

**MEXICO'S DIRECTION GENERAL OF CIVIL AERONAUTICS.
DIRECTION OF TRANSPORT AND AERONAUTICAL CONTROL.
UNDERDIRECTION OF GENERAL AVIATION AND AIR SERVICES.**

Mexico City, Federal District, this 11th day of August, 2003.

**GUIDELINES FOR ENTRANCE TO MEXICO OF FOREIGN AIRCRAFT
PERFORMING NON-COMMERCIAL PRIVATE AIR TRANSPORT.**

WHEREAS Article 28 to Mexico's Civil Aviation Law states that a non-commercial private air transport is a personal transport for non-profit purposes;

WHEREAS Article 29 to Mexico's Civil Aviation Law states that foreign aircraft performing a non-commercial private service may fly in the Mexican air space and may arrive at and depart from Mexican territory provided that they have the authorization given by the Secretaría de Comunicaciones y Transportes [*Mexico's Ministry of Communications and Transports*]. The first arrival must be made in an international airport.

NOW THEREFORE, IN ORDER TO EXPEDITE THE ENTRANCE TO MEXICO OF FOREIGN PRIVATE AIRCRAFT, THE FOLLOWING INFORMATION INDICATING THE GUIDELINES TO BE OBSERVED WHEN TRAVELLING TO THE REPUBLIC OF MEXICO WAS PREPARED.

G E N E R A L

Pursuant to Article 29 to Mexico's Civil Aviation Law, the entrance of foreign private aircraft to Mexico may be obtained either by:

1. Authorization of sole entrance; or
2. Authorization for multiple entrances.

I. Authorization of Sole Entrance.

This authorization may be obtained from the Comandancia [*Manager's Office*] in the arrival international airport, or from the Dirección de Transporte y Control Aeronáutico [*Direction of Transport and Aeronautical Control*].

A) Authorization granted by the Airport Manager's Office.

It is obtained by filling Form GHC-001 (see Exhibit I) and filing it at the Manager's Office in the entrance international airport, in which the appropriate seal is stamped and also the crediting of seals by Customs and Migration departments.

When leaving the country, the pilots shall deliver the Form GHC-001 to the Manager of the departure international airport.

B) Authorization granted by the Direction of Transport and Aeronautical Control.

The interested party shall submit an application to this Direction of Transport and Aeronautical Control with the information indicated in the Exhibit II hereof.

The procedure for this application implies 5 working days.

II. Authorization for Multiple Entrances.

This authorization is granted by filing an application at the Direction of Transport and Aeronautical Control, and by satisfying the requirements contained in the Exhibit II hereof.

The procedure for this authorization to be granted implies about 10 to 15 working days from the date the application is duly integrated and also depending on the season such authorization is requested.

Legal Requirements for Both Authorizations.

The authorization of sole entrance is in effect for a six-month period and expires immediately if the aircraft leaves Mexican territory while this authorization is still in effect.

The authorization for multiple entrances shall be in effect until the last day of the year in which this authorization was requested.

The legal stay in Mexico both of foreign crew and passengers shall be in accordance with Mexico's Migration Law in effect and other applicable legal guidelines.

When such authorizations of sole entrance and for multiple entrances to Mexico, as granted by the Direction of Transport and Aeronautical Control, are obtained, it is not necessary to submit Form GHC-001 to the Airport Managers since both authorizations imply a payment of duties for the same pursuant to the procedure followed by the Dirección de Seguridad Aérea [*Direction of Air Safety*].

Such payments shall be made in the Airport Managers' Offices when so stated in the authorization official letter, otherwise payment of duties is made in Mexico City.

Requirements Applicable to Both Authorizations:

