

Important Notices for all travelers, aircraft operators and agents

From the Government of HKSAR to aircraft operator / agent

With effect from 0.00am of 25 March 2020, all non- Hong Kong Residents who arrived from overseas country or territory in the past 14 days, will be refused entry into Hong Kong. Besides all persons arriving from Macao and Taiwan will be subject to compulsory quarantine for 14 days.

With Effect From 0000L on 25 Mar 2020	HK Resident (With HK Permanent ID Card/ HKSAR Passport / HK ID Card plus VISA indicating that person has a “valid stay” in HK)	Non HK Resident	Crew (Must on Crew List, In Uniform & Present Crew Pass)
From overseas	Home/ Hotel Quarantine 14 Days Quarantine Camp 14 Days if visited the below areas in the past 14 Days: <ul style="list-style-type: none"> - Korea (Daegu and Gyeongsangbuk -do) - Iran - Italy (Emilia-Romagna, Lombardy and Veneto) 	Denied Entry	Medical Surveillance (Require Self Isolation at Home/ Hotel, Check body temperature & Wear Mask)
From Mainland China/ Macau/ Taiwan Have visited overseas in the last 14 days	Home/ Hotel Quarantine 14 Days Quarantine Camp 14 Days if visited the below areas in the past 14 Days: <ul style="list-style-type: none"> - Korea (Daegu and Gyeongsangbuk - do) - Iran - Italy (Emilia-Romagna, Lombardy and Veneto) 	Denied Entry	Medical Surveillance (Require Self Isolation at Home/ Hotel, Check body temperature & Wear Mask)
From Mainland China/ Macau/ Taiwan Have NOT visited overseas in the last 14 days	Home/ Hotel Quarantine 14 Days	Home/Hotel Quarantine 14 Days	Medical Surveillance (Require Self Isolation at Home/ Hotel, Check body temperature & Wear Mask)

With Effect From 0000L on 25 Mar 2020	HK Resident (With HK Permanent ID Card/ HKSAR Passport / HK ID Card plus VISA indicating that person has a “valid stay” in HK)	Non HK Resident	Crew (Must on Crew List, In Uniform & Present Crew Pass)
Mainland Hubei Residents or Visited Hubei Province in the last 14 days	Quarantine Camp 14 Days if visited the below areas in the past 14 Days: Wuhan	Denied Entry	

New Implementation:

- 1) Air- air transfer inside the Hong Kong International Airport will be all suspended. PRC Holders will not be permitted to transit through Hong Kong whether by air, land or sea.
- 2) Any passenger from all destination, except China, Taiwan and Macau, will subject to the following process at the Passenger Terminal Building (Terminal 1 at the Hong Kong International Airport for commercial flight):
 - i) Saliva sample collection
 - ii) Health Checking by Port Health officer
 - iii) Immigration clearance
 - The entire process will be required to take around 2.5-3 hours; there is no fast queue for any individual.
 - Only hand carry baggage would be allowed to be carried along with the passenger to the Passenger Terminal Building. All checked baggage would be cleared by Customs at HKBAC, and to be collected by the passenger or his/her authorised person at HKBAC.
 - For passengers with symptoms, they will be sent to the Asia World Expo (AWE, an Exhibition Centre next to the airport) for the virus test, the passenger will need to wait at the AWE until the testing result is available which may take a couple of hours (about 8 to 9 hours)

* If a visitor's permitted limit of stay in Hong Kong is shorter than the length of the compulsory quarantine (i.e. 14 days), he/she will be refused entry into Hong Kong.

Important Message from the Immigration Department of HKSAR:

Incoming carriers which failed to observe the promulgated entry restrictions (i.e. bringing in passengers who are not permitted to land in Hong Kong) may be liable to prosecution. In addition, among others, the expenses of or incidental to the removal from Hong Kong of a person in accordance with directions under Section 24(1) of Immigration Ordinance (Chapter 115 of Laws of

Hong Kong) shall be met by the owners of the aircraft.

