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Civil Aviation Authority of Nepal

Airport Service Charge Regulation, 2078 (2022)

(Date of granting approval from Government of Nepal: April 13, 2022)

Civil Aviation Authority of Nepal

Babarmahal, Kathmandu

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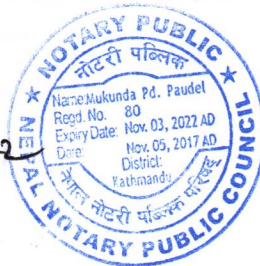
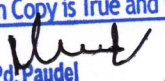




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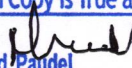
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Unofficial Translation

Civil Aviation Authority of Nepal
Airport Service Charge Regulation, 2078 (2022)

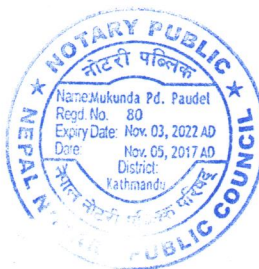
In exercise of power conferred by Article 34 of the Civil Aviation Authority of Nepal Act, 2053 (1996), Civil Aviation Authority of Nepal has framed following rules by getting approval of the Government of Nepal.

Chapter – 1

Preliminary

1. **Short Title and Commencement:** (1) The name of the Regulation shall be "Airport Service Charge Regulation, 2078 (2022)"
(2) This Regulation shall come into force after forty-five days from the date of approval by Government of Nepal.
2. **Definition:**
 - (a) "Income" means charge, rent, fee, royalty, part of income or other specific income levied by the Authority pursuant to the Act and this Regulation.
 - (b) "Act" means the Civil Aviation Authority of Nepal Act, 2053 (1996).
 - (c) "Office" means Head Office of the Authority or offices and projects under it.
 - (d) "Chief of Office" means the designated staff who is assigned to work as chief of the office.

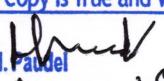
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- (e) "Guarantee" means certain percentage of total contract amount in cash deposit or bank guarantee issued by commercial bank for any tender arrangement.
- (f) "Tender" means document executed with Authority or Airport Office to operate trade business or service facility in consideration of rent, charge, fee, royalty and part of income or other certain amount to Authority pursuant to this Regulation.
- (g) "Authority" means Civil Aviation Authority of Nepal.
- (h) "Increase or decrease" means increase or decrease uttered by the persons willing to obtain Tender for contract management pursuant to this Regulation.
- (i) "Tender Documents" means documents prepared by tender inviting concerned entity for the bidder to submit with price or proposal or rate and this term shall also mean direction, specification, map, design, terms of reference, work schedule, basis of evaluation, quantity list, terms of contract given to bidder and any other documents of this sort also.
- (j) "Ministry" means Ministry of Culture, Tourism and Civil Aviation.
- (k) "Special Situation" means situation created by act of nature or God like earth quake, flood, land slide, fire and pandemic.
- (l) "Charge" means charge to be recovered for the service facility to be provided by the Office pursuant to Act and this Regulation and the term also include rent, fee and part of income.
- (m) "Contract" means document signed jointly after agreeing by both parties on the conditions prescribed in the bidding document or document relating to proposal.

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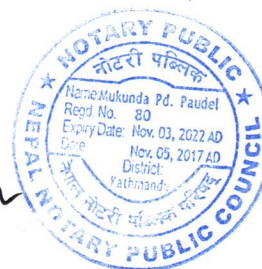
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- (n) "Service" means various service and facility to be provided by Office or other service provider pursuant to Act and this Regulation.
- (o) "Public Entity" means entity with full government ownership or entity whose fifty percent or more share ownership is of Government of Nepal.

Chapter – 2

Regarding Service Charges

3. **Landing Service Charge:** (1) The Authority shall impose and collect Landing Service Charge for providing Aircraft Landing Service in the Airport in a rate as specified in Schedule-1.

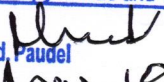
(2) Notwithstanding anything stated in sub-Rule (1), following rate of landing service charge shall be imposed and collected in respect of the following Aircrafts:

- (a) Additional twenty-five percent to the charge mentioned under Schedule-1 for Chartered Aircraft,
- (b) Exemption of fifty percent to the charge mentioned under Schedule-1 for Aircraft Test or Training,

(3) Authority, where has fixed peak hour and lean hour for any Airport, may increase, in the peak hour, or waive, in the lean hour, upto twenty-five percent of the charge mentioned under Schedule-1,

(4) Authority shall levy the charge mentioned under Schedule-1 if any Aircraft in an international flight couldn't go to the destination and returned to any of the Airports in Nepal.

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(5) Notwithstanding anything contained in this Rule the following Aircrafts have to pay no landing charge to the Authority:

- (a) Involved in the Authority's own flight calibration or test flight,
- (b) Registered in the United Nations,
- (c) Aircraft of diplomatic flight as written by the Ministry.

4. **Housing Service Charge:** (1) Concerned Air Service Operator, considering each twenty-four hours or less as one count, shall pay housing service charge to the Authority as mentioned under Schedule-2 in consideration of the housing service provided in the hanger constructed by the Authority.

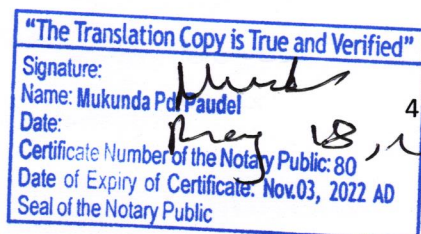
(2) In case any Air Service Operator has parked Aircraft in the hanger constructed taking the land of the Authority in lease, charge as mentioned under Schedule prescribed under Sub Rule (1) has to be paid.

5. **Ground Handling Service Charge:** (1) The Authority shall impose ground handling service charge for international flights for providing Ground Handling Service in the Airport.

(2) The Authority, for the purpose of levying the charge as mentioned under Sub Rule (1), shall provide Ground Handling Service in the Airport by means of competitive selection among National and International organizations.

(3) The basis of selection of the organization for Ground Handling Service operation as per Sub Rule (2) and the process to provide permission to such organization shall be as prescribed by the Board.

(4) In case a situation arises when any organization couldn't be selected on time through competition pursuant to the Sub Rule (2) and service seems going to be obstructed, an organization which has Government of Nepal's





more than fifty percent ownership can be given permission for Ground Handling Service till certain time through negotiation with the approval of Committee.

(5) Notwithstanding anything contained under this Rule, if Ground Handling Management Service in any Airport is being provided by organization owned by Government of Nepal at the time of commencement of this Regulation, the Authority can give continuation to the service of such organization under the conditions prescribed by the Authority.

(6) Application charge, licence charge, renewal charge and deposit related provision for Ground Handling Management Service shall be as prescribed under Schedule-3.

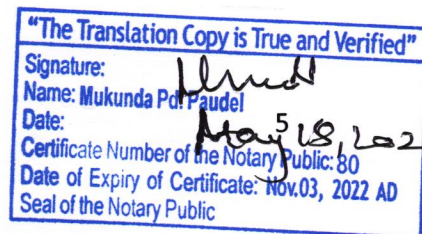
(7) The Ground Handling Management Charge to be collected by the licensed organization to provide Ground Handling Service shall be as prescribed by the Authority

(8) The detail of Ground Handling Management Charge collected pursuant to Sub Rule (7) requires to be submitted to the Authority within seven days of each month end by the licensed organization.

6. **Parking Service Charge:** (1) The Authority shall impose parking service charge for providing Aircraft Parking Service in the Airport as prescribed under Schedule-4

(2) Notwithstanding anything stated in Sub-Rule (1), Aircrafts in the following situation shall not be imposed parking service charge:

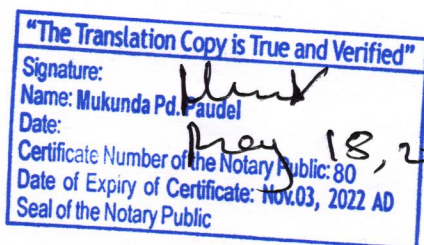
(a) For a period of surveillance if any Aircraft is under surveillance for examination or inspection or other reason as ordered by the Director General,





- (b) Parked upto two hours,
 - (c) For a period to which Aircraft housing service charge paid pursuant to Rule 18,
 - (d) Involved in flight calibration or test flight of the Authority itself,
 - (e) Registered at United Nations,
 - (f) Aircraft of diplomatic flight as written by the Ministry
- (3) Only twenty-five percent of parking service charge pursuant to Sub Rule (1) shall be imposed to Aircraft not qualified for flight or due to the reason of accident whose Flight Qualification Certification is repealed by the Authority.
- (4) For the purpose of this rule, every six hours shall be deemed to be one parking time and when calculating parking time, it shall be calculated from the time of more than two hours at the airport.
- (5) The aircraft pursuant to sub-rule (3) shall be parked to the place determined by the head of the airport and if such aircraft is parked to any place other than the prescribed place, the cost of transfer to the designated place shall be borne by the concerned aircraft operator.
- (6) The aircraft which will be overnight at other airports instead of overnight at the designated operating base will be charged double the fee mentioned in Schedule-4.

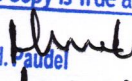
7. **Vehicle Parking Service Charge:** Vehicle parking service charge as determined by the Authority will be levied on the vehicle parked in the parking area determined by the Airport Chief.





8. **Communication and Navigation Aid Service Charge:** (1) The Authority shall levy communication and navigation aid service charge for every landing of aircraft at any airport of Nepal for providing communication and navigation aid service.
- (2) Notwithstanding anything contained in sub-rule (1), in case of chartered aircraft, twenty-five percent additional fee shall be levied on the fee as mentioned in Schedule-5.
- (3) Authority shall provide communication and navigation aid service to the aircraft flying in the airspace of Nepal (overfly) and shall charge communication and navigation aid charge as mentioned in Schedule 6 for each flight.
- (4) Notwithstanding anything contained in sub-rule (1), communication and navigation aid service charges shall not be levied on the following aircraft:
- (a) being involved in flight calibration or test flight of the Authority,
 - (b) registered with the United Nations,
 - (c) Written by the Ministry as a diplomatic flight aircraft.
9. **Freight (Cargo) Transport Charge:** Authority shall levy freight service charge as mentioned in Schedule 7 for providing such freight transport service to the airline operating organization providing freight transport service in domestic and international flights.
10. **Passenger Service Charge:** (1) Authority shall charge passenger service charge as mentioned in Schedule 8 to every air passenger above the age of two years and such fee shall be as prescribed by the Authority for the airport where the flight is to be operated.

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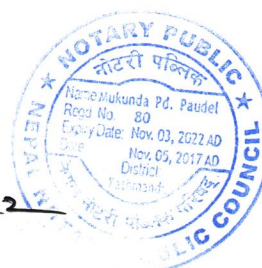
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(2) Passengers of international and domestic flights shall pay the passenger service charge at the time of purchase of air ticket to the airline and in case of cancellation of such flight, the amount of passenger service charge shall be refunded by the airline to the concerned passenger.

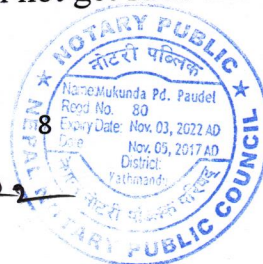
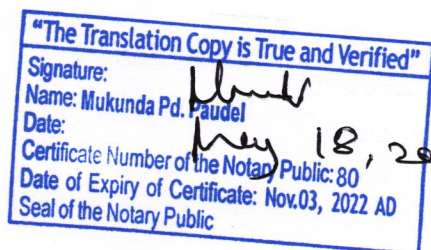
(3) Before operating an aircraft, the organization operating the airline shall submit the passenger details and the details of the amount received for passenger service charge as per sub-rule (2) to the concerned airport office or the office designated by the authority.

