PT Angkasa Pura II (Persero)
Marketing Division
Building 600, Ground Floor Soekarno-Hatta International Airport
P.O Box. 1001/BUSH
Jakarta 19120 Indonesia
Telp : +62215505028
       +62215505121 ext 120, 121, 122
Fax : +62215502141
Web : www.angkasapura2.co.id
PROCEDURES FOR NEW AIRLINES
Soekarno-Hatta International Airport
Milestones

1984
August 13, 1984
Establishment of the Public Company (Perum) Jakarta Cengkareng Airport based on Government Regulation No. 20/1984.

March 16-31, 1985
Transfer of scheduled Flight Operations from the Kemayoran and Halim Perdanakusuma Airports to Jakarta Cengkareng Airport.

1985
July 3, 1985
Renaming of Jakarta Cengkareng Airport into Jakarta Soekarno-Hatta International Airport based on Presidential Decree No. 54/1985.

July 5, 1985
Inauguration of Jakarta Soekarno-Hatta International Airport by President Soeharto

1986
May 19, 1986
Renaming of the Public Company Jakarta Cengkareng into Public Company Angkasa Pura II based on Government Regulation No. 26/1986.

1988
February 29, 1988
Transfer of Air Traffic Control services at public airports to Perum Angkasa Pura I and II based on the Minister of Transportation Decree No. KM19/1988.

1989
March 30, 1989
Separation and transfer of State Assets at SENOPEN Jakarta to become State Equity in Perum Angkasa Pura II based on Government Regulation No. 4/1989.
implement the Eco-Airport concept
the official designation the woodlands vegetation of nature within the

1992
March 17, 1992
May 11, 1992
Inauguration of Terminal II by President Soeharto; having been in operation since February 11, 1992.

1993
January 2, 1993
Establishment of PT (Persero) Angkasa Pura II based on Notarial Deed of Muhani Salim, SH, No.3 of January 2, 1993.

1998
September 4, 1998
Management of Main Branch Office, Soekarno-Hatta Airport, PT AngkasaPura II (Persero) was formed on the basis of Board of Directors Decisions No:KEP 470/OM.00/1998-APII.

2006
August 29, 2006
Official ceremony of TKI Lounge at Soekarno-Hatta Airport by President Susilo Bambang Yudhoyono.

2007
August 30, 2007
Designation of Soekarno-Hatta Airport as the first airport to implement the Eco-Airport concept (environmentally friendly airport).

December 22, 2007
"Soekarno-Hatta Going Green" became the official designation the woodlands development at Soekarno-Hatta Airport as a manifestation of the Company in the re-vegetation of nature within the

Milestones
Milestones

2008

September 23, 2008
Designation of the “Clean Airport Action” Program and inauguration of public facilities at Soekarno-Hatta Airport by the Minister of Transportation, Minister of Culture and Tourism and Governor of Banten, with the aim of providing the best services to airport customers.

2009

April 28, 2009
Inauguration of the Eco & Modern Terminal, Terminal 3 at Soekarno-Hatta.

December 23, 2009
The Company gave its appreciation to business partners on the occasion of the predication of Soekarno-Hatta Airport as “The World 2nd Most on Time Airport” from the Forbestraveller. com.

2010

February 8, 2010
Socialization of development plans of Soekarno-Hatta Airport as Indonesia Gateway and offer for cooperation in Skylink Hotel and check-in lounge at Soekarno-Hatta Airport.

July 12, 2010
Official opening of Terminal 1C at Soekarno-Hatta Airport.
2010

September 23, 2010
Signing of agreement between Angkasa Pura II and PT PLN on the management of electricity system at Soekarno-Hatta Airport.

2011

March 30, 2011
Cooperation agreement between Angkasa Pura II and PT Telekomunikasi Indonesia (Persero) Tbk on the provision of Point of Sales (e-POS) services at Soekarno-Hatta Airport.

2012

June 25, 2012
Signing of Sister Airport MoU with Incheon International Airport Corporation.

October 9, 2012
Signing of MoU on continued partnership in the construction of Soekarno-Hatta International Airport Terminal 3 Apron between Angkasa Pura II and PT Adhikarya (Persero) Tbk.