The aircraft handling agent / aircraft operator MUST take full responsibility to arrange onward GA/BA flights for any crew member(s) or passenger(s) who is / are being refused entry into Hong Kong. Please be reminded to make necessary arrangement to accommodate the concerned travellers by your aircraft as temporary staging before the onward departure as no facility is available at the apron for travellers to use under this situation. Taking commercial flights to leave Hong Kong is NOT permitted as the person in questions cannot be transferred to the Passenger Terminal for commercial flights.

The Chief Secretary for Administration has exempted air crew, who must be on crew list of General Declaration Form, in uniform and put on crew ID while disembarking from planes at Hong Kong International Airport and entering Hong Kong. Operating crew members are required to fill out Health Declaration Form upon arrival. They will be interviewed with Port Health Officer at the designated area at Passenger Terminal Building at HKIA after disembarkation.

The Department of Health (DH) will arrange medical surveillance for persons under the exempted categories of persons during their stay in Hong Kong. Persons under medical surveillance are required to wear masks and check temperature daily for reporting to operators. They are able to operate next flight without prior notice to Port Health.

Precautionary Measures by HKBAC in Response to COVID-19

The HKBAC Terminal lounges shall be occupied by aircrew and passengers only. Any other activities within lounge are not advised unless permitted by HKBAC employees. This includes activities such as meeting and greeting of flights, meetings at the terminal lounge and waiting inside the lounge for transportation or other personnel.

A notice/barrier will be placed at the lounge entrance to avoid unnecessary entry. Customers are encouraged to reduce number of meet and greeters or PA for each flight and ensure drivers wait at the car park areas only.

All personnel are required to wear surgical mask prior their entry and during their visit at the HKBAC Terminal lounges; HKBAC staff reserves the right to deny entry/ usage of our facility in terms of any violation.

DH strengthens health declaration measure at Hong Kong International Airport

The Department of Health (DH) announced that starting from 0.00am on 08 March 2020, the health declaration arrangements at the Hong Kong International Airport will be expanded from inbound flights from the Mainland to all flights arriving Hong Kong.

The DH has rolled out [an electronic health declaration form](#) for the convenience of travellers. All inbound travellers arriving at the Hong Kong International Airport will be required to complete and submit the electronic health declaration form on their smartphone or mobile device. Crew and passengers are required to line up and present the completed electronic declaration forms to on-site health officers in person. Guidelines of submitting electronic health declaration form is available at

Updated 25 March, 2020

<https://www.hkbac.com/common/pdf/ImportantNotice/How-to-use-ehealth-declaration.pdf>

For further details, please refer to [“the Government of the Hong Kong Special Administrative Region - Press release \(March 06, 2020\)”](#).

From Customs and Excise to all travelers, aircraft operators and agents.

Dutiable Commodities

HKSAR is a free port and does not levy any Customs tariff on imports and exports.

Excise duties are levied only on four types of dutiable commodities, namely: [Liquor](#), [Tobacco](#), [Hydrocarbon Oil](#), [Methyl Alcohol](#).

Quantities of Alcoholic Liquor and Tobacco for Incoming Passengers (effective from 1 August 2010)

Alcoholic Liquor:

A passenger aged 18 or above is allowed to bring into Hong Kong, for his own use, 1 litre of alcoholic liquor with an alcoholic strength above 30% by volume measured at a temperature of 20°C exempted from duty.

If the passenger holds a Hong Kong identity Card, he must have spent 24 hours or longer outside Hong Kong.

Tobacco:

A passenger aged 18 or above is allowed to bring into Hong Kong, for his own use, the following quantity of tobacco products exempted from duty: 19 cigarettes; or 1 cigar or 25 grams of cigars; or 25 grams of other manufactured tobacco.

Not for trade, Business or Commercial purpose

There are no duty-free concessions for dutiable goods for trade, business or commercial purpose.

