

Further clarification of fee structure applicable to Groundhandling

- 1) **Application Fee** – This fee is payable in respects of new applications for approval to engage in Groundhandling activities.
- 2) **Annual Fee** - Annual monitoring fee payable by holders of a groundhandling approval to cover the examination of documents (Accounts, Insurance, etc.) on a regular basis as required under the Regulations.
- 3) **Approval Amendment Fee** – An approval amendment fee is payable in respect of applications from an approval holder requesting to engage in additional activities which require a schedule change or approval to engage in groundhandling services at additional airports. If in doubt as to when the approval amendment fee is payable, please contact our Groundhandling Section.
- 4) **Late Fees** - A late fee applies to Third Party Approval holders who fail to submit to the Commission the relevant financial information required under Section 5 (1) of the Groundhandling Regulations within 6 months of the company's financial year end.

Note that fees applicable to Groundhandling will be adjusted annually for changes in the Consumer Price Index (CPI).

The above clarifications are intended to be of assistance to applicants/licence holders. Please contact the Commission for any further detail or clarification if required.

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