



**UNITED REPUBLIC OF TANZANIA
TANZANIA CIVIL AVIATION AUTHORITY
Aeronautical Information Services**

AERONAUTICAL INFORMATION CIRCULAR

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9/2005
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The following circular is hereby promulgated for information, guidance and necessary action.

Margaret T. Munyagi
Director General

PROCEDURES FOR COLLECTING SAFETY FEE

1.0 INTRODUCTION

- 1.1 Following the enactment of the Rules for Charging Fees, 2005 (copy of which is attached herewith) which introduced the charging of safety fee to all passengers embarking on an aircraft at an airport to begin or continue a journey within the United Republic of Tanzania, it has been found necessary to come up with a procedure to collect such charges by aircraft operators or agents.
- 1.2 This AIC stipulates the procedures to be followed by air operators or their agents for collecting and remitting the safety fees chargeable as required by the Rule for charging Fees, 2005.

2.0 BACKGROUND

- 2.1 The Tanzania Civil Aviation Authority (TCAA) was established by the enactment of the Tanzania Civil Aviation Authority Act, 2003, which came into effect on 1st November 2003.
- 2.2 The Act provides for the Authority to be funded through fees and levies. However, the current direct user charges, which include payment for aerodrome and aircraft certifications, pilot/aircraft maintenance engineers examinations and licenses, air navigation fees, and air operator/approved maintenance organisation certifications, and licensing of air services have been found grossly inadequate to finance the expanded Authority. Furthermore, charging of levy (a percentage of turnover) from service providers has been delayed due to the prevailing status of the industry.
- 2.3 Consequently, the Authority has introduced a safety fee under the Rules for Charging Fees, 2005, with effect from 1 July 2005. The fee amounting to USD 8 (United States Dollars eight) on an international passenger ticket and

Tshs 1,000 (Tanzanian Shillings one thousand) on the domestic passenger ticket shall be payable by passengers departing on an aircraft from an aerodrome in the United Republic of Tanzania on a journey to a destination within or outside the United Republic of Tanzania. The said fee shall be included in the price, but itemized as "safety fee", of the air ticket concerned.

2.4 The safety fee will thus provide a stop-gap financing of the Authority until such time as the levy can be implemented. The fee will be reviewed regularly but not less than biennially to take into consideration its overall effect on the growth of the industry.

2.5 Payment of the said fee by air operators or their agents is to be made to the Director General, Tanzania Civil Aviation Authority at the following account numbers:

For foreign currency payments -
National Bank of Commerce,
Corporate Branch Dar es Salaam;
Foreign: **011105002975**

For local currency payments -
National Microfinance Bank
Bank House Branch Dar es Salaam;
Local: **2011000006**

3.0 RESPONSIBILITIES OF AIRCRAFT OPERATORS

3.1 Submit passenger manifest or other appropriate documents to indicate uplifted passengers at TCAA reporting offices on all sections of their flights on the same day of the flight(s) or in case this is not possible on the following day.

3.2 Request for short term licence (STL) or landing permits shall include total number of passengers expected to be uplifted from the exit point.

3.3 Before departure or immediately thereafter flight crew shall report to Air Traffic Control (ATC) the number of passengers and crew on board.

3.4 Remit the collected amount on monthly basis to the Director General as specified in paragraph 2.5 by 15th day of the following month.

3.5 At the same time submit monthly returns to the Authority on or before 15th of the subsequent month on the total embarked passengers accompanied with the relevant bank transfer slips.

4.0 PROCEDURES FOR COLLECTING SAFETY FEES

4.1 SCHEDULED AIRCRAFT OPERATORS, INCLUSIVE TOUR CHARTERS AND LOCAL CHARTER OPERATORS

4.1.1 The operators or their agents from 1st July 2005 shall include the charges on the tickets sold to passengers embarking from Tanzania airports as required by the Rule.

- 4.1.2 For scheduled air operators who are IATA members, tickets sold shall include the code "HY" to signify the safety fee. Other operators may also use this code for the same purpose.
- 4.1.3 As an interim measure to cater for passengers who already had bought their tickets prior to 1st July 2005 but their travel is on or after that date, the following should be done to ensure collection of the fee:
- (i) The Authority will issue special coupons to air operators or their agents for collection of the fee.
 - (ii) The operator or agent will collect the fee and issue the coupons as receipts to such passengers and submit the money collected to the Authority within the time specified.
 - (iii) This arrangement is only valid up to 30th September 2005 after which all tickets sold shall include the safety fee.
 - (iv) After 30th September 2005 the remaining coupons will be invalidated and withdrawn.