Milestones
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Flow Chart for Flight Inauguration

This flowchart is guidance for new airlines in terms of inaugurating its operation at Soekarno-Hatta International Airport. The estimated time for each procedure/phase in preparation for flight inauguration is clearly defined.

The procedures for flight inauguration is divided into three steps:

1. **Airlines Preparation**;
   Airlines should provide required documents to support its flight inauguration.

2. **Government Authorization Process**;
   Authorization by Government of Republic of Indonesia will be processed by Directorate General of Civil Aviation (DGCA) at Ministry of Transportation.

3. **Operational Preparation by PT Angkasa Pura II (Persero)**;
   After getting government authorization, Airlines should propose implementing/operational approval for flight inauguration to PT Angkasa Pura II (Persero), usually called PT AP II, as operator of Soekarno-Hatta Airport. To give more convenient to Airlines, all related processes will be manage with “one stop service” through Marketing Division of PT Angkasa Pura II (Persero).
1. Market Analysis
2. RoDig, Tariff, Ownership
3. SIUP (Domestic Airlines)
4. Office Space Contract (Copy)
5. Letter of Agreement with Ground Handling (Copy)
6. Receipt Deposit (Copy)

Registration of new airline: 13 days

Operational Approval Issuance: 3 days

Deposit: 2 days

Flight Permit issuance: 14 days (after document received)

Airline

DGCA

Slot Coordinator

PT AP II (Marketing Division)

DGCA

Airport Service

Air Navigation

Account Officer

PT AP II (Marketing Division)

Aviation Business

Account Officer

Office Space: 10 days
PROCEDURES FOR NEW AIRLINE
Airline

Before submission, airline should prepare all required document as follows:

- **Market Analysis** (5 years’ Business Plan)
- **Rotary Diagram**
- **Tariff**
- **Certificate of Ownership**
- **SIUP** (Domestic Airlines)
- **Office Space Contract** (Copy)
- **Letter of Agreement/Contract with Ground Handling** (Copy)
- **Receipt Deposit** (Copy) from PT Angkasa Pura II, paid after slot confirmation received
Directorate General of Civil Aviation (DGCA)

**Procedures:**
1. DGCA received application/proposal for new flight inauguration from Airlines.
2. After receiving all required document, DGCA will process in accordance with applicable regulation.
3. DGCA publishes:
   - Designation Letter (International Airlines)
   - CASR 129, AOSP
   - AOC 121 (Domestic Airlines)
4. DGCA delivers airline proposal to slot coordinator for slot confirmation.
**Slot Coordinator**

DGCA ⟷ Slot Coordinator ⟷ PT AP II

**Procedures:**
1. DGCA delivers slot confirmation to Slot Coordinator.
2. As part of verification and review, Slot Coordinator request to PT AP II c.q Marketing Division regarding slot availability in accordance with the Notice of Airport Capacity (NAC).
3. After receiving NAC, slot approval will be published by Slot Coordinator in 3 days’ time at the latest.
PT Angkasa Pura II (PT AP II)

Processing the request for Notice of Airport Capacity, PT AP II c.q Marketing Division coordinate with both external & internal:
1. AirNav Indonesia (external);
2. Airport Service Division of PT AP II;
3. Account Officer of Soekarno-Hatta Airport.

Process for Notice of Airport Capacity (NAC) is in 2 (two) days’ time at the latest. NAC consist of runway capacity and apron & terminal capacity.

When slot approval published, PT AP II asks Airlines to pay operational assurance deposit.

