

## **Letter of invitation for CPH Go prequalification Guidelines, Effective as of September 2010**

### **1 Introduction**

This invitation for CPH Go prequalification contains guidelines regarding the request from airline companies on access to operate at CPH Go at Copenhagen Airport.

The guidelines describe the two stages within the process of gaining access to operate at CPH Go: 1) CPH Go prequalification and 2) CPH Go slot allocation, respectively. Please note that a successful completion by the airline company of both above-mentioned stages is an essential precondition to obtain access to operate at CPH Go at Copenhagen Airport.

#### **1.1 Copenhagen Airport - and CPH Go**

Copenhagen Airport is owned and operated by the listed company Copenhagen Airports A/S (CPH). More facts on Copenhagen Airport are available on the website of Copenhagen Airports A/S: [www.cph.dk](http://www.cph.dk).

Please follow link for facts on CPH Go:

<http://www.cph.dk/CPH/UK/ABOUT+CPH/Building+for+the+future/CPH+CPH+Go/>)

### **2. CPH Go Prequalification procedure**

#### **2.1 Prequalification dossier**

In addition to this invitation for prequalification, the dossier includes the following documents, all of which are annexed:

- CPH Go Terms of Use, September 2010 – Annex 1.
- Standard terms and conditions for goods and services – Annex 2.  
Please follow link for current version:  
<http://www.cph.dk/CPH/UK/B2B/Airlines/Charges+and+slots/Standard+conditions+for+goods+and+services.htm>
- Charges regulation applying to Copenhagen Airport – Annex 3.  
Please follow link for current version:  
<http://www.cph.dk/CPH/UK/B2B/Airlines/Charges+and+slots/Airport+Charges/>

#### **2.2 Amendments to the prequalification dossier**

CPH shall at all times be authorized to amend the requirements for prequalification in general, as well as increase the requirements for prequalification, if a specific airline company previously has violated the CPH Go Terms of Use.

Any amendment to the prequalification dossier will be announced on the website of Copenhagen Airports A/S: [www.cph.dk](http://www.cph.dk).

### **2.3 Requirements to content and form**

In order to obtain prequalification to apply for CPH Go slot, airline companies shall adopt terms of use by signing the annexed CPH Go Terms of Use document.

All requests for prequalification shall contain the signed CPH Go Terms of Use document.

If the airline company previously has lost access to operate at CPH Go, cf. Annex 1, the request for prequalification must furthermore include documentation of implemented measures to safeguard future compliance with the access conditions, with which the airline company has previously failed to comply.

The request shall be marked "Prequalification for CPH Go" and shall be submitted electronically to CPH at [CPHGo@cph.dk](mailto:CPHGo@cph.dk).

### **2.4 Prequalification deadline**

The prequalification procedure shall be ongoing and the airline companies may file a request for prequalification at any time.

### **2.5 Assessment**

An assessment will be made by CPH as to whether the requests submitted comply with the requirements stipulated in the prequalification dossier.

When the assessments have been concluded, CPH will send a CPH-signed commitment to conforming airline companies. On the basis of the signed commitment, the airline companies in question shall be prequalified to apply for slot at Airport Coordination Denmark A/S subject to the procedure stipulated below. CPH will inform Airport Coordination Denmark A/S on all prequalifications.

### **2.6 Duration of prequalification**

The prequalification to apply for CPH Go slot shall remain in force for an indefinite period of time unless:

- the airline company referred to fails to comply with CPH Go Terms of Use in force at the time in question, cf. Annex 1
- a prequalified airline company has not been operating at CPH Go for a consecutive period of one year.

The airline company may at all times file a new request for prequalification observing the requirements stipulated in 2.3.

### **2.7 Participation costs**

Any costs incidental to the drafting and submission of the request for prequalification shall be at the airline company's own expense and shall be of no concern to CPH.

### **3. CPH Go slot allocation procedure**

Airport Coordination Denmark A/S is appointed for slot allocation, schedules facilitation and schedule data collection at Copenhagen Airport. A detailed procedure for slot allocation is outlined in IATA Worldwide Schedules Guidelines.

The legal background for slot allocation is Council Regulation (EEC) No 95/93 of 18 January 1993 on common rules for the allocation of slots at Community airports. Thus, the allocation of slots will at all times be carried out in conformity with the Council Regulation No 95/93, including rules on slot mobility. However, due to the fact that access to CPH Go is determined on the basis of compliance with the CPH Go Terms of Use, an airline company receiving slots due to transfer or exchange, shall be prequalified in accordance with the stipulations in section 2 above and continuously comply with the CPH Go Terms of Use.

Operators, who are prequalified by CPH to apply for CPH Go slot, shall apply with linked flights and terminal indicator "L" in the initial submission in SCR format to Airport Coordination Denmark A/S.

For further details on the CPH Go slot allocation procedure, please contact Airport Coordination Denmark. Contact information is available on [www.airportcoordination.com](http://www.airportcoordination.com).

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