

Annex III – AOT Rules and Regulations for Air Courier or Excess baggage



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1. An **Air Courier** and or **Excess Baggage** refers to any item larger than an airline regulated baggage, and the Air Courier or Excess Baggage must not be placed on the curbside at any time unless during unloading only.
2. **Owner** and or **Owners** of Air courier and or Excess baggage must verify with airline operators the quantity of the items.
3. Airports of Thailand Plc., will give authorization solely based on the airline's given consent. The Airline must check-in the Air Courier and or Excess Baggage immediately.
4. In the case of the airline's check-in counters being closed, Air courier and or Excess baggage **Must Not** be taken off the transport vehicle, in so, the Air courier and or Excess baggage transport vehicle **Must** leave the curbside immediately.
5. Any **Unattended** Air Courier and or Excess Baggage in or at Suvarnabhumi airport's premises, the Security Department will hold the item until the owner retrieves it and proceed through with proper procedures.
6. **Every** Air courier and or Excess baggage item **Must** be properly packed in boxes or cartons with sealed lids and checked-in only through the Oversize Baggage Check-in counters located in the departure hall on the fourth floor and must not be check-in through Suvarnabhumi's Baggage Handling System.
7. **The Airline Operator** must assign a representative to coordinate with the oversize baggage check-in counters.
8. **The Airline Operator** must assign a representative to transport the Air Courier and or Excess Baggage items to the oversize baggage check-in counters to the elevators.
9. **The Airline Operator** must assign a representative to escort the Air Courier and or Excess Baggage down to the sorting area on the B1 Floor
10. **Every** Air courier and or Excess baggage item **Must** be put through the x-ray machine in front of the oversize baggage check-in elevators.
 - a. **Size** must not be larger than the x-ray machine itself measuring at Seventy (70) centimeters wide, Eighty (80) centimeters long, and Eighty (80) centimeters high.
 - b. **Weight** must not exceed forty (40) kilograms per item
 - c. **Quantity of Items** one (1) passenger is allowed to bring ten (10) items.
11. Airline operators **Must** prioritize the loading process, giving first priority to regular and or conventional oversize baggage
12. In the case of any **Violation** to the rules and regulation, Airports of Thailand Plc., reserves the right to **Terminate** all activities between the owner and airline responsible for the Air courier and or Excess baggage