

Aviation District

A development by  DUBAI SOUTH

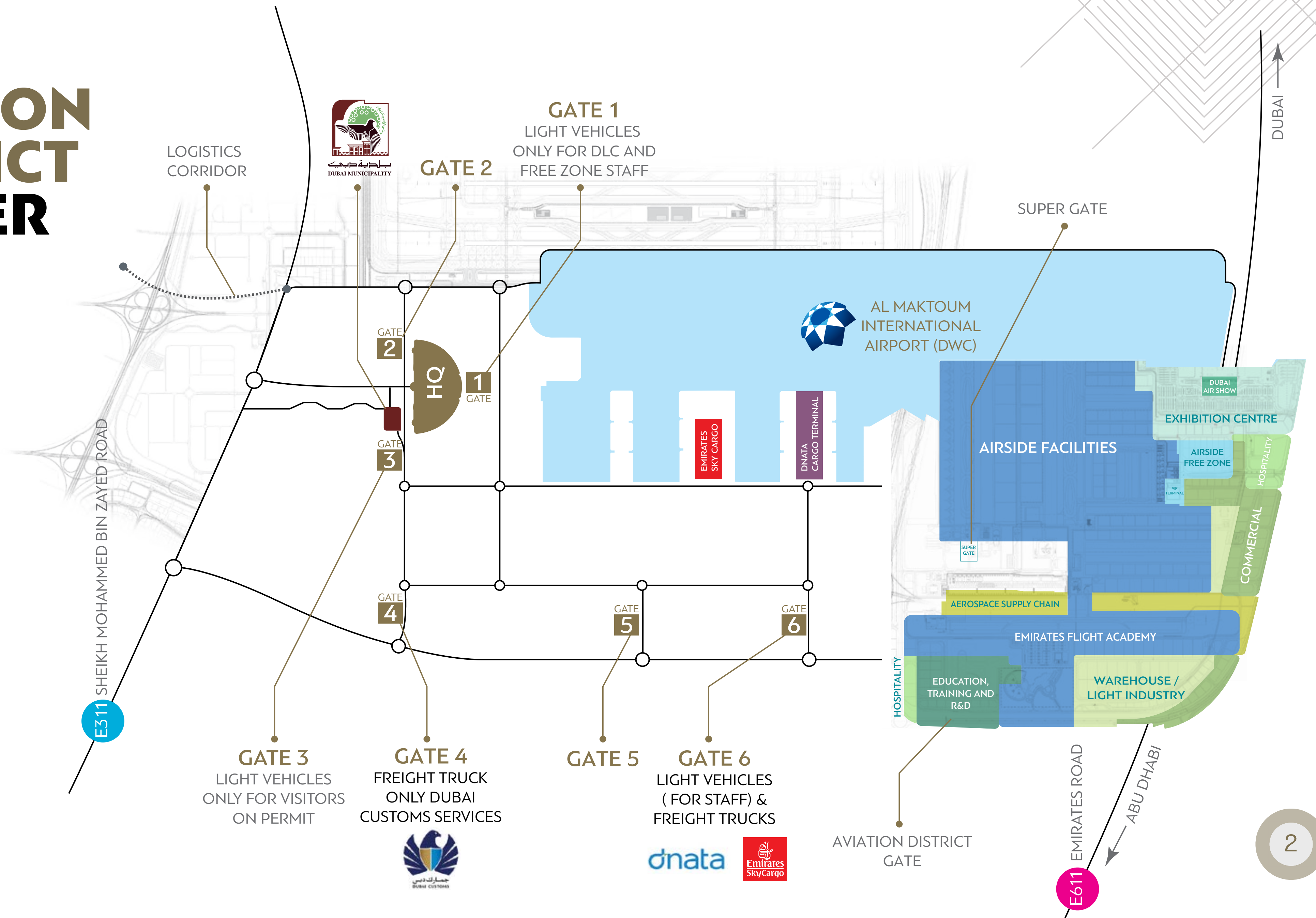


AVIATION OPERATIONS

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AVIATION DISTRICT MASTER PLAN



INTRODUCTION

Dubai South is an emerging 145 sq. km. city situated within the emirate of Dubai. Launched in 2006, it is a Government of Dubai initiative aligned with the Dubai Strategic Plan 2021, which envisions the Emirate as the preferred place to live, work and invest.


A fundamental part of the city is the Aviation District, a complete ecosystem designed to meet the needs of the industry, from design and development to the operation and use of aircraft. Providing seamless connectivity between landside and airside, the 6.7 sq. km. district caters to the practical requirements of MROs, FBOs, light industries, R&D and educational facilities.