When carrying such goods, passengers are required to: declare to the Customs officers the purpose of carrying such goods; and [lodge import declarations](#) to the Commissioner of Customs and Excise in this connection.

Passengers are liable to prosecution or payment of penalty if they fail to comply with the respective provisions of the [Dutiable Commodities Ordinance, Chapter 109, Laws of Hong Kong](#).

Prohibited / Controlled Items

Importation/exportation of any prohibited / controlled items into or out of the Hong Kong Special Administrative Region (HKSAR) is governed by laws.

The [commonly found prohibited / controlled items](#) are dangerous drugs, psychotropic substances, controlled chemicals, antibiotics, arms, ammunition, weapons, fireworks, strategic commodities, rough diamonds, animals, plants, endangered species, telecommunication equipment ,game, meat ,poultry, eggs and [powdered formula](#).

Passengers are liable to prosecution if these items are brought into/out of HKSAR without a valid license, permit, health certificate or written permission. These items will also be seized and confiscated.

The [penalty](#) for passengers carrying prohibited/ controlled item depends on the respective legislation governing its importation and exportation.

Declaration / Disclosure of Large Quantities of Currency and Bearer Negotiable Instruments

[The Cross-boundary Movement of Physical Currency and Bearer Negotiable Instruments Ordinance, Chapter 629, Laws of Hong Kong](#) (“the Ordinance”) will come into effect on 16 July 2018. The Ordinance establishes a declaration and disclosure system on the cross-boundary transportation of large quantities of currency and bearer negotiable instruments into and out of Hong Kong for the purposes of anti-money laundering and counter-financing of terrorism. The system does not restrict the free flow of legitimate capital. The Customs and Excise Department is the major law enforcement agency of the Ordinance. Please refer to the following links for more information:

[-Passenger Clearance](#)

[-Cargo Clearance](#)

[-Publicity video on Cross-boundary Movement of Physical Currency and Bearer Negotiable Instruments Ordinance](#)

From Hong Kong Immigration Department to all travelers

All passengers, including crew members, must have a valid travel document and a visa / entry permit to visit the Hong Kong Special Administrative Region (HKSAR). No entry visa can be granted upon arrival. For further details, please visit Hong Kong Immigration Department’s [website](#).

From Hong Kong Civil Aviation Department (HKCAD) to aircraft operator / agent

Boeing 737 MAX

Following accident of Boeing 737 MAX aircraft on 10 March 2019, Director- General of Civil Aviation prohibits any Boeing 737 MAX aircraft, whether or not registered in Hong Kong, from operating in any airspace over Hong Kong with effect from 1000UTC on 13 March 2019 until further notice. Please refer to [AIC 08/19](#) for more details.

Runway Occupancy Time of Arrivals (ROTA)

Pilots of arrival aircraft should vacate the runway as quickly as practicable to enable ATC to apply minimum spacing on final approach thereby maximizing runway utilization and minimizing the occurrence of missed approaches. The ROTA performance of all aircraft including GA/BA aircraft will continue to be monitored. A 50-second ROTA is the benchmark figure that is required to maximize runway utilization and reduce arrival delays to all aircraft.

The following actions are suggested:

- Without compromising the safe operation of aircraft, pilots of GA/BA aircraft should consider minimizing braking to reduce the deceleration rate on the landing roll so as to be able to vacate runway expeditiously via the first available RET (Brake-to-vacate Procedure). The design of RET allows for exit speed of approximately 50 knots for all weather operations. (Note: 50 knots is for dry runway surface; slight adjustment if the runway surface is wet.)
- Pilots should ensure familiarity with HKIA aerodrome layout including the ground lighting system, particularly in respect

