



Aéroports du Congo

# Charges & Fees

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*This document is freely translated for commercial purposes. Please refer to the French version for any updated data.*

# **I. General statements**

## **I.1. Scope**

The payable charges on Brazzaville, Pointe-Noire and Ollombo international airports are collected by three separate bodies for their respective services and responsibilities.

These are ASECNA, ANAC and AERCO.

In accordance with the concession agreement of December 14<sup>th</sup> 2009 between the Congolese government and AERCO, AERCO receives the aeronautical charges for its operation and activities whose income is dedicated to cover the concession investments.

This document lists all of the charges and fees applied by AERCO.

## **I.2. Charges List**

AERCO is entitled to collect the following charges:

### **A- Aeronautical charges:**

- a. Charge for airport facilities usage or landing fee ;
- b. Charge for aircraft parking ;
- c. Passenger charge ;
- d. Fuel supply charge ;
- e. Freight Charge ;

### **B- Non-aeronautical charges:**

- a. Charge for boarding bridge usage ;
- b. Charge for check-in counter usage ;
- c. Charge for departure flights management system (CUTE CUPP-T) usage and incidental costs ;
- d. Charge for VIP lounge usage ;
- e. Charge for land and office building occupation and rental charges ;
- f. Commercial fee ;
- g. Charge on car park usage ;
- h. Charge on advertising medium
- i. Charge for shooting
- j. Charge for opening out of schedule (Ollombo)
- k. Charge for temporary freight storage on apron

### **I.3. New charges introduction**

In accordance with the article 61.4 of the concession agreement, AERCO has the possibility to establish new charges, once approved by the licensing Authority.

### **I.4. Charges revision**

In accordance with the article 61 of the concession agreement, AERCO is authorised to freely increase the charges, with the exception of the regulated airport charges.

The regulated charges are the airport charges referred to in article I.2. of the present document. These amounts are set by ministerial order.

Regarding the landing fee, changes to the tariff will be based on initial distribution of this fee (52% AERCO, 48% ASECNA)

### **I.5. Charges tax regime**

The amounts mentioned in the present document do not include taxes.

In accordance with the article 61.1 of the concession agreement, the aeronautical charges collected for inbound or outbound flights, to or from another country than the Republic of Congo are assimilated as exports for the purposes of applying VAT and are therefore entitled to a zero duty rate.

When applicable, the VAT is charged at a standard rate of 18% and increased by the additional surcharges ("centimes additionnels") which amount is calculated on a 5% VAT rate basis.

The holder of a *Temporary Occupancy Permit (AOT)* will pay all its taxes and duties directly, in accordance with the current legislation, including registration charges, rental taxes and all the duties and taxes relating to the premises occupied and its operations.

With regards to registration charges, AERCO, jointly liable of the payment of these duties, will directly perform the registration of the *Temporary Occupancy Permit (AOT)* and will then invoice the actual amount charged to the holder.

AERCO will pay directly, on behalf of the holder of a *Temporary Occupancy Permit (AOT)*, the real property tax relating to the leased asset.

## II. Charges recovery

### II.1. Recovery

Receivables due to be paid to AERCO as concession fees are collected accordingly to rules and procedures according to the OHADA Uniform Act relating to the *simplified procedures of debt collecting and enforcement measures*.

Charges must be paid by simple use of any equipment, systems, facilities or tools belonging to AERCO including when AERCO staff is employed.

All the charges owed AERCO shall be payable in cash.

Some charges, such as states fees and rental charges, are payable in advance, unless otherwise stipulated by agreement.