A key feature of the Aviation District is the VIP Terminal launched in 2016. The district will also house the Middle East's first VIP Completion Centre, a paint facility secured through an agreement with STTS Group and the Emirates Flight Academy.

The Aviation District is now home to the Dubai Airshow.



WORKING HOURS

WORKING HOURS 	DUBAI SOUTH	DUBAI CUSTOMS
Normal	7AM to 3PM	24x7 Hrs
Holy month of Ramadan	*9AM to 2PM	24x7 Hrs

*Subject to change. Please check with Dubai South Authorities

REGISTRATION

DUBAI TRADE AND CUSTOMS

To be eligible for all Dubai Customs services, users are required to maintain an import code from Dubai Customs. All companies that wish to declare Customs declarations for import, export or transshipment of goods or handling of the same in Dubai are required to be registered with Dubai Customs.

Dubai Customs now provides complete registration services online through Dubai Trade. Please access www.dubaitrade.ae for further assistance.

LOGISTICS OPERATIONS PORTAL ONLINE ACCOUNTS PORTAL

E-account portal is created by Dubai South Logistics Department in order to allow their clients to use the services.

- I. E-gate pass portal: Allows creating 'Cargo Gate Pass', a document issued for cargo and containers to Enter/Exit Free Zone gates
- II. Aviation District access pass: Allows users to create the correct authorization documents to use the gates at the Aviation District area

E-GATE PASS PORTAL SERVICES

Local gate pass - Free Zone entry permit for local cargo distribution

BOE gate pass - Free Zone entry permit for re-export cargo

Empty trucks pass - Transportation company pass

Dubai South clients may apply for a transportation company pass for haulers entering the Free Zone area.

Type of passes:

- I. Online Pass: Can be generated through the E-gate pass portal online, free of charge
- II. Manual Pass: Can be generated at gate 4 and will be charged only once (AED 10 upon entry)
- III. Semi-annual Pass: Can be generated through the Logistics District access pass system* for a duration of maximum six months for companies with annual contracts

*Note: Please refer to the general tariff page for payment details

AVIATION DISTRICT ACCESS PASS ACCOUNT SERVICES

- I. Free Zone day pass: Used for visitor meetings, for a maximum duration of 3 days
- II. Short term access: Used to access the Free Zone for various reasons (construction, events, long term visit, etc.) for a maximum duration of 2 weeks
- III. Aviation District access pass: Authorization for (Caterers, Trainees, Students) to access the Aviation District, for a duration of minimum 1 month and maximum 6 months
- IV. Construction gate pass: Used for contractors and construction purposes within the Free Zone, for a duration of minimum 1 month and maximum 6 months

*Passes are requested from Dubai South's clients or through the main contractors only, non-registered company's requests will not be accepted

REGULATIONS

The Aviation District patrolling team notifies companies against any type of violation or illegal behavior, ensuring an action is taken by the company within the grace period. If the company does not cooperate with the instructions, they will receive an official ‘warning letter’.

Failure to comply with the notice or warning letter may result in a penalty or fine.

- Dumping material at Free Zone / Plots
- Illegal sublease
- Illegal trailer parking at plots / side roads
- Storing goods outside allotted warehouse space
- Damage to Free Zone property
- Storing goods at Inspection Yard
- Tampering ID/Pass or using another person’s ID/Pass
- Entering Free Zone with expired ID/Pass

The Logistics Operations team has the right to ban the entry or exit of the staff and/or laborers of clients who fail to comply with the Free Zone regulations.

OPERATION SERVICES

- **E-gate Pass for Bill of Entry (BOE)**
-

- **E-gate Pass for Local Goods**
-

- **Access Passes**
 - Aviation District Day Pass
 - Short Term Access Pass
 - Free Zone Access Pass
 - Construction Gate Pass
 - Tools & Equipment Pass
 - Empty Trucks & Vehicle Pass
-

- **Waste Management Services**
-

GATE PASS WHO IS APPLICABLE?

