

**Slot requests during out of office period**

Currently Airport Coordination Netherlands has no out of office procedure. As a consequence it happens that airlines requesting a slot outside office hours and shortly before the operation (less than 3 working days) operate without prior approval. In those cases the slot is allocated in the system afterwards.

However, as slots can now be requested and allocated 24/7 through the online portal e-Airportslots (except for night slots) Airport Coordination will no longer allocate slots with retrospective effect.

**Before operating to/from AMS airlines must have a proper slot in place** which can be requested and will be allocated through e-Airportslots. If the requested slot is not available, the airline can check the available capacity in e-Airportslots and apply for the best alternative slot.

Access to e-Airportslots can be requested at [register@e-airportslots.aero](mailto:register@e-airportslots.aero) with attached application form.

**Night slots**

In principle at AMS night slots (for departures between 22.40-07.00 LT and arrivals between 23.00 and 07.20 LT) are not available as all night slots are historically allocated. Therefore night slots cannot be requested online through e-Airportslots (i.e. when a night slot is requested, it will be refused -U-).

Capacity might become available on a non-historical basis due handback (except for W14) and slots have to be requested 3 working days in advance.

In case of an unplanned night movement due force majeure, the flight can be operated without prior approval and a slot will be allocated afterwards provided Airport Coordination Netherlands considered the reason to be a valid one based on the above. If the reason is not considered force majeure (hence does not justify the unplanned movement), the night movement will be considered as a violation.

## E-AIRPORTSLOTS APPLICATION FORM

To request an account to the E-AIRPORTSLOTS portal, please fill this form and send it by email to the following address: register@e-airportslots.aero

The E-AIRPORTSLOTS administrator will keep you informed of the authorization progress.

Informations	
Family name*	First name*
Company*	
Address*	
Country*	
Email*	
Telephone (      )	
2 letter code*	3 letter code*
SITA address	
Only authorized for adhoc <span style="float: right;">YES <input type="checkbox"/> NO <input type="checkbox"/></span>	

Fields marked by \* are mandatory

Country	Airport code	Current season (x)	Future Season (x)	Horizon (days)	Airline		
					Airline code	from	to
<i>Germany</i>	<i>FRA</i>	<i>x</i>	<i>x</i>		<i>ABC</i>	<i>0</i>	<i>9999</i>

Fill in this table with one line per airport and per airline. The line in gray is an example.

Signature	
Signature*	Date*