

(Translation)

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The Protocol Department of the Ministry of Foreign Affairs of the People's Republic of China presents its compliments to all diplomatic missions and offices of international organizations in China, and has the honor to inform you of the following regarding the application and use of passes for entering the off-limits areas of the Beijing Capital International Airport (BCIA) and the Beijing Daxing International Airport (BDIA):

1. For the purpose of facilitating the performance of their functions, starting from April 5, 2021, diplomatic missions and offices of international organizations in China may apply for special passes for entering the off-limits areas of BDIA for their diplomatic personnel and administrative and technical staff. On the basis of reciprocity, ambassadors (representatives) and their spouses may each apply for one pass, while other diplomatic personnel and administrative and technical staff may apply for five passes at the most. The persons applying for BDIA passes shall be the same as the holders of BCIA passes. On special occasions such as important visits at or above the vice-ministerial level or pick-up or send-off of diplomatic couriers, diplomatic personnel or administrative or technical staff may also apply for one-time passes.

Regarding the specific application procedures and usage requirements for special passes and one-time passes, please refer to the relevant provisions on passes to the off-limits areas of BCIA.

Please refer to the annex for detailed application instructions.

2. In order to ensure the safety of the off-limits areas of BCIA and BDIA and further improve the management of airport passes, diplomatic

missions and offices of international organizations in China are requested to send a diplomatic note to the Protocol Department of the Ministry of Foreign Affairs before applying for renewal of special passes or changing the official seal of the mission or the signature of the person in charge. After receiving a reply note of approval from the Protocol Department of the Ministry of Foreign Affairs, the mission can bring the approval note to the relevant airport police bureau and have such matters handled.

To apply for one-time passes, the missions need to go to the BDIA terminal with a special reference letter (filled in with complete information in Chinese, signed by the person in charge in the mission who has been registered and put on record, and stamped with the official seal of the mission), an application note (with Chinese translation and indicating the name of the important delegation at or above vice-ministerial level or other specific reasons for performing official duty), and the identity certificates issued by the Protocol Department of the Ministry of Foreign Affairs.

3. In case of missing airport passes, the mission shall inform the relevant airport police bureau through a note within 24 hours. A missing pass cannot be reissued or renewed within its validity period. After the expiration of the missing pass, the mission may reapply by sending a diplomatic note to the Protocol Department of the Ministry of Foreign Affairs. After receiving a reply note of approval, the mission can bring the approval note to the relevant airport police bureau and have the application handled.

The Protocol Department of the Ministry of Foreign Affairs kindly reminds all diplomatic missions and offices of international organizations in China and pass holders to strictly abide by the relevant regulations on airport passes. In case of any violation, the relevant airport police bureau will take further measures against the pass holder and his/her organization in accordance with the regulations.

The Protocol Department of the Ministry of Foreign Affairs of the People's Republic of China avails itself of this opportunity to renew to the diplomatic missions and offices of international organizations in China the assurances of its highest consideration.

Annex: Application Instructions for Passes to the Off-limits Areas of Beijing Daxing International Airport (BDIA)

(Seal) The Protocol Department of
The Ministry of Foreign Affairs of
The People's Republic of China

Beijing, March 29, 2021

Diplomatic Missions and Offices of International Organizations in China,
BEIJING

Annex:

**Application Instructions for Passes to the Off-limits Areas
Of Beijing Daxing International Airport (BDIA)**

1. Who can apply for the pass:

Diplomatic missions, offices of international organizations and their personnel applying for BDIA passes shall be the same as the holders of BCIA passes.

2. To whom reference letters for applying for one-time passes can be issued:

The same as the personnel of diplomatic missions and offices of international organizations eligible for applying for special passes

3. BDIA passes give authorized access to the following areas:

- A-Restricted areas of domestic departures;
- B-Restricted areas of international departures;
- C-Domestic baggage claim;
- D-International baggage claim;
- F-VIP service area.

4. Where to apply for the pass:

Documentation Management Hall of BDIA (west side, 50 meters north of the intersection of Hangxing Road and Hangtai Street, BDIA)

5. Office hours:

From 9:00 a.m. to 11:30 a.m. and 1:30 p.m. to 4:00 p.m. on statutory working days

6. BDIA Tel: 010-81698201