

## **Rules**

For use of Passenger Port of St. Petersburg “Marine Facade” PLC transport infrastructure in conducting tourist passenger service-related activities for passengers of vessels admitted into Passenger Port of St. Petersburg “Marine Facade”

### **1. General provisions**

1.1. In the given Rules the following notions and abbreviations are used:

- **Operator** – Passenger Port of St. Petersburg “Marine Facade” PLC;
- **Customer** - the legal entity or person lawfully using (on the basis of an agreement with the Operator) the transport infrastructure of Passenger Port of St. Petersburg “Marine Facade” PLC to conduct tourist passenger service-related activities;
  - **Marine Terminal** - aggregate of technologically related infrastructural facilities of the Operator designed and/or used for servicing of vessels, passengers and/or members of ship crews;
  - **Operator Infrastructure Facilities** □ - facilities acknowledged by Russian Federal Law No. 261-FL of 8 November 2007 “On seaports in the Russian Federation and amendments to particular acts of the Russian Federation” to be seaport infrastructure facilities located on seaport territory, and owned and operated by the Operator;
  - **Operator Transport Infrastructure** □ - roads, □ platforms and other Operator infrastructure facilities intended for movement and/or parking of vehicles on Marine Terminal territory;
  - **Customer Vehicles** - passenger buses, minibuses, and passenger cars belonging to the Customer and lawfully used by him (by rental agreement, etc.) to conduct tour passenger service-related activities for passenger vessels admitted into the Marine Terminal.
  - **Bus** - a category “D” vehicle with over 25 seats, excluding the driver’s seat;
  - **Minibus** – a category “B” or “D” vehicle with between 8 and 25 seats, excluding driver’s seat;
  - **Passenger Car** – a category “B” vehicle;
  - **TP** – transportation passcard;
  - **Vehicle**
  - **Accounting Period** - a period of time consisting of 24 hours (one day), considered by the Operator and the Customer as the time for provision of services by the Operator to the Customer for the use of transport infrastructure by one (1) Customer vehicle in accordance with the established prices. A 24-hour day for conducting planned operations will be used as the accounting period. The accounting period begins at 5:00 AM on the current day (beginning of operations) and ends at 5:00 AM on the following day (end of operations).
  - **TSS** – Operations and Transport Safety (service);
  - **ACMS** – access control management system.

1.2. These Rules of Use for “Passenger Port of St. Petersburg Marine Facade PLC” transport infrastructure in conducting tourist passenger service-related activities by ships admitted into the Passenger port of Saint Petersburg (hereinafter “The Rules”) define:

- the types of transportation passcards and their duration;
- the process for registering, preparing, and issuing a transportation passcard;

- the process for submitting and registering requests to include Customer vehicles in the daily vehicular traffic plan;
- recording and registering events when using a transportation passcard;
- recording and storage of transportation passcards;
- the basic rules for the use of transport infrastructure.

1.3 Planning for the provision and used of the Operator's transport infrastructure for conducting tourist passenger service-related activities is carried out daily at 3 PM on preceding days through a shift-day planning meeting in the control room in Marine Terminal Building 101, with the mandatory attendance of authorized representatives from the Operator, state control authorities, and from the Customer when invited by the Operator.

1.4. The present Rules apply concerning Operator services in providing Marine Terminal transport infrastructure, using fees established by the corresponding Operator orders:

- for tourist buses; and
- for passenger transport and minibuses.

1.5. The Operator has the right to amend and add to the Rules at their sole discretion. The Operator shall place the text of amendments to the Rules on the Operator's Internet website within 10 working days from the date of issuance of the Order approving the incorporation of the respective amendments and supplements into the Rules. Within the period specified above, the Operator shall notify the Customers regarding the placement of the information on the Operator's Internet website.

1.6. In order to properly prepare the documents and information stipulated by these Rules, the Customer is obliged upon signing an agreement to issue an Order naming the officials responsible (Appendix No. 1 to the Rules - Form No. 1) and provide it to the Operator TSS.

## **2. Types of transportation passcards and their duration**

2.1. Transportation Passcards (hereinafter TP) are strictly accountable documents and, for our purposes, are divided into two types:

- passcards for tourist buses; and
- passcards for minibuses and passenger vehicles.

2.2. TP are the property of the Operator.

2.3. Electronic TP are recorded on magnetic information media (PROXY cards). The PROXY card usage mode is established in the Operator's ACMS database.

2.4. Electronic TP resemble □PROXY cards and bear information on vehicle ownership (Customer title) and the TP registration number, using different colours or colour combinations (background design, stripes, etc.).

The information recorded on a card, including the design, is standardized TP protection.

2.5. By agreement with the Customer, a corporate logo may be used as the title.

2.6. The TP registration number is a combination of three groups of numbers and symbols.

The first group (three digits) is the Customer code (for example: **Customer A - 001; Customer B - 002; Customer C - 003**, etc.).

