

# ARRIVAL & DEPARTURE GUIDE

Detailed arrival/departure and ground experience information to help you prepare for your next mission with us.

## **RPLL/MNL**

**Ninoy Aquino International Airport**

**PREPARED BY**  
UNIVERSAL AVIATION

**24/7 SUPPORT**  
+632 8628 8975



# ARRIVAL PROCEDURES



## PASSENGERS AND CREW ARRIVALS

### MULTIPLE TERMINAL OPTIONS

A Universal Aviation staff member will greet passengers and crew on the ramp upon arrival. Depending on the aircraft, assigned parking will determine what airside Terminal entrance gate to use.

- Remote Parking Area: International Cargo Parking (ICT) Parking = Terminal 1
- Balagbag Ramp Area = Terminal 2
- General Aviation Ramp = Terminal 4
- Hangar Parking

Once the aircraft reaches the assigned parking bay, customs, immigration, and quarantine officers will board the aircraft to begin the arrival CIQ procedures. After everyone is cleared and all CIQ procedures are completed, passengers may disembark and proceed to their perspective ground transport vehicles. There is no need to pass through the Terminal.

## LUGGAGE

### HANDLED VIA A UNIVERSAL STAFF MEMBER AND PORTERS

Upon passengers and crew clearing CIQ, a porter will unload the luggage from the aircraft and load all luggage into their perspective ground transport vehicles on the ramp.

## PARKING

### AIRCRAFT PARKING OPTIONS

A parking spot will be assigned once the parking form has been submitted, with the CAAP landing permit and a signature of approval from airport authorities.

- Remote Parking Area: International Cargo Parking (ICT) Parking = Terminal 1
- Balagbag Ramp Area = Terminal 2
- General Aviation Ramp = Terminal 4
- Hangar Parking

## DISABILITIES

Universal can arrange a wheelchair if necessary. To avoid delays, please request a wheel prior to arrival. Depending on the passenger's mobility, they will be assisted by a Universal staff member and escorted into their ground transport vehicle on the ramp.

## PETS

### DOGS AND CATS ARE ALLOWED

Requirements to temporarily import a pet into the Philippines:

- All pets must be at least four months old
- Apply for an [import pet permit](#) online. The contact email address is [director@bai.da.gov.ph](mailto:director@bai.da.gov.ph). A paper copy of the application must be presented to the authorities upon arrival.

- Bring a current vaccination card (anti-rabies, pancytopenia, panleukopenia) and a health certificate from a certified veterinarian. The pet's health certificate must be obtained within three days of the scheduled arrival date. The passenger must submit the necessary documents for importing pets prior to arrival.

## GROUND TRANSPORT

### PASSENGERS AND CREW

Universal is able to arrange passenger and crew ground transportation while securing and coordinating airside ramp passes for drivers. The process takes 2-3 days before the scheduled arrival date to process the ramp airside pass request.

## COVID-19 SAFETY

All arriving passengers and crew must fill out a One-Health-Pass (OHP) form [on the E-Travel website](#) 72 hours prior to scheduled arrival. For Covid-19 updates and regulations, contact your Universal Aviation representative.

## DEPARTURE PROCEDURES

### PASSENGERS AND CREW DEPARTURES

#### AIRSIDE ACCESS - MULTIPLE TERMINALS

Depending on the aircraft, assigned parking will determine what airside Terminal entrance gate to use. A Universal Aviation staff member will greet passengers and crew on the ramp upon arrival.

- Remote Parking Area: International Cargo Parking (ICT) Parking = Terminal 1
- Balagbag Ramp Area = Terminal 2
- General Aviation Ramp = Terminal 4
- Hangar Parking

Once everyone reaches the aircraft, security, immigration, and customs officers will board the aircraft to begin the departure CIQ procedures. After everyone is cleared and all CIQ procedures are completed, the aircraft will be cleared for departure.

