

AVDOCS

GEN 1.2 ENTRY, TRANSIT AND DEPARTURE OF AIRCRAFT

1. General Provisions.

- 1.1 All flights en route towards, from or above Mexican territory are hereby advised that all landings on this territory must be performed in accordance with the valid regulations of *Dirección General de Aeronáutica Civil* (Mexican Civil Aeronautics Authority - DGAC).
- 1.2 Any aircraft purporting to operate within Mexican territory must land on or take off from an international airport, and must abide by the procedures described below:

2. Regular flights

2.1 General Provisions.

2.1.1 Regular ordinary international flights exploited by Foreign airlines towards or transiting through Mexico, must land on or take off from an international airport and fulfill the following requirements:

- a) The Country of the airline must be a contracting party to the International Air Services Transit Agreement to which Mexico is a party.
- b) The airline must meet the conditions required to carry out its flights, according to the provisions of a bilateral agreement as to which the Country of the airline and Mexico are parties thereto, and they must have a permit to operate in, or transit through, Mexico. Applications for cited permits must be submitted as follows:

Dirección General de Aeronáutica Civil
 Dirección de Transporte y Control Aeronáutico
 Providencia Número 807 2° Piso
 Col. del Valle
 C.P. 03100
 MEXICO D.F.
 TELEPHONE: 55-23-28.15
 FACSIMILE: 55-23-34-19

2.2 Documents required for the dispatch of aircraft.

2.2.1 Airline operators are required to submit the aircraft documents mentioned below for the dispatch of their aircraft upon arrival to or departure from Mexico. All the documents mentioned below must be prepared in some cases according to the OACI standardized format contained in the appendices of EXHIBIT 9 (Facilitation) and are acceptable when submitted in Spanish language and filled in with legible handwriting in print.

2.2.2 Aircraft documents required (arrival and departure).

Pilot's Logbook.

Certificate of registry

Airworthiness certificate

Licenses of capacity of the crew

ON ARRIVAL

Required by:	General Declaration	Passenger Manifest	Load Manifest
Customs	1	1	1
Immigration	1	1	1
DGAC	1	1	1
SSA	1	1	1

ON DEPARTURE

Required by:	General Declaration	Passenger Manifest	Load Manifest
Customs	1	1	1
Immigration	1	1	1
DGAC	1	1	1

- a) The operations official authorized by DGAC and the company, or the Captain in charge of the aircraft is responsible of delivering the copies of the documents mentioned above.
- b) If no passenger embarks (disembarks) and no cargo is loaded (unloaded) there is no need to submit the documents of the aircraft, except for the general declaration, to the aforementioned authorities.

2.3 Public health measures applied to the aircraft.

2.3.1 No public health measures shall apply in respect of aircraft entering into Mexico, except for aircraft which, due to their condition and origin warrant application of said measures.

2.3.2 Aircraft arriving from abroad may land at any international airport in Mexico, provided said aircraft has been disinfected approximately 30 minutes prior to arrival at the airport.

2.3.2.1 This measure may be properly recorded in the sanitation section of the general declaration. The insecticide to be used is as required. If for special circumstances the health authorities deem necessary to perform a second spray to be applied on land, passengers and crew members may be allowed to disembark first.

3. Non-regular flights

3.1 Procedures.

3.1.1 If an operator intends to perform a non-regular flight in transit over Mexican territory, or with non-commercial stopovers in said territory, it may do so upon a prior permission requested at least 1 day in advance,

considering that the aircraft must land or take off from an international airport.

- 3.1.2 If an operator intends to perform a non-regular flight (or a series of non-regular flights) to Mexico with the purpose of loading or unloading cargo or mail, it must send an application to:

Dirección General de Aeronáutica Civil
Dirección de Transporte y Control Aeronáutico
Providencia Número 807 2° Piso
Col. del Valle
C.P. 03100
MEXICO D.F.
TELEPHONE: 55-23-28.15
FACSIMILE: 55-23-34-19

- 3.1.3 In order to obtain permission to perform cited operations, at least 5 days in advance of the purported landing, the application must include the following information, in the order shown below.

