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This AIC Replaces AIC A10/20

**Payment of Air Navigation Charges
via Payment Platform - WiPay Payment Portal**

With effect from **April 1st, 2020**, The Guyana Civil Aviation Authority (G.C.A.A.) will be implementing a new system for the payment of Air Navigation Charges for **all non-scheduled international overflights and non-scheduled international arrivals and departures within Guyana’s Flight Information Region (SYGC F.I.R.)**. The Payment Platform “**WiPay**”, which is linked to the GCAA’s website (www.gcaa-gy.org) shall be used to make payments for these flights.

WiPay Payment Portal Description

The system is simple, secure and easy to use. The GCAA’s website will contain a tab called ‘**Payments**’. From there, a dropdown menu will expose a link called ‘**Air Navigation Charges – Overflight, Landing & Departure**’.

After accessing the link, enter your flight details in the form displayed. **Please note that all required fields are clearly labelled.**

Several key fields are attached below:

Enter Flight Details

Please select your flight type

Field is required

International Landing and Departure

Name of Payer Field is required

Operator's Name Field is required

Operator's Email Field is required

Phone Number Field is required

Enter your phone number

Type of Aircraft Field is required

Aircraft Call ID Field is required

ICAO Callsign Field is required

Registration Field is required

Maximum take-off weight of aircraft

Select Weight Field is Required

Pounds

Enter Value Field is required

Weight

Date of flight Field is required

Estimated time of Departure: Time is required

1 Hour 0 Min AM

Flight route Field is required

Exemptions Field is optional

Select Type

Exemption Number

Enter Exemption Number

Please be advised there is a minimum International Landing and Departure fee of 230 USD and a minimum International Overflight fee of 230 USD

Figure 1: The payment details forms

You first have to select whether you are paying for an **Overflight** or **International Landing and Departure**.

Please select your flight type

Field is required

International Landing and Departure

International Landing and Departure

International Overflight

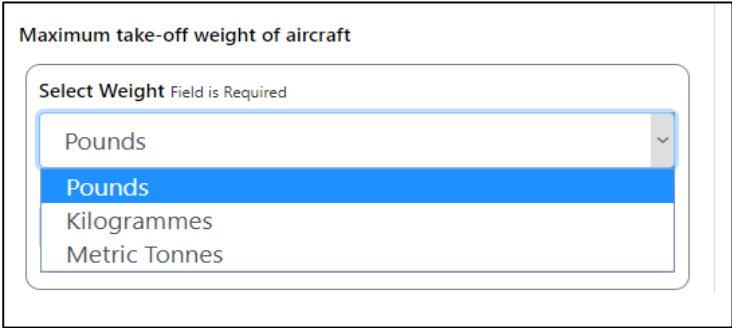
Figure 2: Select type of payment

Indicate the type and model of aircraft. For example, Airbus A300.

Type of Aircraft Field is required

Figure 3: Type of Aircraft

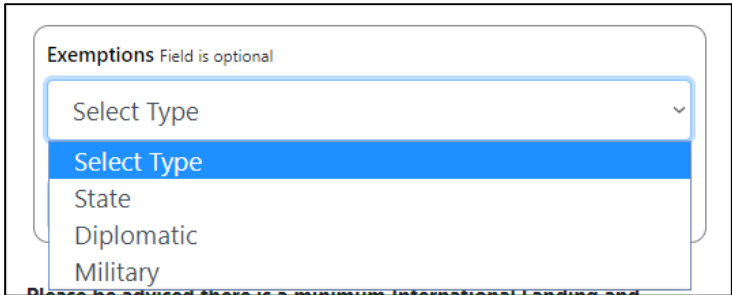
It is imperative to select the correct unit of measurement for the maximum take-off weight of the respective aircraft. **The system will always convert to Metric Tonnes before performing the calculations.**



The screenshot shows a form titled "Maximum take-off weight of aircraft". Below the title is a dropdown menu labeled "Select Weight Field is Required". The dropdown is open, showing four options: "Pounds", "Pounds", "Kilogrammes", and "Metric Tonnes". The first "Pounds" option is highlighted in blue.