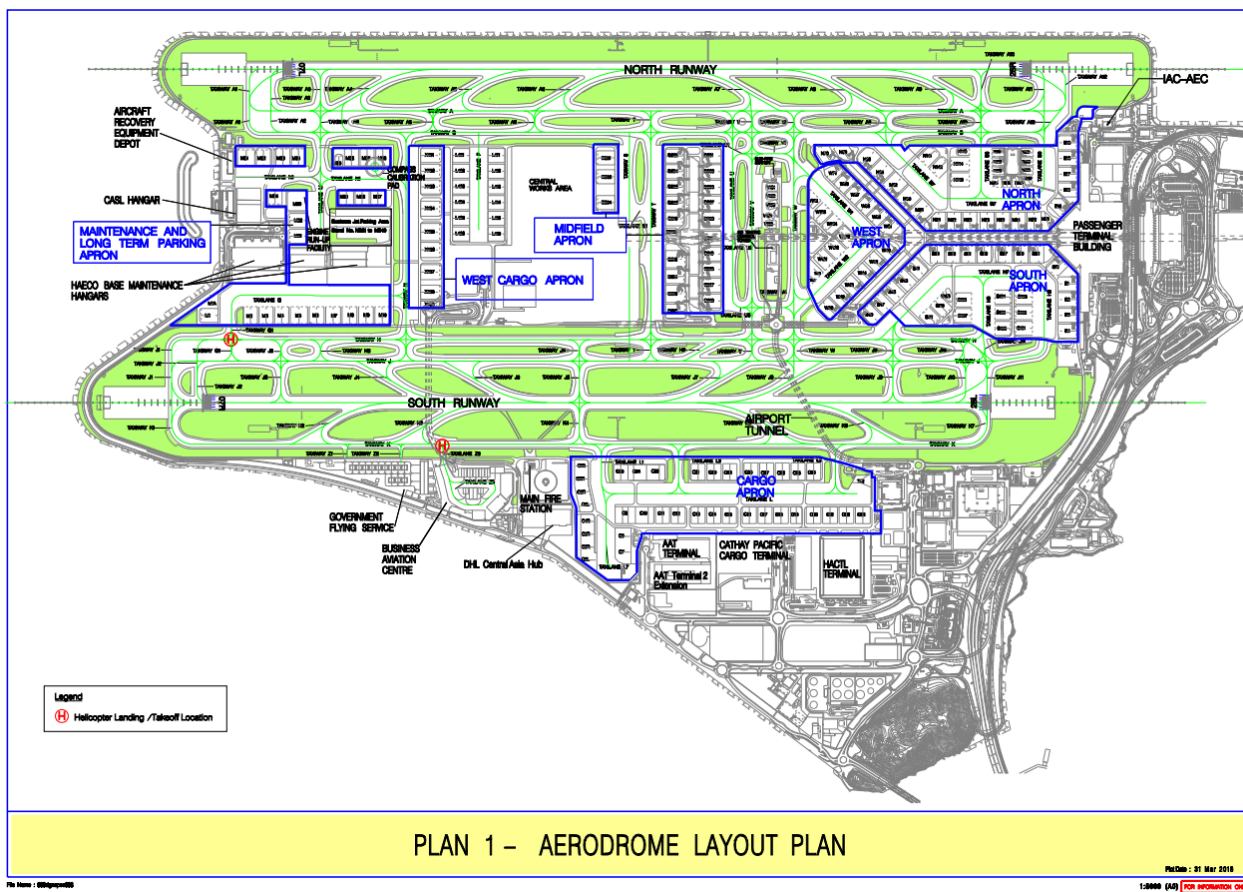
Updated 25 March, 2020

of the location of the first RET as listed below:

- Runway 07L - RET A7 (no RETIL – Rapid Exit Taxiway Indicator Lights)
- Runway 25R - RET A6 (with RETIL)
- Runway 07R - RET K5 (with RETIL)
- Runway 25L - RET K3 (with RETIL)

For more details, please visit [Long Runway Occupancy Time for Arrivals \(ROTA\) by General Aviation/Business Aviation \(GA/BA\) Aircraft at the Hong Kong International Airport \(HKIA\)](#) or refer to [AIC 26-18](#).

