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# ADVISORY CIRCULAR

SUBJECT:	DATE:	AC NUMBER:	VERSION:
PAYMENT OF FEES AND CHARGES	2016-05-01	000-05	1.0

**NOTE: THIS ADVISORY CIRCULAR IS PUBLISHED TO PROVIDE REGULATORY INFORMATION.**

## CHAPTER 1 – INTRODUCTION

### 1.1 Purpose.

Most certification services rendered by the GACA have application fees associated with them. Confirmed payment of all applicable fees is a requirement for an application to be accepted for processing by the GACA. The purpose of this advisory circular is to provide information and instructions to the Kingdom of Saudi Arabian aviation industry on the requirements for the payment of fees and charges as prescribed by the Implementing Regulations of the Civil Aviation Tariff Act.

### 1.2 Applicability.

This advisory circular is applicable to any person required to pay fees and charges as prescribed by the Implementing Regulations of the Civil Aviation Tariff Act.

### 1.3 Cancellation.

This is the first official version of this advisory circular and it cancels no other advisory circulars.

### 1.4 Related Regulatory Provisions.

Implementing Regulations of the Civil Aviation Tariff Act.

### 1.5 Related Reading Material.

None.

### 1.6 Definitions of Terms Used in this Advisory Circular.

This Advisory Circular does not introduce any new terms.

### 1.7 Approval.

This Advisory Circular has been approved for publication by the Assistant President, Safety, Security and Air Transport Sector of the General Authority of Civil Aviation.

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## CHAPTER 2 – PAYMENT PROCEDURES

### 2.1 Fee Payment Procedures.

The payment of any prescribed fee or charge must be made by following the procedure outlined below.

(1) **Step 1** - Contact the GACA SS&AT fees and charges office or your GACA focal point to learn of the total amount owing and obtain an invoice number for the type of service(s) being sought.

NOTE: The invoice number has a 30 day validity period and payments must be made to the GACA within this period.

(2) **Step 2** - Pay the prescribed fee indicated on the invoice.

(a) All payments are to be made in full. No partial payments will be accepted.

(b) *For payments made inside the KSA* - all payments must be made through KSA-SADAD channels only.

(c) *For payments made outside the KSA* - all payments must be made via a bank transfer to the credit of GACA SS&AT bank account given below. Bank transfer charges, if any, will be borne by the party making the transfer. For this purpose, all persons affecting a transfer must ensure that full service fee reaches the GACA account, net of all intermediary bank charges. NOTE: In all cases the invoice number must be clearly mentioned on the bank transfer document.

**BENEFICIARY:** General Authority of Civil Aviation

**ACCOUNT NUMBER:** 1700802666

**IBAN:** SA38 4000 0000 0017 0080 2666

**BANK:** SAMBA Financial Group

**BRANCH:** Al-Andalus, Jeddah, Saudi Arabia

**SWIFT:** SAMBSARI

**ABA:** 36074626

NOTE: Persons who are unable to make payments using either of the two methods noted in paragraphs (b) or (c) above should contact the GACA SS&AT fees and charges office for further instructions. This office may be contacted using the coordinates noted in Chapter 3 of this advisory circular.

(3) **Step 3** - Retain evidence of payment of the prescribed fees associated with the specific invoice

number. Present this evidence to the GACA as part of your application package.

## CHAPTER 3 – FOR FURTHER INFORMATION

### 3.1 Responsible Department(s).

The Revenue Department of the GACA Finance Sector is the department responsible for fees and charges.

### 3.2 Contact Details.

The Revenue Department can be contacted at the following coordinates:

*In person:*

General Authority of Civil Aviation  
Revenue Department  
Safety, Security and Air Transport Sector Building  
KAIA, Jeddah

*By mail:*

General Authority of Civil Aviation  
Finance Sector  
Revenue Department  
P.O. Box 887  
Jeddah, 21421

*By telephone:*

+966 12 640 5000 (ext. 2574)

*By email:*

fin-revenue@gaca.gov.sa