- a) Name or corporate name, nationality, domicile and main activity of the applicant.
- b) Planned route for the flight, stating points of origin and destination, international airports of entry and departure from Mexican territory and intermediate stopovers.
- c) Type of charter; affinity charter or an all inclusive travel deal.
- d) Type, nationality marking, registration number and date of the airworthiness certificate of the aircraft using the service.
- e) Name and nationality of the crew members and license numbers.
- f) Price charged for the service (in Mexican currency).

- 3.1.4 The application for a non-regular flight must include the following documents:

- a) Certified copy of the permit issued to the air operator and of the airworthiness certificate issued to the applicant by the Country of registry of the aircraft.
- b) Copy of the contract between the company and the user.
- c) It must evidence to the same agency of the Federal Executive that it has aircraft maintenance service, ground support, air traffic control service, aeronautical and meteorological communications and other air navigation auxiliary services guaranteeing the safety of the transport.
- d) It must evidence to the same government authority that it has insurance policies in force, in accordance with the Warsaw convention or that it has purchased insurance policies with Mexican companies authorized to issue liability and transportation coverage or with branches of foreign companies authorized to operate in Mexico.
- e) It will justify that the licenses of the crew members are in force.

3.1.5 The documents will be concurrently submitted to *Dirección General de Tarifas, Maniobras y Servicios Conexos* (literally Office of the Director General for Tariffs, Maneuvers and Related Services).

3.1.6 Documents required for the dispatch of aircraft.

3.1.6.1 The same requirements as those for regular flights.

3.1.7 Public health measures applied to the aircraft.

3.1.7.1 The same requirements as those for regular flights.

4. General aviation flights.

4.1 Regarding general aviation aircraft with final destination or stopover at any Mexican airport, arriving from the Caribbean, Central America and South

America Regions, they must exclusively use as airports of entry those of **Cozumel** or **Tapachula**.

This provision does not apply for State aircraft or general aviation aircraft transporting officers of the following ranks: Chief of State, Head of Government, Minister, Vice Minister or special envoy having a Diplomatic note; Tapachula and Cozumel airports operate on a 24-hour/day basis.

4.2 For all other general aviation aircraft with final destination or stopover at any airport of Mexico, arriving from any other region of the world, they must land or take off from an international airport.

4.3 Entry of private aircraft.

4.3.1 According to Article 29 of the Civil Aviation Law, the introduction of foreign private aircraft into the country may be made by:

1. Authorization for a single entry.
2. Authorization for multiple entries.

4.3.1.1 Authorization for a single entry.

4.3.1.1.1 This authorization may be obtained from the Airport Authority of the international airport of entry, or from *Dirección de Transporte y Control Aeronáutico*. (Directorate of Transportation and Aeronautical Control).

a) Authorization from the Airport Authority of the international airport of entry:

- i) This will be made through form GHC-001 (Exhibit I) issued by the airport authority (airport manager's office) of the international airport of entry, where the respective seal will

be affixed, as well as the Customs and Immigration seals.

- ii) When leaving the country, pilots must surrender the form GHC-001 (Exhibit I) to the Manager (*Comandante*) of the international airport of departure.
- b) Authorization granted by *Dirección de Transporte y Control Aeronáutico*.
- i) The interested party must submit an application to the *Dirección de Transporte y Control Aeronáutico* with the information specified in Exhibit II.
 - ii) The processing of this application requires three business days.

4.3.1.2 Authorization for multiple entries.

4.3.1.2.1 This authorization will be granted, upon prior application to *Dirección de Transporte y Control Aeronáutico* made in abidance of the requirements set forth in Exhibit II.

4.3.1.2.2 The processing of this authorization takes five business days for its granting.

4.4 Legal requirements for both authorizations:

4.4.1 The authorization for a single entry will have a term of six months and will expire in advance if, during the term of validity, the aircraft leaves Mexican territory.

