



Mexican Airspace and Over-time Fee Inquiry and Payment Request

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Instructions

These forms are to be used for determining any amounts owed for Mexican airspace or overtime fees with the Mexican government as well as for paying Mexican airspace/overtime fees owed.

A. To make an inquiry to SENEAM for airspace or overtime fees owed for past flights:

1. Copy the text from page 2 of this document into a separate Word file
2. Insert your company letterhead where indicated
3. Fill out all the spaces marked in yellow with the required information
4. Sign where indicated
5. Save the document as: Carta-Solicitud.docx

From your personal email:

1. Copy the text from page 3 of this document into the content of your email, completing the fields marked in yellow with the required information
2. Write the subject line as indicated "Adeudos" and insert the aircraft's tail number
3. Attach the Word document created in step 5 above
4. Attach a scanned copy of the Registration Certificate for the aircraft
5. Send to the following email address: jortizg@sct.gob.mx with copies to: sub_estadistica@sct.gob.mx and info@caribbeanskytours.com

When you receive a response from SENEAM:

1. Forward the information received to info@caribbeanskytours.com
2. We will calculate the amount owed in U.S. Dollars including any applicable back taxes and interest
3. We will email you the total amount owed including our payment processing fee
4. Once payment has been processed, a copy of the payment confirmation from the Mexican bank will be emailed to you.

B. To have CST make payment to SENEAM on your behalf for any specific flights made in the previous month:

1. Flight history must be emailed to info@caribbeanskytours.com within the first 5 days of the month after the flight took place. Flight history MUST include:
 - a. Tail number
 - b. Aircraft Type
 - c. Date of each flight
 - d. Departure and Arrival airport of each flight
2. We will email you the total amount owed including our payment processing fee
3. Once payment has been processed, a copy of the payment confirmation from the Mexican bank will be emailed to you.



Sample letter for Requesting Airspace and Over-time Fees Debts to SENEAM

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Insert your Company Letterhead

(Place and date)

L.A.E. Julio Cesar Ortiz García, Director de Operaciones Aeronáuticas
Blvd P
Zona Federal del AICM
Avenida 602, No. 161
Col. San Juan Aragón
Del. Venustiano Carranza
15620 México, D.F.

Estimado L.A.E. Julio Cesar Ortiz García:

Por medio del presente estamos solicitando la relación de adeudos por extensión de horario de los servicios de control de tránsito aéreo y/o por el uso, goce o aprovechamiento del espacio aéreo mexicano de la aeronave con la matrícula **(Tail Number)** propiedad de la empresa **(Company Name)** con Dirección en **(Company Address)**

Agradeceremos que nos envíen una relación de dichas operaciones de esta aeronave vía correo electrónico a la dirección de **(Your email)** a la brevedad posible para así poder realizar los pagos.

- Adjunto copia de certificado de matrícula de aeronave

Agradecemos de antemano todo el apoyo brindado y quedo a sus órdenes.

Atentamente

Insert your signature

(Your Name)

(Title)



Sample Email for Requesting Airspace and Over-time Fees Debts to SENEAM

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From: (Your email)

To: jortizg@sct.gob.mx

CC: sub_estadistica@sct.gob.mx

Subject: Adeudos (Tail Number)

Attachments: Scanned copy of the Registration Certificate for the aircraft & Carta-Solicitud.docx

***** COPY THE TEXT BELOW INTO THE CONTENT OF YOUR EMAIL*****

Estimado L.A.E. Julio Ortiz,

Por medio de la presente envío una solicitud de la aeronave (Tail Number) propiedad de (Company Name), para saber si se tienen pendientes por cobrar.

Adjunto encontrará la carta solicitud y el certificado de matrícula.

De antemano gracias por su apoyo.

(Your Name)