### II.2. Deferred payments

As an exception to the cash payment rule, AERCO may authorise deferred payment for charges, upon presentation of invoices and subject to the following conditions:

- a- The invoiced charges should have a permanent nature;
- b- An agreement covering the granting of deferred payments conditions is required between AERCO and the entity benefiting of such conditions;
- c- The debtor has to provide sufficient guarantees (notorious solvency levels or security deposit covering a three-month period of charge);
- d- Except for the items payable in advance, estimated charges may be computed and entitled to down payment on invoices. The final bill will offset these deposits;
- e- Invoices issued by AERCO are payable on receipt and no later than 30 days after date of invoice;
- f- Any claim against an invoice will not suspend payment ;
- g- In case of late-payment :
  - The different guarantees constituted can be used and activated after a formal notice issued by AERCO;
  - The late-payment interests will be charged on the amount due as defined hereafter;
- h- The unpaid amounts, as a result of claims, shall automatically result in the payment of interests in case of rejection of the claim;

### II.3. Late-payment interest

In the event of late payment of any charge, bill, service or amount owed AERCO, these amounts due to be paid, regardless of cause, shall automatically result in the payment of interest, without any prior reminder or formal notice from AERCO.

The default interest will be the discount rate of the Bank of Central African States (BEAC) increased by two (2) percentage points.

The rate of late-payment interest to be applied is to be calculated using this formula  
 $M (n/360) \times i/100$  where:

M = Amount due to be paid to AERCO

n = number of calendar days late

i = discount rate of the Bank of Central African States (BEAC) increased by two (2) percentage points

## **II.4. Guarantees and deposits**

Prior delivering a *Temporary Occupancy Permit (AOT)* to the occupant, AERCO will require a security deposit that shall be equivalent to the amount of three (3) months charges. This security deposit is interest-free.

AERCO reserves the right to require a bond or deposit for airlines wishing to benefit from settlement periods for payment, the amount of which will be determined on the basis of the average amount owed under the *Temporary Occupancy Permit (AOT)* agreement.

Amounts received by AERCO as bond or deposits are used to clear debts from the airline or from the occupant in the event of default. These sums might also be used to cover the costs for restoration and repairs of the premises.

## **II.5. Relevant provisions to aircraft operators**

In accordance with the article 61.7 of the concession agreement, in case of non-payment of airport charges, owing by an aircraft operator, AERCO may request ASECNA to ground one or several aircraft, until payment is completed.

With regards to aircraft owned or operated by a natural or legal person established in Congo, AERCO may only request this grounding after a formal notice served by a court bailiff to the debtor.

### III. Aeronautical charges

#### III.1. Landing fee

The landing fee is levied for all aircraft performing a landing in Brazzaville, Pointe-Noire or Ollombo.

The landing fee is collected by AERCO and ASECNA. These two bodies separately invoice their share of the landing fee, using the Maximum Take-Off Weight (MTOW), rounded up to the next complete tonne, issued in the certificate of airworthiness

The landing fee rate differs according to whether the aircraft is performing a domestic or an international flight. A domestic flight is a flight when the place of departure and the place of arrival are located within the Republic of Congo, without any commercial stop-over in another territory.

The landing fee is owed by the operator or failing that, by the owner.

Aircraft performing a landing back to the airport as a result of technical problems or related to adverse weather conditions are exempt of this fee.

The table below shows the landing fee rate collected by AERCO.

Maximum Take-Off Weight	Domestic (Art. 10) XAF	INTERNATIONAL (Art. 10) XAF
1	2 807	2 708
2	2 807	2 708
3	2 807	3 255
4	2 807	4 340
5	2 807	5 425
6	2 807	6 510
7	2 807	7 595
8	2 807	8 680
9	2 807	9 765
10	2 807	10 850
11	2 807	11 935
12	2 807	13 020
13	2 807	14 105
14	2 870	15 190
15	3 683	16 275
16	4 496	17 360
17	5 309	18 445
18	6 122	19 530
19	6 935	20 615
20	7 748	21 700
21	8 561	22 785
22	9 374	23 870
23	10 187	24 955
24	11 000	26 040
25	11 813	27 125
26-75	13 449 + 1 636 / Tonne	29 305 + 2 180 / Tonne

Maximum Take-Off Weight	Domestic (Art. 10) XAF	INTERNATIONAL (Art. 10) XAF
76-150	95 681 + 2 068 / Tonne	139 182 +3 057 / Tonne
>151	250 664 + 1 951 / Tonne	368 265 +2 865 / Tonne

In accordance with the CEMAC Civil Aviation Code, the following aircraft are exempt of the landing fee:

- Civil flights operated by state aircraft if not operated for commercial purposes and on conditions of reciprocity ;
- Military flights of states that have concluded reciprocity agreement with CEMAC member states;
- Search and rescue flights authorised by the appropriate competent body ;
- Flights performed exclusively for the purpose of checking or testing equipment used or intended to be used as ground aids to air navigation.

