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<p>Document No: TCAA/FRM/ANS/AIS-30</p>	<p>Title: AIC</p>	<p>Page 1 of 3</p>

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

Hamza S. Johari
Director General

REQUIREMENTS AND PROCEDURES FOR COLLECTING SECURITY FEE

1.0 INTRODUCTION

- 1.1 As per ICAO's Policy on Charges for Airports and Air Navigation Services, Doc 9082, Sec II, Part 7 which allow inter-alia that, States should be responsible for ensuring the implementation of adequate airport security to users and also to recover security costs. Following the enactment of the Rules for charging Fees of 2005, The Authority is hereby, Introducing Security 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. This fee has been introduced and will be implemented effective from 1st of November, 2018.
- 1.2 This AIC stipulate procedures to be followed by air operators or their agents for collecting and remitting the Security fees chargeable as required by the Rule for Charging Fees of 2005.

2.0 BACKGROUND

- 2.1 Tanzania Airports Authority (TAA) was established as an Executive Agency by the Government Notice No. 404 of December 1999 made under the Executive Agencies Act No. 30 of 1997, which empower the Authority to collect its revenues by way of fees and charges for service rendered.
- 2.2 The Act provides for the Authority to be funded through fees and charges. However, the current direct user charges, such as Landing and Parking fees and Passenger Service charge have been found grossly inadequate to finance for implementation of adequate security measures at airports.
- 2.3 The new fee will be USD 5 (United States Dollars Five) on an International passenger ticket and TZS 5,000 (Tanzanian Shillings Five thousand on the domestic passenger ticket.
- 2.4 These amounts 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 ticket price, but itemized as "Security fee", of the air ticket concerned.

3.0 RESPONSIBILITIES OF AIRCRAFT OPERATORS

- 3.1 For Ad-hoc and Local non scheduled flights will have to submit passenger manifest or other appropriate documents to indicate uplifted passengers at TAA 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 License (RSL) 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 International and Domestic scheduled flights shall submit monthly returns to the Airport Authority on or before 15th of the subsequent month on 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 monthly basis to the Director General as specified in paragraph 4.1.4 by 15th day of the following month. A covering letter, copy of Bank slip and the respective copies of manifest must be submitted either electronically, posted or hand delivered at the office of the Director General TAA P.O.BOX 18000 Dar es salaam.

4.0 PROCEDURES FOR COLLECTING SECURITY FEES

- 4.1 SCHEDULED AIRCRAFT OPERATORS, INCLUSIVE TOUR CHARTERS AND LOCAL CHARTER OPERATORS
 - 4.1.1 The operators or their agents shall continue to 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 "ASF" to signify the security fee. Other operators may also use this code for the same purpose.
 - 4.1.3 Effective from 01 November, 2018 IATA will start the collection of Security fee charges for International and Domestic on behalf of the Tanzania Airports Authority 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 Director General, Tanzania Airports Authority at the following account numbers:

i. Foreign Currency Payments:-

Account No: 02J1042983500
Swift Code: CORUTZTZ
Bank: CRDB BANK
Tower Branch
P.O.BOX 18000,
Dar es salaam, Tanzania.

ii. Local currency payments:-

Account No: 01J1042983501
Bank: CRDB BANK
Tower Branch
Dar es salaam, Tanzania

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 TAA manned airports, the operators shall submit a passenger manifest and shall pay the security fee to the TAA –Airport Manager at that airport 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 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 aircrafts operating in any airport within the United Republic of Tanzania, to submit the following:-

- i. Copy of passenger manifest to the officer on duty at TAA reporting office (Marshallers or Security office).
- ii. Where the departure is from an aerodrome which is not manned by TAA 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 TAA airport staff if necessary.

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