



Landing Permission Application For Scheduled & Non-scheduled flight

Date:

Attention: Aviation Guard Lao Co., Ltd
 Flight Permit Application Services
 Tel: +856 30 5554495
 WhatsApp: +856 20 59200212
 Email: info@aviationguardlao.com

From:

Address:

- Telephone number:
- Fax, Post mail:
- Email:

Billing Address:

- Telephone number:
- Fax, Post mail:
- Email:

Subject: Landing application or revision (a revision must include previous permission number granted)

	Details	Remark
Aircraft Information	1. Name of operator/owner: Billing address of aircraft owner or operator: 2. Number of aircraft: 3. Type of Aircraft: 4. Maximum take-off weight: 5. Nationality: 6. Registration mark: 7. Call sign (flight number): 8. Flight rule: <input type="checkbox"/> VFR <input type="checkbox"/> IFR 9. Purpose of flight: <input type="checkbox"/> Business <input type="checkbox"/> Commercial <input type="checkbox"/> Charter <input type="checkbox"/> Extra <input type="checkbox"/> Ferry <input type="checkbox"/> Over flight <input type="checkbox"/> Private (should specify the detail: technical stop, refuel, crew rest and so on.....) 10. Radio equipment: 11. Pax: in/out no.....	





AVIATION GUARD	Itinerary	1. Date and time of operation: 2. ETD (origin, destination) 3. ETA (origin, destination) 4. ETO entry/exit point 5. ATS routes: 6. Speed: 7. Flight level (FL or altitude): 8. Alternate aerodrome:																										
	Required Docs	<input type="checkbox"/> the air operator certificate <input type="checkbox"/> the certificate of registration <input type="checkbox"/> the certificate of air worthiness <input type="checkbox"/> the license of each crew member <input type="checkbox"/> the certificate of noise <input type="checkbox"/> the aircraft radio station license <input type="checkbox"/> the certificate of insurance																										
Aircraft	<table border="1"> <thead> <tr> <th>Required by</th> <th>General Declaration</th> <th>Passenger Manifest</th> <th>Cargo Manifest</th> </tr> </thead> <tbody> <tr> <td>Airport Authority</td> <td>1</td> <td>1</td> <td>1</td> </tr> <tr> <td>Customs</td> <td>1</td> <td>1</td> <td>1</td> </tr> <tr> <td>Immigration</td> <td>1</td> <td>1</td> <td>1</td> </tr> <tr> <td>Ground Handling Agency</td> <td>1</td> <td>1</td> <td>1</td> </tr> <tr> <td>Total</td> <td>4</td> <td>4</td> <td>4</td> </tr> </tbody> </table>				Required by	General Declaration	Passenger Manifest	Cargo Manifest	Airport Authority	1	1	1	Customs	1	1	1	Immigration	1	1	1	Ground Handling Agency	1	1	1	Total	4	4	4
	Required by	General Declaration	Passenger Manifest	Cargo Manifest																								
	Airport Authority	1	1	1																								
	Customs	1	1	1																								
	Immigration	1	1	1																								
	Ground Handling Agency	1	1	1																								
Total	4	4	4																									

Note:

- Additional Administrative Charge per flight shall be applied for landing permit of non-scheduled or scheduled **passenger flight** during COVID-19 pandemic.
- Approval Time may take longer due to documents verification by COVID-19 Task Force.

Applicant

Authorized Signatory



Appendix 1 Application Deadline

Aviation Guard Lao Co., Ltd
 Flight Permit Application Services
 Tel: +856 30 5554495
 WhatsApp: +856 20 59200212
 Email: info@aviationguardlao.com

Type of flights	Documents Required	Department in Charge	Due time (official working days/hour) before the DOF
Schedule-Landing flight	Application Form	Flight Permit Application Services Tel: +856 30 5554495 WhatsApp: +856 20 59200212 Email: info@aviationguardlao.com	7 days
Schedule-Over flight	Application Form		3 days
Non-Schedule over flight	Application Form		3 days
Non-Schedule Landing flight	Application Form + specified Document		3 days
VIP/Official flight	Official Letter via diplomatic channel		7 days
Medavac/Medical Evacuation/Ambulance overflight	Application Form		3 hours

Note:

- Additional Administrative Charge per flight shall be applied for landing permit of non-scheduled or scheduled **passenger flight** during COVID-19 pandemic.
- Approval Time may take longer due to documents verification by COVID-19 Task Force.