Submission of operational assurance deposit is mandatory as one of the requirements in issuance of flight permit by the Directorate General of Civil Aviation. Process for deposit is in 2 (two) days’ time at the latest.
AirNav Indonesia

In term of Flight Inauguration for New Airline, Airnav Indonesia review its runway capacity and publishes runway capacity recommendation to PT AP II c.q Marketing Division in 2 (two) days’ time at the latest. Flow chart is as follows:

**Procedures:**

a. AirNav Indonesia received request letter from PT AP II about runway capacity;

b. AirNav Indonesia verify and review all related documents;

c. AirNav Indonesia publishes runway capacity recommendation to PT AP II c.q Marketing Division.
2. **Airport Service Division**

Following up the request of flight inauguration for new airline, Airport Service Division is the unit in PT AP II who has authority to publish terminal & apron capacity recommendation. All process usually finished in 2 days’ time at the latest. Flow chart is as follows:

![Flow chart](image)

**Procedure:**

a. Airport Service Division of PT AP II prepares data which is consist of:
   - Parking stand availability;
   - Check-in counter availability.

b. Airport Service Division of Soekarno-Hatta Airport publishes terminal & apron capacity recommendation to Marketing Division.
3. **Account Officer**

Following up the confirmation request about office space from Marketing Division, Account Officer at Soekarno-Hatta Airport publishes office space recommendation in 2 days’ time at the latest. Flow chart is as follows:

**Procedure:**

a. Account Officer prepares office space confirmation including the facilities as needed;

b. Account Officer publishes office space recommendation including the facilities as needed.
**Description:**

1. DGCA will process airline’s proposal in accordance with the applicable regulations;
2. DGCA issues Flight Permit in 14 days’ time at the latest, after required documents received.
PT Angkasa Pura II (Persero)

Registration of new airlines in Soekarno-Hatta International Airport will be processed at PT Angkasa Pura II (Persero) c.q. Marketing Division by “one stop service” system in 13 days’ time at the latest. Flow chart is as follows:

**Description:**
1. After receiving flight permit, Airline proposes an operational approval to PT AP II c.q Marketing Division.
2. Using one stop service system Marketing Division will coordinate all related process (airline registration, office space availability (if needed), negotiation, contract, etc) with Aviation Business Unit, Account Officer and other related units.
3. As the final process Marketing Division deliver operational approval/contract to Airline.
4. Operational approval signed by Director.
Aviation Business Division

Aviation Business Division delivers operational approval to Marketing Division. The process will be done in 3 days’ time at the latest. Flow chart is as follows:

Description:

1. Preparing operational approval;
2. Submitting operational approval to Director of Airport Commercial;
3. Operational approval signed by Director of Airport Commercial.
Applications for Permanent Personnel Pass

Permanent personnel pass registered through Directorate General of Civil Aviation c.q. Airport Authority Region I. Documents to be submitted are as follows:

1. Application letter by related company;
2. Filling out registration form;
3. Copy of ID Card/Driving License/Passport;
4. Copy of company’s ID card;
5. 3 pages of the latest personnel’s photograph with red colored background in 3x4 size;
6. Copy of applicable personnel’s licenses e.g. Ramp services, marshaller, etc;
7.Waiver endorsed by the management of related company;
8. Personnel’s biography;
9. Police record certificate;
10. Copy of applicable business contract with PT Angkasa Pura II (Persero) Soekarno-Hatta International Airport / stakeholders in Soekarno-Hatta International Airport;
11. Internships shall attached proposal letter form educational institutions/designated company for internships;
12. Delegates/allied embassies shall attach applicable diplomatic ID issued by Indonesia Foreign Ministry;
13. Application by foreigners shall attach copy of applicable residence permit and work permit from the related authorities;
14. Concessionaires shall attach organization/management’s structure including the sum of personnel needs at Soekarno Hatta International Airport;
15. Indonesia Legal Entity or Individual whom perform services related to airport shall submit/report the copy of license for services related to airport from Director of Airports on behalf of Director General of Civil Aviation;
16. Petition which has a purpose as a driver in airport’s airside must have a driving license prior to personnel’s pass issuance;
17. Approved applicants are subject to conduct Security Awareness Program and fill out an interview form.
Applications for Vehicle Pass

Vehicle pass registered through Directorate General of Civil Aviation c.q. Airport Authority Region I. Documents to be submitted are as follows:

