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

Salim R. Msangi
Director General

REVISED REQUIREMENTS AND PROCEDURES FOR COLLECTION AND REMITTANCE OF SAFETY FEE

1.0 INTRODUCTION

1.1 Purpose

This AIC is issued in accordance with the Rules for Charging Fees, 2005, which authorizes the imposition of a Safety Fee on passengers embarking on aircraft at aerodromes within the United Republic of Tanzania. It details the revised Safety Fee rates and updated procedures for the collection and remittance of the Safety Fee, effective from 3 January 2026.

1.2 Scope and applicability

The AIC supersedes all previous procedures and outlines the obligations of aircraft operators and their agents regarding the collection, declaration, and remittance of the Safety Fee, in compliance with the relevant rules.

2.0 BACKGROUND

2.1 Mandate of TCAA

The Tanzania Civil Aviation Authority (TCAA) was established under the Civil Aviation Act, Cap 80, which became effective on 1 November 2003. TCAA is mandated to regulate and oversee civil aviation safety and security within Tanzania.

2.2 Need for revised Safety Fee

Due to increasing responsibilities related to safety oversight, capacity building, and compliance with international aviation standards, the existing direct user charges have proven insufficient. To address the funding gap, the Safety Fee payable by departing passengers has been periodically reviewed.

2.3 Stakeholder Consultation

In 2012, a stakeholder consultation resulted in an agreement to progressively increase the Safety Fee to USD 12 for international passengers and TZS 5,000 for domestic passengers. However, incremental

increases were not fully implemented. A subsequent stakeholders' meeting held on 8 October 2025 led to the decision to revise the Safety Fee in line with the originally agreed targets.

3.0 SAFETY FEE RATES

3.1 General Provisions

The Safety Fee applies to passengers departing on aircraft from any aerodrome within the United Republic of Tanzania, for both domestic and international journeys. The fees are included in the ticket price and clearly itemized as "Safety Fee."

3.2 Revised Safety Fee Rates

The Safety Fee rates have incrementally increased as follows;

3.2.1 From 3 January 2026 to 30 June 2026

- a) International departing passengers: USD 10 per passenger; and
- b) Domestic departing passengers: TZS 5,000 per passenger.

3.2.2 From 1 July 2026 onwards

- a) International departing passengers: USD 12 per passenger; and
- b) Domestic departing passengers: TZS 5,000 per passenger.

4.0 RESPONSIBILITIES OF AIRCRAFT OPERATORS

4.1 General Responsibilities

Aircraft operators must ensure timely and accurate submission of passenger manifests and Safety Fee remittances in accordance with the prescribed procedures.

4.2 Specific Responsibilities

- a) **Scheduled Airlines:** Submit monthly passenger returns to TCAA on or before the 15th day of the following month, accompanied by proof of payment.
- b) **Non-IATA Operators:** Remit collected Safety Fees monthly to the Director General of TCAA by the 15th day of the following month, with a covering letter, copies of payment slips, and corresponding passenger manifests.

4.3 Ad-hoc and Non-Scheduled Operators

- a) Submit passenger manifests or alternative documentation on the same day of operation (or the next day if not possible).
- b) Report passenger and crew numbers to Air Traffic Control (ATC) before or immediately after departure.

5.0 PROCEDURES FOR COLLECTING THE SAFETY FEE

5.1 Scheduled Aircraft Operators and Charter Operators

- a) Operators must include the Safety Fee in the ticket price for passengers departing from Tanzanian aerodromes.
- b) IATA member airlines shall use the code "HY" for the Safety Fee on tickets.
- c) IATA shall collect the Safety Fee on behalf of TCAA from its member airlines.

5.2 Ad-hoc Foreign Operators

- a) Submit passenger manifests to TCAA reporting offices and pay the Safety Fee before departure for TCAA-manned aerodromes.
- b) For unmanned aerodromes, operators may pre-deposit funds with TCAA or remit payment via a control number issued by TCAA.

6.0 SAFETY FEE WITH RESPECT TO ZANZIBAR

6.1 Zanzibar and Pemba Airports

The Safety Fee for passengers departing from Zanzibar or Pemba airports shall be collected by the Zanzibar Revenue Authority (ZRA).

6.2 Payment to ZRA

Airlines and operators shall make separate payments to the Commissioner of the Zanzibar Revenue Authority for passengers departing from Zanzibar or Pemba.

7.0 SUBMISSION OF PASSENGER MANIFESTS

7.1 Manifest Submission Requirements

All operators, except for government and military aircraft, must submit passenger manifests to support the verification of passenger numbers for revenue and safety oversight purposes.

7.2 Submission Locations

- a) A copy of the passenger manifest must be submitted to the TCAA reporting office (AIM Aerodrome Unit or Control Tower).
- b) A copy must also be submitted to the Airport Manager or authorized representative.
- c) For unmanned aerodromes, operators shall retain manifests and submit them as per Section 4.2 b).

8.0 EFFECTIVE DATE

8.1 Commencement

This AIC takes effect from 3 January 2026.

Cancel AIC 03/14 (White 102)