The Customer code is individual and is assigned to each Customer.

2.7. The second group (a letter) determines the Customer's vehicle category, specifically:

**D** - bus;

**B** - minibus or passenger vehicle.

2.8. The third group (three digits) is a TP serial number (for example: **001**).

The serial number represents the continuous numbering of prepared TP for each category of Customer vehicle.

2.9. TP registration numbers are issued by the Operator and are registered in the ACMS database.

2.10. The combined registration number thus appears as follows:

For category "D" - **001 D 001 – 001 D 010** (for example, for 10 vehicles owned by Customer A).

For category «B» - **002 B 001 – 001 B 005** (for example, for 5 vehicles owned by Customer B);

2.11. The combined registration number recorded on a TP should correspond to the information entered into the Operator's ACMS database.

### **3. The process for drawing up, preparing, and issuing a transportation passcard**

3.1. The Operator's TSS draws up, prepares, and issues the TP.

3.2. To prepare a TP in a driver's name, the Customer submits a Request for Preparation of a Transportation Passcard (PROXY card) to the Operator's TSS. (Appendix No. 2 to the Rules - Form No. 2).

The request is drawn up on Customer letterhead and signed by the Customer's manager.

3.3. The basis for providing a Request is an agreement concluded by both parties. After registration, the request is recorded and stored in the appropriate Operator files in accordance with internal record keeping procedures.

3.4. The preparation and issue of a TP will be completed by the Operator's TSS no later than ten (10) working days from the moment the Customer request has been registered by the Operator.

3.5. TPs are delivered by an authorized Operator TSS representative to a Customer representative authorized by the Acceptance and Transfer Form (Appendix 3 to the Rules - Form 3).

### **4. Process for submitting and registering requests to include Customer vehicles in the daily vehicular traffic plan**

4.1. Activity for the Hourly Vehicular Traffic Plan begins at 05.00 AM on the current day and ends at 05.00 AM on the following day.

The placement of Customer vehicles in Customer transport infrastructure facilities on the day passenger and transport operations are to be carried out is planned and regulated based on the Daily Vehicular Traffic Plan from the Operator's dispatch service and TSS.

4.2. The grounds for including Customer vehicles in the Daily Traffic Plan are:

- a Schedule of passenger and transport operations for the month (hereinafter Schedule);
- a Request in the Daily Vehicular Traffic Plan (hereinafter Request); and
- a Group Tourist Programme (hereinafter Programme).

4.3. The Customer is obliged to:

- provide the Operator with a monthly schedule of passenger and transport operations (Appendix No. 4 to the Rules - Form No. 4), no later than the 25th of the month prior to the operations being carried out, via e-mail at [gate@ppspbmf.ru](mailto:gate@ppspbmf.ru).

- By 12:00 PM of the day preceding the start of transport operations, provide the Operator with a Request (Appendix No. 5 to the Rules - Form No. 5) and a Group Tourist Programme, sent to [gate@ppspbmf.ru](mailto:gate@ppspbmf.ru).

- By 5:00 PM of the day preceding the start of passenger and transport operations, specify the vehicle parking places via telephone with the Operator's TSS.

4.4. The Operator is obligated to provide services according to the conditions of the Agreement, taking the Customer information stipulated in Points 4.2 and 4.3 of these Rules into account.

### **5. Recording and registering events when using a transportation passcard**

5.1. One copy of a TP registered and issued to the Customer allows entrance onto Marine Terminal territory and departure from Marine Terminal territory for 1 (one) vehicle only. Additionally, as a programmatic limitation, a 'closed cycle' of TP use is employed, where registration of a TP to obtain entry for a vehicle (e.g. "X") is not permitted without the registration of the exit of a preceding vehicle (e.g. "Y") from terminal territory.

5.2. At the end of the accounting period each day, a report of event registrations is drawn up using the automated ACMS software, obtained from the results of the information readouts from Customer TP usage. The registration of TP use events in the ACMS database is documentary verification of Customer use of Operator transport infrastructure.

5.3. The daily event registration report is the basis for TSS preparation of monthly reports on the registration of Customer TP use events (hereinafter "Report"). The report will be signed by a Customer representative on the one part and an Operator TSS representative on the other part.

5.4. The Operator is obligated to send the Customer an Event Registration Report (Appendix No. 6 to the Rules - Form No. 6) no later than three (3) working days after the reporting calendar month, and/or in the event of work based on hourly pricing, an Hourly Entry Registration Report (Appendix No. 7 to the Rules - Form No. 7) to the e-mail address established by the Customer.

5.5. The Customer is obliged to sign and submit two (2) copies of the Report to the Operator TSS, or provide a substantiated refusal to sign the Report, within two (2) working days of receipt of the Report.