(4) The Airport Office shall, on the basis of the details received in accordance with sub-rule (3), issue a bill in the name of the concerned airline operating organization within five days of each month as per the Gregorian calendar in order to reimburse the passenger service charges collected from the passengers of international flights in the previous month.

(5) The amount as per the bill issued pursuant to sub-rule (4) shall be remitted by the concerned airline operating organization within twenty five days of the same month to the concerned airport office or to the office designated by the authority.

(6) If any airline operating company does not pay such amount within the period as per sub-rule (5), a late fee of zero point one percent will be levied on the bill amount for each day excluding value added tax.

(7) The organization operating the airline which remits the amount of the bill issued pursuant to sub-rule (4) within the twelfth day of the same month shall be exempted at the rate of one percent on the bill amount excluding value added tax. However, the airlines that have not paid the passenger service charge of the previous month will not get such exemption.





(8) Notwithstanding anything contained elsewhere in this rule, the charter flight operating organization must submit the passenger service charge to the concerned airport office or the office designated by the authority before operating flights by international and domestic aircraft.

(9) The airline operating organization shall deposit one month's passenger service charge in the form of cash deposit or bank guarantee in the office of the airport on the basis of seat capacity of each flight as per the approved flight schedule of such organization.

(10) Pursuant to sub-rule (9), if the deposit is to be kept as bank guarantee, such bank guarantee shall be valid for a period of at least six months.

(11) The amount of passenger service charge charged by the airline operating organization can be paid in Nepali Rupees or in US dollars.

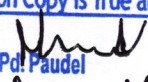
(12) The account of the passenger service charge received from the passenger by the airline operating organization shall be kept up to date and the details thereof shall be submitted to the concerned airport office or the office designated by the authority within three days of the payment of each month.

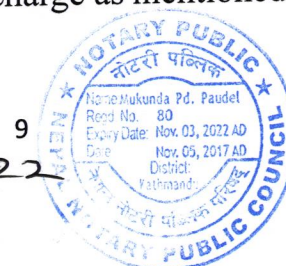
(13) The passenger service charge collected from the passengers of the domestic flight shall be remitted by the concerned airline operating organization to the concerned airport office or other office specified by the authority on a fortnightly basis within the twenty first day of the Nepali month and the seventh day of the next month.

(14) Other arrangements related to collection of passenger service charge shall be as determined by the committee.

11. **Entry Charge:** The person or vehicle entering the area permitted by the Airport Office shall pay the entry charge as mentioned in Schedule-9.

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12. **Rescue and Fire Fighting Service Charge:** the concerned airlines operating organization shall pay to the Authority the rescue and firefighting service charges as mentioned in Schedule-10 for the rescue and firefighting services made available in the airport.
13. **Aviation Fuel Sales Service Charge:** (1) In lieu of operating aviation fuel sales service in the airport area with the permission of Authority, such service provider shall pay the aviation fuel sales service charge as mentioned in Schedule-11.
- (2) Pursuant to sub-rule (1), the organization selling aviation fuel shall provide the monthly statement of fuel sale to the concerned office within five days of the end of each month and the office shall issue monthly bill on the same basis.
14. **Catering Service Charge:** (1) The Authority shall levy catering service charges as mentioned in Schedule 12 for catering services provider to the air passengers.
- (2) Pursuant to sub-rule (1), the organization providing catering service to air passengers shall submit monthly sales details to the concerned office within five days of the end of each month.
- (3) Authority may grant permission to more than one service provider for the purpose of providing food to the passengers in a qualitative and competitive manner.
- (4) If any airline operating organization wishes to itself operate catering service to the air passengers, the Authority shall specify the necessary criteria

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and allow such service to be operated. In case if the airline operating organization operates such service, the Authority shall levy charge as mentioned in Schedule-12.

(5) In accordance with this rule, permission for a period of five years shall be granted to the catering service provider for providing catering service to the passengers and if the service provided by such organization is satisfactory, the Authority may extend the duration of permission for one more period of five years.

(6) If a complaint is received regarding the catering service (of providing food) being provided to the air passengers after obtaining permission in accordance with this rule and if the complaint is deemed reasonable, such organization shall address the complaint in time and if such organization does not address the complaint, the Authority shall revoke the licence to provide the service specifying certain time.

15. Goods (Cargo) Management Service Charge: (1) The organization providing goods management services within the airport area shall pay the goods management service charge as mentioned in Schedule-13.

(2) Other arrangements related to the management of goods (cargo) shall be as mentioned in the procedure approved by the Authority.

16. Transit Cargo Service Charge: (1) While handling transit cargo, the organization licensed to operate transit cargo shall pay the transit cargo service charge as mentioned in Schedule-14.

(2) Other arrangements related to transit cargo service charges shall be as prescribed in the procedure approved by the Authority.

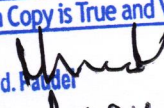
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17. **Passenger Transport Service Charge:** The service provider providing passenger transport service within the airport area will have to pay the passenger transport service charge as mentioned in Schedule-15.
18. **Hangar Rental Charge:** When the Authority rents an aircraft shelter (hangar) owned by the Authority within the airport area, a charge of rent as mentioned in Schedule-16 shall be levied.
19. **Advertising Charge :** (1) The Authority shall levy advertising charge to the person or organization selected for advertising by arranging for competition, among such person or organization, on rate as mentioned in Schedule-17, in the place specified for advertisement.
- (2) In case of more than one advertisement, to be made via electronic media from the same place, an additional charge of fifty percent shall be charged on the rate mentioned under sub-rule (1).
- (3) The standard of place, number, size, type, quality, etc. of the advertisement to be allowed and to be placed at the airport shall be as determined by the authority.
- (4) The contract period of advertisement made in accordance with this rule shall be of maximum five years.
- (5) Pursuant to sub-rule (1), the person or organization selected for the advertisement shall not be allowed to advertise the products which are harmful to the public health such as smoking, tobacco products and alcohol prohibited by the prevailing law.

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20. Commercially Important Person Room (CIP Room) Usage Charge: The criteria for the management of Commercially Important Person Room (CIP Room) at the airport and the charge for using such room shall be as determined by the Authority.

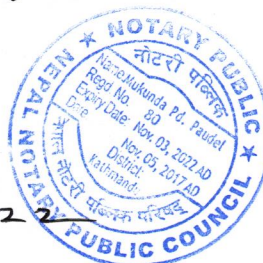
21. Baggage Screening Charge: For the baggage screening service provided by the Authority at the airport, the organization operating the airline shall pay the baggage screening charge as mentioned in Schedule-18.

22. Aeronautical Operation Control Communication (AOCC) Charge: Air Service Operating Organizations that want Aeronautical Operation Control Communication (AOCC) service set up by the Authority shall pay the aeronautical operation control communication charge as mentioned in Schedule-19.

23. Common User Terminal Equipment and Baggage Reconciliation System Service Usage Charge: (1) The Authority shall provide services such as Common User Terminal Equipment (CUTE) or Common User of Passenger Processing System (CUPPS) or its modified system and baggage reconciliation system (BRS) at the airport by itself or through other service providers.

(2) The Authority shall, while using services as per sub-rule (1) through any service provider organization, shall adopt competitive method and select the service provider organization which proposes to pay maximum part of its income and which provides an essentially effective service.

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(3) Authority can continue such service to the service providers who have entered into an agreement to provide services in accordance with sub-rule (1) before the commencement of this rule, as long as the term of the agreement is valid.

(4) For providing services as per sub-rule (1), the Authority shall charge a fee at the rate as mentioned in Schedule 20.

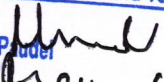
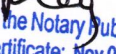
(5) The service provider organization selected pursuant to sub-rule (2) shall collect the fee as mentioned in Schedule 20 and remit to the Authority the part of its income as per the agreement.

(6) Billing, recovery, deposit, discount and delay for providing services as per sub-rule (1) will be as per the provisions of Rule 10 regarding passenger service charge.

24. Film shooting charge: The Authority shall charge Film shooting charge, as mentioned in Schedule-21, to any person or organization for shooting, film, video film or advertisement etc. after obtaining permission from the airport office Authority, as mentioned in Schedule-21.

25. Building and Room Rent charge: (1) The Authority shall levy building and room rent charge as mentioned in Schedule-22 for providing necessary space or room for the operation of airlines in the building within or outside the airport area.

(2) When the Airport Office rents a vacant or to be vacant room or place inside or outside the airport area except for the purpose mentioned in sub-rule (1), the bidding shall be done as per Chapter-3 by specifying an amount charged for the same sort of room or place as minimum income. The person,

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firm or company selected in accordance to the process of bidding shall be awarded the rent.

(3) Pursuant to sub-rule (2), the term of the agreement for renting of room or place shall be of a maximum period of five years and after five years, the room or place shall be given for rent compulsorily through a new contract.

(4) If the bid is not received even after inviting bids twice through the process mentioned in sub-rule (2) or if the bid is submitted by proposing income less than the specified minimum income estimate, the office shall submit a proposal to Authority for review the terms and conditions of bidding and income estimate established as per sub-rule (2).

(5) Authority shall review the proposal submitted as per sub-rule (4) on the basis of necessity and justification and approve new income estimates. In case the minimum income estimate is assumed on the basis of immediately prevailing rent and new income estimate has to be made, the rate, estimated after adjustment of inflation as per the consumer price index from the year when the rent rate was fixed in the Regulation, shall be considered as base.

(6) Re-tender has to be invited by the Airport Office on the approved income estimate as per sub-rule (5).

(7) If no bid is received even as per sub-rule (6), with the approval of Authority regarding the revision of rent rate and modification of selection process, the Airport Office may rent through negotiation.

(8) Pursuant to sub-rule (7), the Airport Office shall publish seven days' notice for the purpose of rent through negotiation and such notice shall specify area to be rented, the minimum rent rate and conditions prescribed by the Authority and also mention about requirement for submitting an application to the Airport Office with proposal.

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(9) Out of the applications received in accordance with the information published pursuant to sub-rule (8), the renting of building, room or place inside or outside the airport area may be negotiated with the person, firm or company that accepts the highest amount than the rent amount prescribed by Authority.

(10) The amount mentioned in the agreement for rent shall automatically be increased every year in proportion to the inflation index determined by Nepal Rastra Bank.

(11) If the person, firm or company to be hired by the Airport Office does not fulfill the obligations and duties as per the agreement within the agreement period, their business operation may be stopped by canceling the agreement with such person, firm or company even if the agreement period has not expired.

(12) The person who is using any building and room of the airport in rent as a tenant in accordance with these regulations, shall carry out maintenance as mentioned in the agreement and if not so mentioned or if there is any ambiguity, shall carry out maintenance as per the standard prescribed by the head of the airport office.

26. Land Rent Charge: (1) If any person or organization uses the land inside or outside the airport area with the permission of Authority, such person or organization shall be charged the land rent charge as mentioned in Schedule-23.

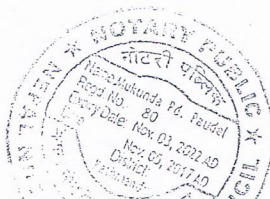
(2) The person or organization using such land on rent by paying the charge as per sub-rule (1) shall not build the physical infrastructure without the approval of Authority.