[Aerodrome Layout Plan](#) for reference:



Aircraft Transponder Use on the Ground

Aircraft transponder should be selected to “OFF” or “Standby” on ground to minimize the possibility of causing nuisance message to local Air Traffic Control Units and advisory warnings to TCAS equipped aircraft. For ground testing transponders and/or TCAS, local Air Traffic Control Units should be contacted and advised on the intention to conduct transponder testing, start time and test duration, the altitude(s) at which will be testing, intended Aircraft Identification (Flight ID) and intended Mode A. For more details: [Hong Kong Airworthiness Notice AN12 Appendix 69](#).

Runway Slots and Landing Permission

The Airport Transport (Licensing of Air Service) Regulations require that any person wishing to use aircraft in Hong Kong for provision of non-scheduled air service must obtain a permit from the Director-General of CAD. The aircraft operator / agent is obligated to ensure that slot(s) is / are obtained from the Hong Kong Slot Coordination Office. For details, please refer to the [AIP GEN 1.2](#).

Hong Kong Schedule Coordination Office (HKSCO) of HKCAD announced new arrangements regarding runway slot and parking application for GA/BA flights, as well as a penalty scheme for non-compliance. Please refer to the [Schedule Coordination Guidelines for HKIA](#) and [Guidelines on Runway Slot / Parking Stand Application for General Aviation/Business Aviation \(GA/BA\) at the Hong Kong International Airport \(Jan 2019\)](#) for details.

To obtain the latest Schedule Coordination Guidelines for HKIA and AICs, please visit the [Useful Information](#) section of the HKSCO website.

Notice on night slot availability (0000UTC on 8 August 2018 until 2359UTC on 31 March 2021)

The number of runway slots (arrival & departure) available for GA/BA operations between 1600-2059UTC will increase from 4 slots daily to 6 slots daily. These 6 slots will be made available to all aircraft types that are not currently exempted from the Noise Quota Count Pilot Scheme.

The above are provided on a trial and temporary basis and are subject to continuous review jointly by AAHK and HKSCO. The procedures will be effective from 0000UTC on 8 August 2018 until 2359UTC on 31 Mar 2021. Please refer to "Notice from Hong Kong Schedule Coordination Office regarding GABA Night and Ad-hoc Slots" for more details.

Airport Charges

With effect from 01 September 2016, the Scheme of Airport Charges for the Hong Kong International Airport specified in Government Notice G.N. 6818 has been replaced by [G.N. 3341](#). As stipulated in G.N. 3341, MTOW (the greatest of the maximum take-off weight as expressed in tones) used for calculation of an aircraft's landing charge, should be the one set out in the flight manual (current at the material time) for the aircraft concerned or, if this information has not been provided to the Authority, the highest known maximum take-off weight for the aircraft type would be used.

ICAO Flight Plan Format

Please be reminded that HKCAD is in compliance with the new ICAO FPL format with the applicability date starting from 15 November, 2012. Please refer to [AIC 09/12](#) and [AIC 26/14](#) for information on requirements of flight plan filling from HKCAD Air Traffic Division.

From Airport Authority Hong Kong (AAHK) to airport operator / agent

GA/BA Parking Application

Due to strong demand for GA/BA parking stands, all operators are required to apply for a parking stand from AAHK prior to commencing operations to/from HKIA. Please refer the application guidelines on the AAHK website at: <http://extranet.hongkongairport.com/baps>.

Urgent Relocation of Aircraft

During airport emergency or any unforeseen circumstances, the Apron Control Centre may require urgent relocation of an aircraft from a parking stand to safeguard its safety or to minimize interruption to airport operations. It is thus an essential operational requirement that operators, agents or their ramp handling agents make provision for their aircraft to be moved with short notice, at most within 30 minutes from the time when an instructions given by Apron Control Centre. Such provisions should include arrangement for access to the flight deck to release parking brakes, and availability of suitable tow bars, aircraft tractor and towing crew.

