

CONNECTING THE WORLD

We are thrilled to know that you will be flying to our airports soon and look forward to welcoming your flights! To ensure that all formalities have been completed prior to the start of your operations: we invite you to go through the below check-list, and of course to contact your Business Development Manager or [airline.relations@dubaairports.ae](mailto:airline.relations@dubaairports.ae) if you have any questions.

I have obtained landing rights from the DCAA	<input type="checkbox"/>
I have received, read and shared a copy of the latest applicable Conditions of Use with my headquarters (scheduling, operations & finance department in particular).	<input type="checkbox"/>
I have coordinated slots with ACL	<input type="checkbox"/>
I have received confirmation on allocated terminal from my Business Development Manager	<input type="checkbox"/>
I have identified where I can locate the latest versions of: <ul style="list-style-type: none"> <li>• Airside notifications</li> <li>• Conditions of Use</li> <li>• Other compliance documents</li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
I have coordinated my ground operations requirements with dnata	<input type="checkbox"/>
I have coordinated my catering requirements with EKFC	<input type="checkbox"/>
I have discussed billing processes and possible credit options with Dubai Airports finance team	<input type="checkbox"/>
I have obtained from DA finance the passenger billing data input sheet (for airlines submitting data by email, for alternatives please consult the conditions of use)	<input type="checkbox"/>
I have shared with my Business Development Manager the essential contact details within my organization	<input type="checkbox"/>
I have discussed inaugural activities with my Business Development Manager	<input type="checkbox"/>
<b>OPTIONAL</b>	
I have discussed property options available (offices, lounge, etc)	<input type="checkbox"/>
I have retrieved airport passes	<input type="checkbox"/>

Service Partners	
<b>Dubai Civil Aviation (DCAA)</b>	<a href="mailto:air.transport@dcaa.gov.ae">air.transport@dcaa.gov.ae</a>
<b>Airport Coordination Ltd ACL</b> (allocated slot coordinator)	<a href="mailto:international@acl-international.com">international@acl-international.com</a> Tel: +44 (0) 208 564 0612 or +971 (0) 4 216 2153 Fax: +44 (0) 208 564 0691
<b>Ground handling (dnata)</b>	<a href="mailto:groundhandling@dnata.com">groundhandling@dnata.com</a>
<b>Catering (Emirates Flight Catering)</b>	Tel: +971 (0)4 2086792 / 6748 <a href="mailto:csm@ekfc.ae">csm@ekfc.ae</a> / <a href="mailto:csmsec@ekfc.ae">csmsec@ekfc.ae</a>
<b>Dubai Airports Finance</b>	<a href="mailto:billing@dubaairports.ae">billing@dubaairports.ae</a>
<b>Dubai Airports Airline Business Management</b>	<a href="mailto:airline.relations@dubaairports.ae">airline.relations@dubaairports.ae</a>