	Type	Applicable for		Duration
		DUBAI SOUTH CLIENTS	CONTRACTORS	
E-GATE PASS PORTAL	E-gate Pass for local goods & BOE	✓		N/A
	Empty Trucks Pass	✓		Online/ 48 hours Manual at gate 4
AVIATION DISTRICT ACCESS PASS	Aviation District Day Pass	✓	✓	1 DAY MINIMUM 3 DAYS MAXIMUM
	Short Term Access Pass	✓	✓	1 DAY MINIMUM 2 WEEKS MAXIMUM
	Aviation District Gate Pass <ul style="list-style-type: none">• Caterers• Trainees• Students	✓		Terms and conditions apply*
	Construction Gate Pass		✓	1 MONTH MINIMUM 6 MONTHS MAXIMUM
	Transportation Companies*	✓	✓	1 MONTH MINIMUM 6 MONTHS MAXIMUM

*Note:Transportation companies semi-annual pass is processed through clients’ salesforce account for hauliers

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E-GATE ACCOUNT FOR LOCAL & BOE

In line with Dubai's vision to become a smart city and its leading position as a hub for various industries, Dubai South has launched a comprehensive E-gate system for clients in its Aviation and Logistics Districts.

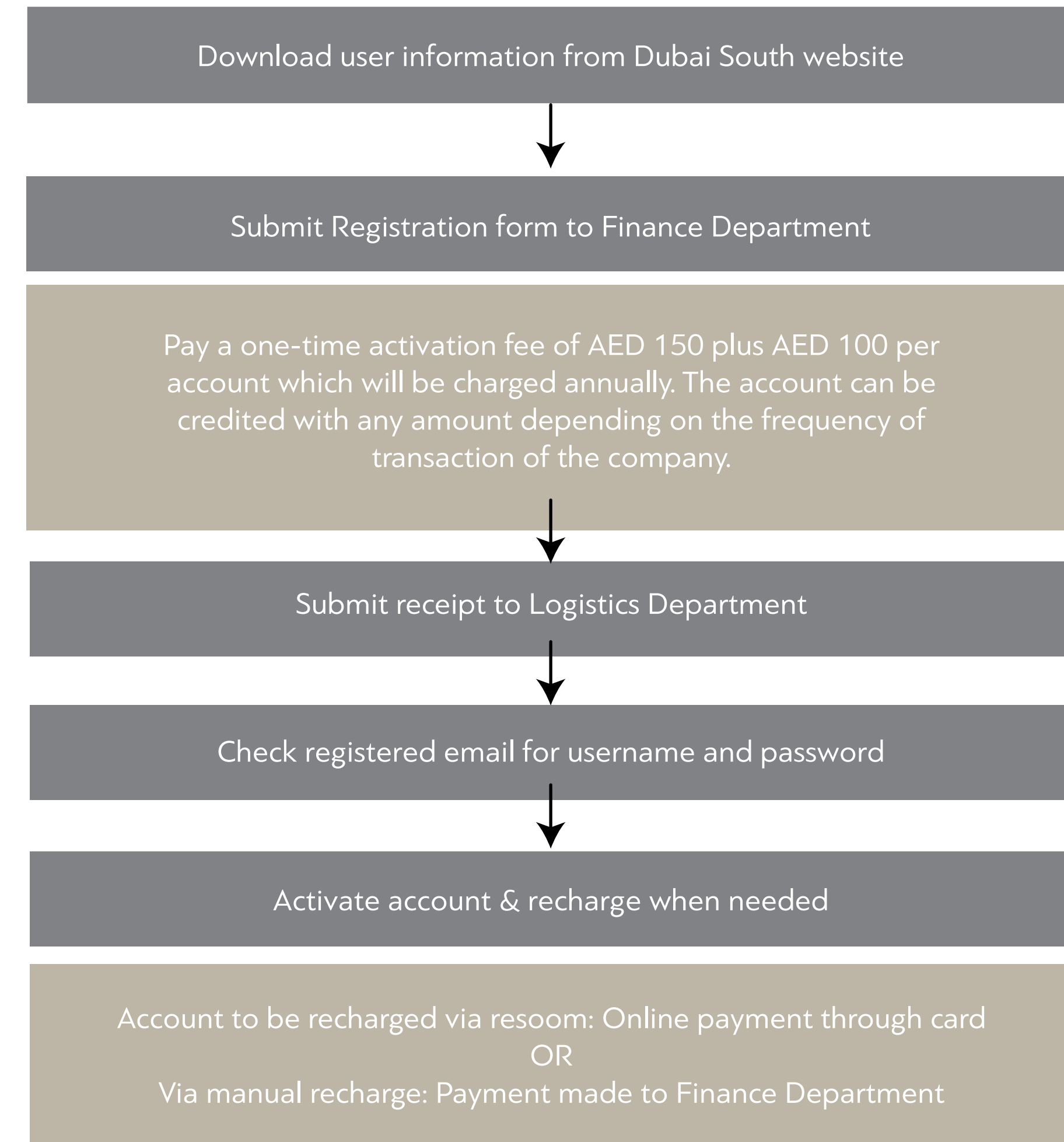
An E-gate account enables clients to create a gate pass for local goods and BOE and track shipments in real time throughout the supply chain. The system is flexible, easily adaptable and simple to implement.