Air clubs planes while performing training flights are also exempt of charges.

AERCO grants some special conditions to the following users:

- a) the rotorcraft benefit from a 50% discount on the rate in force;
- b) A 75% discount on the rate in force is granted to aircraft belonging to companies performing aerial work and training flights, not operated for commercial purposes and without any paid work, each time they use the procedure without, however, performing a full-stop landing (touch and go).

### **III.2. Aircraft parking charge**

All the aircraft parked on paved or unpaved surface, intended for this usage and located inside AERCO airport concession have to pay the aircraft parking charge.

The first two hours on all aircraft parkings are free between landing and take-off times. The hourly fee will be due in full, once each hour or part has started.

The charge rate is set at 120 XAF per tonne and per hour, using Maximum Take-Off Weight (MTOW) reference and rounded up to the next complete tonne.

The landing fee is owed by the operator or failing that, by the owner.

The fee collection by AERCO does not involve any responsibility for custody, conservation or prevention from any other risks.



### III.3. Passenger charge

The passenger fee is due for the facilities and premises especially designed and used for boarding, deplaning and hosting passengers at Brazzaville, Pointe-Noire and Ollombo airports.

The charge is due for every passenger embarking on an aircraft, whatever the purposes of the flight.

For the passengers using AERCO airports concession, the fee is based on the flight destination.

*Rate in force since April 1st of 2012 in accordance with decision n°3204 issued by Minister of Transport:*

Domestic flight	Per departure passenger	3 500 XAF
Regional flight (CEMAC, DRC and Angola)	Per departure passenger	17 000 XAF
International	Per departure passenger	25 000 XAF

The passenger charge is owed by the operator or failing that, by the owner.

The charge is not due in the following cases:

- a) On duty or deadheading crew members of the plane ;
- b) Passengers on direct transit exclusively performing a temporary stop at this airport and departing in the same plane and same flight number, they landed ;
- c) Passengers whose aircraft perform a landing back to the airport as a result of technical problem or related to adverse weather conditions ;

The supporting documentation required to get these exemptions will be defined by AERCO, after consulting the airline.

The charge is collected by the airline when the ticket is issued. It appears in the dedicated part of the ticket.

The passengers' data are transferred not later than three (3) days after the flight by the airline or its handling assistant.

If these data are still non transferred more than 5 days after the end of the billing period, AERCO reserves the possibility to invoice to the airline the equivalent of a full flight, considering the aircraft layout, without prejudice to the measures needed to ensure the regular transmission of this information.

The passenger charge initially collected by the airline is to be refunded to AERCO.

If the airline didn't transfer these amounts due to be paid, AERCO will reserve the possibility to collect and levy the charge, from the passengers, at the boarding gate.

### III.4. Fuel supply charge

The fuel supply charge is owed and transferred to AERCO by each airline whose aircraft is refuelled, while parked on Brazzaville, Pointe-Noire or Ollombo apron.

The rate in force is 3, 40 XAF per litter of fuel loaded into aircraft tanks.

### III.5. Freight Charge

The freight charge is due on Brazzaville, Pointe-Noire and Ollombo airports for the usage of freight handling areas, equipped facilities, share space offices and buildings, provided for the handling of inbound or outbound air freight, whether or not operated for commercial purposes.

The freight charge shall be paid by the carrier accordingly to the flight manifest of each plane.

