

## NOTIFICATION TO ALL STATIONS OUTSIDE THE BASE AIRPORT

**Dated: 2026-02-23**

**Number: 2026-02-23-01-ENG**

In order to enhance control and ensure the accuracy of accounting data for operated flights please be reminded the below information:

For all passenger flights operated by aircraft type A320 and A321, when weight and balance calculations are performed by the flight crew, the ground handling agent must provide the crew with a printed and completed form «Information On Passengers, Baggage, Cargo, And Mail» (**Appendix 5.13 to GOHM**) containing the final passenger distribution data (all categories) by aircraft zones, as well as blank LIR forms (no less than 5 copies), no later than 30 minutes prior to the Estimated Time of Departure (ETD).

The flight crew must prepare the Loadsheet (LDS) and the Loading Instruction Report (LIR) and provide them to the handling agent in printed or electronic form no later than 20 minutes prior to the Estimated Time of Departure (ETD).

This requirement applies to all stations outside the base airport.

Please ensure that this information is communicated to all relevant personnel and that strict compliance is maintained.

**Director of Ground Operations  
and Cargo Handling Department**



**Mamajanov Sh. M.**