

Manila International Airport Authority  
**APPLICATION FORM FOR NON-SCHEDULED FLIGHTS**

Instructions:

Please complete the application form with the instruction provided:

1. Applicants are required to fill in all the fields in Section A. Please indicate N.A if not applicable
2. Incomplete application form will not be processed.
3. Fax or email the completed form and supporting documents (if any), to the following MIAA offices:

Office Hours (8:00AM – 5:00PM)  
 Office of the AGMO  
 +63 8325956  
[agmo@miaa.gov.ph](mailto:agmo@miaa.gov.ph)

Beyond Office Hours  
 AGOSD  
 +63 8322922  
[agosd@miaa.gov.ph](mailto:agosd@miaa.gov.ph)

4. For inquiries, please call the Office of:  
 AGMO : +63 8325956 / +63 8771109 local 4217  
 AGOSD : +63 8322922 / +63 8771109 local 2878
5. All applications will receive an approval / non-approval return notification via fax / email.
6. Applications shall not proceed until OAGMO / AGOSD returns a fax / email notification with the approval.

**SECTION A: (To be completed by applicant)**

**1. Flight Details**

	ARRIVAL	DEPARTURE
Date/ Time		
Flight No. (if any)		
A/C Type		
Routing		
No. of crew		
No. of passenger		
A/C Registry		
A/C Owner/Operator		
A/C MTOW		
Nature of Flight		
Remarks		

**For Special Rate and Exempted, please attach supporting documents.**

**2. Mode of Payment (All banks charges to be borne by payee)**

<p>Billing</p> <p><input type="checkbox"/> Air Carrier or Operator</p> <p><input type="checkbox"/> Groundhandler</p>	<p>Outright Payment</p> <p><input type="checkbox"/> Debit / Credit Card      <input type="checkbox"/> Cash</p> <p><input type="checkbox"/> Bank Transfer</p>
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### 3. Applicant Particular

Name of Air Carrier or Operator	
Business Address	
Contact No.	
Fax No:	
Email Address	

### 4. Appointed Groundhandler (if applicable)

Name	
Business Address	
Contact No.	
Fax No:	
Email Address	

### 5. Declaration

I hereby declare that the information provided in this application form is accurate and true. I also agree to abide by any terms and conditions set forth in or appended to this application for Aircraft Landing and Take-off By-Laws and any condition of use imposed by the MIAA from time to time with respect to NAIA Aerodrome. In addition, I agree to settle all charges and indemnify MIAA against all claims, losses (including all indirect and consequential losses), costs (including legal costs on a solicitor-client indemnity basis) and expenses of any nature whatsoever reasonably arising from or out of or in connection with this Agreement.

\_\_\_\_\_  
Signature over Printed Name / Date

### SECTION B (For official use only)

OPR

Terminal \_\_\_\_

Disapproved  Approved

GAOD

AGOSD

Payment

Full

\_\_\_\_\_  
Signature over Printed Name

Special Rate\*

Exempted\*

Designation :

\*As per MIAA AO No.1 series of 2000

Date and Time: