

Pune Airport (PNQ) CIQ Preparation Checklist - 2025

Documents Required (Submit 48-72 Hours in Advance)

- General Declaration (GenDec), signed
- Crew and passenger manifest
- Passport copies for all onboard
- Aircraft registration and insurance
- Purpose of flight + itinerary
- Ground handler letter of representation

CIQ Officer Availability

- Available daily from 8 AM to 8 PM IST
- Not available 24/7 - must be pre-booked
- Limited availability on public holidays
- Pre-arrangement via local handler (e.g., ATTS) is mandatory

Common CIQ Errors to Avoid

- Inaccurate GenDec or missing passport info
- Last-minute schedule changes without re-approval
- Arriving without confirmed CIQ officer availability
- Failure to submit translated or complete documents

Handler Coordination Tips

- Submit CIQ request with landing permit
- Confirm CIQ officer scheduling during holidays or monsoon
- Use a handler like ATTS.aero to pre-clear documents and CIQ booking
- Prepare for alternative airport routing (e.g., BOM) if PNQ CIQ unavailable

Weather & Monsoon Precautions

- June to September brings heavy rain and delays
- Schedule arrivals outside of peak rain hours (late afternoon)
- Monitor METAR/TAF via your handler for real-time updates
- Have Mumbai or Bangalore as backup airports

ATTS Contact for CIQ Support

- Email: ops@atts.aero
- Phone: +971 4 299 6626
- WhatsApp: <https://wa.me/971502996626>
- Online CIQ Form: <https://atts.aero/permit-request-form>