*Tariff:*

Domestic	Per kg (entering <b>OR</b> leaving freight)	30 XAF
International	Per kg (entering <b>AND</b> leaving freight)	40 XAF

The practice involving the recovery of a sole freight charge for domestic carriage, while entering **or** leaving, remains in force, by way of derogating to the published charges.

The cargo data shall be transferred not later than three (3) days after the flight by the airline or its handling assistant.

## IV. Non-Aeronautical charges

### IV.1. Charge for boarding bridge usage

The charge for boarding bridge usage is due on Brazzaville, Pointe-Noire and Ollombo airports for the airlines using Jet Bridge for boarding and deplaning passengers.

The charge rate for boarding bridge usage is expressed in XAF, per quarter of an hour and per Jet Bridge as follows:

First 2 hours	per quarter of an hour / jet bridge	16 410 XAF
3-4th hours	per quarter of an hour / jet bridge	8 250 XAF
From the 5th hour	per quarter of an hour / jet bridge	4 105 XAF

Every quarter of an hour started is due in full.

In the event of a parking lasting more than two hours and if the interests of the traffic management so require, the plane shall leave the gate to a remote position once deplaning has been performed.

However, if conditions allow, AERCO may authorise the aircraft to keep its jet bridge positioned during the full duration of the stop.

### IV.2. Charge for check-in counter usage

The charge is due for the check-in counter usage.

a- For the Brazzaville facilities, the charge is directly paid by the airline using the counter. Its amount is automatically determined according to the number of counters used and the time lapse on the computer software used for check-in between the log-in and log-out.

The rate in force for check-in counter usage is expressed as follows:

- **800 XAF per quarter of an hour and per counter during the first 2 hours**
- **1000 XAF per additional quarter and per counter from the third hour**

b- For the Pointe-Noire facilities, the charge is a monthly lump-sum, paid by the handling assistant which then passes on the charge to the airlines.

### **IV.3. Charge for departure flights management system (CUTE CUPP-T) usage and incidental costs**

This charge is due for the equipment and departure flights management system (CUTE CUPP-T) usage, made available to handling assistant and self-handling airlines at check-in counters and boarding gates.

The rate in force for system (CUTE CUPP-T) usage is expressed as follows:

- Departure passenger : **350 XAF** per departure passenger ;
- Connecting passenger : **200 XAF** per connecting passenger

A local check-in and boarding system (LDCS) might be provided to airlines.

This additional service is charged, as follows:

- Departure passenger : **100 XAF** per departure passenger checked ;

Boarding pass and Bag tag, when provided by AERCO, will be rebilled to the users as follows:

- Boarding Pass : **60 XAF** per boarding pass ;
- Bag Tag : **45 XAF** per bag tag ;

It will be considered one (1) boarding pass and two (2) bag tags per passenger.

### **IV.4. Charge for VIP lounge usage**

This charge is due for the passenger lounge usage, by airlines or aircraft operators which have formalised their consent to comply with the conditions of use of the "Salon Ebène".

The charge is due for each departure passenger, flying with an airline which complies with the general terms of use and upon boarding pass presentation.

A passenger, non-elected by an airline is free to purchase a lounge access by paying the entrance fee.

The charge is invoiced to airlines or aircraft operators, complying, by their signatures with the general terms, at the end of every month, considering the number of entries.  
The lounge access is set to 12 000 XAF, unit-price

The unit-price will be reduced to 10 500 XAF per passenger, for this operator, if an airline, or an aircraft operator, uses more than 200 entries in a month (from the first to the last day)

AERCO will provide for the opening of the lounge two (2) hours prior to a departure flight.

The airline shall notify AERCO in case of flight cancellation not later than twelve (12) hours before the flight schedule. Otherwise, the lounge opening costs, fixed on a flat-rate basis of 50 000 XAF, will be invoiced to the airline.

AERCO reserves the right not to open the lounge out-of-hour in case of frequent low attendance (below 3 passengers per flight, on average).

## **IV.5. Charge for land and office building occupation and rental charges.**

### IV.7.1 Land and Office building occupation

The charge for land and office building occupation is due for the private occupation of lands and buildings located in AERCO's concession area.

