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Our Ref: GACL/LSD/AO/12/22

Date: December, 13, 2022

All Airline Operators,

**ADOPTION OF NEW USER FEES FOR PASSENGER PROCESSING SYSTEMS FOR
KOTOKA INTERNATIONAL AIRPORT**

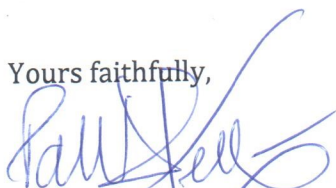
To continue giving you excellent services at the Kotoka International Airport, Ghana Airports Company Limited (GACL) is reviewing airport user fees and has appointed SITA to supply and manage the passenger processing systems as well as collect the user charges for these at the Airport. This is to also ensure enhanced services for overall airline passenger experience at the airport. To this end, GACL wishes to inform all airlines to pay new airport user fee of \$2.5 for departing passengers to SITA for these services.

The appointment of SITA shall comprise of the following details:

1. SITA is authorized to collect the fees for common use passenger processing systems, made up of AirportConnect Open (Regional Airports), AirportConnect CUSS Kiosk (Cloud) and BagManager Online Services) at the Airport and
2. With this appointment, each Airline is required to enter into the Airport User Fee agreement with SITA (**User Agreement**) within thirty (30) days from the date of this official directive; and
3. SITA shall charge each Airport User a fee of US\$ 2.5 per Passenger departing the Airport, based on the Passenger Count provided by Ghana Airports Company Limited.
4. The new Airport User fee shall come into effect from 1st April, 2023, when SITA is to take over the passenger systems of the Airport.
5. All airlines are to sign a New User Agreement with SITA not later than 23rd December 2022.
6. This latest Directive supersedes our earlier directive dated November 15, 2022.

Kindly take this as mandatory as all services provided are for the benefit of the airlines and its passengers and Ghana Airport Company Limited will not allow the use of manual or other systems.

Yours faithfully,



PAMELA DJAMSON-TETTEY (MRS.)
MANAGING DIRECTOR

Cc: GROUP EXECUTIVE, FINANCE
GROUP EXECUTIVE, PROCUREMENT
GROUP EXECUTIVE, COMMERCIAL SERVICES
DIRECTOR, AUDIT, COMPLIANCE AND RISK MANAGEMENT
DIRECTOR, LEGAL SERVICES