- To comply with all requirements and formalities of the departments of Customs, Migration and Health in the international airports of arrival to and departure from the Republic of Mexico.
 - To comply with provisions contained in the Law of Civil Aviation and Airports, their regulations, rules, as well as with provisions issued by the authorities of their respective countries as to registration marks and registration letters, weight, safety and aid instruments and accessories, and as to certificates of registration, Airworthiness, insurance policy, flight personnel license, and other appropriate documentation in effect.
 - To contract an insurance policy either issued in the aircraft country of origin or by a Mexican insurance company that includes coverage for the whole Mexican territory and coverage for public liability as to third party damages with an insured sum equivalent to 56,900 days of minimum wage in force in Mexico City, Federal District, Metropolitan Area, which policy must be credited in the first international airport the aircraft arrive.
- It must be mentioned in addition that the minimum wage in force until December 31, 2003 in the Federal District, Metropolitan Area, is of MX\$43.65 pesos, and therefore such coverage for both cases is of MX\$2,483,685 pesos.
- To follow such airways as previously established by Mexico's Ministry of Communications and Transports pursuant to P.I.A. manual [*Aeronautics Information Publication of Mexico*].
 - To observe all regulatory procedures contained in the P.I.A. publication.
 - The aircraft pilots shall duly notify, in advance and using the most adequate and prompt communication means, the aeronautics authority in the international airport nearest to the point they are going to cross the Mexican border, their intention to enter Mexico.
 - In the event that their aircraft fly over border airports, the pilots shall communicate with the Centro de Control de Tránsito Aéreo [*Air Traffic Control Center*].

Once the above entrance guidelines are complied with in the first international airport of arrival, foreign aircraft may freely operate within Mexican territory, observing always such provisions contained in the Law of Civil Aviation and Airports, and their Regulations.

When departing from Mexico, aircraft may leave any or all the people who entered along with these aircraft to Mexico, so that these people may stay and leave Mexico in a date other than the departure date of these aircraft and by any other transportation means, provided that each of such persons has his/her Migration papers still in force.

The authorizations both of sole entrance and for multiple entrances must be requested to and filed at the address below in which place also any doubt about these operations and guidelines shall be attended:

Dirección General de Aeronáutica Civil
Dirección de Transporte y Control Aeronáutico and/or
Subdirección de Aviación General y Servicios Aéreos
Providencia 807-1er piso.
Col. Del Valle
México, D.F., C.P. 03100
Phone No.: 56 87 76 20 and 55 23 29 55
Fax: 55 23 34 19 and 55 23 34 19

This document is applicable only to private aircraft of any type with foreign registration marks and registration letters, which perform non-commercial private flights.

These flights shall not be for commercial purposes and these aircraft shall only transport their crews, the owner or possessor, their relatives and guests in pleasure trips; and in the case of companies, then they shall transport only the owner, executives, employees and company partners.

These aircraft shall not carry cargo, goods or merchandise of any kind except for goods of personal use belonging to such passengers and crews.

Foreign civil aircraft performing non-commercial private service may arrive at or depart from Mexico using any of Mexico's international airports.

This document supersedes the document containing the requirements for admission to Mexico of foreign aircraft performing non-commercial private air transport dated on October 11, 2002.

For any other matter related to this document, the interested parties may address to the aforementioned address.

On the one hand, those operators arranging entrances to Mexico of foreign aircraft performing non-commercial private service with authorization for multiple entrances registered under the name of natural persons or juristic persons, are hereby informed that from October 1, 2003 to November 28, 2003, they may file their applications for the period beginning on January 1, 2004 and ending on December 31, 2004 at the offices of the Direction of Transport and Aeronautical Control or by means of fax transmittal in order to process them before December 18. Applications delivered from December 1, 2003 on shall be considered from January 8, 2004, and the term of days for authorization shall be counted from that date.

It is important that users deliver to this Office their applications containing their data written in legible ink, having no deleting marks or emendations, duly signed, enclosing copies of the certificates of registration and Airworthiness in force in respect of aircraft to be operated. Otherwise, the appropriate documentation shall be required again and from such other date the days to analyze and process their authorizations then shall be counted.

Users filing a minimum of 10 applications a week to obtain authorizations for multiple entrances shall submit information in writing and through a data base registering data related to items included in the Exhibit III hereof. It is the responsibility of the applicant that all information included in such data base is correct, since this information shall be analyzed and printed on the official sheets to be signed, without registering the received data.

The procedure implemented for payment of duties indicates that authorizations must be paid in the Manager's Office of the first international airport of the Republic of Mexico in which aircraft arrive; however, if the applicant with more than 10 applications a week requires to make payments in the Dirección General de Aeronáutica Civil [Direction General of Civil Aeronautics], then it must be so stated in the applications.

If any mistake is found in the information delivered, an amendment to the granted authorization must be requested and then make the corresponding payments.

