

 <p>Fax: (255) 22 2844300, 2844302  PHONE: (255) 22 2198100, 2844291  AFS: HTDQYOYO  E-MAIL: <a href="mailto:tcaa@tcaa.go.tz">tcaa@tcaa.go.tz</a>, <a href="mailto:ais@tcaa.go.tz">ais@tcaa.go.tz</a>  Website: <a href="http://www.tcaa.go.tz">www.tcaa.go.tz</a></p>	<p style="text-align: center;"><b>UNITED REPUBLIC OF TANZANIA</b>  <b>TANZANIA CIVIL AVIATION AUTHORITY</b>  Aeronautical Information Management  Nyerere/ Kitunda Road Junction  Aviation House, 1st Floor,  P.O. Box 2819, DAR ES SALAAM</p>	<p style="text-align: center;"><b>AIC</b>   <b>6/20</b>  (White134)   <b>23 APR</b></p>
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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  
ZANZIBAR AIRPORTS AUTHORITY**

**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 Zanzibar in 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 **1<sup>st</sup> of September, 2020**.
- 1.2 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 Rules for Charging Fees of 2005.

**2.0 BACKGROUND**

- 2.1 Zanzibar Airports Authority (ZAA) was established by Act No. 8 of 2011, which empowers it to collect its revenues by way of fees and charges for service rendered.
- 2.2 The Act provides for ZAA 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 implementation of adequate security measures at airports in line with international required standards.
- 2.3 The 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 Zanzibar 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 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 at ZAA 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 (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.
- 3.4 International and Domestic scheduled flights shall submit monthly returns to ZAA on or before 15<sup>th</sup> 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 a monthly basis to the Director General as specified in paragraph 4.1.4 by 15<sup>th</sup> 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, Zanzibar Airports Authority, P.O.BOX 4742, Zanzibar.

### 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 Rules.
- 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 1<sup>st</sup> September, 2020** IATA will start the collection of Security fee charges for International and Domestic flights on behalf of ZAA from IATA member scheduled airlines.

**International Air Transport Association (IATA)**

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**CH-1215 Geneva 15 Airport**

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4.1.4 The Operators specified under item 3.5 shall make payments to the Director General, ZAA at the following account numbers:

**a) Foreign Currency payments: -**

Account Name	Mamlaka ya Viwanja vya Ndege Zanzibar
Account No	0400 138 001
Currency	USD
IBAN Number	0400 138 001
Swift Code	PBZ ATZ TZ
Bank Address	P. O Box 1173, Zanzibar

**b) Local currency payments: -**

Account Name	Mamlaka ya Viwanja vya Ndege Zanzibar
Account No.	040 411 2000
Bank Name	Peoples Bank of Zanzibar
Currency	TZS
IBAN Number	0404112000
Swift Code	PBZ ATZ TZ
Bank Address	P. O Box 1173, Zanzibar

## 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 ZAA –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 Zanzibar in 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 aircrafts operating in any airport within Zanzibar in the United Republic of Tanzania, to submit the following: -

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