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(3) Authority shall rent the vacant land inside or outside the airport area permitting the business-owner to construct a temporary building or shutter in the model of self-construction, operation and transfer and to carry out business operation for a maximum period of ten years on the basis of minimum rate as mentioned in Schedule-23 following competitive bidding process.

(4) The design of the structure to be constructed as per sub-rule (3) shall be as approved by the Authority.

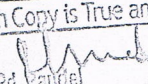
(5) In relation to renting of vacant land inside or outside the airport area for a period exceeding the period mentioned in sub-rule (3) or construction, operation and transfer of structures of permanent nature on such land for commercial purposes will be in accordance with the, Construction, Development and Operation Rules, 2066 of Civil Aviation Authority of Nepal.

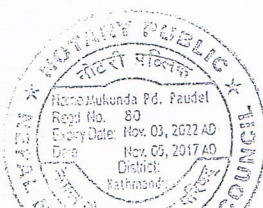
(6) The rent of the agreement as per sub-rule (3) shall be automatically increased at the rate of ten percent every two years.

(7) The duration of the agreement for the rent of land for the structures to be constructed and operated with the participation or cooperation of the authority such as golf course, connection of solar energy to be supplied for the use by the airport as well, aviation museum shall be as determined by the authority.

(8) If Authority has to lease land to any public body for the purpose specified in sub-rule (7), it may approve such body without requiring to compete.

(9) If any physical structure being constructed on the land of the Authority without permission or in a manner different from the one approved, the chief

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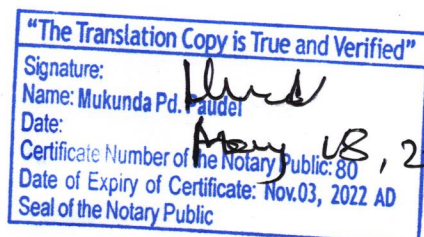




of the concerned airport office shall immediately stop such construction work.

(10) If someone builds physical infrastructure on the land of Authority without permission, Authority shall automatically bring such structure under its ownership.

- 27. Other Service Charges:** (1) For providing electricity service, telephone service, seasonal service, observation tour service or various rooms for training (Class Room, Meeting Room, Press Room) within the airport area, the Authority shall charge for telephone, seasonal, observation tour, room use as mentioned in Schedule-24.
- (2) If any service provider provides other services to be used at the airport except for those provisioned in this regulation by charging fees from the firms and organizations within the airport area, the amount equal to fifteen percent of the amount agreed between the two parties shall be remitted to the Authority.
- (3) Authority shall impose security check charge as mentioned in Schedule-24 with the concerned airline operating organization for providing security check service of air passengers and goods at the airport.
- (4) The service provider organization providing air ground data link service to the airline operating organization shall pay the charge as mentioned in Schedule-24 to the Authority.
- (5) The organization providing Managed Wide Area Network (WAN) service at the airport shall pay the fee as mentioned in Schedule-24 to the Authority.





28. **Determining service charge on the basis of cost recovery:** Authority will charge service facility fee by determining the rate on the basis of cost recovery of the service while providing the service as per this Chapter.

Explanation: For the purpose of this rule, "Cost Recovery" shall mean the fulfillment of the total cost per unit of service that amounts to the total sum of direct costs incurred or to be incurred for the provision of any service and the overhead costs. For this purpose, administrative expenses, operating expenses, deduction and cost of capital or loan and generally return on investment up to 15 percent shall also be included.


29. **Charges to be reimbursed:** (1) The airlines operating the service provided by the Authority and other persons or entities shall remit all the charges as per these rules within the prescribed period.

(2) If the deadline for payment of fees is specified in this regulation, the fee shall be paid accordingly and if not specified, such fee shall be paid within the time limit prescribed by the Authority.

(3) Notwithstanding anything contained in this regulation, the amount including building and room rent, annual fee as per land rent rules, aircraft housing (hangar) charge and advertisement charge and other amounts to be paid as per agreement shall be paid in advance.

30. **Provisions related to the issuance of bills and payment of charges :** (1) The Authority shall issue the bill for the landing, departure, communication and navigation aid charges within fifteen days of elapse of the English month.

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(2) The details related to the flight movement required to issue the bill as per sub-rule (1) shall be certified by the concerned body and sent to the revenue Section or billing unit of the authority within five days of the English month.

(3) The information issued in accordance with sub-rule (1) shall also be sent to the email address of the concerned airline operating organization.

(4) Notwithstanding anything contained in sub-rules (1) and (2), the bill for the month of July can be issued twice, one for the number of days till the last day of the month of *Aashadh* in accordance to *Nepali Calendar* and another for the remaining days of July. Accordingly, the bill for the first half of the month shall be issued by the 20th of July.

31. Provisions regarding Discount and Delay Charge : (1) The charge to be paid by the airline to the Authority shall be remitted within 30 days of the issuance of the bill.

(2) A discount at the rate of two percent on the amount other than value added tax on landing, departure, security and communication and aviation assistance fees to the airlines operating organization shall be provided if the airline operating organization pays the bill issued pursuant to sub-rule (1) of rule 30 within the twenty-fifth day of the same month.

However, the airlines operating with old arrears shall not get such discount facility and such discount shall be applicable only in the bill issued from the date of implementation of this regulation.

(3) If the charge is not paid within the time limit specified in sub-rule (1), late fee shall be charged at the rate of zero point zero five percent per day for sixty days from the last date of payment and after sixty days the arrears including late fee shall be recovered at the rate of fifteen percent per annum.

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(4) If an individual or organization does not pay, within the prescribed time, the charge to be paid as per sub-rule (1) or the charge to be paid as per the agreement delay fee as prescribed under Sub Rule (3) shall be levied to such individual or organization.

(5) Within sixty days after the last day of the payment of the fee prescribed in sub-rule (1), the Authority may proceed to take action as per rule 33 by deducting such arrears from the deposit amount maintained by the concerned institution firm or company.

32. Responsibility for Collection of Charges: (1) The Chief of the concerned airport office shall be responsible for the collection of fees in accordance with this regulation and shall send a report to the head office of Authority regarding the collection of fees and arrears within seven days of each Nepali month.

(2) As for the Chief and responsible staff of the airport office who do not collect the fee on time as per sub-rule (1) and do not send the report to the head office on time and do not initiate action against the person or organization on time, departmental action will be taken as per Terms of Services and Facility of the Staff of Civil Aviation Authority of Nepal Regulation, 2056.

33. Suspension of service and other action: (1) If the airline, persons or other organizations fail to pay the required charges, or fail to submit the required details or breach the conditions of agreement with the airport office, the Chief of the Airport shall suspend the permission, Authorization or agreement for carrying out any other business issued by the Airport Office ,

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withhold the property of such airline, persons or organizations at the airport and prohibit their business operation or other works.

(2) Notice of withdrawal from carrying out work or business as per sub-rule (1) shall be sent to the head office of Authority by the chief of the airport office as soon as possible.

(3) If any person or organization fails to pay the charges as per these rules within 60 days from the date of issuance of the bill, the chief of the airport office shall stop such person or organization from doing business at the airport and immediately stop the flight in case of airline operating organization.

(4) In case of non-payment of fees to Authority or breach of the terms of agreement with Authority, the person, firm or airline operator of the airline shall be blacklisted by Authority restricting to engage in any work activity and business related to aviation, airports and offices for three years.

(5) No new permission shall be granted or existing permission renewed by the Authority to the person or organization that is in arrears of the amount to be remitted to the Authority as per these rules. For this purpose, the amount of the bill issued after 1st Shravan, 2076 shall be considered as arrears.

(6) The Authority shall prevent the individuals, firms or airlines operator, from whom payment is due to the Authority in accordance with these rules, from participating in the bidding process for procurement from the head office or subordinate airport offices of Authority and in the contract bidding as per Chapter 3 of these rules.

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Chapter - 3

Arrangements related to income collection

34. Arranging the contract related to the income: The Authority shall carry out the functions related to the collection of the charges such as rent of the land and other physical structures owned by it and other works under the Act, this regulation and the prevailing law through contract settlement.

35. Requirement of revenue projection: Authority, before moving ahead with tender, shall prepare general and special terms and conditions of contract and implementation action plan including minimum income estimate and collection schedule by projecting the feasibility of source of income related to the contract, potential resource mobilization, management cost of resource mobilization, contract period, annual income and passenger and aircraft movement during the period of past five years, if available.

However, the projection can be made on the basis of income as far as it is available in the areas where income has not been available for the last five years.

36. Income Projection Approval Officer: The following Official shall approve the following bid documents that include income projection collection schedule prepared in accordance with Rule 35, implementation action plan and the general and special terms and conditions of contract:

(A) Up to one crore rupees from at least sixth level office chief,

(B) Up to Rs. 20 million by at least eighth level office chief

(C) Up to Rs. 50 million by at least tenth level office chief

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(D) Up to Rs.100 million by at least twelfth level office chief

(E) of Any amount above Rs. 100 million by the Director General.

37. The method of income collection shall be chosen: (1) The following method shall be adopted by the Authority while arranging the contract related to income collection:

(a) accepting sealed proposal

(b) through open bidding

(1) As per Single Stage One Envelope method

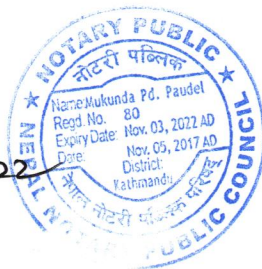
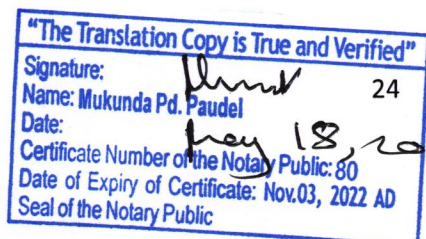
(2) Demanding technical and financial proposals in accordance to the Single Stage Two Envelope method

38. Collecting income with sealed proposal: (1) Authority shall collect income by obtaining sealed proposal from at least three listed persons, firms or companies for approved estimated annual income of ten lakh rupees.

(2) The Authority shall renew the details of the listed persons, firms from whom sealed proposals are obtained in accordance with sub-rule (1) every year.

39. Collecting income by inviting open bids: (1) Tender shall be invited by Authority following Single Stage One Envelope method when Authority arranges a contract for the collection of income with an estimated income of above ten lakh rupees and up to Rs. 100 million per annum.

(2) When inviting bids as per sub-rule (1), if the income is estimated to be above Rs. 1 million and up to 2 million per annum at least fifteen days' notice, if the income is estimated to be more than 2 million and up to 5





million, minimum 21 days' notice and if the income is estimated to be more than 5 million and up to 100 million, thirty days' notice shall be published in national daily newspaper and such information shall also be posted on the website of the authority.

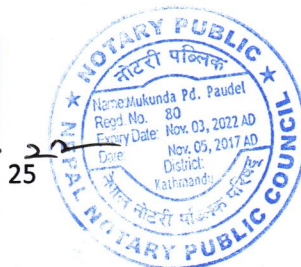
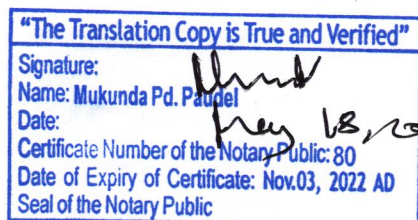
(3) The following things shall be disclosed in the notice as per sub-rule (2):

- (a) the main terms and conditions of the income contract,
- (b) the projected income for the contract period,
- (c) the contract period,
- (d) the installment and time of repayment as per the contract agreement and if exemption is given for repayment in lump sum or in advance,
- (e) the place where bid documents shall be available (more than one office or place of Authority can be mentioned as such place),
- (f) Method of submission of bids
- (g) Office for submission of bids
- (h) charges related to bid,
- (i) Last date, time and place for submission of bids and date, time and place for opening of bids,
- (j) Cash or type of bank guarantee required as bidbond and validity period.
- (K) Other necessary terms and conditions.