On the other hand, users filing applications through their legal representatives in Mexico must be assured to have their receipts of payment of duties in order to have them on the aircraft and produce them for the manager's offices in the corresponding airports, so avoiding duplicate payments and other inconveniences.

The above does not imply that all applications are not filed in writing at the offices of the Direction of Transport and Aeronautical Control.

Information for the Data Base may be transmitted to the following e-mail:

jnevarez@sct.gob.mx, rrcarreo@sct.gob.mx, ramante@sct.gob.mx..

Exhibit II

Guidelines for entrance of private aircraft to Mexican Territory.

DIRECTION OF TRANSPORT AND AERONAUTICAL CONTROL

Mexico City, Federal District, this

Fax Number in Mexico City: 55-23-34-19 (Fax is off at night and during week-ends.)

This document covers the requested flight only; if an annual authorization is required, please indicate the year in the space provided below and skip points 1 and 2.

Authorization previously? YES _____ NO _____ If "YES", indicate so.

Annual Authorization? YES _____ NO _____
Application year _____

Data required to enter Mexico:

1.- Arrival and Departure Dates:

2.- Route: _____

3.- Registration:

4.- Aircraft Features:

5.- Trademark: _____

6.- Model:

7.- Color: _____

8.- Owner:

9.- Telephone Number: _____

10.- Fax Number: _____

11.- Insurance Company:

12.- Policy Number: _____

13.- Term: _____

Name:

Signature: _____ Date: _____

Enclose: Certificates of Registration and Airworthiness:

Exhibit III

| MINISTRY OF COMMUNICATIONS AND TRANSPORTS | | |
|--|------------------------|---|
| DIRECTION GENERAL OF CIVIL AERONAUTICS | | |
| COLUMN | FIELD NAME AND NUMBER | FIELD CONTENTS |
| A | 1. COMPANY | WRITE NAME OF AIRCRAFT OWNER (SAME NAME (S) AS INDICATED IN THE CERTIFICATE OF REGISTRATION). |
| B | 2. COMPANY 2 | IF SEVERAL NAMES ARE TO BE WRITTEN IN ITEM "A" ABOVE, WRITE NAME OF AIRCRAFT OWNER (SAME NAME (S) AS INDICATED IN THE CERTIFICATE OF REGISTRATION). |
| C | 3. REPRESENTATIVE | WRITE FULL NAME OF COMPANY MAKING AIRCRAFT ARRANGEMENTS. |
| D | 4. STREET AND NUMBER | WRITE ADDRESS OF LEGAL REPRESENTATIVE MAKING AIRCRAFT ARRANGEMENTS. |
| E | 5. COLONY | WRITE COLONY NAME IN WHICH ADDRESS OF LEGAL REPRESENTATIVE MAKING AIRCRAFT ARRANGEMENTS IS LOCATED. |
| F | 6. C.P. | WRITE MAIL AREA CODE BELONGING TO THE COLONY IN WHICH ADDRESS OF LEGAL REPRESENTATIVE MAKING AIRCRAFT ARRANGEMENTS IS LOCATED. |
| G | 7. CITY | WRITE CITY NAME IN WHICH THE ADDRESS OF LEGAL REPRESENTATIVE MAKING AIRCRAFT ARRANGEMENTS IS LOCATED. |
| H | 8. EQUIPMENT | WRITE TRADEMARK AND MODEL OF AIRCRAFT FOR WHICH AN ANNUAL AUTHORIZATION APPLICATION IS MADE (AS INDICATED IN THE CERTIFICATE OF REGISTRATION). |
| I | 9. REGISTRATION NUMBER | WRITE REGISTRATION NUMBER OF AIRCRAFT FOR WHICH AN ANNUAL AUTHORIZATION APPLICATION IS MADE (AS INDICATED IN THE CERTIFICATE OF REGISTRATION). |
| J | 10. TELEPHONE NUMBER | WRITE TELEPHONE NUMBER OF LEGAL REPRESENTATIVE MAKING AIRCRAFT ARRANGEMENTS. |

| COMPANY | COMPANY 2 | REPRESENTATIVE | STREET AND NUMBER | COLONY | C.P. | CITY | EQUIPMENT | REGISTRATION | PHONE | FAX |
|---------|--------------|----------------|-------------------------|--------|------|------|-----------|--------------|-------|-----|
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