Manual documentation tends to cause errors, particularly with large scale operations on a daily basis. Dubai South has, therefore, created an online portal for logistics providers which integrates authorities and clients under a single chain to reduce inaccuracies.

E-gate keeps clients up to date with the status of their shipments, enabling them to track and trace their shipments within a secured network, regulate volume on local and international transactions, generate immediate reports on operational performance, measure lead time for the company's transactions in order to boost productivity and ensure customer satisfaction at all levels. The system also allows users to keep a record of all transactions conducted as well as duration of the service and inventory management, all through the online account.



HOW TO REGISTER FOR AN E-GATE PASS ACCOUNT

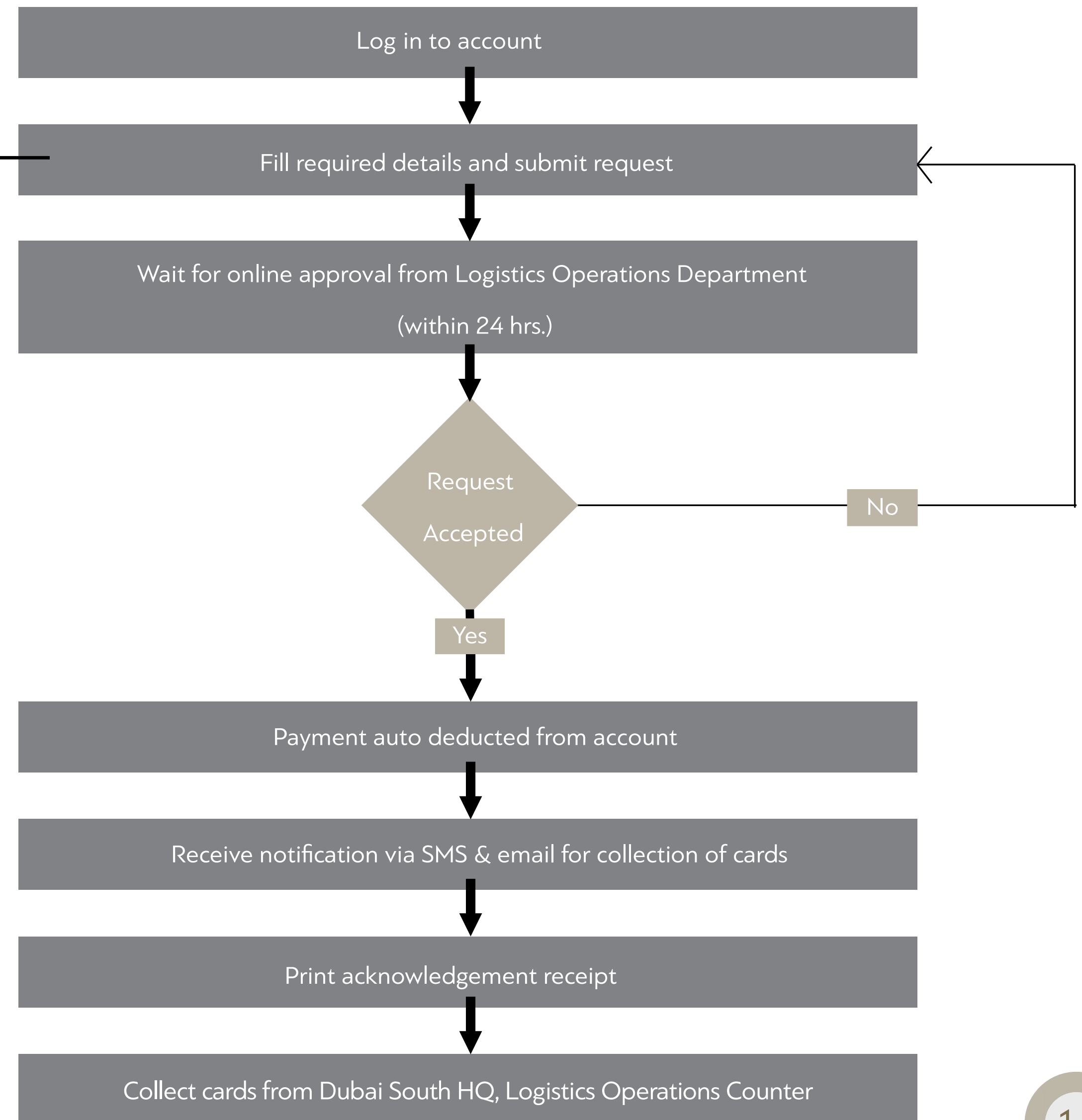


Note:

