



Strategic
Command

FORCE INFORMATION NOTE: 2025 – 10523

ARAL/BP SE FUEL CARD – ADMINISTRATIVE CHARGES

Released: 24 February 2025

Expires: 23 February 2026

REFERENCE	GEO/02 Command or Direct or Manage the Unit
AUDIENCE	All UK NSE', and other UK supporting elements, in support of UK defence personnel in Germany. All members of the force, the Civilian Component, and their entitled Dependants.
REFERENCE(S) SUPPORTING INFORMATION	A. Aral/BP SE FuelCard
SUPERSEDES	N/A
AUTHORITY	UK Head of Mission - Germany
CONTACT	HQ Germany Enabling Office GSO-GEO-CmdGrp@mod.gov.uk

Directorate Overseas Bases

GERMANY ENABLING OFFICE

(The United Kingdom's Military Mission to the Sending States in Germany)



ARAL/BP SE FUEL CARD – ADMINISTRATIVE CHARGES

Introduction

1. Entitled UK Defence Personnel resident in Germany under the auspices of the Supplementary Agreement Germany to the NATO SOFA are enabled to utilise tax-free purchasing through the means of an Official Procurement Agency (OPA). The GEO is the contract enabler and OPA for the provision of tax-free fuel for use in privately owned vehicles registered with the GEO Vehicle Licensing Office (VLO). Entitled personnel are able to apply through the GEO under the direction in Ref. A. to register for a fuel card that will allow the named card holder to purchase tax-free fuel for their own private vehicles registered with the VLO. This concession on payment of invoice is restricted to the duration of their permanent assignment / posting or contract within Germany.

Aral/BP SE internal administrative charge

2. At contract let 2022 there was included a company administration charge to be paid by the end user at a rate of 0.025€ per litre of purchase. This fee was collected at the point of purchase and included in the over the counter fuel charge. Aral/BP SE have been informed by the Federal Tax authorities that his method of collection of the administrative fee was not compliant and directed change. This previous process ceased on 31 December 2024. The directed change now necessitates a quarterly administrative charge to be raised to the authorities of the *sending State*¹ at 10.00€ per quarter² for each active card during the preceding quarter.

3. A comparison of both types of Aral/BP SE administrative charge is provided at Table 1:

Fuel Drawn (litres)		ARAL/BP SE Admin charge @ 0.025 € per litre (old system)		ARAL/BP SE Admin charge @ 10.00 € per quarter (new system)	
Monthly	Quarterly	Monthly	Quarterly	Monthly	Quarterly
100	300	2.50 €	7.50 €	10.00 €	
200	600	5.00 €	15.00 €	10.00 €	
300	900	7.50 €	22.50 €	10.00 €	
400	1200	10.00 €	30.00 €	10.00 €	

Table 1

4. Table 1 indicates that card holders using more than 150 litres of fuel per month will make a saving, when reflected against the previous Aral/BP SE administration charge. It should be noted as the Aral/BP SE administrative charge (0.025 €) is no longer being added to the overall purchase price by the supplier that the current fuel price at point of purchase now costs less.

Invoicing of registered Aral/BP SE card holders

5. All Aral/BP SE fuel card holders will be invoiced in advance annually for the use of the Aral/BP SE fuel card. A standard amount of 10.00€ per quarter will be invoiced direct via email to the card holder annually³. The invoice will detail the amount to pay with details of how to pay and by what date. The invoice will be distributed by HQ GEO to the email address provided to Aral/BP SE at point of application, direct to the registered card holder. Any payments for calendar quarters not used will be reimbursed as part of the VLO vehicle de-registration process. All calendar quarters, regardless of end of assignment/posting or employment contract expiry date, will be billed for in advance annually.

¹ HQ Germany Enabling Office

² Jan to Mar, Apr to Jun, Jul to Sep and Oct to Dec.

³ The normal standard annual amount will be 40.00€ paid in advance for all 4 calendar quarters.

6. Any requests for payment not received by the due date will result in the fuel card being deactivated. If payment is subsequently received at a later date, the card will be reactivated as soon as practicable.

Initial annual payment

7. In agreement between the GEO and the Supplier, the initial annual payment will be effective from the 2nd calendar quarter 2025 and therefore an Aral/BP SE administration charge of 30.00€ will be invoiced to current Aral/BP SE card holders for the year 2025. Future annual payments will be invoiced at 40.00€ unless advised otherwise of a contract change by the Supplier.

New Aral/BP SE fuel card applications

9. All new Aral/BP SE fuel card applications that occur after the initial and subsequent annual payments, will be billed at point of application. The invoice will only include outstanding quarterly payments for the current year, charged at 10.00€ per remaining calendar quarter.

10. Additionally, the MOD sets an initial administration payment at a one of rate of 50.00€. This payment is colloquially referred as the MOD Aral Fuel Card fee, but it is rather a necessary standing ILS charge in supporting the maintenance and delivery of the complete vehicle registration, licensing, and fuel system. The collective capability is entirely not supported through public funding and therefore costs are born by the customer. This requirement remains extant.

Further information

11. Any requests for further information should be directed in the first instance to the card holders relevant administering organisation or National Support Unit (NSE).

GEO POLICY CENTRE

12. These, published instructions, once released, are routinely available through the [GEO Policy Centre](#) as is the case with all other Whole Force Policy.

13. Where applicable these instructions should be read alongside more detailed extant policy delivered through Force Standing Orders/Force Standing Instructions. Where any change in policy is introduced, these instructions are to be regarded as having primacy. Force Standing Orders and/or Force Standing Instructions will be reviewed and republished in due course at which point the Information Note/Directive may be withdrawn.

OPEN-SOURCE INFORMATION

14. The Germany Enabling Office wherever possible seeks to provide information on the matters that is suitable for the public domain through its World Wide Web supporting capability.

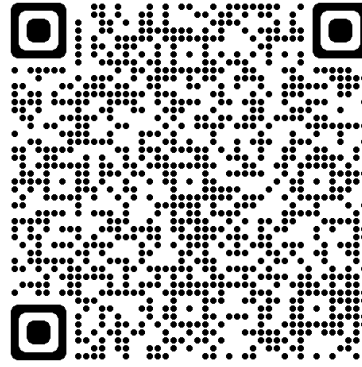
15. Further access to Information and Guidance is available on:



[GEOWeb:](#)

Original Signed

UK Head of Mission



[UK Defence in Germany and Europe:
Information notes - GOV.UK \(www.gov.uk\)](#)