



**Biman Bangladesh Airlines Limited**

**Guideline for ACMI Lease**

**30 September 2020**

## FOREWORD

Guideline for ACMI Lease is a systematic approach to the lease management including procedures needed. It encompasses the area of RFP for ACMI lease of aircraft, agreement with lessor and induction into Biman fleet. The aim of Guideline is to provide a formal management strategy for effectively managing ACMI Lease. Guideline for ACMI Lease is an essential and fundamental part of work of the Directorate of Corporate Planning & Training. We have incorporated much of the Best Practices for Leasing Aircraft and the requirements of the regulatory bodies. Development of this Guideline for ACMI Lease represents a major step towards a transparent work system. This is a living document; its contents will be reviewed and revised time to time.



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Managing Director & CEO  
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## PART - A

### THE BASIC STEPS OF ACMI/WET LEASE

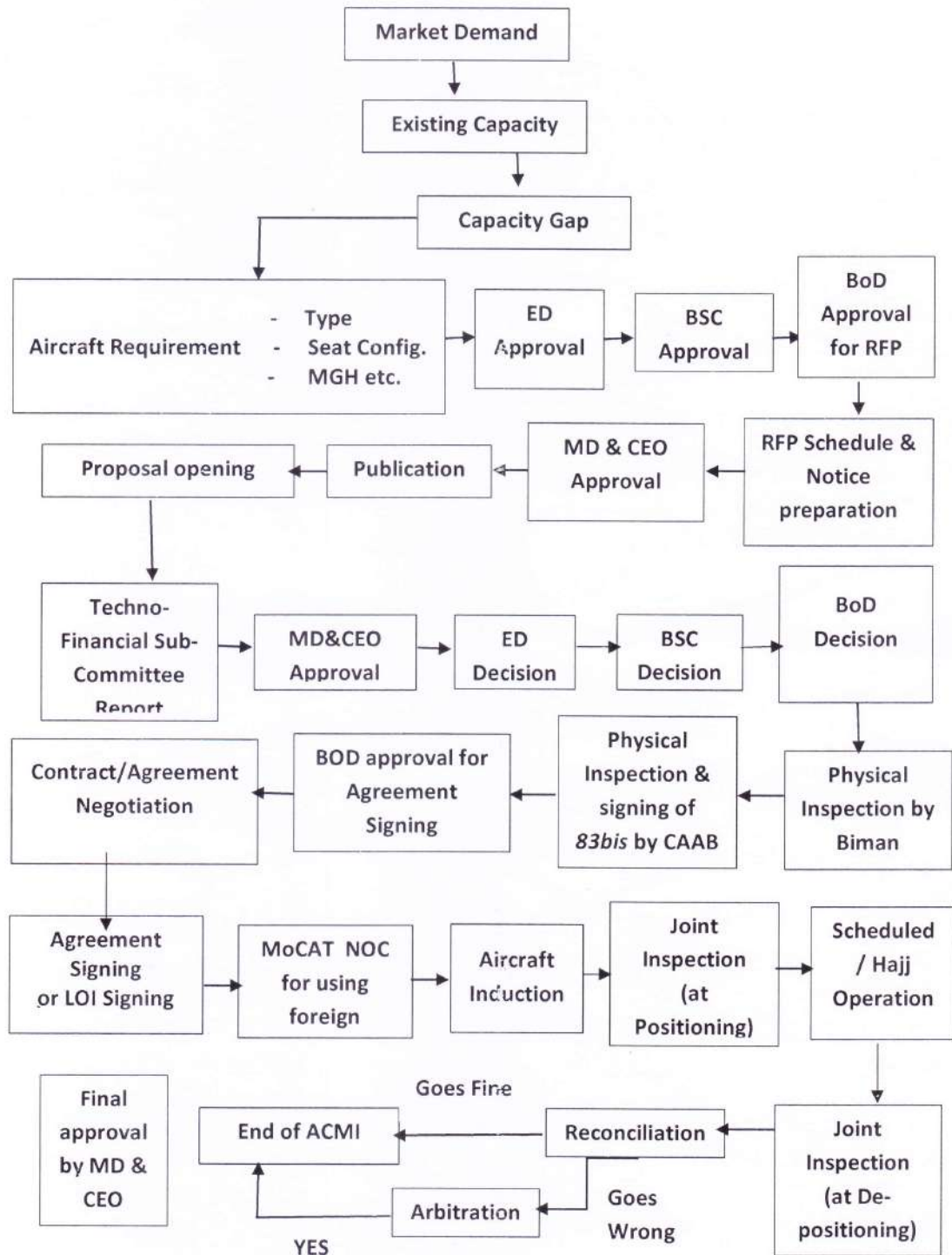
#### **01. THE BASIC STEPS OF BIMAN'S ACMI/WET LEASE OF AIRCRAFT**

- Capacity assessment and gap analysis for short-term aircraft requirement.
- Management Approval for ACMI Lease of aircraft.
- Publication of RFP (Request for Proposal).
- Techno-Financial Evaluation and selection of the most suitable Bidder(s).
- Physical Inspection of Aircraft and Document Check by Biman Team.
- Board approval for Contract Negotiation
- Finalization of LOI (if required) and Agreement.
- Management approval on LOI/Agreement.
- Aircraft delivery, Initial payment, commencement of lease, payment of rent per payment schedule and end of contract per Agreement
- Reconciliation.
- Arbitration (in case of any dispute between Lessee & Lessor)

  
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Flowchart of Guidelines for ACMI Lease



- \* ED - Executive Directors
- \* BSC - Board Sub Committee
- \* BoD - Board of Directors
- \* POC - Proposal Opening Committee

  
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