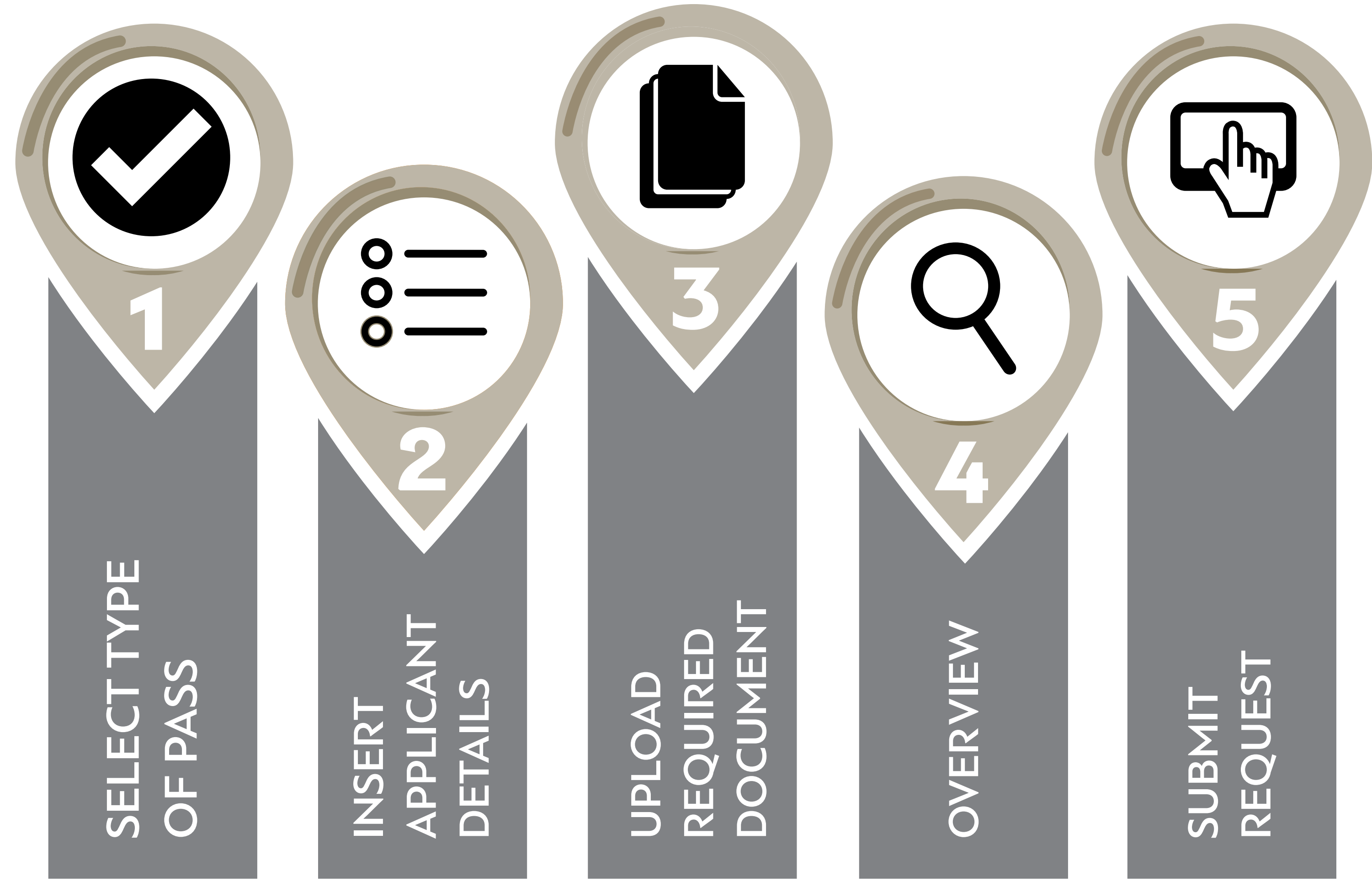
- Account must be activated within 48 hours of receiving the Email failing which the password would expire
- User information form must be filled with the necessary details of the user and must be stamped and duly signed by authorized signatory (company stamp is mandatory on the form)
- Please refer to the 'Free Zone User Guide' for creation of the gate pass

