

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](mailto: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:**

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| <b>Ministry of Transport<br/>Aviation Department</b><br>Gogoļa iela 3<br>Rīga, LV-1743, Latvija<br>Tel: +371 67028209<br>Fax: +371 67028219<br>Email: <a href="mailto:aviation@sam.gov.lv">aviation@sam.gov.lv</a><br>URL: <a href="http://www.sam.gov.lv">http://www.sam.gov.lv</a> | <b>Civil Aviation Agency</b><br>Lidosta "Rīga" 10/1, Mārupes novads, LV-1053,<br>Latvija<br>Tel: +371 67830936<br>Fax: +371 67830967<br>Email: <a href="mailto:caa@caa.gov.lv">caa@caa.gov.lv</a><br>URL: <a href="http://www.caa.lv">http://www.caa.lv</a> |
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### 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](mailto:slots@acl-international.com) and [schedule@riga-airport.com](mailto:schedule@riga-airport.com) (or online at [www.online-coordination.com](http://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](mailto: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 attached **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](mailto:infrastructure@riga-airport.com)

## **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 power of attorney by sending it to [committee@riga-airport.com](mailto:committee@riga-airport.com). You will need to present the original of the document when attending the meeting. **Attachment - Power of attorney.**

## **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.

## **FLIGHT INFORMATION FOR PASSENGERS (Passenger flights only)**

At RIX we have established a common procedure on how FIDS information is provided to our customers. Attached FIDS standard will guide you through steps and requirements. **Attachment - FIDS Specifications.**

## **RIX REQUIREMENTS FOR PASSENGER DATA TRANSMISSION (passenger flight 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, partner s 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 2 ground handlers at Riga Airport:

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| <b>RIX GH</b><br>T: (+371) 2 9233 018<br>F: (+371) 6 7211 767<br><a href="mailto:handling@riga-airport.com">handling@riga-airport.com</a><br>SITA: RIXPS7X | <b>Havas Latvia</b><br>T: +371 67 788 303<br>E: <a href="mailto:europe@havas.net">europe@havas.net</a> ;<br><a href="mailto:salesandmarketing@havas.net">salesandmarketing@havas.net</a><br>W: <a href="http://www.havas.net">www.havas.net</a> ; <a href="http://www.havaslatvia.lv">www.havaslatvia.lv</a> |
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## 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](mailto:infrastructure@riga-airport.com)

### • Aircraft stands lease agreement

In case of aircraft stand lease is necessary, please contact: [infrastructure@riga-airport.com](mailto:infrastructure@riga-airport.com)

### • Fast track (passenger flights only)

Whether your company policy offer Fast Track possibility for highest paying class passengers / loyalty card members or you would like to sign commercial agreement for Fast Track services, please inform: [infrastructure@riga-airport.com](mailto:infrastructure@riga-airport.com)

### • Business lounge

For Business Lounge access agreements, please contact:  
Email: [Primeclass.riga@tav.aero](mailto:Primeclass.riga@tav.aero); Phone: +371 676 872 77

### • Office space rental

In case an office space is needed, please contact:  
Email: [commerce@riga-airport.com](mailto:commerce@riga-airport.com); Phone: +371 672 076 74

### • Car parking

For corporate long-term parking agreements, please contact:  
Phone: +371 264 806 48; Email: [a.priede@riga-airport.com](mailto:a.priede@riga-airport.com)

### • 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 / 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](mailto: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 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](mailto:infrastructure@riga-airport.com) for more information.

### **Self service bag drop**

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](mailto:infrastructure@riga-airport.com) for more information.