APPENDIX B

Civil Aviation Authority of Nepal
Aeronautical Information Management (AIM) Department

NOTAM REQUEST FORM

(6.7.5.6, 6.7.6.9)

TO: INTERNATIONAL NOTAM OFFICE TRIBHUVAN INTERNATIONAL AIRPORT OPERATION BUILDING TELPHONE: +977-1-4483729 FAX: +977-1-4113178	Reporting office : TEL NO.……... FAX.:……

NOTAMN ☐ NOTAMR ☐ NOTAMC ☐

LOCATION:	A)	
START TIME:	B)	UTC
FINISH TIME:	C)	UTC
PERIODS OF ACTIVITY (If applicable)	D)	
TEXT OF NOTAM:	E)	
LOWER LEVEL	F)	
UPPER LEVEL	G)	

Please fax back a copy of the NOTAM to the originator (By NOTAM office).

REPORTING OFFICER: Mr./Ms. …….. SIGNATURE: …….

DATE/TIME:…….

Notes:

1. Letter N, R & C suffixed in word NOTAM represents, New, Replacement or Revised & Cancel or Cancellation respectively.
2. Please put √ in the small box, if it is NOTAMN.
3. Please mention the last NOTAM series and number in the box NOTAMR or NOTAMC if it is replacement or cancellation of the NOTAM.
4. NOTAM request for firing (Navigation warning) exercise, by Nepal Army and Armed Police Force: coordinates and name of the place of activities along with district name of activities to be mentioned in the field "E" as the text of NOTAM.
5. Elevation and danger height in feet to be mentioned in the field "G"