4.2 AD-HOC FOREIGN OPERATORS – COMMERCIAL AND NON-COMMERCIAL OPERATIONS

- 4.2.1 Aircraft shall land and depart at designated entry and exit points as required by law.
- 4.2.2 For aircraft departing from the TCAA manned airport the operators shall pay the safety fee to the TCAA reporting office (Briefing or Tower) at that airport prior to departure. An ERV receipt shall be issued against such payment.
- 4.2.3 For aircraft departing from exit airports not manned by TCAA, in particular, Ngara, Musoma and Kilimanjaro International Airports, operators or their agents shall either –
- (i) deposit money with the Authority as for the STL payments from which the Safety Fee will be deducted;
 - (ii) pay cash in advance upon application for the STL or landing permit.

(Enclosure: Rules for charging fees, 2005)

Cancel AIC 6/2005

TANZANIA CIVIL AVIATION AUTHORITY ACT, 2003

(No. 10 of 2003)

RULES

(Made under sections 40(2)(h) and 42)

RULES FOR CHARGING FEES, 2005

- Citation** 1. These Rules may be cited as the Rules for charging Fees 2005 and shall come into operation thirty days after the date of signature.
- Interpretation** 2. In these Rules, except where the context require otherwise:
“**Act**” means the TCAA Act 2003;
“**Air Transport Services Provider**” means any air transport operator whose business includes carriage of passengers and cargo between points in the United Republic of Tanzania and between points in the United Republic of Tanzania and other countries for hire or reward;
“**Authority**” means the Tanzania Civil Aviation Authority established by section 4 of the Act;
“**Fees**” means any payments charged for various aeronautical services including but not limited to safety, security and economic oversight;
- Application** 3. These rules shall apply to air transport services providers.
- Safety Fee** 4. (1) There shall be paid by every passenger on every occasion on which he embarks on an aircraft at an airport to begin a journey, or to continue on a journey broken more than twenty four hours prior to re-embarking, a regulatory oversight fee, to be known as safety fee.
(2) A passenger embarking on an aircraft at an airport within the United Republic of Tanzania who intends to travel to a

destination within the United Republic of Tanzania shall pay a safety fee as determined.

(3) Any passenger embarking on an aircraft at an airport within the United Republic of Tanzania who intends to travel to a destination outside the United Republic of Tanzania shall, whether or not a resident of the United Republic of Tanzania pay in free convertible currency a safety fee equivalent to the determined fee.

(4) The fee shall be included in the cost of the ticket.

(5) The fee to be charged shall be prescribed in the Aeronautical Information Publication (AIP), Aeronautical Information Circular (AIC) or Public Register as appropriate.

Exemption from Charge

5. (1) These shall be exempt from liability to pay the fee -
(a) any child under the age of two years; and
(b) any passenger embarking at an airport at which he is in transit.

(2) A passenger who pays the fee on the occasion of his embarking on an aircraft which returns to the airport of embarkation without first landing at any other place, shall be exempt from the fee on his embarking to resume his journey on the same or any other aircraft.

(3) For the purposes of subsection (1), a passenger is in transit at an airport if:
(a) he arrives at such airport and continues with the journey on the same flight; and
(b) he disembarks from the aircraft, and between so embarking and re-embarking he does not leave the airport, or
(c) he leaves the airport where re-embarking is delayed for not more than twenty four (24) hours solely for technical reasons connected with the operations of the airline concerned.

Appointment of Agents

6. (1) Every Air Transport Service provider shall be an agent for the collection of the fee.

(2) Notwithstanding the provisions of subsection (1), the Authority may appoint such other collectors, as it may deem necessary.

**Collection
and Payment
of the fee**

7(1) Every agent or collector shall collect the fee from all persons liable to pay and remit the same to the Authority within 30 (thirty) days of receipt of the fee.

(2) Where a collector fails or neglects to remit the fees collected to the Authority, within the period prescribed under subsection (1), he shall be liable to pay a penalty of 25% of the fee remaining unpaid and an additional penalty of 10% of the fee remaining unpaid for every thirty (30) days or part thereof during which the moneys continue to be unremitted.

(3) Any air transport services provider who knowingly gives false or misleading information or evidence in relation to the collection of fees commits an offence.

Revision of Fees

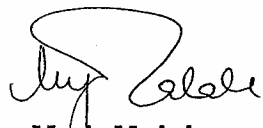
8. (1) The Authority may after consultation with the stakeholders revise the fees as necessary.

(2) A six (6) months notice shall be issued to air transport services provider before effecting the revisions.

Penalties

9. Any person who contravenes any provision of these Rules commits an offence and is liable on conviction to a fine of not less than the equivalent in Tanzanian Shillings of United States Dollars one thousand or imprisonment of a term not less than twelve months or to both the fine and imprisonment.

Dar es Salaam
.11. May. 2005


M. J. Malale
Chairman of the Board