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:**
Figure 1: The payment details forms

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

Figure 2: Select type of payment

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

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.

![Figure 4: Available measurements for weight of aircraft](image)

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.

![Figure 5: Type of exemption](image)

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**

![Figure 6: Example of total payable after submitting the form](image)
Enter credit card ownership details

![Credit Card Payment Info](image)

**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.

![WiPay](image)

**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.