- 4.4.2 The authorization for multiple entries shall have a term up to the last day of the year in which it was applied for.
- 4.4.3 The legal stay in the country of both the crew members and the foreign passengers will be governed by the provisions of the Migration Laws in force and all other applicable legal provisions.
- 4.4.4 Authorizations for a single entry, or for multiple entries into the country, granted by *Dirección de Transporte y Control Aeronáutico*, do not require that the form GHC-001 is filled in at the Airport Manager's offices, since both of them contemplate payment of duties for the authorizations granted, according to the procedure established by *Dirección de Seguridad Aérea* (Air Safety Directorate).
- 4.4.5 These payments may be made at the Managers' Offices provided it is so indicated in the official letter of authorization; otherwise, payment of duties is made in Mexico City.
- 4.5 Requirements applicable to both authorizations.
- 4.5.1 All foreign aircraft entering the country must:
- a) Comply with the Customs, Immigration and Health requirements and formalities at the international airports of entry and/or departure, in accordance with the provisions in sections 4.1 and 4.2.
 - b) Comply with the provisions of the Laws regarding Civil Aviation and Airports, its regulations, rules and with the provisions of the authorities of their countries, regarding nationality and registration markings, weight, safety instruments and accessories and navigation aids, and they must have the certificates of registry, Airworthiness,

insurance policy, licenses of the members of the crew and other relevant documentation in force.

- c) The insurance policy of the aircraft's country of origin must cover the Mexican territory, and the sum insured for the aircraft's general liability must be of at least 56,900 days of minimum wage in force in the Federal District (SMV). The SMV is updated periodically. The policy is to be shown at the first international airport where it lands.
- d) Follow the airways previously established by Mexican Ministry of Communications and Transportation (SCT) according to Mexico's AIP.
- e) Abide by the regulatory procedures contained in Mexico's Aeronautical Information Publication.
- f) The aircraft pilots must, with all due anticipation and employing the most adequate and expedite communication systems, notify the Mexican Aeronautical Authority located at the closest international airport to the point where it is intended to cross the Mexican border, in accordance with the provisions in sections 4.1 and 4.2 hereof.
- g) Regarding aircraft flying over the airports on the border, the pilots must communicate with the Air Traffic Control Center.

4.5.2 Once the entry requirements have been complied with at the first international airport of entry, foreign aircraft may operate freely within the Mexican territory, always in abidance of the provisions established in the Civil Aviation and Airports Laws and their regulations.

4.5.3 Upon departure from the country, aircraft may leave some or all of the persons who entered with them, so that they may stay and leave the country on a date other than the date of departure of the aircraft and by other means of transportation, provided each such persons have their immigration form in force.

4.6 Entry applications.

4.6.1 Single or multiple entry applications are to be requested from:

Dirección General de Aeronáutica Civil
Dirección de Transporte y Control Aeronáutico and/or
Subdirección de Aviación General y Servicios Aéreos
Providencia Número 807 1° Piso
Col. del Valle
C.P. 03100
MEXICO D.F.
TELEPHONE: 56-87-76-20 55-23-29-55
FACSIMILE: 55-23-34-19

4.7 Applicability.

4.7.1 These requirements are only applicable to private aircraft with foreign nationality and registration markings of any type, on a private flight.

4.7.2 Private demonstration flights must apply for the respective authorization from *Dirección de Transporte y Control Aeronáutico*.

4.7.3 These flight will not have commercial purposes and these aircraft may only carry the crews, the owner, holder or possessor, his/her relatives and guests in recreational trips and, in the event of corporate entities, the owner, executives, employees and partners of the company.

4.7.4 No freight, merchandise or wares of any nature may be carried in the aircrafts other than those items of a personal use of travelers and crew members.

4.7.5 Foreign civil aircraft for private, non-commercial service may enter or leave the country through any international airport in the Mexican Republic.

4.7.6 As to any other matter related to these requirements, the interested parties may address their inquiries to the domicile indicated in 4.6.1.

4.8 Requirements for the dispatch.

4.8.1 When leaving the country, the pilots are required to surrender the original of form GHC-001 to the Manager of the international airport of departure.

4.8.2 Aircraft must operate and leave the country carrying on board the same persons and crew annotated in the form GHC-001.

4.8.3 Provisions regarding private flights are subject to the principle of reciprocity and, therefore, shall not be effective for aircraft registered in those countries which fail to provide the same facilities to private-service Mexican aircraft.