## LUGGAGE

### HANDLED VIA UNIVERSAL STAFF MEMBERS AND PORTERS

A Universal porter will assist with all bags and luggage. Your luggage will always be escorted by our porters and never left unattended.

## DISABILITIES

Universal can arrange a wheelchair if necessary. To avoid delays, please request a wheel prior to arrival. Depending on the passenger's mobility, they will be assisted by a Universal staff member and escorted into their ground transport vehicle on the ramp.

# PASSENGER GROUND TRANSPORTATION

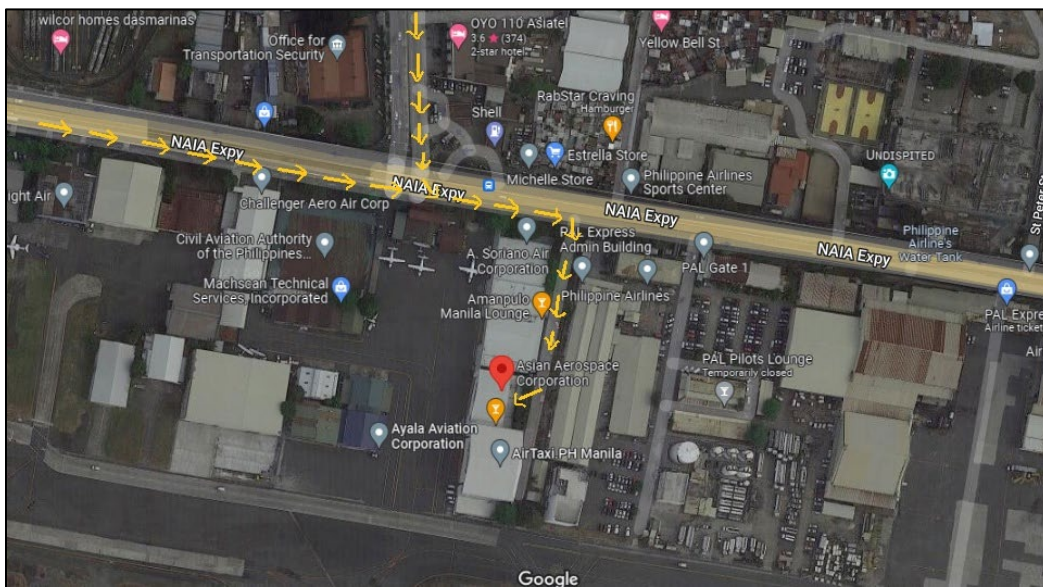
## GROUND TRANSPORT

### PASSENGERS AND CREW

Universal can arrange passenger and crew ground transportation while securing and coordinating airside ramp access passes for drivers. The process requires 2-3 days before the scheduled departure date to process the ramp airside pass request.

### FBO AIRPORT ADDRESS:

Universal Weather and Aviation Philippines Inc.  
c/o Asian Aerospace Corp. Center  
Lima Gate, Andrews Avenue, Near NAIA Terminal III  
Pasay City, Metro Manila, Philippines 1301



## USEFUL LINKS & RESOURCES

- [MANILA INTERNATIONAL AIRPORT AUTHORITY](#)
- [PHILIPPINES, MANILA \(RPLL\) INFORMATION](#)
- [PHILIPPINES E-TRAVEL – ONE HEALTH PASS \(OHP\)](#)
- [PHILIPPINES - IMPORT PET PERMIT APPLICATION](#)
- [AIRPORT AND OPERATIONS CONSIDERATIONS FOR \(RPLL\) – PART 1](#)
- [AIRPORT AND OPERATIONS CONSIDERATIONS FOR \(RPLL\) – PART 2](#)
- [FOR OPERATIONS BASED IN ASIA-PACIFIC](#)
- [FEASIBILITY-IQ – MISSION PLANNING INTELLIGENCE](#)
- [TRIP SUPPORT](#)