HOW TO REGISTER FOR AVIATION ACCESS PASS

- 1. Select type of card
- 2. Fill details
- 3. Upload documents
- 4. Check overview
- 5. Submit request



5 EASY STEPS TO APPLY FOR AN ACCESS PASS



5 EASY STEPS TO APPLY FOR AN ACCESS PASS

1. SELECT TYPE OF PASS

AVIATION DISTRICT ACCESS PASS	
TEMPORARY MAXIMUM PERIOD OF 3 WEEKS	PERMANENT MAXIMUM PERIOD OF 6 MONTHS
Free Zone Day Pass Short Term Access Pass	Free Zone Access Pass Construction Gate Pass Construction Vehicle Pass

2. INSERT APPLICANT DETAILS

Fill in relevant details

3. SUPPORTING DOCUMENTS

	FZ DAY PASS	SHORT-TERM ACCESS PASS	FZ PASS	CONSTRUCTION GATE PASS	REMARKS
1. EMIRATES ID	✓				
2. PASSPORT	✓ *	✓	✓	✓	* Passport copy required only for non-residents
3. VISA		✓	✓	✓	
4. PHOTO		✓ *	✓	✓	* Not necessary if duration is less than one month
5. COMPANY TRADE LICENSE		✓	✓	✓	Not applicable for visitors
6. CONTRACT AGREEMENT/ WORK PERMIT		✓	✓	✓	Not applicable for visitors
7. TOOLS AND EQUIPMENT PASS					Stickers used for ladders, welding machines, generators, toolboxes, electric cables, large drills, blowers, cutting machines, boxes of electronics, collection bags, tubes, stock sets
8. VEHICLE PASS					A valid copy of vehicle registration

4. OVERVIEW

Users can view the submitted request and modify before final submission.