4.8.4 In all operations, the formality of the Flight Plan must be abided by.

4.9 Health Measures.

4.9.1 Same requirements as those for regular flights.

5. Departures to foreign countries by private service and official Mexican civil aircraft.

5.1 Aircraft having XB registration (private) and XC (official), when performing temporary flights abroad, and whose transportation is totally free of charge, may only carry the guests and shall never carry any freight, merchandise or wares of any nature other than those items of a personal use of the owner, crew members and persons accompanying them. Aircraft leaving the country in order to provide them with maintenance and repair services must request the respective authorization from *Dirección General de Aeronáutica Civil*.

- 5.2 Prior to performing a flight abroad, the owners, holders or possessors of these aircraft must ascertain what are the requirements of the country where they intend to perform the flight, and must satisfy all formalities established by said country during their stay.
- 5.3 Private-service or official Mexican civil aircraft, in order to leave Mexican territory and return to it, must use any of the international airports.
- 5.4 In order to perform flights abroad by these aircraft, no prior permit is required from the *Dirección General de Aeronáutica Civil*, and it shall suffice to fill in the flight plan, which must have the seal of the Customs, Immigration and Health authorities. Authorization from the Airport Manager regarding said flight plan will have the same force and effect as the permit stipulated by the Civil Aviation Law.
- 5.5 In order to receive authorization of the flight plan, the aircraft must have in force its airworthiness certificate and the crew members shall have their licenses current and in force.
- 5.6 In the event the aircraft and crew members intend to stay abroad for a period of time exceeding the validity of the aircraft's airworthiness certificate and/or the term of validity of the crew members' licenses, they must procure and obtain a permit for such purpose from the respective departments of the *Dirección General de Aeronáutica Civil*,
- 5.7 Under no circumstances flights of aircraft which, having fulfilled the requirements of the Customs, Immigration and Health Authorities, have to make any refueling or technical stopovers.

ANEXO I



**SECRETARIA DE COMUNICACIONES
Y TRANSPORTES**

**INTERNACION
DE AERONAVES**
AIRCRAFT ENTRANCE

1089

		FECHA - DATE		VIGENCIA PREMISO EXPIRATION DATE	
		ENTRADA - ARRIVAL	SALIDA - DEPARTURE		

MARCA Y TIPO DE AERONAVE TRADEMARK AND TYPE OF AIRCRAFT		PROPIETARIO - OWNER			BASE - BASE	
MATRICULA REGISTRATION	COLOR - COLOR	Nº. CERTIFICADO DE AERONAVEGABILIDAD AIRWORTHINESS CERTIFICATE NUMBER		Nº. DE LICENCIA LICENCE No.	NACIONALIDAD NATIONALITY	
NOMBRE DEL PILOTO - PILOT'S NAME				DOMICILIO - ADDRESS		

AEROPUERTO AIRPORTS			Nº. DE PERSONAS A BORDO - No. PERSONS ABOARD	
DE ORIGEN - ORIGIN	DE ENTRADA - ARRIVAL	DE SALIDA - DEPARTURE	A LA ENTRADA ENTRANCE	A LA SALIDA DEPARTURE

SHCP FOR OFFICIAL USE ONLY

(Permiso temporal de importación)
(Temporary import permit)

SCT FOR OFFICIAL USE ONLY

(Permiso operar la aeronave en territorio mexicano)
Permit to operate the aircraft in Mexican territory

BQ FOR OFFICIAL USE ONLY

FIRMA DEL PILOTO - SIGNATURE OF PILOT _____

T.G.N.

FORMA G - H - C - 001

EXHIBIT II

Guidelines for the entry of private aircraft into Mexican Territory

DIRECTOR OF TRANSPORTATION AND AERONAUTICAL CONTROL

Mexico City, Federal District.

FAX number in Mexico City: 55-23-34-19 (The fax machine is off at night and during weekends)

This document only covers the requested flight. If you wish to obtain an annual authorization, please indicate so and omit items 1 and 2.

Annual Authorization YES _____ NO _____

Information required to enter into Mexico

1.- Date of arrival and departure: _____

2.- Route: _____

3.- Registry: _____

4.- Characteristics of the aircraft: _____

5.- Make: _____

6.- Model: _____

7.- Color: _____

8.- Owner: _____

9.- Phone No.: _____

10.- Facsimile No.: _____

11. Term: _____

Name: _____

Signature: _____

Date: _____