(4) The contract period for collection of income through bidding in accordance with this rule shall not normally exceed five years.

40. Collecting income by soliciting technical and financial proposals: (1)

When arranging the contract for the collection of income with an estimated income of more than Rs. 100 million per annum, Authority shall ask for





technical and financial proposal following Single Stage Two Envelope method.

(2) The Authority shall prepare study report with the following details before concluding the contract as per sub-rule (1):

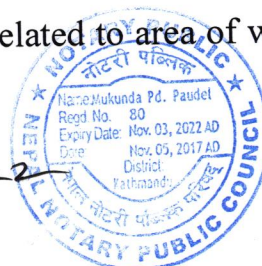
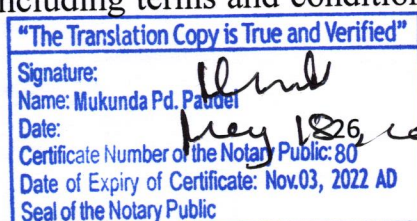
- (a) Details of work related to contract settlement
- (b) the need for contract settlement and the basic concept,
- (c) Policy approved by the Authority,
- (d) Details of any previous study on the title, sub-title of Contract Settlement.
- (e) the nature of the title, sub-title of the contract settlement,
- (f) The current income from the sub-title of the contract settlement and the expenses incurred for its arrangement,
- (g) the manner and justification of contract settlement,
- (h) the priority and duration of the contract settlement,
- (i) the qualification of the bidder,
- (j) Sample of bidding documents and basis of bid evaluation,
- (k) The main terms and conditions of the contract settlement agreement,
- (l) Expected benefits to the Authority
- (m) Other essential items

(3) In case of the study report as per sub-rule

(2) being prepared by any private sector, the authority may analyze the study on such report and approve it with necessary modifications.

(4) The contract period for the collection of income under this rule generally shall not be more than ten years.

41. Documents to be prepared: (1) The Authority shall prepare bidding documents including terms and conditions related to area of work in order to





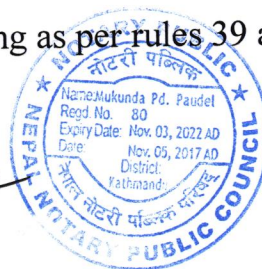
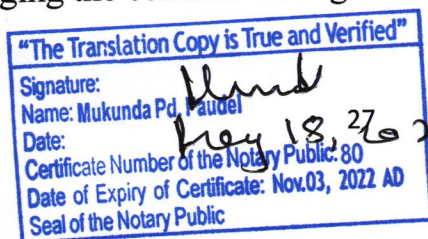
arrange the contract as per sub-rule (1) of rule 40 on the basis of study report prepared in accordance with sub-rule (2) of rule 40.

(2) The tender documents including terms and conditions related to area of work prepared in accordance with sub-rule (1), and the basis of for evaluation shall be approved by the Director General.

(3) The following things need to be included in the terms and conditions related to area of work prepared in accordance with sub-rule (1):

- (a) the background and purpose of the work to be done in relation to the contract,
- (b) the scope of work of the service provider and the work to be performed by him,
- (c) details of work-related studies and data, if available,
- (d) Physical facilities, equipment and other things provided by the Authority Office,
- (e) the duration of service,
- (f) Terms and conditions of payment, schedule, fine for late payment,
- (g) Number of manpower required and the method of mobilizing manpower,
- (h) Details regarding the method of proposal evaluation, the main bases of evaluation and the score-weightage.
- (i) Necessary terms and conditions, in case of request for proposal of international standard.
- (j) Other matters as deemed necessary by the Authority.

42. Need to enter into agreement: (1) The Authority shall enter into contract-agreement with the bidder selected from the evaluation of the bid received while arranging the contract through bidding as per rules 39 and 40.





(2) In the contract agreement to be made pursuant to sub-rule (1), in addition to the matters to be mentioned in accordance with the prevailing law, the following matters should also be mentioned:

- (a) Details of contract arrangement,
- (b) the schedule for implementation of the agreement,
- (c) the provision regarding fees to be charged from the consumer,
- (d) Fees, rent, royalties to be paid to the office
- (e) Statement of the fact that regarding the matters not covered by the agreement, provisions of this regulation and other applicable laws shall prevail.
- (f) Statement of the fact that the inclusion of conditions contrary to this regulation and other applicable laws shall be void.
- (g) Statement of the fact that amended provisions of this regulation shall prevail, in case of amendment, if any.
- (h) Other essentials matters.

43. Guarantee to be maintained: (1) In the contract arrangement through bidding as per rules 39 and 40, the amount to be borne as guarantee by the bidder shall be five percent of the approved income estimate and the performance guarantee shall be twenty-five percent of the pledge amount.

(2) The guarantee to be maintained in accordance with Sub Rule (1) shall be cash or bank guarantee issued by a commercial bank in accordance with Banks and Financial Institutions Act.

(3) The validity period of the bank guarantee to be submitted pursuant to sub-rule (2) shall be prescribed by the Authority.

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44. Method of remittance of installment of contract amount: (1) While arranging the contract for collection of income in accordance with this regulation by Authority, the arrangement regarding the number of installments to be paid in advance shall be as per the work schedule and other conditions mentioned in the bidding documents.

(2) In preparing the work schedule in accordance with sub-rule (1), the probable time of collection of fees, charges or rent and the time of payment installment shall be agreed and the interval between such installments shall not exceed four months.

(3) Up to five percent discount shall be given on such advance payment if the bidder agrees to pay the lump sum annual amount in advance, considering, during the agreement, of the total contract amount as the annual instalment amount.

(4) Percentage of exemption to be given as per sub-rule (3) must be mentioned in the notice.


45. Provisions related to recovery of arrears: (1) Authority shall make an action plan for recovery of arrears to recover the amount outstanding due to various reasons and shall collect arrears on the basis of such action plan.

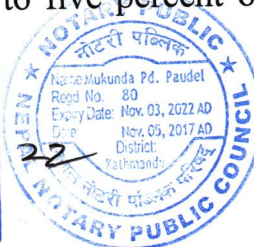
(2) In the process of collecting the arrears as per sub-rule (1), the Authority may request the assistance of the local administration, police, civil society or any other person.

(3) It shall be the duty of all concerned to provide such assistance if requested by the Authority for assistance as per sub-rule (2).

(4) Upon receipt of assistance from various bodies or persons pursuant to sub-rule (3), the Authority shall provide up to five percent of the recovery

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amount to the concerned person or organization as reward. If the outstanding amount has been recovered due to the active participation of more than one person or organization, such prize money shall be proportionately divided among all active participants.

(4) If the amount cannot be recovered even from the process as per this rule, Authority shall consider it as government overdue and collect it as per the prevailing law regarding government overdue.

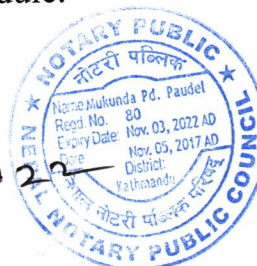
- 46. Procedure in accordance with the prevailing law shall be followed:** (1) Authority shall follow the procedure as per the prevailing public procurement law in the case of issues not mentioned in this regulation while collecting income as per this Chapter.

Chapter 5

Miscellaneous

- 47. Amount to be deposited:** (1) Before operating the flight of any airline, estimated amount to be paid as landing, parking, communication and aviation assistance and security charge for a month, as per the approved flight schedule of such organization, shall be submitted in the form of cash or bank guarantee, as advance deposit.
- (2) The valid term of the bank guarantee to be submitted as deposit amount as per sub-rule (1) shall be of at least one year.
- (3) The deposit amount as per sub-rule (1) shall be as determined by the authority on the basis of approved flight schedule.

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(4) The airlines operating at the time of commencement of this Regulation shall deposit the deposit amount as per Sub Rule (1) within 60 days from the date of application of this Regulation.

(5) The outstanding amount to be submitted to the office by any airline operating organization shall be deducted from the deposit amount deposited in accordance with sub-rule (1).

Explanation: For the purpose of this Regulation, “outstanding amount” shall mean the amount remaining to be paid for a period of 60 days from the day specified as the last date of payment.

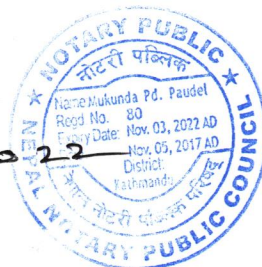
(6) If the flight service of any airline operating organization is terminated, such organization shall notify the office in writing at least thirty days before the flight service is terminated.

(7) If the flight service being operated by an airline is terminated for any reason and the office has to collect the amount from such organization, it shall be deducted from the deposit as per sub-rule (1) and the remaining amount shall be refunded to the concerned organization.

48. Exemption or waiver may be given: (1) The Authority shall, with the consent of the Ministry, grant the following exemptions in the following charges:

(a) To promote establishment of aviation training organization, aircraft repair and maintenance organization, base of aircraft operation in the airports outside Kathmandu valley, discount for a period of maximum five years, in the charges mentioned under Schedule 23 shall be granted while providing land on rent to construct hangar and repair and maintenance infrastructure, as prescribed by the Authority, after approval of necessary criteria by the Board of Directors.

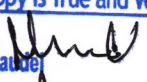
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- (b) Partial discounts, as prescribed by the authority, shall be granted on landing, parking, communication and navigation aid and security charges to be paid to the base airport by the airline operating Mountain Flight or operating at Tenzing Hillary (Lukla) Airport with their operational base maintained at airports outside Tribhuvan International Airport.
- (c) Necessary discount, with prescribed terms and conditions and for prescribed time period, on applicable charges pursuant to this Regulation at international airports constructed and operated outside the Kathmandu Valley.
- (d) Discount on landing and parking charges, for a specified time period, for aircraft flying directly from the capital of one province to the capital of another province.
- (e) Necessary discount on applicable charges pursuant to this Regulation, for diplomatic aircrafts, aircrafts involved in search and rescue and disaster management, as well as the government and security-service related vehicles at the airport.
- (f) When renting land to a person or organization cooperating with the Authority in activities related to the promotion of civil aviation, discount up to fifty percent on the applicable charges pursuant to this Regulation shall be granted for a specified time period and with prescribed terms and conditions.
- (g) In case of lease of available land for beautification of airport or construction of environment friendly infrastructure such as golf club, battery charging station of electric vehicle, solar energy production, necessary discount in applicable charges pursuant to this regulation.
- (h) Other discounts as deemed necessary by the Authority.
- (2) If any person or organization pays the outstanding amount to be paid to Authority within three months from the date of implementation of this

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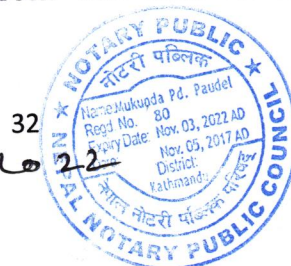
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regulation, Authority may give up to one hundred percent discount on the penalty amount depending on the duration of the outstanding amount.

(3) If the amount paid by any person or organization to Authority exceeds the charge as per the rules or if such amount paid is credited to the non-operative account because of double payment, the Authority may reconcile the accounts or refund the amount.