This occupation must comply with the general and specific requirements specified in the Temporary Occupancy Permit (AOT).

The charge rate for land and office building occupation differs, depending of the nature of areas made available.

The charge rate is expressed in XAF, per square meter and per year.

The charge rate is exclusive of all additional services needed for a normal use (rental charges).

Charge for land and building occupation is payable monthly, quarterly or yearly.

Charge rate as follows:

Land	Bare land used for crops or building	SQM/year	<b>4 000 XAF</b>
	Bare land used for airport operations	SQM/year	<b>6 000 XAF</b>
	Paved surface	SQM/year	<b>10 000 XAF</b>
Shelter		SQM/year	<b>12 000 XAF</b>
Outside terminal	Shed, industrial stores, maintenance facility	SQM/year	<b>18 000 XAF</b>
	Freight forwarders office, Refuelling area office and freight area office	SQM/year	<b>30 000 XAF</b>
	Office located outside of the terminal	SQM/year	<b>35 000 XAF</b>
Inside terminal	Private area in the airport customs area (excluding of commercial fee)	SQM/year	<b>210 000 XAF</b>
	Private area out of the airport customs area (excluding of commercial fee)	SQM/year	<b>190 000 XAF</b>

Specific rate for land and building occupation applies in the new Brazzaville Terminal, excluding of any commercial fee, as follows:

Area	Type	Office charge rate
Arrival Hall (Public)	Commercial Office (50 Sqm)	12.000.000 XAF / year
Arrival Hall (Public)	Commercial Office (50 Sqm)	12.000.000 XAF / year
Mezzanine	Shop n°1 (20 Sqm)	4.200.000 XAF / year
Mezzanine	Shop n°2 (20 Sqm)	4.200.000 XAF / year
Mezzanine	Shop n°3 (20 Sqm)	4.200.000 XAF / year
Mezzanine	Shop n°4 (20 Sqm)	4.200.000 XAF / year
Departure Hall (Public)	Airline agency office (25 Sqm)	12.000.000 XAF / year
Departure Hall (Public)	Airline agency office n°2 (25 Sqm)	12.000.000 XAF / year
Departure Hall (Public)	Airline agency office n°3 (25 Sqm)	12.000.000 XAF / year
Departure Hall (Public)t	Office or shop n°4 (33 Sqm)	10.200.000 XAF / year
Departure Hall (Public)	Office or shop n°5 (33 Sqm)	10.200.000 XAF / year

The charge rate for shops, cafes and restaurants located in the airport customs area are negotiated in their specific Temporary Occupancy Permits (AOT).

The charge rate for land and building occupation is exclusive of all additional services in particular, but not limited to: electricity and/or water consumption, waste collection and treatment services, cleaning, communications ...

AERCO might provide computer stations equipped with specific software (GAETAN, ALTEA) to airlines.

A monthly lump-sum will be fixed and billed to the user of these stations.

AERCO shall remain the owner of the equipment and software Licenses.

#### IV.7.2 Rental Charges

When the rental charges (electricity and/or water consumption, waste collection and treatment services, cleaning, communications) are borne by AERCO at first, these ones will be collected from the holders of a Temporary Occupancy Permit (AOT) accordingly to the relevant rules applying for each expense item, on a quarterly basis.

Depending of the situation and the nature of the area rented, AERCO may set provisions in the Temporary Occupancy Permit (AOT). AERCO is required to justify that the funds collected are properly spent.

- **Electricity**

Electricity consumption rebilling is performed regarding the actual kW·h used (electricity meter). Electricity meters are set for each office area and a check of the balance of power needed is performed so as to compute the consumption, in proportion, if the meter serves several different offices. These checks shall be performed every year.

If no electric meter is available in the area, a check and a projected consumption shall be performed.

The charge rate is fixed to **75 XAF** per kW·h when the energy supply is guaranteed (terminal and some freight areas). Otherwise, the rate is fixed to **55 XAF** per kW·h .

- **Air conditioning**

Cooling supply will be rebilled to the occupant, depending of the volume occupied. The rate is fixed to **500 XAF / m3** per period of three (3) months.

- **Water**

A fixed monthly charge of 5 000 XAF per month is owed by the occupants of areas equipped with water inlet.

- **Common expenses**

The common expenses (cleaning, lavatory, waste collection and treatment services) are fixed to a monthly charge of **500 XAF / Sqm.**

**The leading producers of waste (catering, handling assistant or self-handling airlines) are charged to a specific rate.**

- **Phone**

Phones, only connected to the airport internal network, may be provided.

The monthly charge is fixed to **5 000 XAF.**

Line opening costs shall be defined, on a case-by-case basis, depending on the requirements of your installation,

- **Network**

Terminal network is available for all the occupants using their own Internet service providers for a monthly charge fixed to 5 000 XAF, per office occupied.

#### IV.7.3 Specific renting

Meeting rooms located at Brazzaville and Pointe-Noire airports are available for rent for a fare fixed to 100 000 XAF per half-day and 200 000 XAF for the whole day.

## **IV.6. Commercial Fee**

Any company with a business activity in the airport area shall pay a commercial fee to AERCO. In return, the company is allowed to operate its business activity according to the Temporary Occupancy Permit (AOT).

The rate of the commercial fee is a percentage of the sales revenue with an annual guaranteed amount.

The rate varies from one sector/major programme to another, depending upon the content, nature and type of activities envisaged and to a significant extent to the outcome of the initial tendering procedure.

## **IV.7. Charge for car park usage**

Charge for car park usage is due for the use of the car park within Brazzaville airport facilities. AERCO may extend further this charge in Pointe-Noire and Ollombo facilities.

The charge rate is fixed on an hourly basis as follows:

• 1 <sup>st</sup> hour	:	500 F.XAF
• 2 <sup>nd</sup> to 6 <sup>th</sup> hour	:	300 F.XAF
• 7 <sup>th</sup> à 12 <sup>th</sup> hour	:	200 F.XAF
• 12 <sup>th</sup> à 24 <sup>th</sup> hour	:	150 F.XAF
• Per extra hour	:	100 F.XAF
• Weekly subscription	:	15.000 F.XAF
• Monthly subscription	:	40.000 F.XAF
• 6 Months subscription	:	200.000 F.XAF
• Annual subscription	:	350.000 F.XAF

Every hour started is due in full.

VIP car park is available upon request. Annual subscription is fixed to 2 378 000 XAF (All taxes included) per year. Park duration is limited to one hour. Terms and conditions are available upon request.

A private parking located close to the second part of the airport is available for airlines and handling representatives. Annual subscription is fixed to 200 000 XAF.

#### **IV.8. Charge on advertising medium**

AERCO has sole competence to authorise the placing of advertising medium in all the airport area, including the fences.

AERCO has sole competence to collect charges on advertising medium and freely establishes the pricing policy.

#### **IV.9. Charge for shooting**

Charge for shooting is due for every commercial filming occurring in or nearby airport (Brazzaville, Pointe-Noire, Ollombo) building.

This charge is fixed to **100 000 XAF per day**.

Institutional filming might be exempt from this charge, upon justification.

#### **IV.10. Charge for out-of-hour opening (Ollombo)**

In accordance with the article 37.2 of the concession agreement, Ollombo airport is open to traffic from 5 AM GMT to 9 PM GMT, 7 days a week.

A charge of **100 000 XAF per 2 hours duration** will be invoiced to the user, outside of opening hours,



#### **IV.11. Charge for temporary freight storage on apron**

“Presence of Freight on the Apron is allowed only during unloading operations of aircraft and for a maximum period of 2 hours after the last pallet is put on the ground. Beyond this time frame, any cargo left on the Apron, will be considered as Temporary Freight Storage and charged to the Freight-Forwarder on an hourly basis 200.000 XAF per square meter”.