

APPLICATION FLOW FOR NEW ENTRANTS

To/From Indonesia

Formal Application Letter

The designated airline submits a formal application letter to the Director General of Civil Aviation of Indonesia with the complete documents required for:

- Appointment of the airline's representative and online account for the flight routes permit,
- Foreign Aircraft Operator Security Program (FAOSP) and Local Security Manual (LSM),
- Foreign Air Operator Certificate (FAOC) Validation.



Formal Entry Meeting

To ensure the airlines acknowledge the procedure and required documents, the DGCA Indonesia will invite the submitting airline for an explanatory meeting between the submitting airline and all related Directorates in DGCA.



DGCA Evaluation, Verification and Validation

Directorate of Airworthiness and Aircraft Operations

Validates Foreign Air Operator Certificate (FAOC).

Directorate of Aviation Security

Validates Foreign Aircraft Operator Security Program (FAOSP), evaluate and approve Local Security Manual (LSM).

Directorate of Air Transport

- Evaluates and issues approval for the airline's representative in Indonesia.
- Provides the online account for the flight route permit
- Airline request a slot time recommendation from Indonesia Airport Slot Management (IASM).

Flight Route Permit Application

Online submission for the implementation of flight route permit is available through <https://aol.dephub.go.id/angudonline/>.

FLIGHT ROUTE PERMIT ISSUED



APPLICATION PROCESS FOR NEW ENTRANTS

To/From Indonesia

A. Formal letter to DGCA

The CEO of designated airline submits an intention letter to operate to/from Indonesia to the Director General of Civil Aviation of the Republic of Indonesia, which stipulates the route, frequency, type of aircraft, and AOC information; request for the flight routes permit online system account; Airlines Representative Approval; FAOSP Endorsement and LSM approval; and FAOC Validation, with attachments as explained below.

Please submitted email to the Director General of Civil Aviation
([email: sekretariat.dju@gmail.com](mailto:sekretariat.dju@gmail.com))

cc:

- Director of Air Transport ([email: dau@dephub.go.id](mailto:dau@dephub.go.id))
- Director of Aviation Security ([email: dkp@dephub.go.id](mailto:dkp@dephub.go.id))
- Director of Airworthiness and Aircraft Operation ([email: daao_dgca@dephub.go.id](mailto:daao_dgca@dephub.go.id))

APPLICATION PROCESS FOR NEW ENTRANTS

To/From Indonesia

- B. Requirement for airline's designation letter acceptance (± 3 working days)

Please consult with your Civil Aviation Authority on how to be a designated airline to operate to/from Indonesia. The designation letter should stipulate:

- The ownership of airlines
- Routes and frequency
- Prospective market captured.

The DGCA Indonesia will issue an acceptance of the designated airline based on evaluation.

- C. Requirement to have the Airline's Representative in Indonesia (± 14 working days)

- A Covering letter for the application of the Airline's Representative in Indonesia and an online flight permit account from the candidate's representative office. For online flight permit application accounts, specify the name, mobile number and email address of the Person in Charge.
- Representative's appointment letter from the Head Quarter (specify the name, mobile number, and email address).
- Must have a representative office in Indonesia, with a document of office ownership.
- Hold a NIB (Business Identification Number), obtained through the OSS System (www.oss.go.id).
- Representative's statement to be responsible for any legal consequences.
- Copy of aircraft, passenger, and cargo handling agreements.
- Organization structure of the representative office in Indonesia,, including the Station Manager

APPLICATION PROCESS FOR NEW ENTRANTS

To/From Indonesia

D. Requirement to have Foreign Air Operator Security Programs (FAOSP) Endorsement and Local Security Manual (LSM) Approval (\pm 30 working days)

Application Form Fillin (<https://bit.ly/FAOSPandLSM>)

- a. Self-Assessment of LSM,
- b. Draft of LSM,
- c. Approval of FAOSP by origin aviation security authority.
- d. Copy of contract with Ground Handling Agent,
- e. Copy of Contract with Warehouse Operator,
- f. Copy of Contract with Catering Services (if applicable),
- g. Copy of contract with Regulated Agent and/or Known Consignor,
- h. List of aviation security personnel.

Foreign Aircraft Operators may not place In-flight Security Officers on flights from/to Indonesia unless a bilateral agreement between the governments has been agreed.

E. Requirement to have Validation of Foreign Air Operator Certificate (FAOC) / (\pm 7 working days)

Filling DGCA Form 129-01 and its supporting documents:

- Air Operator Certificate and associated Operations Specifications issued by the State of the Operator containing approval to conduct international operations using the aircraft types of the operator proposes to use.
- Compliance Statement (Compliance Checklist) with CASR 129.
- In case of wet lease of aircraft: approval of the FCAA of the State of the Operator, with identification of the operator that exercises operational control on the aircraft.
- Insurance certificate.
- Dangerous Goods Manual (if applicable).
- Letter of Authorization to Agent, if for this application an applicant using an Agent.

NOTES FOR STEP 1

FORMAL EXPLANATORY MEETING

- A. DGCA Indonesia will invite the airline for an explanatory meeting with all concerned Directorates in the DGCA to ensure the airline understand the procedure and necessary documents.
- B. The meeting shall be attended by:
 - The candidate for airline Representative in Indonesia.
 - Person in charge of airworthiness and flight operations.
 - Person in charge of air operator security.
- C. Airlines shall present their operational plan (commercial and technical) to operate to/from Indonesia.