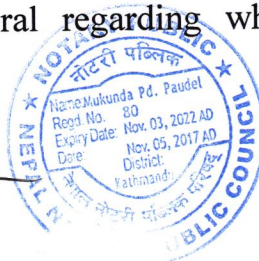
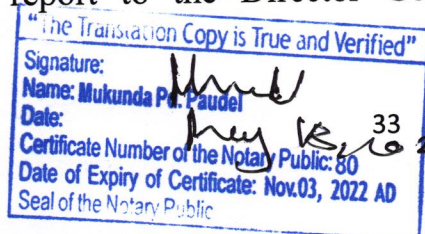
(4) The Director General shall, with the approval of the Committee, grant necessary concessions in the rent of the canteen operated for the convenience of the employees in the head office or subordinate offices of the Authority.

49. The rate of convertible foreign currency shall be taken as basis: (1) The selling exchange rate of US dollar fixed by Nepal Rastra Bank on the day of use of the service shall be taken as basis ~~on~~ for payment of the fee to be paid in Nepali currency by any service consumer person or organization as per this regulation.

(2) Notwithstanding anything contained in sub-rule (1), in the case of a airline operating company receiving concessions to pay the charges at once on a monthly basis, the selling exchange rate of US dollar fixed by the National Bank for the day of issuance of invoice shall be taken as the basis.

50. To be in accordance with the prevailing law: In the case of the provisions mentioned in this regulation, it shall be in accordance with this regulation and in the case of other subjects, it shall be in accordance with the prevailing law.

51. Provisions related to monitoring: (1) The office shall monitor quarterly and submit a report to the Director General regarding whether or not the





conditions mentioned in the contract agreement made in accordance with these rules have been complied with and the fees charged by Authority have been collected within the stipulated period.

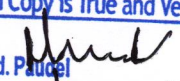
(2) The Director General shall, from time to time, monitor the effective implementation of the contractual agreements made in accordance with these rules and regulations and the non-compliance of the fees charged under these rules.

52. Schedule Modification or Amendment: The Government of Nepal may modify or amend the schedule of this regulation as required.


53. Repeal and Saving: (1) Civil Aviation Authority of Nepal Airport Service Charge Regulations, 2067 has been repealed.

(2) The work done in accordance with the Civil Aviation Authority of Nepal Airport Service Charge Regulations, 2067 shall be deemed to have been done in accordance with these rules.

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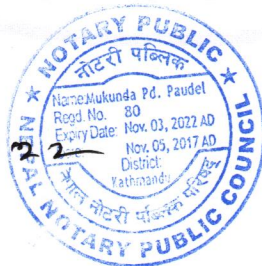
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Schedule-1

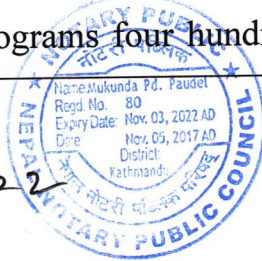
(Relating to Rule 3 Sub Rule (1), (2), (3) and (4))

Landing Service Charge

1. On the International Flight of International Airport

S.N.	Weight of Aircraft	Charge (In USD)
1.	Upto ten thousand kilogram	Twelve Dollar Fifty cents
2.	Above ten thousand kilograms upto twenty five thousand kilograms	For the first ten thousand kilograms Twelve Dollar Fifty cents and thereafter at the rate of two dollars fifty cents for each thousand kilograms
3.	Above twenty five thousand kilograms upto fifty thousand kilograms	For the first twenty five thousand kilograms fifty dollar and thereafter at the rate of three dollar seventy five cent for each thousand kilograms.
4.	Above fifty thousand kilograms upto seventy five thousand kilograms	For the first fifty thousand kilograms one hundred forty three dollar seventy five cent and thereafter at the rate of six dollar for each thousand kilograms
5.	Above seventy five thousand kilograms upto one hundred thousand kilograms	For the first seventy five thousand kilogram two hundred ninety three dollar seventy five cent and thereafter at the rate of seven dollar thirty five cent for each thousand kilograms
6.	For the weight above one hundred thousand	For the first one hundred thousand kilograms four hundred seventy seven

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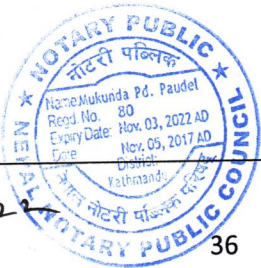
	kilograms	dollar fifty cent and thereafter at the rate of eight dollar fifty five cent for each thousand kilograms
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2. On the Domestic Flight

(a) At Tribhuvan International Airport, Gautambuddha International Airport and Pokhara Airport

S.N.	Weight of Aircraft	Charge
1.	Upto ten thousand kilograms	Five hundred fifty rupees
2.	Above ten thousand kilograms upto twenty five thousand kilograms	For the first ten thousand kilograms five hundred fifty rupees and thereafter at the rate of one hundred ten rupees for each thousand kilograms
3.	Above twenty five thousand kilograms up to fifty thousand kilograms	For the first twenty five thousand kilogram two thousand two hundred rupees and thereafter at the rate of one hundred sixty five rupees for each thousand kilograms
4.	For the weight above fifty thousand kilograms	For the first fifty thousand kilograms six thousand three hundred twenty five rupees and thereafter at the rate of two hundred twenty rupees for each

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		thousand kilograms
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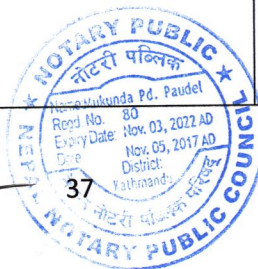
(b) At Chandragadhi, Biratnagar, Rajbiraj, Janakpur, Simara, Bharatpur, Nepalgunj, Surkhet and Dhangadhi Airport

1.	Upto ten thousand kilograms	Four hundred rupees
2.	Above ten thousand kilograms upto twenty thousand kilograms	For the first ten thousand kilograms four hundred rupees and thereafter at the rate of eighty rupees for each thousand kilograms
3.	For the weight above twenty thousand kilograms	For the first twenty thousand kilograms one thousand two hundred rupees and thereafter at the rate of one hundred twenty rupees for each thousand kilograms

(c) At Tenjing Hilari (Lukla), Jomsom, Tumlingtar, Phaplu, Ramechhap, Simikot, Jumla and Rara Airport

1.	Upto ten thousand kilograms	Three hundred rupees
2.	Above ten thousand kilograms upto twenty thousand kilograms	For the first ten thousand kilograms three hundred rupees and thereafter at the rate of sixty rupees for each thousand kilograms
3.	For the weight above twenty thousand kilograms	For the first twenty thousand kilogram nine hundred rupees and

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		thereafter at the rate of ninety rupees for each thousand kilogram
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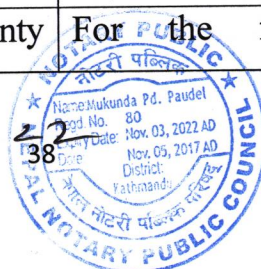
(d) At Taplejung, Thamkharka, Bhojpur, Lamidanda, Rumjatar, Khanidanda, Dang, Manang, Bajura, Dolpa (Juphal), Dolpa (Masinechour), Doti, Baitadi, Rukum (Salle), Rukum (Chourjahari), Bajhang and Sanfebagar Airport

1.	Upto ten thousand kilograms	Two hundred fifty rupees
2.	Above ten thousand kilograms upto twenty thousand kilograms	For the first ten thousand kilograms two hundred fifty rupees and thereafter at the rate of fifty rupees for each thousand kilograms
3.	For the weight above twenty thousand kilograms	For the first twenty thousand kilograms seven hundred fifty rupees and thereafter at the rate of seventy five rupees for each thousand kilograms

(e) At Other Airport

1.	Upto ten thousand kilograms	Two hundred rupees
2.	Above ten thousand kilogram upto twenty thousand kilograms	For the first ten thousand kilograms two hundred rupees and thereafter at the rate of forty rupees for each thousand kilograms
3.	For the weight above twenty thousand kilograms	For the first twenty thousand kilograms

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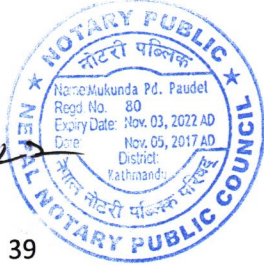


	thousand kilograms	kilograms six hundred rupees and thereafter at the rate of sixty rupees for each thousand kilograms
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Note:

1. Maximum permissible takeoff weight as mentioned in the certificate of air worthiness shall be considered as basis for the purpose to determining service charge based on the weight of the aircraft.
2. If the Authority has determined the weight limit in respect of any aircraft at any airport, the charge shall be determined by maintaining the same weight in respect of such aircraft.
3. If the weight of the aircraft is not a number divisible by one thousand, the remainder shall also be considered as one thousand kilograms for the purpose of charge.
4. The airline, which is allowed to pay in Nepali Rupees, will be able to pay the charge as mentioned in US Dollar in Nepali Rupees according to the selling exchange rate of the currency published by Nepal Rastra Bank for the day of the flight. Provided that, in the case of airlines including chartered flights that have to pay in advance, the selling exchange rate of the date of issuing bill shall be applicable.
5. If any domestic airport is converted into an international airport, the same landing charge as mentioned under Part (2) above shall be charged.

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Schedule-2

(Relating to Sub-Rule (1) and (2) of Rule 4)

Housing Service Charge

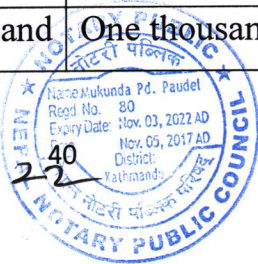
1. At International Airport

S.N.	Weight of Aircraft	Charge (In US Dollar)
1.	Upto ten thousand kilograms	Twenty two Dollar fifty cent
2.	Above ten thousand kilograms upto fifty thousand kilograms	For the first ten thousand kilograms Twenty Two Dollar fifty cent and thereafter at the rate of two dollars twenty five cent for each thousand kilograms
3.	Above fifty thousand kilograms upto one hundred thousand kilograms	For the first fifty thousand kilograms one hundred twelve dollar fifty cent and thereafter at the rate of three dollar forty cent for each thousand kilograms
4.	Above the weight of one hundred thousand kilograms	For the first one hundred thousand kilograms two hundred eighty two dollar fifty cent and thereafter at the rate of four dollar forty five cent for each thousand kilograms

2. At Domestic Airport

S.N.	Weight of Aircraft	Charge
1.	Upto ten thousand	One thousand five hundred rupees

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	kilograms	
2.	Above ten thousand kilograms upto forty thousand kilograms	For the first ten thousand kilograms one thousand five hundred rupees and thereafter at the rate of one hundred fifty rupees for each thousand kilograms
3.	Above forty thousand kilograms upto one hundred thousand kilograms	For the first forty thousand kilograms six thousand rupees and thereafter at the rate of two hundred sixteen rupees for each thousand kilogram
4.	Above the weight of one hundred thousand kilograms	For the first one hundred thousand kilograms eighteen thousand nine hundred sixty rupees and thereafter at the rate of two hundred ninety seven rupees for each thousand kilogram

Note:

1. The weight of the aircraft will be calculated on the basis of Note of Schedule 1.
2. An amount in Nepali currency equivalent to the amount as mentioned in Part (1) shall be charged from aircraft operating domestic flight at an international airport.