Utilities Charge

With effect from 01 September 2019, AAHK will levy an utilities charges at a flat rate of HKD240 for parking (inclusive of one aircraft arrival and departure operation) of each GA/BA aircraft at frontal, remote (with utilities provision) and cargo parking stands at HKIA. The ground handling fee of each trip will be inclusive of this utility charge.

From The Port Health Office (PHO) of the Department of Health, the Government of HKSAR to aircraft operator / agent

In view of the spreading Zika Virus Infection in some parts of the world and the significant health impact to the community, in Hong Kong, upon the risk assessment by the Government, the Department of Health (DH) adopts a prudent approach on aircraft disinsection in reducing the risk of importation of Zika virus through infected mosquito, *Aedes aegypti*. After balancing the public health benefit against the potential impact on travellers, aircraft operators and airport, with effective from 26th April 2017, the declaration of aircraft disinsection will be implemented and aircraft disinsection be conducted for all incoming aircraft from Zika affected areas (i.e. last port being a WHO Category 1 or Category 2 area). The latest Zika classification table is available at the [WHO website](#).

For incoming aircraft from Zika affected areas (i.e. last port being a WHO Category 1 or Category 2 area), PHO may contact its aircraft operators/agents directly via email before the arrival of flight; all aircraft operators/agents are required to provide PHO with information on flight details and disinsection practice upon request. Please also notify HKBAC if your managed aircraft is not able to be in compliance with the requirement.

For details of the requirement and disinsection procedure, please refer to the [Administrative Guideline on Aircraft Disinsection](#)

Updated 25 March, 2020

and [Technical Guidelines on Aircraft Disinsection for Flights into Hong Kong](#).

From Hong Kong Business Aviation Centre Limited (HKBAC) to aircraft operator / agent

Aircraft Parking and Towing

Kindly be informed that aircraft parking is subject to the parking condition at the Hong Kong Business Aviation Centre. Aircraft may be required to be handled and / or parked at remote parking bays assigned by the AAHK subject to apron conditions and operations consideration. HKBAC will inform operators if their aircraft is to be handled or parked remotely, and the position of bay will be notified on the day of aircraft arrival. The Operator / Agent are obligated to make necessary arrangement for aircraft repositioning between HKBAC apron and remote bays.

Please be advised that your aircraft is required to be repositioned at any time during your stay at HKBAC, therefore needs to be configured to tow accordingly.

Aircraft operators are also strongly recommended to bring along the tow head or tow bar for their aircraft, if in any case, the aircraft is required to reposition to other parking bays as requested by the Airport Authority at Hong Kong International Airport.

Invoicing

For any undercharged amounts from third parties services, service cancellation charges or charges incurred due to unexpected operational conditions (including but not limited to: extended parking due to weather / ATC holds), shall be included in the subsequent demand for payment.

Shall there be any ad hoc changes or cancellation of services and handling, please note that short notice surcharge or cancellation surcharge shall be applied.

50% of Handling Charge would be applied for any flight to be cancelled with short notice within 24 hours prior to the scheduled departure or arrival time.

Carriage of Animals

If the carriage of animals is intended on a flight, a minimum of 2 working days' notice prior to the operation day is required for sufficient time for liaison with concerned government authorities.

The operator / agent should declare the type and number of animals to be carried, along with all special permits issued by the Agriculture, Fisheries and Conservation Department (AFCD) at the time of submission of the ground handling request.

Special flight coordination could not be arranged if HKBAC does not receive the declaration on the type and number of animals onboard together with the handling request.

Personal Information Collection Statement and Privacy Policy Statement

Please refer to [Personal Information Collection Statement](#) for the purpose of personal information collection, disclosure and transfer of personal data and data retention.

You can find out more about HKBAC's policies on privacy and personal data protection by accessing our Privacy Policy Statement available on the HKBAC website at <https://www.hkbac.com/privacy-policy/>