

**FORMAT OF THE APPLICATION FOR NON-SCHEDULED FLIGHTS/ PRIVATE FLIGHTS
INTO/OVERFLY SRI LANKA**

1. General Details of Aircraft Movement:-		
a.	Purpose of flight (VIP / Tourist / Cargo / Ambulance /Relief/Private etc)	
b.	Whether overflying Colombo Flight Information Region (FIR) or Landing in Sri Lanka	
c.	Date of Operation	
d.	If landing in Sri Lanka, 1. Landing Airport 2. Expected Date and Time of Arrival 3. Expected Date and Time of Departure	
e.	Inbound/Outbound ATS route itinerary including, 1. Entry point and Expected time at Colombo FIR 2. Exit point and expected time at Colombo FIR	
f.	Point of Origin of the flight	
g.	Places of intended landing prior to arrival in Sri Lanka or fly over Colombo FIR	
h.	Place of immediate landing after departure from Sri Lanka or fly over Colombo FIR	
i.	Final Destination	
j.	Services/Facilities required at the Airport/s of Sri Lanka	
k.	Whether the Operator has previously operated in to an Air- port in Sri Lanka or over Colombo FIR (within the preceding three years) and if so, the last date of operation, type of air- craft and registration number	
2. Aircraft Operator:-		
a.	Name	
b.	Nationality	
c.	Postal Address	
d.	Telephone Number	
e.	Fax Number	
f.	E-mail	
g.	Aeronautical Fixed Service (AFS) Address, if any	
h.	Aircraft Operator's Certificate/Permit Number, if any	
i.	Details of Operator (if any changes to above) for Billing pur- poses	
3. Aircraft Details:-		
a.	Pilot-in-Command 1. Name 2. Nationality	
b.	Type of Aircraft with Maximum Take-off Weight (MTOW)	
c.	State of Registry/Nationality	
d.	Registration Number	
e.	Aircraft Call sign /Flight Number	
f.	Whether the Aircraft is Capable of Air Dropping (Yes/No)	
g.	Maximum Passenger Seating Capacity	
h.	Maximum Payload Capacity	
i.	Communication Equipment Available	

Cont'd

4. On-Board Details:-		
a.	Number of Crew	
b.	Number of Passengers, VIPs if any with Passenger Manifest (Not applicable for over flights) (Passenger Manifest with passport number and the nationality should be forwarded to Director General of Civil Aviation (DGCA) at least 72 hours before forwarding the Flight Plan except Ambulance Flights. Passenger Manifest of Ambulance Flights should be forwarded with the Non-schedule Application)	
c.	General description of the goods carried, if any (such as garments, printed material etc.)	
d.	Any arms, ammunitions, explosives, radioactive material, war equipment or dangerous goods carried? If so, attach a copy of Dangerous Goods Regulations (DGR) license issued by the respective Aviation Authority	
e.	If Dangerous Goods on-board, UN number/ICAO Class and Division, Quantity should be indicated	
f.	1. Details of Consignor: (a) Name of Consignor (b) Postal Address (c) Telephone Number (d) Fax Number (e) E-mail (f) AFS Address(if any) 2. Details of Consignee: (a) Name of Consignee (b) Postal Address (c) Telephone Number (d) Fax Number (e) E-mail (f) AFS Address(if any)	
g.	Any special equipment such as aerial photography, remote sensing cameras, night vision cameras on board? If so, attach a copy of the permit issued by the relevant Director General of Civil Aviation (DGCA)	
h.	Number of passengers with passenger manifest or tonnages and type of cargo to be uplifted from and set-down in Sri Lanka (Passenger Manifest with passport number and the nationality should be forwarded to the Director General Civil Aviation (DGCA) at least 72 hours before forwarding the Flight Plan except Ambulance Flights. Passenger Manifest of Ambulance Flights should be forwarded with the Non-schedule Clearance Application)	
5. Details of Travel/Cargo Local Handling Agent:-		
a.	Name	
b.	Postal Address	
c.	Telephone Number	
d.	Fax Number	
e.	E-mail	
f.	Certified that the information given above is correct. <div style="display: flex; justify-content: space-between;"> <div> Name of the Signatory :-..... Designation :-..... Company/Embassy Name:-..... Address :-..... </div> <div> (Signature of the Authorized Officer) (Date) (Company Stamp-seal if available) </div> </div>	