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Schedule-3

(Relating to Sub-Rule (6) of Rule 5)

Ground Handling Service Charge

1. Application charge for operation of Ground Handling Service

S.N.	Service	Charge
1.	For Self Handling	Rs. 5,000/-
2.	For Commercial Ground Handling	Rs. 10,000/-

2. Licence and Certificate charge for the operation of Ground Handling Service

S.N.	Service	Charge
1.	For Self Handling	Rs. 200,000/-
2	For Commercial Ground Handling	Rs. 500,000/-

3. Licence and Certificate Renewal Charge for the Operation of Ground Handling Service

S.N.	Service	Charge
1.	For Self Handling	Rs. 100,000/-
2	For Commercial Ground	Rs. 250,000/-

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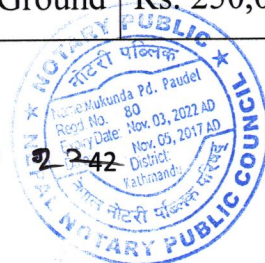
Name: Mukunda Pd. Paudel

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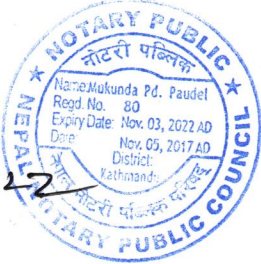
	Handling	
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4. Security Deposit required for obtaining Licence and Certificate for the operation of Ground Handling Service

S.N.	Service	Charge
1.	For Self Handling	Rs. 1,000,000/-
2.	For Commercial Ground Handling	Rs. 2,500,000/-

- The organization, which has obtained licence and certificate for operating commercial ground handling service, shall pay at least fifteen percent of the gross revenue earned through such ground handling facility to the Authority.
- If an airline operates a self-ground handling service, it shall pay the amount to the Authority at the rate of one US dollar per passenger on international flights both for takeoff and landings.
- Aircrafts, which has been operating rescue flights, hospital flights, small international charter flights, or similar aircraft using only minimal equipment, shall pay 300 US dollars to the concerned Civil Aviation Office for the ground handling and supervision.
- While allowing Commercial Ground Handling through contract, the contractor shall make the charge only after getting approval from the Authority.

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Schedule-4

(Relating to Sub-Rule (1) and (6) of Rule 6)

Parking Service Charge

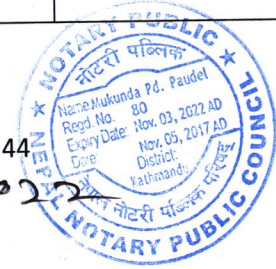
1. At Airports of International Flights

S.N.	Weight of Aircraft	Charge (In USD)
1.	Upto fifty thousand kilograms	At the rate of one dollar per thousand kilograms
2.	Above fifty thousand kilogram upto one hundred thousand kilograms	For the first fifty thousand kilograms fifty dollar and thereafter at the rate of one dollar five cent for each thousand kilograms
3.	For the weight above one hundred thousand kilograms	For the first one hundred thousand kilograms one hundred twenty two dollar twenty five cent and thereafter at the rate of one dollar ninety five cent for each thousand kilograms

2. At the Airport of Domestic Flights

S.N.	Weight of Aircraft	Charge
1.	For the first ten thousand kilograms	Three hundred seventy five rupees
2.	For above ten thousand	For the first ten thousand kilograms

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	kilograms upto forty thousand kilograms	three hundred seventy five rupees and thereafter at the rate of thirty seven rupees fifty paisa for each thousand kilograms
3.	For above forty thousand kilograms upto one hundred thousand kilograms	For the first forty thousand kilograms one thousand five hundred rupees and thereafter at the rate of fifty four rupees for each thousand kilograms
4.	For the weight above one hundred thousand kilograms	For the first one hundred thousand kilograms four thousand seven hundred forty rupees and thereafter at the rate of seventy five rupees for each thousand kilogram

Note:

1. The weight of the aircraft will be calculated on the basis of Note of Schedule 1.
2. An amount in Nepali currency equivalent to the amount as mentioned in Part (1) shall be charged from aircraft operating domestic flight at an international airport.

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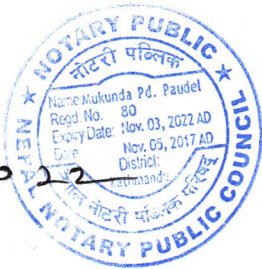
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Date:

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Schedule-5

(Relating to Sub Rule (1) and (2) of Rule 8)

Communication and Navigation Service Charge

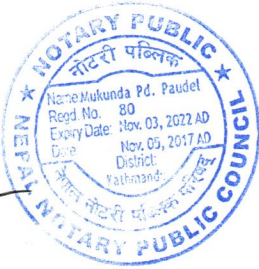
1. At International Airport

S.N.	Weight of Aircraft	Charge (In USD)
1.	Upto twenty five thousand kilograms	Forty five dollar ninety cent -
2.	Above twenty five thousand kilograms upto fifty thousand kilograms	Seventy six dollar fifty cent
3.	Above fifty thousand kilograms upto seventy five thousand kilograms	One hundred fifty two dollar seventy five cent
4.	For the weight above seventy five thousand kilograms	Three hundred five dollar fifty cent

2. At Domestic Airport

- (1) Fifty percent of the landing fee as specified in Schedule 1 at International Airport,
- (2) Thirty-five percent of the landing fee as specified in Schedule 1 at the airport having control zone,

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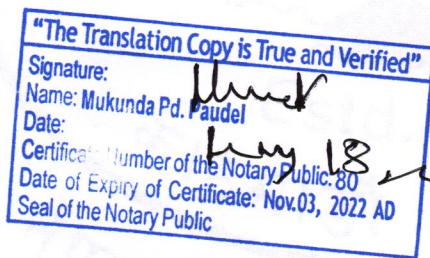




- (3) Twenty percent of the landing fees as specified in Schedule 1 at the Airports other than outlined in sub-parts (1) and (2).

Note:

1. The weight of the aircraft shall be calculated on the basis of the note of Schedule 1.
2. If any domestic airport is converted into an international airport a charge equivalent to Part 1 shall be levied.



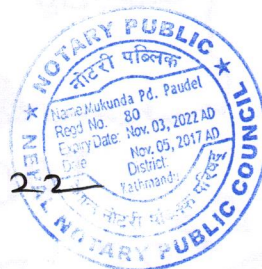
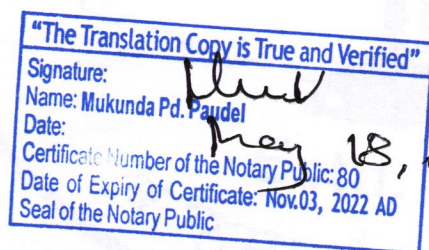


Schedule-6

(Relating to Sub Rule (3) of Rule 8)

Communication and Navigation (Overfly) Service Charge

1. Overfly charges shall be levied at the rate as mentioned in Part 1 of Schedule 5 for providing overfly service on international flights.
2. Forty percent of the landing charge as per Schedule 1 shall be charged for providing communication and navigation services to the helicopter flying from one helipad to another.





Schedule-7

(Relating to Rule 9)

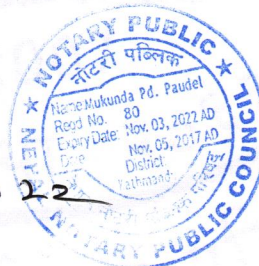
Cargo Transport Charge

1. At the rate of seventy-five paisa per kilogram for arrival on international flights,
2. Fifty paisa per kilogram for departure on domestic flights

Note:

If the weight of the cargo is not a number divisible by one, the remainder shall also be considered as one kilogram for the purpose of charge.

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Schedule-8

(Relating to Sub Rule (1) of Rule 10)

Passenger Service Charge

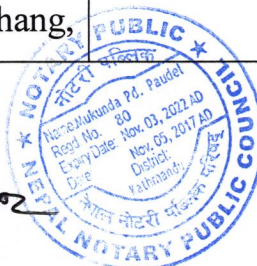
1. At International Flight

Per Passenger Rupees 3,000/- (Three Thousand rupees) (including Value Added Tax)

2. At Domestic Flight

S.N.	Airport	Passenger Service Charge (Including 13 percent VAT)
1.	At International Airport	Rs 500/-
2.	At Chandragadhi, Biratnagar, Rajbiraj, Janakpur, Simara, Bharatpur, Pokhara, Goutambuddha, Tenjing Hilari (Tenjing Hilari (Lukla), Jomsom, Nepalgunj, Surkhet and Dhangadhi Airport	Rs 400/-
3.	At Tumlingtar, Phaplu, Ramechhap, Meghauli, Simikot, Jumla, Rara, Taplejung, Thamkharka, Bhojpur, Lamidanda, Rumjatar, Khanidanda, Dang, Manang, Bajura, Dolpa (Juphal), Dolpa (Masine Chour), Doti, Baitadi, Rukum (Salle), Rukum (Chour Jahari), Bajhang,	Rs 300/-

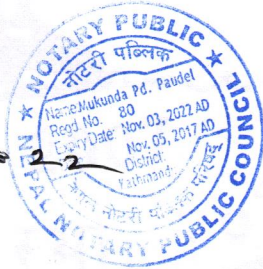
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	and Sanphebagar Airport	
4.	At the Airports other than sub-part (1), (2) and (3)	Rs 200/-
5.	In case the runway of any airport as per Sub-Part (4) is black topped and the service is operated from the paved runway, the charge of those airport as per Sub-Part (3) shall be maintained from the date as specified by the management of the Authority by issuing public notice.	
6.	If any domestic airport is converted into an international airport, the charges as per Sub-Part (1) shall be levied.	

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Schedule-9

(Relating to Rule 11)

Entry Charge

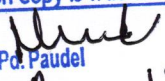
1. Visitor Entry Charge

- (1) Fifty rupees including VAT for entering the visitors deck in the International Terminal Building of the International Airport.
- (2) Twenty rupees including VAT for entering the visitors deck in the Domestic Terminal Building of the International Airport.
- (3) Ten rupees including VAT for entering the visitors deck at other airports.
- (4) One Thousand Five Hundred Rupees including VAT for every two years for entry pass issued for entry into restricted area of international airport. Total sum of Three Thousand Rupees including VAT comprising of a fine of One Thousand Five Hundred Rupees and a new entry pass charge of One Thousand Five Hundred Rupees, if the said pass is lost and required issuance of new entry pass.
- (5) Five Hundred Rupees including VAT for every two years for entry pass issued for entry into restricted area of domestic airport. Total sum of One Thousand Rupees including VAT comprising of a fine of Five Hundred Rupees and a new entry pass charge of Five Hundred Rupees, if the said pass is lost and required issuance of new entry pass.

2. Vehicle Entry Charge (At International Airport)

S.N.	Vehicle	Charge (Including VAT)
1.	Light Vehicle	Per day two hundred fifty rupees

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2.	Light Vehicle	Per month two thousand five hundred rupees
3.	Light Vehicle	Per three months five thousand rupees
4.	Large Vehicle Bus etc.	Per month two thousand five hundred rupees
5.	Large Vehicle Bus etc.	Per three months five thousand five hundred rupees

3. Fifty percent of the charge as mentioned in Part 2 shall be charged as Vehicle entry pass charge at other airports.
4. If any person, firm or organization within the airport area provides vehicles or equipment in rent to another person, firm or organization with the approval of the Airport Office, such person, firm or organization shall pay fifteen percent of the rental amount to the Authority as royalty.
5. Pass shall be issued by receiving Rs. Five hundred per pass (permanent) with regard to governmental, diplomatic, non-governmental organizations other than the vehicles as mentioned in Note 2.

