



中国民用航空局飞行标准司  
Flight Standards Department  
Civil Aviation Administration of China

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**Clarification of Supplementary Fee Related to Foreign/Regional  
MRO Certification and Surveillance**

Dear Sir or Madam,

As you know the detailed requirement of the Fees and Charges is reflected in AC-145-02R1 that is published to public in a transparent and fair manner (for detail of the AC, please refer to <http://en.china-cam.cn/index.php?m=content&c=index&a=lists&catid=83>). Where the article 10.1(7) of the AC is also explained that "The Supplementary Fee as a part of certification Fees includes the costs of accommodations, air tickets, ground transportations and other costs during certification process. (The supplementary fee will not be charged if those costs may be provided or covered by the maintenance organization)".

There have been always 2 cases in the past practices for calculation of supplementary fee (only including air tickets):

1) Air tickets are NOT provided by the applicant, CAAC will only charge

international and domestic air tickets at a standard level as a part of supplementary fee, the amount of Audit fee and supplementary fee (only including air tickets) will be stated in the CAAC formal issued document---Notification of Acceptance for Application, other costs included in the supplementary fee such as accommodations, ground transportations etc. are provided by the applicant as always.

2) Air tickets ARE provided by the applicant, CAAC will therefore not charge the supplementary fee, and the final amount of payment will only include the audit fee that stated in the CAAC issued formal document-Notification of Acceptance for Application, other costs included in the supplementary fee such as accommodations, ground transportations etc. are provided by the applicant as always.

To further improve our working efficiency and minimize the misunderstandings, CAAC has determined that the Supplementary Fee will NOT be charged from 1 Jan 2015, the Notification of Acceptance for Application will only state the amount of audit fees to be paid by the applicant. In other words, the air tickets (the Travel Class for auditors is described in the Requirements of the Ministry of Finance and the Ministry of Foreign Affairs of the People's Republic of China) of each auditor who will perform the onsite audit shall be provided by the applicant from 1 Jan 2015 and other costs included in the supplementary fee such as accommodations, ground transportations, etc. are provided by

the applicant as always.

Please be aware of this notice and pass this message to all your related departments of the company to make arrangement and adjustment in advance.

We are sorry for any inconveniences caused, in the meanwhile we hope we could together keep the Certification and Surveillance process go smoothly and successfully.



Flight Standards Department

November 25, 2016