NOTES FOR STEP 2

DOCUMENT EVALUATION BY RELATED DIRECTORATE

- A. All documents submitted on the initial step that has been completed will be evaluated by each Directorate in the DGCA:
 - 1. DIRECTORATE OF AIR TRANSPORT
 - 2. DIRECTORATE OF AVIATION SECURITY
 - 3. DIRECTORATE OF AIRWORTHINESS AND AIRCRAFT OPERATION
- B. At this step, airlines should communicate with the PIC of the Directorate through the email address to ensure that the documents are completed and valid.
- C. Foreign Air Operator Security Programs (FAOSP) can only be endorsed, and Slot recommendations can only be confirmed after the Airline's Representative is approved.
- D. Foreign Air Operator Certificate (FAOC) can only be validated after the Foreign Air Operator Security Program (FAOSP) is endorsed.
- E. An online account for the flight route permit will be given after the Foreign Air Operator Certificate (FAOC) is validated.

NOTES FOR STEP 2

MECHANISM OF SLOT APPLICATION (\pm 3 Working Days)

- A. Slot applications for the Summer/Winter seasons shall be submitted through email: int@iasmslot.com.
- B. Slot applications can be submitted at the International Slot Conference but can only be confirmed if DGCA approval for airline's representative has been issued.
- C. Slot is one requirement for the airlines to obtain a Flight Route Permit among other requirements
- D. A Confirmed slot that is not submitted as a Flight Route Permit from the DGCA will be withdrawn 7 days after the season started by IASM.

NOTES FOR STEP 3

MECHANISM OF FLIGHT ROUTE PERMIT APPLICATIONS (± 7 Working Days)

- A. An application for the Summer/Winter Flight Route Permit should be submitted online through <https://aol.dephub.go.id/angudonline/>.
- B. The document requirements to be attached, are:
 - An application letter from the Airline's representative in Indonesia, stipulates the flight route, flight schedule, type of aircraft, and day of service details.
 - Potential Market (6-months period).
 - Airline's designation letter and its acceptance letter from the DGCA Indonesia.
 - A Recommendation of Slot Allocation from the IASM.
 - Validation of FAOC.
- C. Please check Indonesia Transport Ministerial Decree Number PM 35 Year 2021 (<http://bit.ly/PM35TAHUN2021>) and any further inquiries could be emailed to dau@dephub.go.id.

POST-APPROVAL PROCESS

FOREIGN AIRLINES ARE REQUIRED, UPON OBTAINING SUCH APPROVAL, TO PAY NON-TAX STATE REVENUES AND PROVIDE PAYMENT DOCUMENTATION TO THE DGCA INDONESIA.

**CHARGE BY THE TYPE OF NON-TAX STATE REVENUE
(IN ACCORDANCE WITH GOVERNMENT REGULATION NUMBER 15 YEAR 2016)**

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|--|---|--|
| 1. FOREIGN AIR OPERATOR CERTIFICATE (FAOC) | : | Rp. 60.000.000,- |
| 2. AIRCRAFT OPERATOR SECURITY PROGRAM (AOSP) | : | Rp. 7.100.000,- |
| 3. SCHEDULED FLIGHT PERMIT | : | Rp. 2.000.000,-/DOCUMENT
Rp. 1.000.000,-/ADDITIONAL FREQUENCY |

POST-APPROVAL PROCESS

THE OBLIGATION OF THE DESIGNATED AIRLINES

1. COMPLY WITH THE TECHNICAL PROVISIONS AND OPERATION OF AIRCRAFT FOR THE CARRIAGE OF PASSENGERS AND CARGO/POST OR CARGO ONLY
2. SERVE PROSPECTIVE PASSENGERS FAIRLY WITHOUT DISCRIMINATION ON THE BASIS OF ETHNICITY, RELIGION, RACE, INTER-GROUP, AND ECONOMIC AND SOCIAL STRATA;
3. SUBMIT REPORTS ON AIR TRANSPORT ACTIVITIES INCLUDING PRODUCTION DATA (ICAO TRAFFIC COMMERCIAL AIR CARRIERS FORM); ORIGIN AND DESTINATION DATA (ICAO ON FLIGHT ORIGIN AND DESTINATION FORM); MOVEMENT OF AIRCRAFT, PASSENGERS, CARGO, AND POST ON ROUTES SERVED (ICAO TRAFFIC BY FLIGHT STAGE FORM), INCLUDING ACCURACY, DELAYS, AND FLIGHT CANCELLATIONS AS WELL AS FOLLOW-UP SETTLEMENT OF PASSENGERS COMPLAINT; DATA OF THE FLIGHT APPROVAL USAGE; EVERY MONTH, NO LATER THAN THE 10TH (TENTH) OF THE FOLLOWING MONTH, TO THE DIRECTOR GENERAL

POST-APPROVAL PROCESS

THE OBLIGATION OF THE DESIGNATED AIRLINES

4. SUBMIT A COPY OF THE FLIGHT PERMIT AND/OR FLIGHT APPROVAL TO THE UNIT THAT CHECKS THE FLIGHT PLAN FOR EACH FLIGHT IMPLEMENTATION; AND
5. SUBMIT A COPY OF THE ARRIVAL AND DEPARTURE MANIFEST OF PASSENGERS AND/OR CARGO TO THE AIRPORT AUTHORITY.

THANK YOU



DIREKTORAT JENDERAL UDARA DAN ANGKASA PENERBANGAN
DIREKTORAT GENERAL OF CIVIL AVIATION