

- j) A copy of Simulator Certificate of PIC for Kathmandu Airport, of SID/SIA Procedures, Maps etc.
- k) A copy of Certificate of Insurance ensuring at least Coverage in accordance with the Warsaw Convention, 1929 at amended by the Hague Protocol 1955.
- l) A copy of English Language Proficiency Certificate of PIC if, non-native English Speaker.
- m) Proposed Route Schedule, Frequency, Capacity, Traffic Rights and Tariffs approved by the Responsible Authority of the Concerned Country.
- n) SLOT approval letter from International Airport.
- o) Removal of disabled aircraft plant occupied by International Airport.
- p) A copy of Ground Handling Arrangement and/or Agreement Letter.
- q) Name and Address of the Local Agent/Representative and Authorization Letter.

2.3. *Documentary requirements for clearance of aircraft*

2.3.1. It is necessary that the under mentioned aircraft documents be submitted by airline operators for clearance on entry and departure of their aircraft to and from Nepal. All documents listed below must follow the ICAO standard format as set forth in the relevant appendices to Annex 9 and are acceptable when furnished in English and completed in legible handwriting. No visas are required in connection with such documents.

2.3.2. Aircraft documents required (arrival/departure)

Required by	General Declaration	Passenger Manifest	Cargo Manifest
Custom office	1 Copy	1 Copy	1 Copy
Immigration office	1 Copy	1 Copy	-----
Airport Office	1 Copy	1 Copy	1 Copy

- Note.–
- a) *One copy of the General Declaration is endorsed and returned by customs, signifying clearance.*
 - b) *If no passengers are embarking (disembarking) and no articles are laden (unladen), no aircraft documents except copies of the General Declaration need be submitted to the above authorities.*

3. **Non-Scheduled Flights**

3.1. *Procedures*

3.1.1. *Over flights*

- a) Advance notification and permission from Civil Aviation Authority of Nepal is required for civil aircraft of ICAO contracting states to cross or overfly the Kathmandu FIR (VNSM) subject to the terms of the convention on International Civil Aviation. Nepal facilitates over flights by civil aircraft of ICAO contracting states provided adequate notification shall have been given.
- b) In all other cases, request for operation of flight must be sought and obtained through diplomatic means from the Ministry of Foreign Affairs, Nepal.
- c) The same documents and overfly permission fee are applicable as mentioned in charter flight permission Para 3.1.3 (c).

3.1.2. *Non-Traffic or Technical Landings*

Same procedure as for over flights, in addition, operators should schedule their arrivals and departures within the operation hour of the aerodrome, beyond which prior co-ordination is required.