Note:

1. Airport entry pass shall be issued without any fee to concerned official of the government bodies to be deployed at the airport, concerned officials of the ministry, employees of the Authority, security police and military staffs.
2. Vehicles and equipment of Airport Office, Airport Security Police Guard and Military Office shall not be subject to entry fee.
3. Ambulances carrying critically ill patients shall not be charged entry fee on the basis of the submission of valid document.

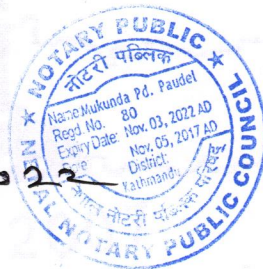
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4. Other provisions related to the restricted area entry pass of the airport and other charges shall be as provided in the Directive issued by the Authority with the approval of the Ministry.

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Schedule-10

(Relating to Rule 12)

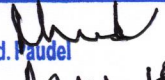
Rescue and Fire Fighting Service Charge

1. For Runway Foaming

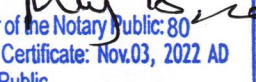
Weight of the Aircraft	Charge
For Aircraft weighing ten thousand kilograms	One hundred US dollar or equivalent Nepalese Rupees per thousand kilograms
For Aircraft weighing above ten thousand kilograms upto twenty five thousand kilograms	For the first ten thousand kilograms One thousand US dollar and thereafter at the rate of sixty US dollars for each thousand kilograms or equivalent Nepalese Rupees
For Aircraft weighing the weight above twenty five thousand kilograms	For the first twenty five thousand kilograms Two thousand one hundred US dollar and thereafter at the rate of eighteen dollar for each thousand kilograms or equivalent Nepalese Rupees

2. Rescue and Fire Fighting Charge (Only for the Airport where Fire Fighting Service is available)

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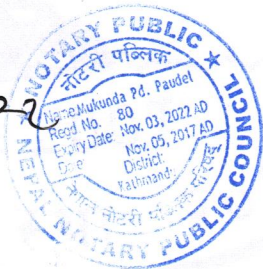
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Weight of Aircraft	Charge
For Aircraft weighing ten thousand kilograms	One dollar or equivalent Nepalese Rupees per landing
For Aircraft weighing above ten thousand kilograms upto twenty five thousand kilograms	One dollar fifty cent or equivalent Nepalese Rupees per landing
For Aircraft weighing the weight above twenty thousand kilograms	Two dollar fifty cent or equivalent Nepalese Rupees per landing

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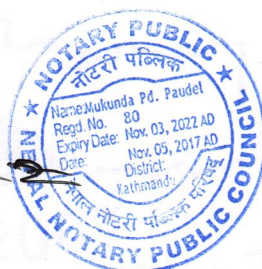
Schedule-11

(Relating to Sub-Rule (1) Rule 13)

Aviation Fuel Sales Service Charge

Zero point four percent of the price of sold aviation fuel.

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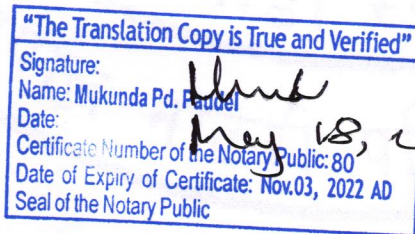


Schedule-12

(Relating to Sub Rule (1) and (2) of Rule 14)

Catering Service Charge

1. Application fee for catering service operation Rs. 10,000/-.
2. Catering service operation licence and certificate fee Rs. 1,00,000/-.
3. Catering service operating license and certificate renewal fee Rs. 50,000/-.
4. Security deposit of the sum of Rs. 5,00,000/- to be deposited to obtain licence and certificate for operating catering service.
5. While operating a commercial catering service, ten percent of the amount as mentioned in the sales bill shall be paid.
6. Airlines operating self-catering services shall pay a charge of USD forty cents per passenger.





Schedule-13

(Relating to Sub Rule (1) of Rule 15)

Cargo Management Service Charge

1. Towards International:

Nature of goods	While Exporting	While Importing
(1) Ordinary goods	Per kg One rupee or two hundred rupees whichever is higher	Per kg Five rupees thirty five paisa or one hundred rupees whichever is higher
(2) Items such as valuable gold, silver, jewellery	Per kg two rupees fifty paisa or two hundred fifty rupees whichever is higher	Per kg Eight rupees or two hundred rupees whichever is higher
(3) Perishable goods	Per kg two rupees or two hundred rupees whichever is higher	Per kg Eight rupees or two hundred rupees whichever is higher
(4) Dangerous goods	Per kg Five rupees or five hundred rupees whichever is higher	Per kg Sixteen rupees or four hundred rupees whichever is higher
(5) Express Courier Bag, Express Courier Parcel and express cargo	Per kg Five rupees or one hundred rupees whichever is higher	Per kg Five rupees or two hundred rupees whichever is higher
(6) Double charge of valuable goods shall be levied for importing or		

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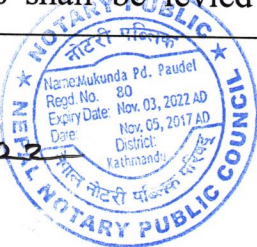
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exporting alive animals.

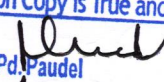
2. Towards Domestic

- (1) International Airport- Per Kg one rupee.
- (2) Surkhet, Pokhara, Jomsom, Tenzing Hillary (Lukla) and Terai airports -
Fifty paisa per kg
- (3) Other Airports-Twenty-five paisa per Kg

Note:

1. Classification of the goods in the international airport as stated in Part-1, shall be pursuant the Air Cargo Tariff Rules recognized by International Civil Aviation Organization.
2. In case of palletization and de-palletization, an additional charge of Fifty Rupees per ton shall be charged.
3. An additional charge of Two Hundred Rupees shall be charged per consignment, if the goods have to be managed at the request of the owner of the goods during off office hours and on holidays.
4. There shall be no demurrage charge for the first seven days of export. After that period, demurrage charge shall be levied at the rate of Seventy Five paisa per kg for thirty days and one rupee seventy-five paisa per kg for thirty one days to sixty days.
5. There shall be no demurrage charge for the first seven working days while importing. After that period, demurrage shall be charged at the rate

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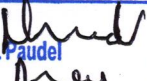


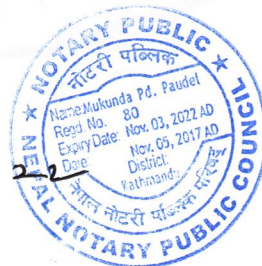


of Two Rupees per kg for thirty days and Two Rupee Fifty Paisa per kg for thirty one days to sixty days.

Provided that, if the goods are not taken within the exempted period, demurrage charges shall be levied from the date of receipt of such goods.

6. While weighing in the warehouse, if it weighs more than as recorded in the previous one, the charge shall be doubled.
7. No charges shall be levied for managing importing human remains from abroad to Nepal or vice-versa.
8. The cargo management service charges as mentioned in this Schedule shall automatically increase at the rate of 10 percent in every two years.
9. There shall be no charge for management of dead bodies and goods of natural calamity.
10. "Perishable goods" as referred to in Part-3 of this Schedule shall mean the perishable goods such as agricultural commodities, fish, eggs, meat, vegetables, fruits and especially those goods which need to be stored, transported and managed in a special way.
11. "Dangerous goods" as referred to in Part 4 of this Schedule shall include ammunition, bomb, bullet, explosives and chemicals and that word shall also denote goods which negatively impact human health and need special storage, transportation and management.

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Schedule-14

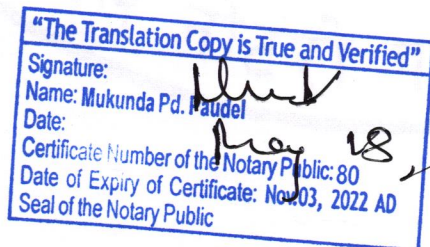
(Relating to sub Rule (1) of Rule 16)

Transit Cargo Service Charge

1. At the rate of Fifty Paise per kg for transit cargo management of single aero bill goods not to be repackaged at the airport.
2. At the rate of One Rupee per kg for transit cargo management of goods that are repackaged or having double aero bill at the airport.
3. Additional rate of fifty percent of the charges as mentioned in Part 1 and 2 shall be charged for transit cargo management of goods or goods remaining in the warehouse for more than 24 hours at the airport.

Note: 1. The charge for the licence and certificate to operate the transit cargo service and the security deposit shall be as prescribed in Schedule 3 for commercial ground handling towards the ground handling service.

2. When handling transit cargo, the organization providing the transport service shall pay at least fifteen percent of the gross revenue to the Authority.





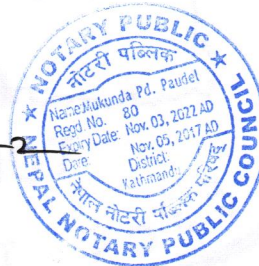
Schedule-15

(Relating to Rule 17)

Passenger Transport Service Charge

Fifteen percent of gross sales shall be paid while providing passenger transport service.

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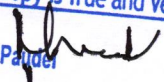


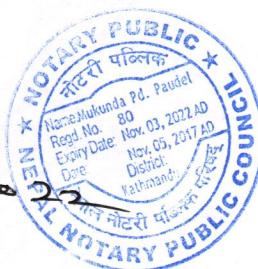
Schedule-16

(Relating to Rule 18)

Hangar Rent Charge

1. Three hundred rupees per square meter per month at International Airports.
2. One hundred fifty rupees per square meter per month at other Airports.

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Schedule-17

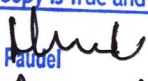
(Relating to Sub Rule (1) of Rule 19)

Advertisement Charge

1. At International Airport:

- (1) The amount as determined through the method of competitive bidding with Rupees Five Thousand per square meter per month within the International and Domestic Terminal Building of the International Airport.
- (2) The amount as determined through the method of competitive bidding with Rupees Three Thousand per square meter per month within the cargo terminal building of the International Airport.
- (3) The amount as determined through the method of competitive bidding with Rupees One Thousand Six Hundred per square meter per month within the airport area outside the international or domestic terminal building.
- (4) One Thousand Rupees per square meter per day for temporary placement of any kind of banner, play card etc. inside the airport area, outside from the international or domestic terminal building.
- (5) US dollar One Thousand per annum shall be charged for royalty, if any business organization wants to use the Flight Information Display System for its own business purposes.
- (6) Additional fifty percent shall be charged on the advertisement charge as per the rules in case of advertisement from the same advertisement board visible on both sides.

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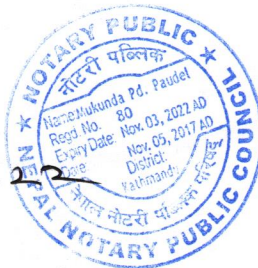
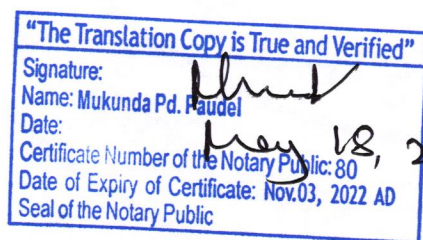


(7) Until international flights are operated at Gautam Buddha and Pokhara Airport, the charge as prescribed in Sub-Part (1) of Part 2 shall be levied.

2. At Domestic Airport:

(1) The amount as determined through the method of competitive bidding with One thousand Rupees per square meter per month inside terminal building and with Six Hundred Rupees per month per square meter outside terminal building at Chandragadhi, Biratnagar, Janakpur, Simara, Bharatpur, Meghauri, Tenzing Hillary (Lukla), Jomsom, Nepalgunj, Surkhet and Dhangadhi airports.

