

GEN 1.2 ENTRY, TRANSIT AND DEPARTURE OF AIRCRAFT

1. General

1.1 International flights into, from or over Islamic Republic of Iran territory (Tehran FIR) shall be subject to the current Islamic Republic of Iran regulations relating to civil aviation. These regulations correspond in all essentials to the Standards and Recommended Practices contained in Annex 9 to the Convention on International Civil Aviation.

1.2 Aircraft flying into or departing from Islamic Republic of Iran territory (Tehran FIR) shall make their first landing at, or final departure from an international aerodrome (see AIP Islamic Republic of Iran, sections AD 1.3 and AD 2).

1.3 For ease of reference Flight permission number granted to non-scheduled international flights should be inserted in Item 18 of the Flight plan with following format: RMK / IRFPN YK (16 characters).

2. Scheduled flights

2.1 General

2.1.1 For regular international scheduled flights operated by foreign airlines into or in transit across Islamic Republic of Iran, the following requirements must be met:

- a) the State of the airline must be a party to the International Air Services Transit Agreement and/or the International Air Transport Agreement, Islamic Republic of Iran is a party to both Agreements;
- b) the airline must be eligible to make the flights under the provisions of a bilateral or multilateral agreement to which the State of the airline and Islamic Republic of Iran are contracting parties, and must have a permit to operate into or in transit across Islamic Republic of Iran. Applications for such permits shall be submitted to Flight Permission Unit at least 30 days in advance.

2.2 Documentary requirements for clearance of aircraft

2.2.1 It is necessary that the undermentioned aircraft documents be submitted by airline operators for clearance on entry and departure of their aircraft to and from Islamic Republic of Iran. All documents listed below must follow the ICAO standard format as set forth in the relevant Appendices to ICAO Annex 9 and are acceptable when furnished in English and completed in legible handwriting.

2.2.2 Aircraft documents required (arrival)

Required by	General declaration	Passenger manifest	Cargo manifest
CAO	NIL	1	1
Health	1	NIL	1*
Customs	NIL	NIL	1
Immigration	NIL	1	NIL
Total	1	2	2 or 3 as applicable

* If live animals, plants, foodstuffs or other perishable foods are unloaded.

2.2.3 Aircraft documents required (departure)

Required by	General declaration	Passenger manifest	Cargo manifest
CAO	NIL	1	1
Health	NIL	NIL	NIL
Customs	2	NIL	1
Immigration	NIL	1	NIL
Total	2	2	2

Notes.— 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 If an operator intends to carry out a (series of) non-scheduled flight(s) in transit across, or making non-traffic stops in, the territory of Islamic Republic of Iran (Tehran FIR), it is necessary for the operator to obtain prior permission from Flight Permission Office at least twelve hours in advance.

3.1.2 If an operator intends to perform a (series of) non-scheduled flight(s) into Islamic Republic of Iran for the purpose of taking on or discharging passengers cargo or mail, it is necessary for the operator to apply to:

Flight Permission Unit- Tehran area control center-
Iranian Airports & Air Navigation Company (IAC)-
Tehran- Islamic Republic of Iran

P.O.BOX. 1798, 13445

TEL: 0098 21 - 44544110, 44544111

Telefax: 0098 21 44544112

Postal Code: 1387835318

Telex: EP DIR - 213889

AFS: OIIYKYX

Email: atc.fpo@airport.ir

for permission to carry out such operations not less than three working days in advance of the intended landing. The application must include the following information in the order shown hereunder:

- a) name and address of operator (postal address, Tel, Fax, etc) ;
- b) flight number, radio callsign, type of aircraft, version, registration mark, maximum take-off weight;
- c) route, dates and times of entry into and departure from FIR, date and time of arrival at, and departure from aerodrome;
- 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;
- f) designated alternate aerodrome in Islamic Republic of Iran
- g) name, address and business of charterer, if any.
- h) billing address (postal address, Tel, Fax, etc) and name of agency that is responsible for payment;
- i) name of pilot in command and number of crew; and
- j) any other information that may be relevant to the proposed operation.

3.1.3 Each permission will be valid for twenty - four hours.

3.1.4 Application for overflying Islamic Republic of Iranian territory with or without landing by foreign States aircraft (VIP) must be submitted to the CAO

through diplomatic channels at least two days in advance, not including days of rest (Friday) or public holidays and must have all information listed in 3.1.2 above besides the following information:

- a) name of mission / organization.
- b) name of VIP and number of other officials.

3.1.5 Application for overflying Islamic Republic of Iranian territory with or without landing by foreign States military aircraft must be submitted through diplomatic channels at least three days in advance, not including days of rest (Friday) or public holidays and must have all information listed in 3.1.2 above besides the following information:

- a) name of mission / organization.
- b) type of freight.

3.1.6 Each permission for foreign States aircraft (military, VIP) will be valid for three days, except for fighter aircraft which is valid for two days and must be carried out between 0430-1230.

3.2 Documentary requirements for clearance of aircraft

Same requirements as for SCHEDULED FLIGHTS.

4. Private flights

4.1 Procedures

Same requirements as for NON-SCHEDULED FLIGHTS.

4.2 Documentary requirements for clearance of aircraft

Same requirements as for SCHEDULED FLIGHTS.

5. Public health measures applied to aircraft

Aircraft arriving from foreign countries may land at any international aerodrome in Islamic Republic of Iran provided that the aircraft has been disinfected approximately thirty minutes before arrival at the aerodrome. This action must be properly recorded in the Health Section of the General Declaration. The record must include the name of the insecticide used. If, in special circumstances, a second spraying of the aircraft to be carried out on the ground is deemed necessary by the public health authorities, passengers and crew are permitted to disembark beforehand.

6. Flight traffic statistics

An Operator is required to file the following statistics format at least forty eight hours after each arrival and departure. One copy should be filled, endorsed and returned by airline's authorized personnel to:

Civil Aviation Organization
Mehrabad International airport
Building No 2,
Research centre
Postal Code: 1798, 13445
Tehran - Islamic Republic of Iran
TEL: 0098 21 - 66025131, 61022412
Telefax: 0098 21- 44665496
Telex: EP DIR – 213889

Airline:
Flight number:
Type of aircraft:

Date of arrival to INCOMING

From	<u>Passengers</u>			Cargo (KGs)	Mail (KGs)
	Adult	Child	Infant		
TOTAL					

Date of departure fromOUTCOMING

To	<u>Passengers</u>			Cargo (KGs)	Mail (KGs)
	Adult	Child	Infant		
TOTAL					

Name and signature of airline representative:

Date: