

CHARGES GUIDE

Miscellaneous



Effective from January 4, 2025.



CHARGES GUIDE 2025

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Lisbon Airport

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OPERATING AREAS

APRON EQUIPMENT

Freight Elevator (per 1/2 hour)	51.00 €
Loader, electric (electric lift) - (per hour)	29.20 €
Loaders, diesel, Genie Z80/60 (per hour)	103.60 €
Loaders, Bio-powered, diesel and electric, Genie Z45 (per hour)	70.40 €

FOLLOW ME | AMBULANCE | OTHER EQUIPMENT

Follow-me (per 1/2 hour)	24.50 €
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CLEANING | WASHING | FIRE FIGHTING PREVENTION

Cleaning and Spill Management (per 15 minutes or part thereof)	211.40 €
Individualised Fire Fighting Prevention (per service)	177.90 €
Waste discharge/abandonment inside airport perimeter	203.80 €

TRANSPORT VEHICLES

Transport of Light/Mixed Passenger - Plane/Airport Terminal or vice versa per 1/2 hour or part thereof	53.10 €
Heavy Vehicle Transport / Passenger - per hour	201.80 €
Heavy Vehicle Transport - Cargo - per hour	110.50 €

LICENCES FOR ACCESS, CIRCULATION AND DRIVING OF AIRSIDE VEHICLES | INSPECTIONS

Airside Vehicle Access and Circulation Licence - Issue/Renewal/2nd copy/one-off

Electric self-propelled vehicles/equipment	73.80 €
Self-propelled diesel or gasoline vehicles/equipment	147.60 €
Airside Vehicle Driving Licence - Issue/Renewal/2nd copy	38.00 €
Vehicle Inspection - Light	53.00 €
Vehicle Inspection - Light Towable	29.60 €
Vehicle Inspection - Heavy	65.40 €
Vehicle Inspection - Heavy Towable	53.00 €

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Vehicle Inspection - Simple trailer and other accessories	12.20 €
Vehicle Inspection - Reinspections	29.00 €
Vehicle Inspection - Surcharge for travelling outside scheduled dates	1 456.60 €

CONSUMPTIONS**Water Supply Charge (per m³)**

Structural cost	1.08 €
Acquisition cost	Cost price

Hot Water Supply Charge (per m³)

Structural cost	1.08 €
Acquisition cost	Cost price
Heating cost	4.96 €

Electricity Supply Charge**Power Charge (per kVA)**

Acquisition cost	Cost price
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Consumption charge (per kWh)

Structural cost	0.0450 €
Acquisition cost	Cost price
Network access	Cost price

Gas Supply Charge

+10% Cost price

Fuel Supply¹

Market Price

Communications

+10% Cost price

NOTE In relation to electricity and water cost, the change of the rate value is an arithmetic and instrumental operation, not requiring the adoption of an autonomous and administrative procedure to update it.

¹ Volume discounts may apply depending on the number of litres supplied

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TELECOMMUNICATIONS

NOTE The application of the telecoms services listed is subject to availability at each airport.

DATA SERVICES

Installation

Monthly Fee

Internet Access - ANA ISP

Basic Internet (1 Equipment)	86.80 €	44.00 €
Internet Access 20/20Mbps	189.00 €	127.90 €
Internet Access 50/50Mbps	189.00 €	177.90 €
Internet Access 100/100Mbps	189.00 €	222.40 €

Internet Access - External ISP

VLAN Connection to External ISP 10/10 Mbps	129.00 €	86.50 €
VLAN Connection to External ISP 100/100 Mbps	129.00 €	122.10 €
VLAN Connection to External ISP 1 Gbps	129.00 €	193.50 €
VLAN Connection to External ISP QinQ (VLAN Tagged)	129.00 €	219.00 €
VLAN Connection - Between Airport Rentals (stores or offices)	129.00 €	219.00 €

Local Area Network (LAN)

Data Access point (cable)	64.50 €	26.60 €
Data Access point (Wi-Fi)	64.50 €	26.60 €
Wi-Fi Office Access (Dedicated SSID)	101.90 €	117.20 €
Passive Data Access	66.80 €	30.80 €

VOICE SERVICES

Installation

Monthly Fee

Voice Access

PABX Voice Access (Internal Access)	63.10 €	10.90 €
PABX Voice Access (External Access)	63.10 €	21.90 €
DDI (Direct Dial In) Access from public network through a number	- €	3.40 €



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Voice Equipment	Installation	Monthly Fee
Telephone Type 1 (Analog)	- €	1.30 €
Telephone Type 2 (Analog with display)	- €	5.30 €
Telephone Type 3 (Digital with display)	- €	14.30 €
Telephone Type 4 (Mobile - Internal only)	- €	28.70 €
TELEVISION SERVICES		
	Installation	Monthly Fee
TV		
TV Base	97.90 €	34.40 €
Sport TV (additional to the TV Base)	- €	30.10 €
TV Eleven Sports (additional to the TV Base)	- €	18.10 €
SUPPORT SERVICES		
	Installation	Monthly Fee
(CUPPS/CUSS/BRS/HBD/SBD)		
CUPPS Workstation	65.80 €	105.80 €
CUSS - Baggage Tag/unit	- €	0.032 €
CUSS - Boarding Pass/unit	- €	0.011 €
HBD/SBD - Baggage Heavy Tag/unit	- €	0.032 €
HBD/SBD - Baggage Receipt/unit	- €	0.011 €
HBD/SBD - Baggage Pass/unit	- €	0.011 €
DCP: Document Printer	- €	52.20 €
ATB/BTP: Airline Ticket and Boarding Pass Printer	- €	38.30 €
MSR: Magnetic Swipe Reader Keyboard	- €	21.70 €
INFRASTRUCTURE SERVICES		
	Installation	Monthly Fee
Circuit - Copper (per pair)		
Point to Point copper connection (inside terminal building)	61.20 €	16.70 €
Point to Point copper connection (between buildings)	121.10 €	21.70 €

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Circuit - Fiber Optic (per pair)	Installation	Monthly Fee
Point to Point fiber connection (inside terminal building) (per 100m)	164.60 €	61.50 €
Point to Point fiber connection (between buildings) (per 100m)	366.90 €	61.50 €
Underground ICT Infrastructures		Monthly Fee
ANA Infrastructures (per cable and 100m) ²		23.30 €
Own Infrastructures (per cable and 100m) ²		27.90 €
TRUNKING SERVICES	Installation	Monthly Fee
Trunking Services		
Trunking - Equipment	889.40 €	31.20 €
Trunking Service - Network Access	- €	33.40 €
HOUSING SERVICES	Installation	Monthly Fee
Data center ANA		
Housing - Data Center ANA - (42 U) - Full Rack	- €	889.40 €
Housing - Data Center ANA - (1 U) - Shared Rack	- €	55.60 €
OPERATIONAL APPLICATIONS	Installation	Monthly Fee
Operational Information		
Operational Information (Schedules and Infrastructures)	- €	69.30 €
Operational Information (Web service - broker)	- €	769.50 €
Flight Information		
Flight Information (FIDS) 40" Monitor	222.40 €	133.40 €
Flight Information (FIDS) 55" Monitor ⁵	222.40 €	166.80 €
SUPPORT SERVICES AND ICT TECHNICAL SUPPORT		
Work permit licensing		
Work permits on ANA underground infrastructure licensing		405.30 €

² The Service Providers may claim exemption from these occupancy rates under Decree No 123/2009 being still required to make periodic technical inspections of maintenance and security for the installed infrastructure. These surveys will be made escorted by accredited technicians ANA: See "09 - Support Services and ICT technical support".

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ICT Technician Support Service (Airport Campus located infrastructures)

(in interventions on external infrastructures located within the airport perimeter)

Regular Schedule (Working days from 08:00 to 18:00) (per hour)

34.40 €

Outside Regular Schedule (per hour)

83.40 €

Radio spectrum monitoring service at the terminal

333.50 €

OTHER ICT SERVICES

Other service not included in this commercial charges portfolio

Upon budget request

OCCUPATION OF INFRASTRUCTURES IN THE UNDERGROUND OF ANA

Use of ANA Underground infrastructures

Type 1 Cable <= 15 mm diameter - (100m fractions per cable)

12.00 €

Type 2 Cable > 15 mm diameter (100m fractions per cable)

24.10 €

Own Infrastructures Usage at ANA underground

Infrastructure Type I - external diameter <= 100 mm

13.00 €

Infrastructure Type II - external diameter > 100 mm and <= 200mm

21.70 €

Infrastructure Type III - external diameter > 200 mm

28.90 €

NOTE The application of the listed Underground Infrastructure Occupation items depends on the applicability at each Airport. Infrastructure whose section is not circular and for rate application is considered the measure of larger diameter shaft.

EQUIPMENT AND SUPPORT SERVICES

EQUIPMENT

Mobile Desk - Welcome Desk (p/ day) (8 hours)

632.60 €

Mobile Desk - Welcome Desk (p/ hour or part thereof)

63.30 €

Mobile Desk of one's own - Welcome Desk (p/ day) (8 hours)

441.80 €

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Mobile Desk of one's own - Welcome Desk (p/ hour or part thereof)	45.20 €
Explosive Trace Detector - per flight	284.30 €
Dedicated exclusive utilization of charging point for electric vehicles (PCVE. 3.7kW), per month. per place ³	40.10 €
Dedicated exclusive utilization of charging point for electric vehicles (PCVE. 7.4kW), per month. per place ³	50.40 €
TRAINING (VAT EXEMPT)	
Basic Safety Training (per person)	40.00 €
Certified Driver Training (per person)	40.00 €
Security Training (per person)	40.00 €
Fire Safety Prevention Training (minimum 6 people)	39.00 €
Practical airside driving test	27.80 €
Safety Training - Repeat Test	11.80 €
Security Training - Repeat Test	11.80 €
Issue of second copies of security certificates: Safety or Security	11.70 €
Certified driver training in manoeuvring area and R/T TETRA communications, in-person (per person)	107.50 €
Practical driver test in manoeuvring area and R/T TETRA communications (per person)	53.80 €
Certified driver training in manoeuvring area and R/T TETRA communications, in-person / Renewal	53.80 €
Practical driver test in manoeuvring area and R/T TETRA communications, in person - repetition / rescheduling (per person)	32.30 €
PHOTOGRAPHY AND FILMING	
Public Areas	
Photography and Filming (per hour)	298.00 €
Terminal and Aerodrome Restricted Areas (Airside)	
Photography and Filming (per hour)	410.00 €

³ When available and to which energy consumption costs are added.

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ROOMS | DIGNITARIES ROOMS

Rooms (Terminal)

Open Spaces - In Passenger Terminal (m2/Hour)	5.70 €
Rooms - per two hours or part thereof	305.60 €
Rooms - per day (8 hours)	1 527.90 €

Rooms (other buildings)

Rooms - per two hours or part thereof	33.40 €
Rooms - per day	266.80 €

Dignitaries Rooms

Dignitary (up to 4 passengers)	865.90 €
Additional per accompanying person	51.00 €

NOTE For space/room rentals for more than a month, an occupation license contract is required - please contact Extra Aviation Department.

CIP SERVICES

CIP Schengen Service (a) ⁴	152.90 €
CIP Non Schengen Service (a) ⁴	210.90 €
CIP Service Large Groups (between 40 to 80 people. charter flight departures / arrivals). per passenger	73.80 €
CIP Services - CIPSTAR Assistance - up to 2 persons	881.10 €
CIP Service - CIPSTAR Assistance - Accompanying persons	305.60 €

LOUNGE SERVICES (VAT INCLUDED)

Lounge Service ⁴	38.00 €
Lounge Service - children (3 to 12 years old) ⁴	19.00 €
Lounge Service - Shower	16.56 €
Lounge Service - Shower + cash entry	42.44 €
Lounge Service - Shower + cash entry children (3 to 12 years old)	21.74 €

⁴ Volume discounts may be applied depending on the number of assisted passengers. CIP Service Dedicated accompaniment plus use of dedicated rooms or lounges plus transportation or dedicated accompaniment until the aircraft. CIP Schengen Service Service to passengers with Schengen destinations. CIP Non-Schengen Service Service including circulation in Non-Schengen airport areas. CIPSTAR Service Private Aviation exclusive service. Lounge Service: lounge usage, with or without shower.

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OTHER SERVICES

Staff Services (per hour)	69.50 €
Staff Services - Specialised Monitoring (per hour)	104.20 €
Staff Services- Maintenance Services Provided by Third Parties	+20% P.C.
Staff Services - Supply of Articles and Materials	+20% P.C.

Daytime Baggage Service (From 07h to 19h59)

Baggage Service p/pax (1 to 3 bags)	33.40 €
Baggage transport Service (for 5 bags or part)	16.70 €
Baggage transport Service (for 5 bags with measures greater than 30x57x79 cm)	38.80 €

Night-time Baggage Service (From 20h to 6h59)

Baggage Service p/pax (1 to 3 bags)	53.40 €
Baggage transport Service (for 5 bags or part)	26.70 €
Baggage transport Service (for 5 bags with measures greater than 30x57x79 cm)	60.20 €
Shower (VAT included)	17.70 €

ACCESS CARDS

One-off Access Cards - Airlines and Services licensed for Handling Services ⁵	4.00 €
One-off Access Cards - Other Entities ⁵	10.50 €
Permanent Access Cards (1 or 3 years) - 1st Copy / Renewal (with access control)	33.80 €
Permanent Access Cards (1 or 3 years) - 2nd copy	40.80 €

LOST AND FOUND

Administrative services and logistics for goods shipping	25.50 €
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BAGGAGE STORAGE (VAT INCLUDED)

Lockers (maximum usage limit, per locker of 72 hours)

Small

To close (up to 3 hours)	3.00 €
Additional to open (up to 24 hours)	7.00 €

⁵ Includes application and respective process at ANA.



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Adittional to open (up to 48 hours)	12.00 €
Adittional to open (up to 72 hours)	36.00 €
Medium	
To close (up to 3 hours)	5.00 €
Adittional to open (up to 24 hours)	9.00 €
Adittional to open (up to 48 hours)	16.00 €
Adittional to open (up to 72 hours)	38.00 €
Large	
To close (up to 3 hours)	8.00 €
Adittional to open (up to 24 hours)	14.00 €
Adittional to open (up to 48 hours)	26.00 €
Adittional to open (up to 72 hours)	48.00 €
Extra Large	
To close (up to 3 hours)	12.00 €
Adittional to open (up to 24 hours)	20.00 €
Adittional to open (up to 48 hours)	34.00 €
Adittional to open (up to 72 hours)	56.00 €
Surf	
To close (up to 3 hours)	12.00 €
Adittional to open (up to 24 hours)	20.00 €
Adittional to open (up to 48 hours)	34.00 €
Adittional to open (up to 72 hours)	56.00 €
Receipt Loss	37.00 €
Additional for overextending maximum period of usage allowed (per day, per locker)	21.00 €



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FAST TRACK (VAT INCLUDED) ⁶

Exclusive access to security control, on a dedicated channel - online	11.00 €
Exclusive access to security control, on a dedicated channel - kiosks	12.00 €

⁶ Commercial agreements can be established with airlines.

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Lisbon Airport

Porto Airport

Faro Airport

Beja Civil Terminal

Azores Airports

Madeira Airports

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OPERATING AREAS

FOLLOW ME | AMBULANCE | OTHER EQUIPMENT

Follow-me (per 1/2 hour)

24.50 €

CLEANING | WASHING | FIRE FIGHTING PREVENTION

Cleaning and Spill Management (per 15 minutes or part thereof)

211.40 €

Individualised Fire Fighting Prevention (per service)

177.90 €

Waste discharge/abandonment inside airport perimeter

203.80 €

TRANSPORT VEHICLES

Transport of Light/Mixed Passenger - Plane/Airport Terminal or vice versa per 1/2 hour or part thereof

53.10 €

Heavy Vehicle Transport / Passenger - per hour

201.80 €

LICENCES FOR ACCESS, CIRCULATION AND DRIVING OF AIRSIDE VEHICLES | INSPECTIONS

Airside Vehicle Access and Circulation Licence - Issue/Renewal/2nd copy/one-off

Electric self-propelled vehicles/equipment

24.30 €

Self-propelled diesel or gasoline vehicles/equipment

48.50 €

Airside Vehicle Driving Licence - Issue/Renewal/2nd copy

38.00 €

Vehicle Inspection - Light

53.00 €

Vehicle Inspection - Light Towable

29.60 €

Vehicle Inspection - Heavy

65.40 €

Vehicle Inspection - Heavy Towable

53.00 €

Vehicle Inspection - Simple trailer and other accessories

12.20 €

Vehicle Inspection - Reinspections

29.00 €

Vehicle Inspection - Surcharge for travelling outside scheduled dates

1456.60 €

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CONSUMPTIONS**Water supply (p/ m3)**

Structural cost

1.08 €

Acquisition cost

M.P.

Hot water supply (p/ m3)

Structural cost

1.08 €

Acquisition cost

M.P.

Heating cost

4.96 €

Electricity supply

Power (p/ kVA)

Acquisition cost

M.P.

Consumption (p/ kWh)

Structural cost

0.0450 €

Acquisition cost

M.P.

Network access

M.P.

Gas supply

+10% M.P.

Fuel supply ¹

M.P.

Communications

+10% M.P.

NOTE In relation to electricity and water cost, the change of the rate value is an arithmetic and instrumental operation, not requiring the adoption of an autonomous and administrative procedure to update it.

¹ Volume discounts may be applied depending on the number of supplied liters.

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TELECOMUNICAÇÕES

NOTE The application of the telecoms services listed is subject to availability at each airport.

DATA SERVICES

Installation

Monthly Fee

Internet Access - ANA ISP

Basic Internet (1 Equipment)	86.80 €	44.00 €
Internet Access 20/20Mbps	189.00 €	127.90 €
Internet Access 50/50Mbps	189.00 €	177.90 €
Internet Access 100/100Mbps	189.00 €	222.40 €

Internet Access - External ISP

VLAN Connection to External ISP 10/10 Mbps	129.00 €	86.50 €
VLAN Connection to External ISP 100/100 Mbps	129.00 €	122.10 €
VLAN Connection to External ISP 1 Gbps	129.00 €	193.50 €
VLAN Connection to External ISP QinQ (VLAN Tagged)	129.00 €	219.00 €
VLAN Connection - Between Airport Rentals (stores or offices)	129.00 €	219.00 €

Local Area Network (LAN)

Data Access point (cable)	64.50 €	26.60 €
Data Access point (Wi-Fi)	64.50 €	26.60 €
Wi-Fi Office Access (Dedicated SSID)	101.90 €	117.20 €
Passive Data Access	66.80 €	30.80 €

VOICE SERVICES

Installation

Monthly Fee

Voice Access

PABX Voice Access (Internal Access)	63.10 €	10.90 €
PABX Voice Access (External Access)	63.10 €	21.90 €
DDI (Direct Dial In) Access from public network through a number	- €	3.40 €

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Voice Equipment	Installation	Monthly Fee
Telephone Type 1 (Analog)	- €	1.30 €
Telephone Type 2 (Analog with display)	- €	5.30 €
Telephone Type 3 (Digital with display)	- €	14.30 €
Telephone Type 4 (Mobile - Internal only)	- €	28.70 €
TELEVISION SERVICES		
	Installation	Monthly Fee
TV		
TV Base	97.90 €	34.40 €
Sport TV (additional to the TV Base)	- €	30.10 €
TV Eleven Sports (additional to the TV Base)	- €	18.10 €
SUPPORT SERVICES		
	Installation	Monthly Fee
(CUPPS/CUSS/BRS/HBD/SBD)		
CUPPS Workstation	65.80 €	105.80 €
CUSS - Baggage Tag/unit	- €	0.032 €
CUSS - Boarding Pass/unit	- €	0.011 €
HBD/SBD - Baggage Heavy Tag/unit	- €	0.032 €
HBD/SBD - Baggage Receipt/unit	- €	0.011 €
HBD/SBD - Baggage Pass/unit	- €	0.011 €
DCP: Document Printer	- €	52.20 €
ATB/BTP: Airline Ticket and Boarding Pass Printer	- €	38.30 €
MSR: Magnetic Swipe Reader Keyboard	- €	21.70 €
INFRASTRUCUTRE SERVICES		
	Installation	Monthly Fee
Circuit - Copper (per pair)		
Point to Point copper connection (inside terminal building)	61.20 €	16.70 €
Point to Point copper connection (between buildings)	121.10 €	21.70 €

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Circuit - Fiber Optic (per pair)	Installation	Monthly Fee
Point to Point fiber connection (inside terminal building) (per 100m)	164.60 €	61.50 €
Point to Point fiber connection (between buildings) (per 100m)	366.90 €	61.50 €
Underground ICT Infrastructures		Monthly Fee
ANA Infrastructures (per cable and 100m) ²		23.30 €
Own Infrastructures (per cable and 100m) ²		27.90 €
TRUNKING SERVICES	Installation	Monthly Fee
Trunking Services		
Trunking - Equipment	889.40 €	31.20 €
Trunking Service - Network Access	- €	33.40 €
HOUSING SERVICES	Installation	Monthly Fee
Data center ANA		
Housing - Data Center ANA - (42 U) - Full Rack	- €	889.40 €
Housing - Data Center ANA - (1 U) - Shared Rack	- €	55.60 €
OPERATIONAL APPLICATIONS	Installation	Monthly Fee
Operational Information		
Operational Information (Schedules and Infrastructures)	- €	69.30 €
Operational Information (Web service - broker)	- €	769.50 €
Flight Information		
Flight Information (FIDS) 40" Monitor	222.40 €	133.40 €
Flight Information (FIDS) 55" Monitor	222.40 €	166.80 €
SUPPORT SERVICES AND ICT TECHNICAL SUPPORT		
Work permit licensing		
Work permits on ANA underground infrastructure licensing		405.30 €

² The Service Providers may claim exemption from these occupancy rates under Decree No 123/2009 being still required to make periodic technical inspections of maintenance and security for the installed infrastructure. These surveys will be made escorted by accredited technicians ANA: See "09 - Support Services and ICT technical support".

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ICT Technician Support Service (Airport Campus located infrastructures)

(in interventions on external infrastructures located within the airport perimeter)

Regular Schedule (Working days from 08:00 to 18:00) (per hour)

34.40 €

Outside Regular Schedule (per hour)

83.40 €

Radio spectrum monitoring service at the terminal

333.50 €

OTHER ICT SERVICES

Other service not included in this commercial charges portfolio

Upon budget request

OCCUPATION OF INFRASTRUCTURES IN THE UNDERGROUND OF ANA

Use of ANA Underground infrastructures

Type 1 Cable <= 15 mm diameter - (100m fractions per cable)

12.00 €

Type 2 Cable > 15 mm diameter (100m fractions per cable)

24.10 €

Own Infrastructures Usage at ANA underground

Infrastructure Type I - external diameter <= 100 mm

13.00 €

Infrastructure Type II - external diameter > 100 mm and <= 200mm

21.70 €

Infrastructure Type III - external diameter > 200 mm

28.90 €

NOTA Para infraestruturas cuja secção não seja circular, e para aplicação de taxas, é considerada a medida do diâmetro de maior eixo.

EQUIPMENT AND SUPPORT SERVICES

EQUIPMENT

CCTV monthly rental p/ screen ³

45.90 €

CCTV Access Install ³

137.60 €

Mobile Desk - Welcome Desk (p/ day) (8 hours)

632.60 €

³ When available and to which energy consumption costs are added.

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Mobile Desk - Welcome Desk (p/ hour or part thereof)	63.30 €
Mobile Desk of one's own - Welcome Desk (p/ day) (8 hours)	451.80 €
Mobile Desk of one's own - Welcome Desk (p/ hour or part thereof)	45.20 €
Explosive Trace Detector - per flight	284.30 €

TRAINING (VAT EXEMPT)

Basic Safety Training (per person)	40.00 €
Certified Driver Training (per person)	40.00 €
Security Training (per person)	40.00 €
Fire Safety Prevention Training (minimum 6 people)	39.00 €
Practical airside driving test	27.80 €
Practical airside driving test: repetition/rescheduling	16.70 €
Safety Training - Repeat Test	11.80 €
Security Training - Repeat Test	11.80 €
Issue of second copies of security certificates: Safety or Security	11.70 €
Certified driver training in manoeuvring area and R/T TETRA communications, in-person (per person)	107.50 €
Practical driver test in manoeuvring area and R/T TETRA communications (per person)	53.80 €
Certified driver training in manoeuvring area and R/T TETRA communications, in-person / Renewal	53.80 €
Practical driver test in manoeuvring area and R/T TETRA communications, in person - repetition / rescheduling (per person)	32.30 €

PHOTOGRAPHY AND FILMING

Public Areas

Photography and Filming (per hour)	298.00 €
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Terminal and Aerodrome Restricted Areas (Airside)

Photography and Filming (per hour)	410.00 €
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ROOMS | DIGNITARIES ROOMS

Rooms (Terminal)

Open Spaces - In Passenger Terminal (m2/Hour)	5.70 €
Rooms (VIP Area and terminal) - (p / hour or part thereof)	172.20 €
Rooms - Per day (8 hours)	1 527.90 €
Auditorium - On Passenger Terminal - (p / hour or part thereof)	232.00 €

Rooms (Other Buildings)

Rooms- 1/2 day (4 hours)	62.60 €
Rooms - full day (8 hours)	125.20 €

Dignitaries Rooms

Dignitary (up to 4 passengers)	865.90 €
Additional per accompanying person	51.00 €

CIP SERVICES

CIP Schengen Service (a) ⁴	152.90 €
CIP Non Schengen Service (a) ⁴	210.90 €
CIPSTAR Service - Large Groups (minimum 40 people, per path, per passenger)	75.10 €
CIP Services - CIPSTAR Assistance - up to 2 persons	881.10 €
CIP Service - CIPSTAR Assistance - Accompanying persons	305.60 €

LOUNGE SERVICES (VAT INCLUDED)

Lounge Service ⁴	38.00 €
Lounge Service - children (3 to 12 years old) ⁴	19.00 €

⁴ Volume discounts may be applied depending on the number of assisted passengers. CIP Service Dedicated accompaniment plus use of dedicated rooms or lounges plus transportation or dedicated accompaniment until the aircraft. Lounge Service: lounge usage.

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OTHER SERVICES

Staff Services (per hour)	69.50 €
Staff Services - Specialised Monitoring (per hour)	104.20 €
Staff Services-. Maintenance Services Provided by Third Parties	+20% Cost price
Staff Services - Supply of Articles and Materials	+20% Cost price

ACCESS CARDS

One-off Access Cards - Airlines and Services licensed for Handling Services ⁵	4.00 €
One-off Access Cards - Other Entities ⁵	10.50 €
Permanent Access Cards - 1st Copy / Renewal (with access control) ⁵ , up to 3 years	33.80 €
Permanent Access Cards - 2nd Copy ⁵ , up to 3 years	46.40 €
Automatic Vehicle Refueling Cards - Replacement / New Requests ⁵	11.30 €

BAGGAGE STORAGE (VAT INCLUDED)

Cacifos (limite máximo de utilização por cacifo, de 72 horas)

Lockers (maximum usage per locker of 7 days)

Type 1 - (351X457X855mm) - (p/ period of 4 hours)	3.50 €
Type 2 - (351X945X855mm) - (p/ period of 4 hours)	4.50 €
Type 3 - (525X945X855mm/212X1925X555mm) - (p/ period of 4 hours)	5.50 €
Receipt Loss	42.00 €
Additional for overextending maximum period of usage allowed (per day, per locker)	20.50 €

FAST TRACK (VAT INCLUDED)⁶

Exclusive access to security control, on a dedicated channel - online	11.00 €
Exclusive access to security control, on a dedicated channel - kiosks	12.00 €

⁵ Includes application and respective process at ANA.

⁶ Commercial agreements can be established with airlines

CHARGES GUIDE

Miscellaneous

Lisbon Airport

Porto Airport

Faro Airport

Beja Civil Terminal

Azores Airports

Madeira Airports

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OPERATING AREAS

APRON EQUIPMENT

Pneumatic bags (per hour)	392.30 €
Lighting Tower (per hour)	143.00 €
Heavy Lorry (per hour)	107.80 €

FOLLOW ME | AMBULANCE | OTHER EQUIPMENT

Follow-me (per 1/2 hour)	24.50 €
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CLEANING | WASHING | FIRE FIGHTING PREVENTION

Cleaning and Spill Management (per 15 minutes or part thereof)	211.40 €
Individualised Fire Fighting Prevention (per service)	177.90 €
Waste discharge/abandonment inside airport perimeter	203.80 €

LICENCES FOR ACCESS, CIRCULATION AND DRIVING OF AIRSIDE VEHICLES | INSPECTIONS

Airside Vehicle Access and Circulation Licence - Issue/Renewal/2nd copy/one-off

Electric self-propelled vehicles/equipment	24.30 €
Self-propelled diesel or gasoline vehicles/equipment	48.50 €
Airside Vehicle Driving Licence - Issue/Renewal/2nd copy	38.00 €
Vehicle Inspection - Light	53.00 €
Vehicle Inspection - Light Towable	29.60 €
Vehicle Inspection - Heavy	65.40 €
Vehicle Inspection - Heavy Towable	53.00 €
Vehicle Inspection - Simple trailer and other accessories	12.20 €
Vehicle Inspection - Reinspections	29.00 €
Vehicle Inspection - Surcharge for travelling outside scheduled dates	1 456.60 €

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CONSUMPTIONS

Water supply (p/ m3)

Structural cost

1.08 €

Acquisition cost

M.P.

Electricity supply

Power (p/ kVA)

Acquisition cost

M.P.

Consumption (p/ kWh)

Structural cost

0.0450 €

Acquisition cost

M.P.

Network access

M.P.

Gas supply

+10% M.P.

Fuel supply¹

M.P.

Communications

+10% M.P.

NOTEA In relation to electricity and water cost, the change of the rate value is an arithmetic and instrumental operation, not requiring the adoption of an autonomous and administrative procedure to update it.

TELECOMMUNICATIONS

NOTE Services listed below depend on their availability at the Airport.

DATA SERVICES

Installation

Monthly Fee

Internet Access - ANA ISP

Basic Internet (1 Equipment)

86.80 €

44.00 €

Internet Access 20/20Mbps

189.00 €

127.90 €

Internet Access 50/50Mbps

189.00 €

177.90 €

Internet Access 100/100Mbps

189.00 €

222.40 €

¹ Volume discounts may be applied depending on the number of supplied liters.

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Internet Access - External ISP	Installation	Monthly Fee
VLAN Connection to External ISP 10/10 Mbps	129.00 €	86.50 €
VLAN Connection to External ISP 100/100 Mbps	129.00 €	122.10 €
VLAN Connection to External ISP 1 Gbps	129.00 €	193.50 €
VLAN Connection to External ISP QinQ (VLAN Tagged)	129.00 €	219.00 €
VLAN Connection - Between Airport Rentals (stores or offices)	129.00 €	219.00 €
Local Area Network (LAN)		
Data Access point (cable)	64.50 €	26.60 €
Data Access point (Wi-Fi)	64.50 €	26.60 €
Wi-Fi Office Access (Dedicated SSID)	101.90 €	117.20 €
Passive Data Access	66.80 €	30.80 €
VOICE SERVICES		
	Installation	Monthly Fee
Voice Access		
PABX Voice Access (Internal Access)	63.10 €	10.90 €
PABX Voice Access (External Access)	63.10 €	21.90 €
DDI (Direct Dial In) Access from public network through a number	- €	3.40 €
Voice Equipment		
Telephone Type 1 (Analog)	- €	1.30 €
Telephone Type 2 (Analog with display)	- €	5.30 €
Telephone Type 3 (Digital with display)	- €	14.30 €
Telephone Type 4 (Mobile - Internal only)	- €	28.70 €
TELEVISION SERVICES		
	Installation	Monthly Fee
TV		
TV Base	97.90 €	34.40 €
Sport TV (additional to the TV Base)	- €	30.10 €
TV Eleven Sports (additional to the TV Base)	- €	18.10 €

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SUPPORT SERVICES	Installation	Monthly Fee
(CUPPS/CUSS/BRS/HBD/SBD)		
CUPPS Workstation	65.80 €	105.80 €
CUSS - Baggage Tag/unit	- €	0.032 €
CUSS - Boarding Pass/unit	- €	0.011 €
HBD/SBD - Baggage Heavy Tag/unit	- €	0.032 €
HBD/SBD - Baggage Receipt/unit	- €	0.011 €
HBD/SBD - Baggage Pass/unit	- €	0.011 €
DCP: Document Printer	- €	52.20 €
ATB/BTP: Airline Ticket and Boarding Pass Printer	- €	38.30 €
MSR: Magnetic Swipe Reader Keyboard	- €	21.70 €
INFRASTRUCTURE SERVICES		
Circuit - Copper (per pair)		
Point to Point copper connection (inside terminal building)	61.20 €	16.70 €
Point to Point copper connection (between buildings)	121.10 €	21.70 €
Circuit - Fiber Optic (per pair)		
Point to Point fiber connection (inside terminal building) (per 100m)	164.60 €	61.50 €
Point to Point fiber connection (between buildings) (per 100m)	366.90 €	61.50 €
Underground ICT Infrastructures		
		Monthly Fee
ANA Infrastructures (per cable and 100m) ²		23.30 €
Own Infrastructures (per cable and 100m) ²		27.90 €
TRUNKING SERVICES		
Trunking Services		
	Installation	Monthly Fee
Trunking - Equipment	889.40 €	31.20 €
Trunking Service - Network Access	- €	33.40 €

² The Service Providers may claim exemption from these occupancy rates under Decree No 123/2009 being still required to make periodic technical inspections of maintenance and security for the installed infrastructure. These surveys will be made escorted by accredited technicians ANA: See "09 - Support Services and ICT technical support".



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HOUSING SERVICES	Instalação	Monthly Fee
Data center ANA		
Housing - Data Center ANA - (42 U) - Full Rack	- €	889.40 €
Housing - Data Center ANA - (1 U) - Shared Rack	- €	55.60 €
OPERATIONAL APPLICATIONS	Installation	Monthly Fee
Operational Information		
Operational Information (Schedules and Infrastructures)	- €	69.30 €
Operational Information (Web service - broker)	- €	769.50 €
Flight Information		
Flight Information (FIDS) 40" Monitor	222.40 €	133.40 €
Flight Information (FIDS) 55" Monitor	222.40 €	166.80 €
SUPPORT SERVICES AND ICT TECHNICAL SUPPORT		
Work permit licensing		
Work permits on ANA underground infrastructure licensing		405.30 €
ICT Technician Support Service (Airport Campus located infrastructures)		
<i>(in interventions on external infrastructures located within the airport perimeter)</i>		
Regular Schedule (Working days from 08:00 to 18:00) (per hour)		34.40 €
Outside Regular Schedule (per hour)		83.40 €
Radio spectrum monitoring service at the terminal		333.50 €
OTHER ICT SERVICES		
Other service not included in this commercial charges portfolio		Upon budget request

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OCCUPATION OF INFRASTRUCTURES IN THE UNDERGROUND OF ANA

Use of ANA Underground infrastructures

Type 1 Cable <= 15 mm diameter - (100m fractions per cable)	12.00 €
Type 2 Cable > 15 mm diameter (100m fractions per cable)	24.10 €
Own Infrastructures Usage at ANA underground	
Infrastructure Type I - external diameter <= 100 mm	13.00 €
Infrastructure Type II - external diameter > 100 mm and <= 200mm	21.70 €
Infrastructure Type III - external diameter > 200 mm	28.90 €

NOTA The application of the listed Underground Infrastructure Occupation items depends on the applicability at each Airport. Infrastructure whose section is not circular and for rate application is considered the measure of larger diameter shaft.

EQUIPMENT AND SUPPORT SERVICES

EQUIPMENT

Mobile Desk - Welcome Desk (p/ day)	534.50 €
Mobile Desk - Welcome Desk (p/ hour or part thereof)	53.50 €
Own Reception Desk - Welcome Desk (p /day)	381.60 €
Own Reception Desk - Welcome Desk (p / hour)	38.20 €
Group Luggage Car - per unit/hour or part thereof	15.30 €

TRAINING (VAT EXEMPT)

Basic Safety Training (per person)	40.00 €
Certified Driver Training (per person)	40.00 €
Security Training (per person)	40.00 €
Fire Safety Prevention Training (minimum 6 people)	39.00 €
Practical airside driving test	27.80 €
Practical airside driving test: repetition/rescheduling	16.70 €

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Safety Training - Repeat Test	11.80 €
Security Training - Repeat Test	11.80 €
Issue of second copies of security certificates: Safety or Security	11.70 €
Certified driver training in manoeuvring area and R/T TETRA communications, in-person (per person)	107.50 €
Practical driver test in manoeuvring area and R/T TETRA communications (per person)	53.80 €
Certified driver training in manoeuvring area and R/T TETRA communications, in-person / Renewal	53.80 €
Practical driver test in manoeuvring area and R/T TETRA communications, in person - repetition / rescheduling (per person)	32.30 €

PHOTOGRAPHY AND FILMING

Public Areas

Photography and Filming (per hour)	298.00 €
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Terminal and Aerodrome Restricted Areas (Airside)

Photography and Filming (per hour)	410.00 €
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ROOMS | DIGNITARIES ROOMS

Rooms (Terminal)

Open Spaces - In Passenger Terminal (m2/Hour)	5.70 €
Conference room rental - at Passenger Terminal (audiovisual equipment 6 included) - per hour or part thereof	79.20 €
Room without equipment - per hour or part thereof	15.40 €
Room with equipment ³ - p / hour or part thereof	21.70 €
Room (VIP area) - Per hour or part thereof	173.90 €

Rooms (Other Buildings)

Rooms (m2/month) ³	37.60 €
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Dignitaries Rooms

Dignitary - up to 10 accompanying persons	284.10 €
Additional per accompanying person	28.50 €

NOTE For space/room rentals for more than a month, an occupation license contract is required - please contact Extra Aviation Department.

³ Support equipment, namely computers, overhead projector + projection screen.

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CIP SERVICES

CIP Services - Schengen and Non-Schengen (a) ⁴

152.90 €

LOUNGE SERVICES (VAT INCLUDED)

Lounge Service ⁴

30.00 €

Lounge Service - children (3 to 12 years old) ⁴

15.00 €

OTHER SERVICES

Staff Services (per hour)

69.50 €

Staff Services - Specialised Monitoring (per hour)

104.20 €

Staff Services- Maintenance Services Provided by Third Parties

+20% P.C.

Staff Services - Supply of Articles and Materials

+20% P.C.

Daytime Baggage Service (From 07h to 19h59)

Baggage Service p/pax (1 to 3 bags)

33.40 €

Baggage Service (per additional volume)

11.10 €

Night-time Baggage Service (From 20h to 23h30)

Baggage Service p/pax (1 to 3 bags)

53.40 €

Baggage Service (per additional volume)

17.60 €

Use of Nursing Personnel (UCS)

736.20 €

ACCESS CARDS

One-off Access Cards - Airlines and Services licensed for Handling Services ⁵

4.00 €

One-off Access Cards - Other Entities ⁵

10.50 €

Permanent Access Cards (1 or 3 years) - 1st Copy / Renewal (with access control)

33.80 €

Permanent Access Cards (1 or 3 years) - 1st Copy / Renewal (with access control) ⁵

11.40 €

Permanent Access Cards (1 or 3 years) - 2nd copy

46.40 €

Automatic Vehicle Refueling Cards - Replacement / New Requests ⁵

11.30 €

⁴ Volume discounts may be applied depending on the number of assisted passengers. CIP Service Dedicated accompaniment plus use of dedicated rooms or lounges plus transportation or dedicated accompaniment until the aircraft. Lounge Service: lounge usage.

⁵ Includes application and respective process at ANA.



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BAGGAGE STORAGE (VAT INCLUDED)

Lockers (maximum usage per locker of 15 days)

Type 1 - (351X457X855mm) - (p/ period of 4 hours)	3.50 €
Type 2 - (351X945X855mm) - (p/ period of 4 hours)	4.50 €
Type 3 - (525X945X855mm/212X1925X555mm) - (p/ period of 4 hours)	5.50 €
Receipt Loss	42.00 €
Additional for overextending maximum period of usage allowed (per day, per locker and per usage)	20.50 €

FAST TRACK (VAT included) ⁶

Exclusive access to security control, on a dedicated channel - online	11.00 €
Exclusive access to security control, on a dedicated channel - kiosks	12.00 €

⁶ Commercial agreements can be established with airlines

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Beja Civil Terminal

Azores Airports

Madeira Airports

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OPERATING AREAS

FOLLOW ME | AMBULANCE | OTHER EQUIPMENT

Follow-me (per 1/2 hour)

24.50 €

CLEANING | WASHING | FIRE FIGHTING PREVENTION

Cleaning and Spill Management (per 15 minutes or part thereof)

211.40 €

Individualised Fire Fighting Prevention (per service)

177.90 €

Cleaning of premises (per 1/2 hour, working days)

Upon budget request

Cleaning of premises (for 1/2 hour, weekends and holidays)

Upon budget request

Waste discharge/abandonment inside airport perimeter

203.80 €

LICENCES FOR ACCESS, CIRCULATION AND DRIVING OF AIRSIDE VEHICLES | INSPECTIONS

Airside Vehicle Access and Circulation Licence - Issue/Renewal/2nd copy/one-off

Electric self-propelled vehicles/equipment

24.30 €

Self-propelled diesel or gasoline vehicles/equipment

48.50 €

Airside Vehicle Driving Licence - Issue/Renewal/2nd copy

38.00 €

Vehicle Inspection - Light

53.00 €

Vehicle Inspection - Light Towable

29.60 €

Vehicle Inspection - Heavy

65.40 €

Vehicle Inspection - Heavy Towable

53.00 €

Vehicle Inspection - Simple trailer and other accessories

12.20 €

Vehicle Inspection - Reinspections

29.00 €

Vehicle Inspection - Surcharge for travelling outside scheduled dates

624.90 €



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CONSUMPTIONS**Water supply (p/ m3)**

Structural cost

1.08 €

Acquisition cost

M.P.

Electricity supply

Power (p/ kVA)

Acquisition cost

M.P.

Consumption (p/ kWh)

Structural cost

0.0450 €

Acquisition cost

M.P.

Network access

M.P.

Communications

+10% M.P.

NOTE In relation to electricity and water cost, the change of the rate value is an arithmetic and instrumental operation, not requiring the adoption of an autonomous and administrative procedure to update it.

TELECOMMUNICATIONS

NOTE Services listed below depend on their availability at the Airport.

DATA SERVICES

Installation

Monthly Fee

Internet Access - ANA ISP

Basic Internet (1 Equipment)

86.80 €

44.00 €

Internet Access 20/20Mbps

189.00 €

127.90 €

Internet Access 50/50Mbps

189.00 €

177.90 €

Internet Access 100/100Mbps

189.00 €

222.40 €

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Internet Access - External ISP	Installation	Monthly Fee
VLAN Connection to External ISP 10/10 Mbps	129.00 €	86.50 €
VLAN Connection to External ISP 100/100 Mbps	129.00 €	122.10 €
VLAN Connection to External ISP 1 Gbps	129.00 €	193.50 €
VLAN Connection to External ISP QinQ (VLAN Tagged)	129.00 €	219.00 €
VLAN Connection - Between Airport Rentals (stores or offices)	129.00 €	219.00 €
Local Area Network (LAN)		
Data Access point (cable)	64.50 €	26.60 €
Data Access point (Wi-Fi)	64.50 €	26.60 €
Wi-Fi Office Access (Dedicated SSID)	101.90 €	117.20 €
Passive Data Access	66.80 €	30.80 €
VOICE SERVICES		
Voice Access	Installation	Monthly Fee
PABX Voice Access (Internal Access)	63.10 €	10.90 €
PABX Voice Access (External Access)	63.10 €	21.90 €
DDI (Direct Dial In) Access from public network through a number	- €	3.40 €
Voice Equipment		
Telephone Type 1 (Analog)	- €	1.30 €
Telephone Type 2 (Analog with display)	- €	5.30 €
Telephone Type 3 (Digital with display)	- €	14.30 €
Telephone Type 4 (Mobile - Internal only)	- €	28.70 €
TELEVISION SERVICES		
TV	Installation	Monthly Fee
TV Base	97.90 €	34.40 €
Sport TV (additional to the TV Base)	- €	30.10 €
TV Eleven Sports (additional to the TV Base)	- €	18.10 €

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SUPPORT SERVICES	Installation	Monthly Fee
(CUPPS/CUSS/BRS/HBD/SBD)		
CUPPS Workstation	65.80 €	105.80 €
CUSS - Baggage Tag/unit	- €	0.032 €
CUSS - Boarding Pass/unit	- €	0.011 €
HBD/SBD - Baggage Heavy Tag/unit	- €	0.032 €
HBD/SBD - Baggage Receipt/unit	- €	0.011 €
HBD/SBD - Baggage Pass/unit	- €	0.011 €
DCP: Document Printer	- €	52.20 €
ATB/BTP: Airline Ticket and Boarding Pass Printer	- €	38.30 €
MSR: Magnetic Swipe Reader Keyboard	- €	21.70 €
INFRASTRUCUTRE SERVICES		
Circuit - Copper (per pair)		
Point to Point copper connection (inside terminal building)	61.20 €	16.70 €
Point to Point copper connection (between buildings)	121.10 €	21.70 €
Circuit - Fiber Optic (per pair)		
Point to Point fiber connection (inside terminal building) (per 100m)	164.60 €	61.50 €
Point to Point fiber connection (between buildings) (per 100m)	366.90 €	61.50 €
Underground ICT Infrastructures		
		Monthly Fee
ANA Infrastructures (per cable and 100m) ¹		23.30 €
Own Infrastructures (per cable and 100m) ¹		27.90 €
TRUNKING SERVICES		
Trunking Services		
Trunking - Equipment	889.40 €	31.20 €
Trunking Service - Network Access	- €	33.40 €

¹ The Service Providers may claim exemption from these occupancy rates under Decree No 123/2009 being still required to make periodic technical inspections of maintenance and security for the installed infrastructure. These surveys will be made escorted by accredited technicians ANA: See "09 - Support Services and ICT technical support".



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HOUSING SERVICES	Installation	Monthly Fee
Data center ANA		
Housing - Data Center ANA - (42 U) - Full Rack	- €	889.40 €
Housing - Data Center ANA - (1 U) - Shared Rack	- €	55.60 €
OPERATIONAL APPLICATIONS		
Operational Information	Installation	Monthly Fee
Operational Information (Schedules and Infrastructures)	- €	69.30 €
Operational Information (Web service - broker)	- €	769.50 €
Flight Information		
Flight Information (FIDS) 40" Monitor	222.40 €	133.40 €
Flight Information (FIDS) 55" Monitor	222.40 €	166.80 €
SUPPORT SERVICES AND ICT TECHNICAL SUPPORT		
Work permit licensing		
Work permits on ANA underground infrastructure licensing		405.30 €
ICT Technician Support Service (Airport Campus located infrastructures)		
<i>(in interventions on external infrastructures located within the airport perimeter)</i>		
Regular Schedule (Working days from 08:00 to 18:00) (per hour)		34.40 €
Outside Regular Schedule (per hour)		83.40 €
Radio spectrum monitoring service at the terminal		333.50 €
OTHER ICT SERVICES		
Other service not included in this commercial charges portfolio		Upon budget request

OCCUPATION OF INFRASTRUCTURES IN THE UNDERGROUND OF ANA

Use of ANA Underground infrastructures

Type 1 Cable <= 15 mm diameter - (100m fractions per cable)

12.00 €

Type 2 Cable > 15 mm diameter (100m fractions per cable)

24.10 €

Own Infrastructures Usage at ANA underground

Infrastructure Type I - external diameter <= 100 mm

13.00 €

Infrastructure Type II - external diameter > 100 mm and <= 200mm

21.70 €

Infrastructure Type III - external diameter > 200 mm

28.90 €

NOTE The application of the listed Underground Infrastructure Occupation items depends on the applicability at each Airport. Infrastructure whose section is not circular and for rate application is considered the measure of larger diameter shaft.

EQUIPMENT AND SUPPORT SERVICES

EQUIPMENT

Workshop Equipment rental (per 1/2 hour)

22.40 €

TRAINING (VAT EXEMPT)

Basic Safety Training (per person)

40.00 €

Certified Driver Training (per person)

40.00 €

Security Training (per person)

40.00 €

Fire Safety Prevention Training (minimum 6 people)

39.00 €

Practical airside driving test

27.80 €

Practical airside driving test: repetition/rescheduling

16.70 €

Safety Training - Repeat Test

11.80 €

Security Training - Repeat Test

11.80 €

Issue of second copies of security certificates: Safety or Security

11.70 €

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GUIDED TOUR

Airport guided tour (maximum 12 people)

Under budget

PHOTOGRAPHY AND FILMING

Public Areas

Photography and Filming (per hour)

298.00 €

Terminal and Aerodrome Restricted Areas (Airside)

Photography and Filming (per hour)

410.00 €

ROOMS | DIGNITARIES ROOMS

Rooms (Terminal)

Rooms - In Passenger Terminal (p/ day - 8 hours - or part thereof)

43.00 €

Rooms (boarding areas) - (p/ day - 8 hours - or part thereof)

85.20 €

Spaces for restaurant (per hour)

27.60 €

Open Spaces

Passenger terminal / public areas (m2/hour)

5.70 €

Restricted areas – Terminal (m2/hour)

7.10 €

Restricted areas – Airside/Others (m2/hour)

6.10 €

Rooms (Other Buildings)

Rooms (m2/month) ²

37.60 €

Conference Room without projector (p/ 8 hours or part thereof)

121.70 €

Conference Room with projector (p/ 8 hours or part thereof)

161.50 €

OTHER SERVICES

Staff Services (per hour)

69.50 €

Staff Services - Specialised Monitoring (per hour)

104.20 €

² For space/room rentals for more than a month, an occupation license contract is required - please contact Extra Aviation Department.



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Beja Civil Terminal

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ACCESS CARDS

One-off Access Cards - Airlines and Services licensed for Handling Services ³	4.00 €
One-off Access Cards - Other Entities ³	10.50 €
Permanent Access Cards (1 or 3 years) - 1st Copy / Renewal (with access control) ³	33.80 €
Permanent Access Cards (1 or 3 years) - 2nd Copy ³	40.80 €

³ Includes application and respective process at ANA.

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OPERATING AREAS

APRON EQUIPMENT

Loader, electric (per hour)

29.20 €

FOLLOW ME | AMBULANCE | OTHER EQUIPMENT

Follow-me (per 1/2 hour)

24.50 €

Cooling equipment (per 1/2 hour)

120.80 €

Tank vehicle (per 1 hour)

50.60 €

Rescue vehicle (per 1 hour)

69.60 €

Stacker (per 1 hour)

38.00 €

CLEANING | WASHING | FIRE FIGHTING PREVENTION

Cleaning and Spill Management (per 15 minutes or part thereof)

211.40 €

Individualised Fire Fighting Prevention (per 15 min or part thereof)

53.80 €

Waste discharge/abandonment inside airport perimeter

203.80 €

TRANSPORT

Heavy Vehicle Transport / Passenger – (per hour)

201.80 €

Heavy Vehicle Transport / Cargo (per hour)

110.50 €

LICENCES FOR ACCESS, CIRCULATION AND DRIVING OF AIRSIDE VEHICLES | INSPECTIONS

Airside Vehicle Access and Circulation Licence - Issue/Renewal/2nd copy/one-off

Electric self-propelled vehicles/equipment

24.30 €

Self-propelled diesel or gasoline vehicles/equipment

48.50 €

Airside Vehicle Driving Licence - Issue/Renewal/2nd copy

38.00 €

Vehicle Inspection - per vehicle

38.00 €

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Azores Airports

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CONSUMPTIONS

Water supply (p/ m3)

Structural cost

1.08 €

Acquisition cost

M.P.

Water reinstallation (SMA)

39.69 €

Electricity supply

Power (p/ kVA)

Acquisition cost

M.P.

Consumption (p/ kWh)

Structural cost

0.0450 €

Acquisition cost

M.P.

Network access

M.P.

Gas supply (PDL)

+10% M.P.

Fuel supply(PDL, HOR) ¹

M.P.

Communications

+10% M.P.

NOTA In relation to electricity and water cost, the change of the rate value is an arithmetic and instrumental operation, not requiring the adoption of an autonomous and administrative procedure to update it.

TELECOMMUNICATIONS

NOTE Services listed below depend on their availability at the Airport.

DATA SERVICES

Installation

Monthly Fee

Internet Access - ANA ISP

Basic Internet (1 Equipment)

86.80 €

44.00 €

Internet Access 20/20Mbps

189.00 €

127.90 €

¹ Volume discounts may be applied depending on the number of supplied liters.

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Azores Airports

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	Installation	Monthly Fee
Internet Access 50/50Mbps	189.00 €	177.90 €
Internet Access 100/100Mbps	189.00 €	222.40 €
Internet Access - External ISP		
VLAN Connection to External ISP 10/10 Mbps	129.00 €	86.50 €
VLAN Connection to External ISP 100/100 Mbps	129.00 €	122.10 €
VLAN Connection to External ISP 1 Gbps	129.00 €	193.50 €
VLAN Connection to External ISP QinQ (VLAN Tagged)	129.00 €	219.00 €
VLAN Connection - Between Airport Rentals (stores or offices)	129.00 €	219.00 €
Local Area Network (LAN)		
Data Access point (cable)	64.50 €	26.60 €
Data Access point (Wi-Fi)	64.50 €	26.60 €
Wi-Fi Office Access (Dedicated SSID)	101.90 €	117.20 €
Passive Data Access	66.80 €	30.80 €
VOICE SERVICES		
	Installation	Monthly Fee
Voice Access		
PABX Voice Access (Internal Access)	63.10 €	10.90 €
PABX Voice Access (External Access)	63.10 €	21.90 €
DDI (Direct Dial In) Access from public network through a number	- €	3.40 €
Voice Equipment		
Telephone Type 1 (Analog)	- €	1.30 €
Telephone Type 2 (Analog with display)	- €	5.30 €
Telephone Type 3 (Digital with display)	- €	14.30 €
Telephone Type 4 (Mobile - Internal only)	- €	28.70 €

CHARGES GUIDE 2025

Azores Airports

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TELEVISION SERVICES	Installation	Monthly Fee
TV		
TV Base	97.90 €	34.40 €
Sport TV (additional to the TV Base)	- €	30.10 €
TV Eleven Sports (additional to the TV Base)	- €	18.10 €
SUPPORT SERVICES	Installation	Monthly Fee
(CUPPS/CUSS/BRS/HBD/SBD)		
CUPPS Workstation	65.80 €	105.80 €
CUSS - Baggage Tag/unit	- €	0.032 €
CUSS - Boarding Pass/unit	- €	0.011 €
HBD/SBD - Baggage Heavy Tag/unit	- €	0.032 €
HBD/SBD - Baggage Receipt/unit	- €	0.011 €
HBD/SBD - Baggage Pass/unit	- €	0.011 €
DCP: Document Printer	- €	52.20 €
ATB/BTP: Airline Ticket and Boarding Pass Printer	- €	38.30 €
MSR: Magnetic Swipe Reader Keyboard	- €	21.70 €
INFRASTRUCTURE SERVICES	Installation	Monthly Fee
Circuit - Copper (per pair)		
Point to Point copper connection (inside terminal building)	61.20 €	16.70 €
Point to Point copper connection (between buildings)	121.10 €	21.70 €
Circuit - Fiber Optic (per pair)		
Point to Point fiber connection (inside terminal building) (per 100m)	164.60 €	61.50 €
Point to Point fiber connection (between buildings) (per 100m)	366.90 €	61.50 €
Underground ICT Infrastructures		Monthly Fee
ANA Infrastructures (per cable and 100m) ²		23.30 €
Own Infrastructures (per cable and 100m) ²		27.90 €

² The Service Providers may claim exemption from these occupancy rates under Decree No 123/2009 being still required to make periodic technical inspections of maintenance and security for the installed infrastructure. These surveys will be made escorted by accredited technicians ANA: See "09 - Support Services and ICT technical support".

CHARGES GUIDE 2025

Azores Airports

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TRUNKING SERVICES	Installation	Monthly Fee
Trunking Services		
Trunking - Equipment	889.40 €	31.20 €
Trunking Service - Network Access	- €	33.40 €
HOUSING SERVICES	Installation	Monthly Fee
Data center ANA		
Housing - Data Center ANA - (42 U) - Full Rack	- €	889.40 €
Housing - Data Center ANA - (1 U) - Shared Rack	- €	55.60 €
OPERATIONAL APPLICATIONS	Installation	Monthly Fee
Operational Information		
Operational Information (Schedules and Infrastructures)	- €	69.30 €
Operational Information (Web service - broker)	- €	769.50 €
Flight Information		
Flight Information (FIDS) 40" Monitor	222.40 €	133.40 €
Flight Information (FIDS) 55" Monitor	222.40 €	166.80 €
SUPPORT SERVICES AND ICT TECHNICAL SUPPORT		
Work permit licensing		
Work permits on ANA underground infrastructure licensing		405.30 €
ICT Technician Support Service (Airport Campus located infrastructures)		
<i>(in interventions on external infrastructures located within the airport perimeter)</i>		
Regular Schedule (Working days from 08:00 to 18:00) (per hour)		34.40 €
Outside Regular Schedule (per hour)		83.40 €
Radio spectrum monitoring service at the terminal		333.50 €
OTHER ICT SERVICES		
Other service not included in this commercial charges portfolio		Upon budget request

CHARGES GUIDE 2025

Azores Airports

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OCCUPATION OF INFRASTRUCTURES IN THE UNDERGROUND OF ANA

Use of ANA Underground infrastructures

Type 1 Cable <= 15 mm diameter - (100m fractions per cable)	12.00 €
Type 2 Cable > 15 mm diameter (100m fractions per cable)	24.10 €
Own Infrastructures Usage at ANA underground	
Infrastructure Type I - external diameter <= 100 mm	13.00 €
Infrastructure Type II - external diameter > 100 mm and <= 200mm	21.70 €
Infrastructure Type III - external diameter > 200 mm	28.90 €

NOTE The application of the listed Underground Infrastructure Occupation items depends on the applicability at each Airport. Infrastructure whose section is not circular and for rate application is considered the measure of larger diameter shaft.

EQUIPMENT AND SUPPORT SERVICES

EQUIPMENT

Explosives trace Detector (p/flight)	284.30 €
Cargo X-Ray per hour (SMA, HOR, FLW)	68.30 €
Cargo X-Ray per volume	2.20 €
Cargo Terminal Weighbridges (p/ month) (PDL)	361.40 €
Cargo Terminal Freezing Chamber (p/ month) (PDL)	701.00 €
Cargo Terminal Freezing Chamber (p/ month) (HOR)	113.80 €
Lost-and-Found Balance (p/ month)	73.30 €
Audio-visual equipment (p/ day)	17.40 €
Hangar Miscellaneous Equipment (p/month) (PDL)	965.10 €
Workshop Equipment (p / ½ hour)	10.80 €
PT10 - Energy Post Processing - Gas stations (p/month) (SMA)	142.80 €
Emergency Generator - 90 kVA (p/ month)	537.10 €

CHARGES GUIDE 2025

Azores Airports

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TRAINING (VAT EXEMPT)

Basic Safety Training (per person)	40.00 €
Certified Driver Training (per person)	40.00 €
Security Training (per person)	40.00 €
Fire Safety Prevention Training (minimum 6 people)	39.00 €
Practical airside driving test	27.80 €
Practical airside driving test: repetition/rescheduling	16.70 €
Safety Training - Repeat Test	11.80 €
Security Training - Repeat Test	11.80 €
Issue of second copies of security certificates: Safety or Security	11.70 €

PHOTOGRAPHY AND FILMING

Public Areas

Photography and Filming (per hour)	298.00 €
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Terminal and Aerodrome Restricted Areas (Airside)

Photography and Filming (per hour)	410.00 €
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ROOMS | DIGNITARIES ROOMS

Rooms

Room - Without equipment - (p / day - 8 hours - or part thereof):

Small Room	60.90 €
Small Room - Airside	85.20 €
Big Room	121.70 €

Dignitaries Rooms

Dignitary - up to 10 accompanying persons	115.90 €
Additional per person over 10 accompanying persons	11.60 €

NOTE For space/room rentals for more than a month, an occupation license contract is required - please contact Extra Aviation Department.

CHARGES GUIDE 2025

Azores Airports

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CIP SERVICES

CIP Services - Schengen and Non-Schengen (a) ³

79.10 €

OTHER SERVICES

Staff Services (per hour)

69.50 €

Staff Services - Specialised Monitoring (per hour)

104.20 €

Staff Services-. Maintenance Services Provided by Third Parties

+20% P.C.

Staff Services - Supply of Articles and Materials

+20% P.C.

Crew assistance service (per turnaround) – Business Aviation

125.30 €

ACCESS CARDS

One-off Access Cards - Airlines and Services licensed for Handling Services ⁴

8.90 €

One-off Access Cards - Other Entities ⁴

10.50 €

Permanent Access Cards (1 or 3 years) - 1st Copy / Renewal (with access control)

40.60 €

Permanent Access Cards (1 or 3 years) - 2nd copy

46.40 €

Access Cards - Third Party - Aerodromes ⁴

7.00 €

Vehicle Access Badge - Magnetized Temporary
(Parking Auto - 1st Copy/2nd Copy/Renewal)

67.00 €

Automatic Vehicle Refueling Cards - Replacement / New Requests ⁴

11.30 €

BAGGAGE STORAGE (VAT INCLUDED)

Per volume and per day

5.00 €

Receipt Loss

21.00 €

FAST LANE (VAT INCLUDED) ⁵

Ponta Delgada

Exclusive access to security control, with no dedicated security gate

9.00 €

³ Volume discounts may be applied depending on the number of assisted passengers. CIP Service Dedicated accompaniment plus use of dedicated rooms or lounges plus transportation or dedicated accompaniment until the aircraft.

⁴ Includes application and respective process at ANA.

⁵ Commercial agreements can be established with airlines

CHARGES GUIDE

Miscellaneous

Lisbon Airport
Porto Airport
Faro Airport
Beja Civil Terminal
Azores Airports
Madeira Airports

CHARGES GUIDE 2025

Madeira Airports	1 / 8	Funchal	Porto Santo
OPERATING AREAS			
APRON EQUIPMENT			
Freight Elevator (per 1/2 hour)		51.00 €	- €
Pneumatic lifts (per day or part thereof)		15 727.10 €	19 207.00 €
Lighting Tower (per 1/2 hour)		84.50 €	84.50 €
FOLLOW ME AMBULANCE OTHER EQUIPMENT			Every Airport
Follow-me (per 1/2 hour)			24.50 €
CLEANING WASHING FIRE FIGHTING PREVENTION			
Cleaning and Spill Management (per 15 minutes or part thereof)			211.40 €
Individualised Fire Fighting Prevention (per service)			177.90 €
Waste discharge/abandonment inside airport perimeter			203.80 €
LICENCES FOR ACCESS, CIRCULATION AND DRIVING OF AIRSIDE VEHICLES INSPECTIONS			
Airside Vehicle Access and Circulation Licence - Issue/Renewal/2nd copy/one-off			
Electric self-propelled vehicles/equipment			24.30 €
Self-propelled diesel or gasoline vehicles/equipment			48.50 €
Airside Vehicle Driving Licence - Issue/Renewal/2nd copy			38.00 €
Vehicle Inspection - Light			53.00 €
Vehicle Inspection - Light Towable			29.60 €
Vehicle Inspection - Heavy			65.40 €
Vehicle Inspection - Heavy Towable			53.00 €
Vehicle Inspection - Simple trailer and other accessories			12.20 €
Vehicle Inspection - Reinspections			29.00 €
Vehicle Inspection - Surcharge for travelling outside scheduled dates			1 456.60 €



CHARGES GUIDE 2025

Madeira Airports

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Every Airport

CONSUMPTIONS**Water supply (p/ m3)**

Structural cost

1,08 €

Acquisition cost

M.P.

Solid waste (city council tax * occupied area/total area)

+10% M.P.

Electricity supply

Power (p/ kVA)

Acquisition cost

M.P.

Consumption (p/ kWh)

Structural cost

0,0450 €

Acquisition cost

M.P.

Network access

M.P.

Communications / Cable TV

+10% M.P.

NOTE In relation to electricity and water cost, the change of the rate value is an arithmetic and instrumental operation, not requiring the adoption of an autonomous and administrative procedure to update it.

TELECOMMUNICATIONS

NOTE Services listed below depend on their availability at the Airport.

DATA SERVICES

Installation

Monthly Fee

Internet Access - ANA ISP

Basic Internet (1 Equipment)

86.80 €

44.00 €

Internet Access 20/20Mbps

189.00 €

127.90 €

Internet Access 50/50Mbps

189.00 €

177.90 €

Internet Access 100/100Mbps

189.00 €

222.40 €



CHARGES GUIDE 2025

Madeira Airports

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Every Airport

Internet Access - External ISP

	Installation	Monthly Fee
VLAN Connection to External ISP 10/10 Mbps	129.00 €	86.50 €
VLAN Connection to External ISP 100/100 Mbps	129.00 €	122.10 €
VLAN Connection to External ISP 1 Gbps	129.00 €	193.50 €
VLAN Connection to External ISP QinQ (VLAN Tagged)	129.00 €	219.00 €
VLAN Connection - Between Airport Rentals (stores or offices)	129.00 €	219.00 €

Local Area Network (LAN)

Data Access point (cable)	64.50 €	26.60 €
Data Access point (Wi-Fi)	64.50 €	26.60 €
Wi-Fi Office Access (Dedicated SSID)	101.90 €	117.20 €
Passive Data Access	66.80 €	30.80 €

VOICE SERVICES

	Installation	Monthly Fee
Voice Access		
PABX Voice Access (Internal Access)	63.10 €	10.90 €
PABX Voice Access (External Access)	63.10 €	21.90 €
DDI (Direct Dial In) Access from public network through a number	- €	3.40 €

Voice Equipment

Telephone Type 1 (Analog)	- €	1.30 €
Telephone Type 2 (Analog with display)	- €	5.30 €
Telephone Type 3 (Digital with display)	- €	14.30 €
Telephone Type 4 (Mobile - Internal only)	- €	28.70 €

TELEVISION SERVICES

	Installation	Monthly Fee
TV		
TV Base	97.90 €	34.40 €
Sport TV (additional to the TV Base)	- €	30.10 €
TV Eleven Sports (additional to the TV Base)	- €	18.10 €

CHARGES GUIDE 2025

Madeira Airports	4 / 8	Every Airport	
(CUPPS/CUSS/BRS/HBD/SBD)		Installation	Monthly Fee
(CUPPS/CUSS/BRS/HBD/SBD)			
CUPPS Workstation		65.80 €	105.80 €
CUSS - Baggage Tag/unit		- €	0.032 €
CUSS - Boarding Pass/unit		- €	0.011 €
HBD/SBD - Baggage Heavy Tag/unit		- €	0.032 €
HBD/SBD - Baggage Receipt/unit		- €	0.011 €
HBD/SBD - Baggage Pass/unit		- €	0.011 €
DCP: Document Printer		- €	52.20 €
ATB/BTP: Airline Ticket and Boarding Pass Printer		- €	38.30 €
MSR: Magnetic Swipe Reader Keyboard		- €	21.70
INFRASTRUCTURE SERVICES		Installation	Monthly Fee
Circuit - Copper (per pair)			
Point to Point copper connection (inside terminal building)		61.20 €	16.70 €
Point to Point copper connection (between buildings)		121.10 €	21.70 €
Circuit - Fiber Optic (per pair)			
Point to Point fiber connection (inside terminal building) (per 100m)		164.60 €	61.50 €
Point to Point fiber connection (between buildings) (per 100m)		366.90 €	61.50 €
Underground ICT Infrastructures			Monthly Fee
ANA Infrastructures (per cable and 100m) ¹			23.30 €
Own Infrastructures (per cable and 100m) ¹			27.90 €
TRUNKING SERVICES		Installation	Monthly Fee
Trunking Services			
Trunking - Equipment		889.40 €	31.20 €
Trunking Service - Network Access		- €	33.40 €

¹ The Service Providers may claim exemption from these occupancy rates under Decree No 123/2009 being still required to make periodic technical inspections of maintenance and security for the installed infrastructure. These surveys will be made escorted by accredited technicians ANA: See "09 - Support Services and ICT technical support".

CHARGES GUIDE 2025

Madeira Airports

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Every Airport

HOUSING SERVICES

Installation

Monthly Fee

Data center ANA

Housing - Data Center ANA - (42 U) - Full Rack

- €

889,40 €

Housing - Data Center ANA - (1 U) - Shared Rack

- €

55,60 €

OPERATIONAL APPLICATIONS

Installation

Monthly Fee

Operational Information

Operational Information (Schedules and Infrastructures)

- €

69,30 €

Operational Information (Web service - broker)

- €

769,50 €

Flight Information

Flight Information (FIDS) 40" Monitor

222,40 €

133,40 €

Flight Information (FIDS) 55" Monitor

222,40 €

166,80 €

SUPPORT SERVICES AND ICT TECHNICAL SUPPORT

Work permit licensing

Work permits on ANA underground infrastructure licensing

405,30 €

ICT Technician Support Service (Airport Campus located infrastructures)

(in interventions on external infrastructures located within the airport perimeter)

Regular Schedule (Working days from 08:00 to 18:00) (per hour)

34,40 €

Outside Regular Schedule (per hour)

83,40 €

Radio spectrum monitoring service at the terminal

333,50 €

OTHER ICT SERVICES

Other service not included in this commercial charges portfolio

1,30 €

CHARGES GUIDE 2025

Madeira Airports

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Every Airport

OCCUPATION OF INFRASTRUCTURES IN THE UNDERGROUND OF ANA

Use of ANA Underground infrastructures

Type 1 Cable <= 15 mm diameter - (100m fractions per cable)	12.00 €
Type 2 Cable > 15 mm diameter (100m fractions per cable)	24.10 €
Own Infrastructures Usage at ANA underground	
Infrastructure Type I - external diameter <= 100 mm	13.00 €
Infrastructure Type II - external diameter > 100 mm and <= 200mm	21.70 €
Infrastructure Type III - external diameter > 200 mm	28.90 €

NOTE The application of the listed Underground Infrastructure Occupation items depends on the applicability at each Airport. Infrastructure whose section is not circular and for rate application is considered the measure of larger diameter shaft.

Funchal

Porto Santo

EQUIPMENT AND SUPPORT SERVICES

EQUIPMENT

Workshop equipment (p/ 1/2 hour)	11,00 €	11.00 €
Fridge - monthly rent	649,10 €	- €
Mobile Desk - Welcome Desk (p / day or part thereof)	53,50 €	53.50 €
Own Reception Desk - Welcome Desk (p /day or part thereof)	33,50 €	33.50 €
Projector or Computer Rental (p/day and p/unit)	58,00 €	- €
X-Ray Cargo (per hour)	26,90 €	26.90 €
X-Ray Cargo, Public Holidays (per hour)	53,20 €	53.20 €
Explosive trace detector (per flight)	284,30 €	284.30 €

TRAINING (VAT EXEMPT)

Basic Safety Training (per person)	40,00 €	40.00 €
Certified Driver Training (per person)	40,00 €	40.00 €
Security Training (per person)	40,00 €	40.00 €



CHARGES GUIDE 2025

Madeira Airports	7 / 8	Funchal	Porto Santo
Fire Safety Prevention Training (minimum 6 people)		39.00 €	39.00 €
Practical airside driving test		27.80 €	27.80 €
Practical airside driving test: repetition/rescheduling		16.70 €	16.70 €
Safety Training - Repeat Test		- €	11.80 €
Security Training - Repeat Test		- €	11.80 €
Issue of second copies of security certificates: Safety or Security		11.70 €	11.70 €
GUIDED TOURS			Every Airport
Airport guided tour (minimum 6 people)			Upon budget request
PHOTOGRAPHY AND FILMING			
Public Areas			
Photography and Filming (per hour)			298.00 €
Terminal and Aerodrome Restricted Areas (Airside)			
Photography and Filming (per hour)			410.00 €
ROOMS DIGNITARIES ROOMS			
Rooms			
Room (p/ day, 8 hours)			103.30 €
Room (1/2 day, 4 hours)			57.00 €
Video projector computer rental (p/ day and per unit)			58.00 €
Dignitaries			
Dignitary - up to 10 accompanying persons			289.90 €
Additional per person over 10 accompanying persons			29.00 €

NOTE The use of spaces/rooms for periods above 1 month must be subject to an occupancy license contract – please contact the Extra Aviation Commercial Department.

CHARGES GUIDE 2025

Madeira Airports		8 / 8	Every Airport
CIP SERVICES			
CIP Services - Schengen and Non-Schengen (a) ²			79.10 €
LOUNGE SERVICES (VAT INCLUDED)			
Lounge Service ²			30.00 €
Lounge Service - children (3 to 12 years old) ²			15.00 €
OTHER SERVICES			
Staff Services (per hour)			69.50 €
Staff Services - Specialised Monitoring (per hour)			104.20 €
Staff Services- Maintenance Services Provided by Third Parties			+20% Cost price
Staff Services - Supply of Articles and Materials			+20% Cost price
Master Keys (per unit)			67.30 €
Other keys (per unit)			12.80 €
CARTÕES DE ACESSO			
One-off Access Cards - Airlines and Services licensed for Handling Services ³			4.00 €
One-off Access Cards - Other Entities ³			10.50 €
Permanent Access Cards (1 or 3 years) - 1st Copy / Renewal (without access control) ³			9.30 €
Permanent Access Cards (1 or 3 years) - 1st Copy / Renewal (with access control) ³			33.80 €
Permanent Access Cards (1 or 3 years) - 2nd Copy ³			40.80 €
Access Badge to Surface Parks ³			23.20 €
BAGGAGE STORAGE (VAT INCLUDED)			
		Funchal	Porto Santo
Per volume and per day		4.50 €	7.00 €
Receipt Loss		26.00 €	26.00 €
FAST LANE (VAT INCLUDED) ⁴			
Exclusive access to security control, with no dedicated security gate - online		9.00 €	—
Exclusive access to security control, with no dedicated security gate - kiosks		10.00 €	—

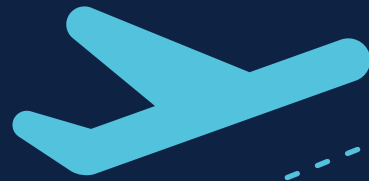
² Volume discounts may be applied depending on the number of assisted passengers. CIP Service Dedicated accompaniment plus use of dedicated rooms or lounges plus transportation or dedicated accompaniment until the aircraft. Lounge Service: lounge usage.

³ Includes application and respective process at ANA.

⁴ Commercial agreements can be established with airlines.

CHARGES GUIDE

Billing and Charges Payment



Rules of invoice processing, dispatch and payment

Charges Category	Billing schedule ¹	Payment Terms
Traffic Security PRM	<p>3 invoices are issued per month for the following periods:</p> <p>1st invoice period 1st to 10th calendar days;</p> <p>2nd invoice period 11th to 20th calendar days;</p> <p>3rd invoice period 21st to last day of each month.</p>	<ul style="list-style-type: none"> • Cash basis (prompt payment) regime; • Pre-payment regime; • Granting of credit: payment within 15 days from date of the issuance of invoices; • Through payment representative (handler).
Handling	One monthly invoice is issued, dated the last day of each month.	
Others	One monthly invoice is issued, dated the last day of each month.	

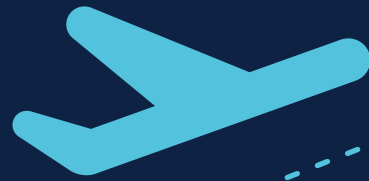
Details of payment terms

- Invoices and payments are made in euros.
- In the cash basis regime, the payment of all services must be made immediately after the invoice issuance, including terminal control duties from NAV, E.P.E. . The payment shall be made by the company or by the handler at airport services, prior to take-off.
- In the pre-payment regime, the payment of services estimated by ANA based on the flight schedule shall be made prior to any operation.
- To apply for the credit payment regime, the client shall submit a written request to ANA, which will be subject to a case-by-case evaluation. In the case that this regime is accepted, ANA reserves the right to make its decision to grant credit subject to the provision of a guarantee. The payment of invoices must be made within the established period, and the amount owed cannot, in any situation, exceed the amount of the guarantee presented. In case of non-compliance with the due date agreed for the invoice's payment, daily late interest shall be payable by the debtor until the effective date of payment.
- The credit conditions assigned may be modified or cancelled by ANA with a five working days' notice.
- In the event of non-compliance situations ANA may determine, without prior notice, the cancellation of the assigned credit and the consequent change to the cash / prepayment regime. The suspension of the provision of services will also be possible. In the event of non-compliance with the terms established for the current account, the cancellation of credit and alteration to the prompt/ prepayment scheme, or suspension of services provision may be determined.
- Charges exclude VAT (Value Added Tax) except when indicated.

¹ Not applicable to the cash basis payment regime, since in this scheme all services and accesses provided are invoiced immediately by aerodrome services (SOA).

CHARGES GUIDE

Contacts





CHARGES GUIDE 2025

Billing Services

Coordination

Marta Ramos — msramos@ana.pt

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Lisbon Airport | Beja Civil Terminal — faturacao.ahd@ana.pt

Faro Airport — faturacao.afr@ana.pt

Porto Airport — nucleoclientes@ana.pt

Azores Airport — faturadaa@ana.pt

Ponta Delgada Airport | Horta Airport | Santa Maria Airport

Flores Airport

Madeira Airport — faturacao.dam@ana.pt

Madeira Airport | Porto Santo Airport

Official Entities

Portuguese Civil Aviation Authority

Economic Regulation

Rua B, Edifício 4 - Aeroporto Humberto Delgado, 1749-034 Lisboa

Tel.: (+351) 21 842 35 00 / (+351) 21 284 22 26

dre.dee@anac.pt

Força Aérea Portuguesa (FAP)

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Air Traffic Navigation

NAV Portugal, E.P.E.

Rua D - Edifício 121, Aeroporto de Lisboa, 1700-008 Lisboa

General

Tel.: (+351) 21 855 31 00

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Slot Coordination

Tel.: (+351) 21 855 38 06/07

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DE PORTUGAL

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