Figure 4: Available measurements for weight of aircraft

If you applied for an exemption in advance, please select the type of exemption and enter the approved exemption number given. Exemptions must be granted before you utilize this option. Leave blank if no exemption was given. Entering false exemption numbers is unacceptable.



The screenshot shows a form titled "Exemptions Field is optional". Below the title is a dropdown menu labeled "Select Type". The dropdown is open, showing four options: "Select Type", "State", "Diplomatic", and "Military". The first "Select Type" option is highlighted in blue.

Figure 5: Type of exemption

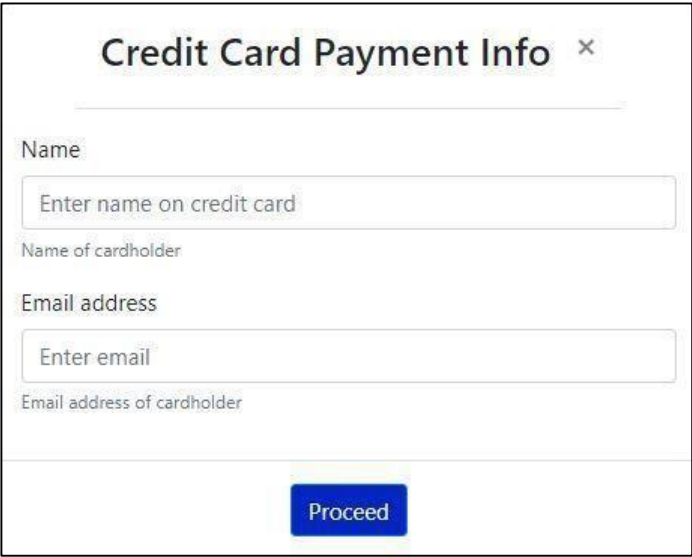
Upon completion of the form, click the Submit button. Your amount will be calculated and displayed on a new page. Please note your total payable and select **Pay via Credit Card**



The screenshot shows a payment summary box. At the top, it says "Total payable is 230 USD". Below this, there is a blue button with the text "Pay via Credit Card". The button is highlighted with a red border.

Figure 6: Example of total payable after submitting the form

Enter credit card ownership details



The form is titled "Credit Card Payment Info" with a close button (X) in the top right corner. It contains three input fields: "Name" with a placeholder "Enter name on credit card", "Email address" with a placeholder "Enter email", and "Name of cardholder" and "Email address of cardholder" labels below the respective fields. A blue "Proceed" button is centered at the bottom of the form.

Figure 7: Credit card ownership details

After clicking the ‘**Proceed**’ button, you will be taken to another secure payment portal where your specific credit card details are entered for processing. No payment will be processed by the GCAA. All payments are processed through a regional payment gateway called First Atlantic Commerce.



The payment portal features the "WiPay" logo at the top. Below the logo, the payment amount is displayed as "Amount: USD \$ 230.00". There are two input fields for "Card Number" and "Card CVV (Last 3 digits on back of card)", both labeled "Required". Below these are two dropdown menus for "Expiry Date (MMYY)", with "Month" and "Year" labels. Three yellow error messages are displayed: "Card Number invalid", "Expiry Date invalid", and "Security Code invalid". A blue "CONFIRM PAYMENT" button is located below the error messages. At the bottom, there are logos for MasterCard, Visa, and First Atlantic Commerce.

Figure 8: Credit Card Details for payment

After confirmation of payment, an electronic receipt would be generated and emailed to the account holder. The flight details will be emailed to the Aeronautical Information Service (AIS) Office at the Timehri Control Tower and to the GCAA's Finance department.

Be advised that:

(1) Payments should be made prior to the commencement of a flight for facilitation and handling purposes.

(2) This method of payment applies only to fees payable to the Guyana Civil Aviation Authority (GCAA). Airport Landing and Parking fees will continue to be paid on arrival at the respective ATS reporting office.

Note: In the event that the GCAA's website or payment portal is inaccessible, the previous method of payment shall apply, i.e. on the ground payments for Landing and Departures and billing for Overflights. The previous method of payment is only to be used if there is a system failure.