



DOCUMENTS REQUIRED TO OPERATE NON-SCHEDULED FLIGHTS

For the operation of non-scheduled flights by a foreign Air Carrier to/from Aruba, a copy of the following documents must be submitted:

1. **Air Operator Certificate (AOC).**
2. **Part of the Operations Specifications (OP-SPECS) manual where the authorized aircraft are specified.**
3. **Part of the Operations Specifications (OP-SPECS) manual where the authorized routes are specified.**
4. **Certificate of Airworthiness of the aircraft.**
5. **Certificate of Insurance of the aircraft.**
6. **An official letter from the Air Carrier's head-office, where it appoints a local Representative who will be responsible towards our Department for the daily operational and commercial aspects of the Air Carrier.**
7. **Contract signed with the Ground Handler that is providing service in Aruba (first page and signed page).**
8. **Details of the itinerary to be operated (routings, frequencies, timings, period, etc.).**

Note to item 2: An aircraft that has been leased must be specified in the Air Carrier's OP-SPECS.

Note to item 4: An Air Carrier that is using more than twelve (12) aircraft to operate into Aruba does not need to submit the certificate of airworthiness (item 2 will suffice).

Note to item 6 and 7: These items only apply for seasonal non-scheduled Air Carriers.

Note to item 7: In case that an Air Carrier is a self-handler, a copy of the Registration in Aruba's Chamber of Commerce (KvK) needs to be submitted.

- *All the above-mentioned documents must be submitted thirty (30) days before planned start-up date. In case of an Ad Hoc non-scheduled flight, the submission period will be adjusted to the situation by our Department as deemed just.*
- *Required documents that have expired or have been updated must be submitted as soon as possible.*
- *Arrival and departure time must be approved by the "Aruba Airport Authority" by seeking for Parking Slots.*
- *A separate Permit is required for the transportation of "Dangerous Goods".*