5. SUBMIT REQUEST

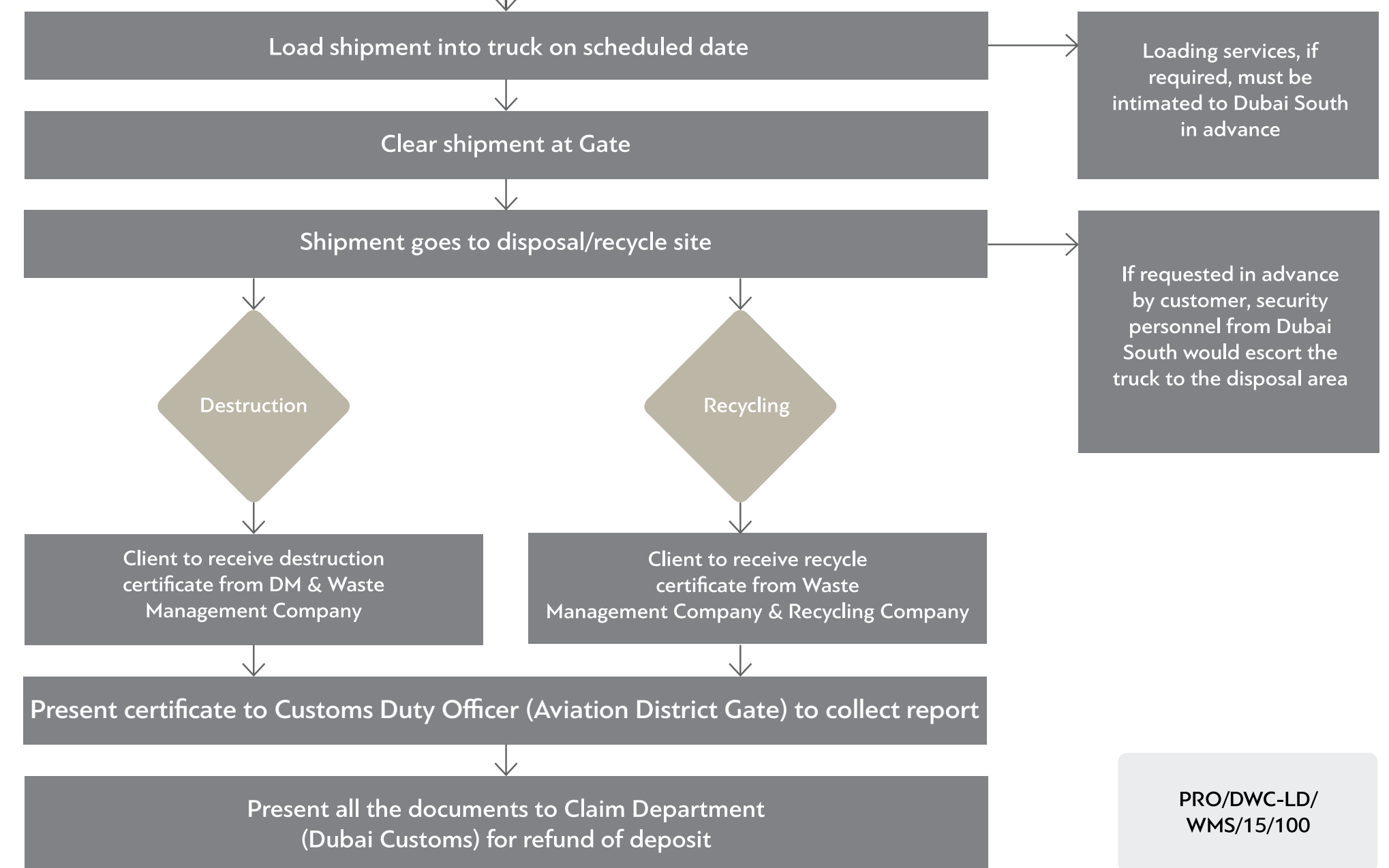
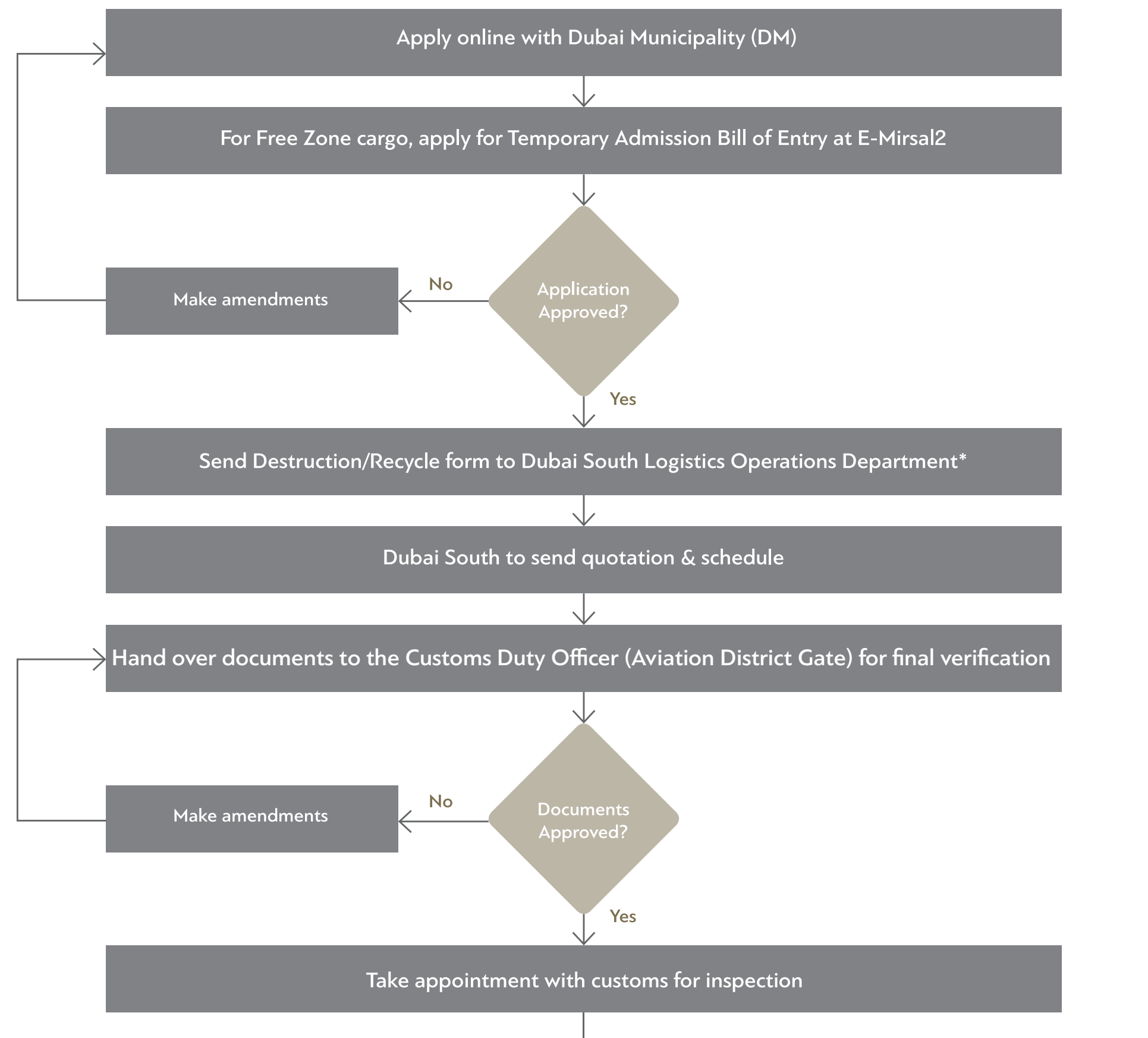
Client will be able to view the status of the request submitted. For approved applications, the system will automatically deduct the amount from the user's account. Once the pass is ready, the client will receive a notification via email and SMS message.

