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The following circular is promulgated for information, guidance and necessary action

Hamza S. Johari

Director General

**REQUIREMENTS AND PROCEDURES FOR COLLECTING SECURITY FEE
FOR KILIMANJARO DEVELOPMENT COMPANY LIMITED**

1.0 INTRODUCTION

- 1.1 Pursuant to Sec II, Part 7 of Doc 9082: ICAO's Policy on Charges for Airports and Air Navigation Services, States are responsible in ensuring implementation of airport security measures to users based on a cost recovery principle, i.e., effecting charges as a compensation of security-related services provided to users. An airport operator therefore, as a service provider at airport(s) in a State, based on justification and cost-recovery principle, can introduce a security fee charge for its services to users at that airport.
- 1.2 In line with provisions of the Rules for charging Fees of 2005, the Authority has approved introduction of security fee chargeable to all passengers embarking at Kilimanjaro International Airport (KIA) which is under the jurisdiction of Kilimanjaro Development Company Limited (KADCO). The Authority is satisfied with the procedure towards introduction of the fee including involvement of stakeholders and their comments on the proposal. According to Section 1, item 21(i) of the ICAO's Policy on Charges for Airports and Air Navigation Services, the security fee may be collected by KADCO at least four (4) months from the date of promulgation. By this Circular therefore, KADCO may start collecting the security fee effective any time from **1 August 2021**.
- 1.3 This AIC stipulates procedures to be followed by air operators or their agents for collecting and remitting the Security Fees chargeable as required by the cited Rules.

2.0 BACKGROUND

- 2.1 KADCO was established by the Company Act Cap. 212. This KIA operator is therefore eligible to collect its revenues by way of fees and charges for service rendered based on a cost-recovery principle. The principle does not allow for profits to KADCO in the course discharging its services to users at KIA.

- 2.2 The current direct user charges, such as Landing and Parking fees and Passenger Service charge at KIA have been found inadequate to finance implementation of security measures at the airport in line with national and international required standards.
- 2.3 The approved fee is **USD 5** (United States Dollars Five) chargeable per international departing passenger and **TZS 5,000** (Tanzanian Shillings Five thousand) per domestic departing passenger.
- 2.4 The fee shall be included in the ticket price, itemized as "Security fee", for flights that require tickets.

3.0 RESPONSIBILITIES OF AIRCRAFT OPERATORS

- 3.1 In case of ad-hoc and local non-scheduled flights, a copy of passenger manifest or other appropriate documents to indicate uplifted passengers will have to be submitted to KADCO reporting offices on all sections of their flights on the same or the following day of the flight(s) in question.
- 3.2 Request for Short Term License (STL) or landing permits shall include total number of passengers expected to be uplifted from an 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 as deemed appropriate.
- 3.4 International and domestic scheduled flights shall submit monthly returns to KADCO on or before 15th of the subsequent month with the total embarked passengers accompanied with the relevant bank transfer slips.
- 3.5 Local charter or private/business operators and domestic scheduled flights who are non-IATA members, shall remit the collected amount on a monthly basis to the Managing Director - KADCO as specified in paragraph 4.1.4 by 15th day of the following month. A covering letter, copy of Bank slip and respective copies of manifests must be submitted either electronically, posted or hand delivered to KADCO through the following address:

**The Managing Director,
Kilimanjaro Airports Development Company Limited,
P.O. Box 10,
KIA, TANZANIA.**

4.0 PROCEDURES FOR COLLECTING SECURITY FEES

- 4.1 SCHEDULED AIRCRAFT OPERATORS, INCLUSIVE TOUR CHARTERS AND LOCAL CHARTER OPERATORS**
- 4.1.1 Air operators or their agents shall continue to include the charges on the tickets sold to passengers embarking from KIA as deemed appropriate.
- 4.1.2 For scheduled air operators who are IATA members, tickets sold shall include the code "ASF" to signify "Security fee". Other operators may also use this code for the same purpose.
- 4.1.3 Any time from **1 August 2021**, IATA will start the collection of Security Fee for International and Domestic on behalf of KADCO from IATA member scheduled airlines:

International Air Transport Association (IATA)

Route de L' Aeroport 33

P.O.BOX 416

CH-1215 Geneva 15 Airport

Fax: 41 (22) 799-2654

AFTN: LSGGIATA

SITA: GVAWBX

TELEX: 415586

4.1.4 The Operators specified under item 3.5 shall make payments to the Managing Director of KADCO at the following account numbers:

a) **BANK DETAILS - NMB:**

Company Name	Kilimanjaro Airports Development Company Limited (KADCO)
Bank Name	NMB BANK
Bank Branch	HAI
Account Number	TZS A/C 40110017928 USD A/C 40110017929
Iban Number (Where Applicable)	-
Routing Code/SWIFT Code/ ABA Routing Code/Sort Code (Specify the code that is applicable)	NMIBTZZ
Currency	TZS & USD
Bank Account Name	Kilimanjaro Airports Development Company Limited (KADCO)

b) **BANK DETAILS - CRDB:**

Company Name	Kilimanjaro Airports Development Company Limited (KADCO)
Bank Name	CRDB BANK LIMITED
Bank Branch	HAI
Account Number	TZS A/C 0150234658200 USD A/C 0250234658200
IBAN Number (Where Applicable)	-
Routing Code/SWIFT Code/ ABA Routing Code/Sort Code (Specify the code that is applicable)	003021
Currency	TZS & USD
Bank Account Name	Kilimanjaro Airports Development Company Limited (KADCO)

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 Operators shall submit a passenger manifest and shall pay the security fee to KADCO Managing Director prior to departure. A receipt shall be issued against such payment.

5.0 OTHER REQUIREMENTS

The requirement for submission of passenger and cargo manifest to the airport operator was originally limited to international scheduled and non-scheduled flights operating into the United Republic of Tanzania, as per AIP GEN 1.2 - 1

However, the current need to verify revenue related to airport passenger services based on the number of passengers uplifted, has necessitated the requirement for domestic and general aviation operations to submit the documents also.

This circular therefore is intended to inform all aircraft operators, except Government and Military operating at KIA to submit the following:

- a. Copy of passenger manifest to the officer on duty at KADCO reporting office (Marshalls or Security office).
- b. Where the departure is from an aerodrome which is not manned by KADCO personnel, the copy of manifest shall be kept by the operator and submitted in accordance with item 3.5 above.

Note: The manifest may physically be verified by Civil Aviation or KADCO airport staff if necessary.