1. Proposal letter specifically subject to the “Kepala Kantor Otoritas Bandara Wilayah I” and signed by the official of the applicant’s company;
2. Copy of vehicle’s registration/ownership certificate;
3. Filling out registration form;
4. Copy of official’s personnel pass of the applicant’s company;
5. Submits the operations and maintenances’ standard operating procedure;
<table>
<thead>
<tr>
<th>KIND</th>
<th>SYSTEM (CRITERION)</th>
<th>CHARGES</th>
</tr>
</thead>
</table>
| Landing Charges  | Maximum Take Off Weight (MTOW)                                                    | • **International**<br>  

  - **< 40 tons :** US $ 4,42 per ton  
  - **40 – 100 tons :** US $ 176,80 (40 tons) + US $ 5,07 per ton  
  - **> 100 tons :** US $ 481,00 (40 tons) + US $ 5,56 per ton  

  • **Domestic**<br>  

  - **< 40 tons :** Rp 6,450,- per ton  
  - **40 – 100 tons :** Rp 258,000,- (40 tons) + Rp 8,578 per ton  
  - **> 100 tons :** RP 774,000,- (40 tons) + Rp 9,997,- per ton  

| Parking Charges  | Will be charged after 2 hours usage                                               | • **International :**  

  US $ 0,45 per ton  

  • **Domestic :**  

  Rp 1,500 per ton  

| Aviobridge Charges | Imposed each when used at arrival and departure                                    | • **International**<br>  

  - **≤ 100 tons :** US $ 37,00 per usage  
  - **100 – 200 tons :** US $ 93,00 per usage  
  - **200 – 300 tons :** US $ 155,00 per usage  
  - **≥ 300 tons :** US $ 175,00 per usage  

  • **Domestic**<br>  

  - **≤ 100 tons :** Rp 75,000,- per usage  
  - **100 – 200 tons :** Rp 188,250,- per usage  


<table>
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<tr>
<th>Common Use Check-in Counter Charges</th>
<th>Fees estimated by pax</th>
<th>• International : US $ 0,70 per pax</th>
<th>• Domestic : Rp 1.300,- per pax</th>
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<tbody>
<tr>
<td>Passenger Service Charges</td>
<td>Payable by the departing passengers from Soekarno - Hatta International Airport</td>
<td>• International Flights : Rp 150.000,- per departing pax</td>
<td>• Domestic Flights : Rp 40.000,- per departing pax</td>
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</table>

200 - 300 tons :
Rp 315.500,- per usage

≥ 300 tons :
Rp 353.000,- per usage
## Contact Information

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<tr>
<th>Government</th>
<th>Office</th>
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<tr>
<td>DGCA</td>
<td>Ministry of Transportation</td>
<td>+6221 350 7633</td>
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<tr>
<td>Airport Authority</td>
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<td>+6221 5591 2648</td>
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<td>+6221 5591 2650</td>
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<tr>
<td>Slot Application</td>
<td>Intl Slot Coordinator</td>
<td>+6221 2560 1122</td>
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<tr>
<td></td>
<td>Dom Slot Coordinator</td>
<td>+6221 5591 6380</td>
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<tr>
<td>Air Navigation Service Provider</td>
<td>AirNav Indonesia</td>
<td>+6221 550 6182</td>
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<th>Soekarno-Hatta Intl Airport</th>
<th>Office</th>
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<tr>
<td>Head of Marketing</td>
<td>Angkasa Pura II</td>
<td>+6221 550 5028</td>
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<td>Airport Service</td>
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<td>Account Officer</td>
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<td>Aviation Business</td>
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<td>Airport Safety and Security</td>
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<td>Ground Handling Agencies</td>
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<tr>
<td>Gapura Angkasa</td>
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<td>Port Health</td>
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<td>+6221 550 2277</td>
</tr>
<tr>
<td>Fuel Supplier</td>
<td>Pertamina</td>
<td>+6221 550 2549</td>
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<tr>
<td>Inflight Catering</td>
<td>Purantara</td>
<td>+6221 550 0827</td>
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<td>ACS</td>
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<td>Airport Police</td>
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<td>+6221 550 7393</td>
</tr>
<tr>
<td>Telecommunication</td>
<td>Telkom Indonesia</td>
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</tbody>
</table>
“Welcome to Soekarno-Hatta International Airport, gateway of Indonesia...”