(2) The amount as determined through the method of competitive bidding with two hundred rupees per square meter per month inside the terminal building and with Two Hundred Rupees per square meter per month in inside the airport area, outside the terminal building at the airports other than mentioned under Sub-Part (1).



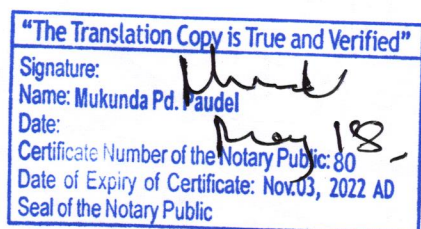


Schedule-18

(Relating to Rule 21)

Baggage Screening Charge

1. Fifteen percent of the total income earned by one Airlines Operator from other Airlines Operator for providing Secondary Baggage Screening Service installed at the airport.
2. US dollar Thirty per flight in Small Category, US dollar Forty in Medium Category and US dollar Fifty in Wide Body Category for using the Secondary Baggage Screening service provided by the Airport Office at the International Airport.
3. Fifteen percent of royalty of the gross bill royalty amount while providing any types of service provided any airline operator to another airline operator.





Schedule-19

(Relating to Rule 22)

Aeronautical Operation Control Communication (AOCC) Charge

1. Towards International Airlines:

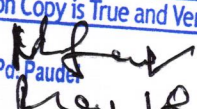
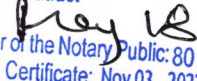
(1) US Dollar Twenty Thousand per annum excluding value added tax by an airline operator operating up to three aircrafts.

(2) With regard to the airlines operator operating more than three aircrafts, the charge as per sub-part (1) shall be charged for three aircrafts, thereafter at the rate of USD Two Thousand per year excluding value added tax for each aircraft.

2. Towards Domestic Airlines:

(1) Up to three aircraft operators shall pay Rupees One Million per annum excluding value added tax.

(2) With regard to the airlines operator operating more than three aircrafts, the charge as per sub-part (1) shall be charged for three aircrafts, thereafter at the rate of One Hundred Thousand per year excluding value added tax for each aircraft.

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Schedule-20

(Relating to Sub Rule (4) and (5) of Rule 23)

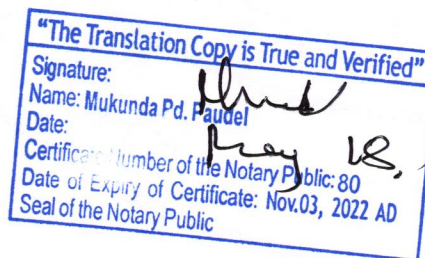
CUPPS or CUTE and BRS Service Charge

1. Service Charges for Common use of Terminal Equipment

The Office, for providing common use of Terminal Equipment (Common User Terminal Equipment-CUTE) at the airport or (Common User of Passenger Processing System-CUPPS) or CUSS-Kiosks service, shall charge and recover, directly from the concerned airline or through the service provider, at the rate of One US dollar (excluding Value Added Tax) per passenger.

2. Baggage Reconciliation System (BRS) Service Usage Charge

The Authority, for providing Baggage Reconciliation System (BRS) services at the airport, shall charge and recover, directly from the concerned airline or through the service provider, at the rate of US dollar Thirty Five cents (excluding value added tax) per passenger.



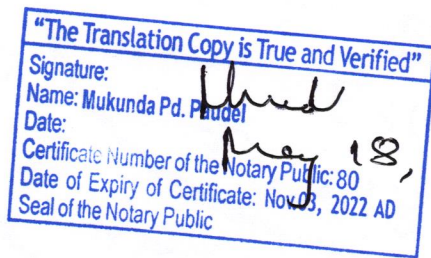


Schedule-21

(Relating to Rule 24)

Film-Shooting Charge

1. Fifteen thousand rupees at the international airport and seven thousand rupees at the domestic airport for shooting at the rate of once every six hours for movie, video film, documentary etc. from the concerned movie producer.



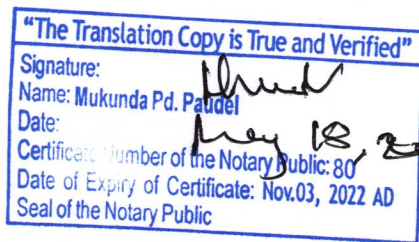


Schedule-22

(Relating to Sub Section (1) of Rule 25)

Building and Room Rent Charge

1. At an International Airport (a) One thousand eight hundred rupees per square meter per month outside the check-in area of the International terminal building (b) Two thousand four hundred rupees per square meter per month at the check-in area, (c) Three thousand rupees per square meter per month on arrival (d) Three thousand six hundred rupees per square meter per month towards departure, (e) Six thousand rupees per square meter per month in sterile area and (f) Two thousand one hundred and sixty rupees per square meter per month in International Operation Airlines Building.
2. At the rate of one thousand two hundred rupees per square meter per month in the domestic terminal building and cargo terminal of the international airport.
3. At the airport terminal of Biartnagar, Tenjing Hilari (Lukla), Nepalgunj per square meter per month (a) at the rate of Rs. 300 in outside check in area, (b) at the rate of Rs. 360 in check in area, (c) at the rate of Rs. 400 in departure area beyond check in area and (d) at the rate of Rs. 250 in the other places except as above.
4. At Chandragadhi, Rajbiraj, Janakpur, Simara, Bharatpur, Jomsom, Dang, Surkhet and Dhangadhi airports (a) outside check in area at the rate of Rs. 200, (b) in check in area at the rate of Rs. 250, (c) in departure area beyond check in area at the rate of Rs. 300 and (d) in the other places at the rate of Rs. 150 per square meter per month.
5. One hundred and eighty rupees per square meter per month at other airports.





6. One thousand rupees per square meter per month in any other building, any part of the building or room within the International Airport area except as written in Part 1 and 2.
7. Until international flights are operated at Gautam Buddha and Pokhara airports, there will be a charge as prescribed under Part 3.

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Schedule-23

(Relating to Sub Rule (1) and (3) of Rule 26 and Sub Rule (1) (A) of Rule 26)

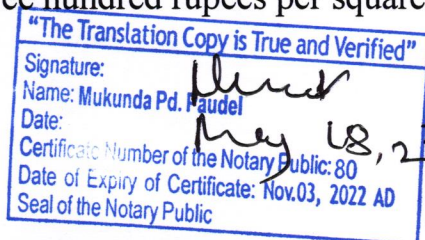
Land Rent Charge

1. At International airport:

- (1) While providing land for commercial purposes on rent, as per the rate determined by the method of competitive bidding with a minimum Six Hundred Rupees per square meter per annum.
- (2) While providing land by the Authority to the licensed airlines operator, maintenance organization, flying school, etc. on rent for the purpose of hangar or engineering/repair and maintenance, structural construction, three thousand rupees per square meter per annum.
- (3) The amount to be determined by competitive bidding method at the rate of minimum one thousand rupees per Ropani per annum for the purpose of agriculture.
- (4) The amount to be determined by competitive bidding method at the rate of a minimum two thousand rupees per year per Ropani for the purpose of golf course and other sports.
- (5) At the rate of one thousand rupees per square meter per year for the equipment yard.

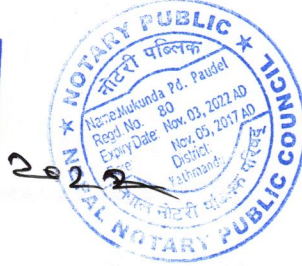
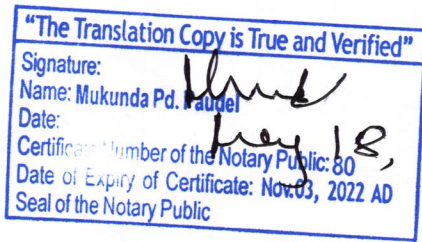
2. At Domestic Airport:

1. When providing land for commercial purposes on rent, as per the rate determined by the method of competitive bidding with a minimum amount of three hundred rupees per square meter per annum.





2. While providing land by the Authority to the licensed airlines operator, maintenance organization, flying school, etc. on rent for the purpose of hangar or engineering/repair and maintenance, structural construction, one hundred fifty rupees per square meter per annum.
3. The amount to be determined by competitive bidding method at the rate of minimum one thousand rupees per Ropani per annum for the purpose of agriculture.
4. The amount to be determined by competitive bidding method with minimum one thousand rupees per year per Ropani for the purpose of airport beautification, garden, golf course and other sports.
5. At the rate of three hundred rupees per square meter per year for the equipment yard.





Schedule-24

(Relating to Sub Rule (1), (3), (4) and (5) of Rule 27)

Other Service Charge

1. Electricity Service Charges

(1) In case of sub-meter connection, fifty percent service charge shall be added to the maximum rate of energy charge per unit charged by Nepal Electricity Authority as per the rate of consumption unit as displayed in the sub-meter.

(2) If sub-meter is not fixed, amount by calculating monthly energy bill amount imposed by Nepal Electricity Authority along with additional fifty percent service charge of the amount obtained with dividing it by area of the airport covered by building and multiplied by rented area.

(3) Demand charges in addition to fifty percent of service charge of organization or individual using a three-phase electricity service within the airport.

2. Telephone service charges

(1) Cable service charge of rupees three hundred per month per line for providing airport office's cable and services for the direct lease line taken from Telecommunication Company.

(2) The following charges shall be levied for using P.A.B.X line of Tribhuvan International Airport Office:

(a) If meter is not connected, Rupees five hundred per month for intercom and local calls,

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(b) If meter is connected, Rupees One hundred fifty per month on the basis of total number uses of intercom services for the use of additional twenty-five percent service charge in the telephone tariff to be taken by Nepal Tele Communication Corporation,

(c) Anyone wishing to do line communication will have to get permission from the concerned airport. The drop wire etc. required for connection will have to be borne by the person or organization who wants to connect. When providing the service by getting permission, such organization will have to pay fifteen percent of the amount to be charged from the concerned consumer to the concerned airport office,

(3) Optical fiber service charge of One thousand rupees per channel per month for providing cable and service of airport office for optical fiber lease line used for data and five hundred per channel per month for using additional channels.

(4) Internet-UTP used for data services while using other cable charging lines, the cable service charge of the airport office is Rupees five hundred per month per line.

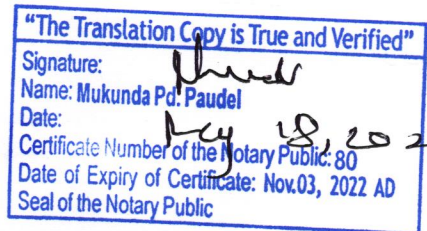
3. Metrological Service Charge

(1) Domestic airlines shall pay metrological service charges at the rate of US dollar ten for each takeoff or landing.

(2) International flights shall pay metrological service charges at the rate of USD 15 per flight or landing.

4. Class Room Uses Service Charge

(1) Using Multimedia – Rupees Three thousand for 6 hours





(2) Not using multi media- Rupees Three thousand per day

Note: There shall be no charge for using rooms for aviation safety programs.

5. Security Charge:

Ten percent of the landing charge as specified in Schedule 1.

6. Air Ground Data Link Service Charge:

Air Ground Data Link Service provider shall pay Five Hundred Thousand Rupees per annum or fifteen percent of gross income of such organization from concerned airport against providing that service to airlines operator, whichever is higher to concerned office or the office as prescribed by the Authority.

7. Managed Wide Area Network (WAN) Service:

When an organization provides Managed Wide Area Network (WAN) service to the airline operator at the airport with the approval of the Authority, such organization shall pay fifteen percent of the total income earned from the concerned airport to the airport office.

