

Dear partner,

Riga Airport is pleased to welcome you to our community of airlines performing flights from RIX. In order to make all the preparation for operations as smooth as possible, please find below a list of Terms and Conditions to be followed. In case additional information is needed, please contact: infrastructure@riga-airport.com.

TERMS AND CONDITIONS

FLIGHT PERMIT

For regular and charter international flights operated by airlines into the Republic of Latvia, the following requirement must be met - 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 the Republic of Latvia are contracting parties and must have a permit to operate into the Republic of Latvia.

Applications for such permits shall be submitted to:

**MINISTRY OF TRANSPORT
AVIATION DEPARTMENT**

Emīlijas Benjamiņas iela 3,
Rīga, LV-1743, Latvija
T: (+371) 67 028 209
F: (+371) 67 028 219
E: aviation@sam.gov.lv
W: www.sam.gov.lv

**STATE AGENCY
CIVIL AVIATION AGENCY**

Lidosta "Rīga" 10/1,
Mārupes novads, LV-1053, Latvija
T: (+371) 67 830 936
F: (+371) 67 830 967
E: caa@caa.gov.lv
W: www.caa.lv

FLIGHT SCHEDULE AND SLOTS

RIX is schedule facilitated (Level 2 coordinated) airport from NS24. Airports Coordinated Limited (ACL) is responsible for schedule facilitation at RIX.

All aircraft operators must submit flight schedule in IATA SSIM Chapter 6 format to slots@acl-international.com and schedule@riga-airport.com (or online at www.online-coordination.com) prior to any planned operation at the airport.

For general inquiries with regards to schedule facilitation please use HDQ@acl-uk.org.

Schedule facilitation is based on a process of schedule adjustments mutually agreed between the aircraft operators and facilitator to avoid exceeding the airport's coordination parameters. Airport slots are NOT allocated at a Level 2 airport.

A-CDM

RIX operates according to A-CDM procedures. AIP OF LATVIA,
EVRA AD 2.20 LOCAL AERODROME REGULATIONS,
14. AIRPORT COLLABORATIVE DECISION MAKING (A-CDM)

VAT DECLARATION

Before starting your flights, please submit Self-Declaration Form so we can determine your value added tax ('VAT') status pursuant to Directive 2006/112/EC and Value Added Tax Law of Republic of Latvia. Please complete both sections of the form and have a scanned copy returned to: infrastructure@riga-airport.com. Attachment – [Self-Declaration form](#).

POWER OF ATTORNEY FOR MEMBERSHIP IN AIRPORT USERS COMMITTEE

In order to vote for Committees' related issues and decisions, you are required to submit a Power of Attorney issued by your Company. Please submit the Power of Attorney by sending it to committee@riga-airport.com. You will need to present the original of the document when attending the meeting. Attachment – [Power of Attorney sample](#).

AIRPORT CHARGES

Airport charges are regulated by several Cabinet of Ministers of the Republic of Latvia regulations issued pursuant to Section 28, Paragraphs three and six of the Law on Aviation. More information can be found [here](#).

FLIGHT INFORMATION FOR PASSENGERS (passenger flights only)

At RIX we have established a common procedure on how FIDS information is provided to our customers. The attached FIDS standard will guide you through steps and requirements. [Attachment – FIDS Specifications](#).

RIX REQUIREMENTS FOR PASSENGER DATA TRANSMISSION (passenger flights only)

There are currently two institutions collecting passenger API data in Latvia:

- State Border Guard
- Latvian Passenger Information Unit (LV PIU)

API data should be sent to both institutions separately according to specific requirements and instructions of each agency. Penalties for not providing data up to 5100 EUR per each flight.

PNR data for all flights should be provided to the Latvian Passenger Information Unit (LV PIU). Penalties for not providing data up to 5100 EUR per each flight.

For detailed information on providing API and PNR data correctly, please refer to instructions in attachment - [RIX requirements for passenger data transmission](#).

ACCESS TO AIRPORT PROCEDURES

After signing any agreement with Riga Airport, partners are granted access to [Airport procedures](#).

MANDATORY AGREEMENTS

Although there is no request for concluding any mandatory agreements by Riga Airport authority, it is requested to agree on Ground Handling with any of two ground handlers at Riga Airport:

RIX GROUND HANDLING

T: (+371) 29 233 018

E: handling@riga-airport.com

SITA: RIXPS7X

W: rixgh.com

HAVAS LATVIA

T: (+371) 67 788 303

E: europe@havas.net, salesandmarketing@havas.net

W: havas.net, havaslatvia.lv

OPTIONAL AGREEMENTS

Agreement on airport regulations and charges

For agreements on airport regulations, Airport charges regulated by several Cabinet of Ministers of the Republic of Latvia regulations issued pursuant to Section 28, Paragraphs three and six of the Law on Aviation please contact: infrastructure@riga-airport.com.

Aircraft stands lease agreement

In case of aircraft stand lease is necessary, please contact: infrastructure@riga-airport.com.

Fast-track (passenger flights only)

To provide your passengers with access to the fast-track service, it is necessary to complete a commercial agreement. For further details, please reach out to: infrastructure@riga-airport.com.

Business lounge

For Business Lounge access agreements, please contact:

E: primeclass.riga@tav.aero; T: (+371) 67 687 277

Office space rental

In case an office space is needed, please contact:

E: commerce@riga-airport.com; T: (+371) 67 207 674

Car parking

For corporate long-term parking agreements, please contact:

E: a.priede@riga-airport.com; T: (+371) 26 480 648

Other aerodrome services

Contacts for other aerodrome services such as fuel supply, aircraft de-icing, catering services, aircraft technical maintenance, aircraft cleaning, etc. can be found [here](#).

MARKETING AND BRANDING

In order for the Airport to communicate information about your flights, be it our website, presentation or any other channel, we kindly ask you to provide us with a logo of your airline in vector format as well as publicity photos to be used in the official communication.

Please send the logo and photos to: marketing@riga-airport.com.

SELF-SERVICE FACILITIES

Self-service kiosks

At RIX we use web-based self-service kiosks for check-in at no additional cost to airlines. To have the airline implemented on the kiosks a valid URL to airline's online check-in website and logo compliant with FIDS standard will need to be provided.

Please contact infrastructure@riga-airport.com for more information.

Self-service bag drops

To further improve passenger processing at RIX we have implemented four units of CUSS compliant self-service bag drops provided by SITA. As with self-service kiosks, there are no costs for use of the system, however, airline is to cover any costs related to system integration (connectivity with DCS, setting up business rules, etc.).

Please contact infrastructure@riga-airport.com for more information.