders@ekfc.ae

FBO FACILITIES AT DXB:

<p>EXECUJET MIDDLE EAST Tel. +971 (0)4 601 6363 Fax. +971 (0)4 299 7818 Email: fbo.omdb@execujet-me.com</p>	<p>JET AVIATION Tel. +971 (0)4 887 9670 /01 Mobile +971 50 550 6122 Fax. +971 (0)4 887 9473 Email: dxbfbo@jetaviation.com</p>

ANNEX 3 – SCHEDULE OF CHARGES

- **Value Added Tax (VAT)**

All charges specified in these Conditions of Use are exclusive of VAT. You shall pay the VAT where required in accordance with the applicable laws and regulations in force in the United Arab Emirates from time to time.

- **Charges on Landing**

Aircraft Landing charges are based on the MTOW	
Up to 4.5 tonnes	AED 16.00 per tonne
4.5 – 45 tonnes	AED 18.58 per tonne
Over 45 tonnes	AED 20.19 per tonne

We will apply a 50% premium on slots if availed during specific peak hours of operations. Runway peak hours of operations starting from IATA Summer 2023 are defined as:

Arrival Peak	Departure peak
01.00 – 02.59	03.00 – 07.59
07.00 – 09.59	10.00 – 11.59
14.00 – 20.59	16.30 – 19.30
	22.00 - 0059
All times are in UTC	

1. **Aircraft Parking Charges**

Please contact the appointed FBO for the applicable parking charges

Dubai International Standard Commercial Parking Charges for penalty fee calculation are as follows, based on the number of hours on ground occupying a parking bay

Aircraft Type	Charges
Narrow body A/C	- AED 289 for first charging hour - AED 472 per each additional hour
Wide body A/C	- AED 435 per hour or part of it for first 3 charging hours

	- AED 797 per each additional hour
The above parking charges are only applicable to GA aircraft parking outside of the dedicated FBO stands with an additional 20% premium	

2. Other Charges

In addition to the above charges, Security charge and Fire Coverage charge are payable by the GA Operator as follows:

Security charge	
Charge per service	AED 300 flat rate per usage (flights that require additional security at gate)
Security Screening charge (Integrators only)	AED 300 per departing flight for screening
Fire Coverage charge	
Charge per service	AED 200

ANNEX 4 – DUBAI AIRPORTS ACCOUNT DETAILS

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

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