Notes: Main contractors are responsible for the cancellation of the laborer/sub-contractors.
Main contractors are capable to create an account for sub-contractors.

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WASTE MANAGEMENT

WASTE MANAGEMENT



Note:

*Download Destruction/Recycle Information Form from Dubai South Website: www.dubaisouth.ae>Services>Logistics District>Destruction & Recycle and send completed form to info.aviation@dubaisouth.ae

Destruction / Recycle will be valid only if the Bill of Entry is issued by Dubai South customs. Bill of Entry issued by another Free Zone will not be allowed to be destructured.

PR / representative of the company must accompany the shipment to the destruction site and pay charges for destruction directly to Dubai Municipality.



GENERAL TARIFFS

TARIFF

GENERAL TARIFF	
DESCRIPTION	AMOUNT (AED)
E-gate Account - Activation	150 (one time)
E-gate Account - Additional User	100 per year
Aviation District Access Account – Main Contractor	250 per year
Aviation District Access Account – Subcontractor Account	250 per 6 months
Local Gate Pass	10 per online pass 50 per manual pass
BOE Gate Pass	20 per online pass 50 per manual pass

TARIFF

DESCRIPTION	AMOUNT (AED)
Aviation Access Pass	20 per person / per week 30 per person / per 2 weeks 40 per person / per month 180 per person / per 6 months
Free Zone One Day Pass	6 per pass / per day 18 per pass / per 3 days
Empty Trucks	Online free of charge Manual 10 per truck Semi-annual 180 per driver
Empty Trucks - Semi-annual/Construction Vehicle Pass	20 for 3 months + 20 per vehicle sticker 50 for 6 months + 20 per vehicle sticker
Administrative Services – Print-out/Photocopy	5 per print / copy

VIOLATIONS

VIOLATIONS	
DESCRIPTION	AMOUNT (AED)
Illegal trailer parking at plots/side roads (first time)	300
Illegal trailer parking at plots/side roads (repeat)	500
Containers/goods/trailers parked for more than a week by warehouses (first time – one week after receiving the warning)	2,500
Containers/goods/trailers parked for more than a week by warehouses (parking continued- per day)	500
Storing goods outside allotted warehouse space	5000
Storing goods outside allotted warehouse space (repeat)	10,000
Damage to Free Zone Property	Penalty 300 + Settlement to be made as per invoice from maintenance

VIOLATIONS

DESCRIPTION	AMOUNT (AED)
Storing goods at Inspection Yard	Free for one week; thereafter penalty of 500 per 3 days followed by 300 per day for continued default
Modification/cancellation of ID cards after confirmation	Additional 40 per card
Tampering ID/Pass	2000
Use of another person ID/Pass	2000/ individual
Entering Free Zone with expired ID/Pass	2000/ individual
Failing to comply with the Free Zone regulations (first offence)	2000

EMERGENCY NUMBERS

JEBEL ALI POLICE STATION

POLICE

AMBULANCE

FIRE BRIGADE

WATER AND ELECTRICITY

04 881 6111

999

998/999

997

991

Dubai South and Customs Contact Numbers

DUBAI CUSTOMS (GATE 4)

OPERATIONS SECURITY SUPERVISOR (24/7)

DUBAI SOUTH CALL CENTRE

04 417 4160

056 3894087 / 056 7088609

800 - SOUTH (76884)

04 417 8145 / 04 417 8146

056 3894088