5.6. The Operator is obliged to review the refusal to sign provided by the Customer in accordance with Point 5.5 of these Rules and report the result of its review to the Customer within three (3) working days of receipt of the refusal to sign.

5.7. In the even the Customer fails to observe the requirements of Point 5.5 of these Rules, the corresponding report is considered approved by the Customer, and the services indicated in the Report are considered rendered by the Operator and fully accepted by the Customer.

5.8. A Report approved by the Customer via the process stipulated in Points 5.5 and 5.7 of these Rules is the basis for settlement payments between the Operator and the Customer for the services rendered during the reporting month in providing Operator transport infrastructure.

## **6. Recording and storage of transportation passcards**

6.1. All TP types are strictly accountable documents and are subject to numerical registration in the ACMS database of the Operator TSS.

6.2. The Customer is obliged to inform the Operator in writing of the date on which passenger and transport operations are to end no later than ten (10) working days prior. The information on the end date for passenger and transport operations may be indicated in the Schedule (Appendix No. 4 to the Rules - Form No. 4).

6.3. Upon termination of the contract, the Customer is obliged to surrender all TP received within 5 (five) working days under the Acceptance and Transfer Form (Appendix 3 to the Rules - Form 3).

In the event the TPs are not returned within the time indicated, the Operator has the right to consider the TPs issued to the Customer lost and to issue an invoice for payment of penalties for lost TPs in accordance with the prices set by the Operator.

6.4. The Customer is obliged to inform the Operator in writing of all incidents of:

- TP loss;
- TP theft; and
- Third-party use of TP without Customer permission.

The written Customer notice to the Operator will be grounds for the immediate deletion of TP information from the ACMS database.

6.5. The Operator is not responsible for improper TP use by the Customer. In the even the Customer fails to fulfill the conditions stipulated in Point 6.4 of the Rules, the Operator will account for and register events obtained as a result of TP use under the process stipulated under section 5 of these Rules.

## **7. Basic rules for the use of transport infrastructure.**

7.1. Grounds for admitting the Customer vehicle onto Marine Terminal territory are:

- possession of a transportation passcard by the driver of a Customer vehicle;

- inclusion of Customer vehicles in the Daily Vehicular Traffic Plan; and
- the presence of a sticker with the Customer logo on any vehicle window.

In the event the indicated requirements are not fulfilled, the Operator may refuse the Customer vehicle entry onto Marine Terminal territory

7.2. Vehicle admission onto Marine Terminal territory is carried out only through a special check point equipped with access control devices.

7.3. On Marine Terminal territory, it is forbidden to:

- pass beyond the access control points into Marine Terminal territory in violation of the established conditions;
- convey (bring through) and trade in alcoholic, narcotic, and poisonous substances on Marine Terminal territory;
- be on Marine Terminal territory in a state of intoxication resulting from alcoholic, narcotic or poisonous substances;
- bring onto Marine Terminal territory unauthorized persons who are not Customer employees, passengers, or members of a cruise ship crew, except in cases established by the contract;
- convey (bring through) firearms, explosives, and other dangerous (forbidden) subjects on Marine Terminal territory without the corresponding permits;
- park vehicles in places not designated for parking and marked accordingly; and
- carry out vehicle maintenance, repairs, and cleaning.

7.4. The Customer is obliged to inform the Operator in writing of all road and transport incidents and vehicle malfunctions while using Operator transport infrastructure.

7.5. The Customer is obliged to evacuate an inoperable vehicle from the Operator's transport infrastructure facilities within 12 (twelve) hours. In the event a vehicle is left on Marine Terminal territory because of malfunction for a period of time exceeding the accounting period, the Customer will pay parking fees for the vehicle in accordance with prices set by the Operator.

7.6. The Customer is obliged to:

- observe traffic rules and the requirements of traffic signs and road markings established on Marine Terminal territory;
- park vehicles only in a place designated and marked for parking the vehicle category indicated, in strict conformity with the road markings set down;
- show requested documents (driver's license, vehicle registration certificate) and the vehicle for inspection and examination upon the request of security workers; and
- in case of barrier malfunction, remove the vehicle from the road until the problem is identified and the inspection concluded.

7.7. The Operator's check point security guard has the right to:

- confirm the presence and authenticity of passes and documents;
- examine and inspect the vehicle;
- withdraw a pass and to deny the vehicle admission onto Marine Terminal territory in case of infringement of the rules in effect; and
- take measures to detain any persons and any vehicle, attempting to enter onto Marine Terminal territory in case of infringement of the rules in effect.

7.8. In the event it is revealed that a Customer has used a TP designated to admit a category "B" vehicle onto Marine Terminal territory in order to admit a category "D" vehicle onto Marine Terminal territory, the Operator has the right to refuse the given vehicle entry onto Marine Terminal territory.

7.9. The customer is obliged to fully compensate for any material damage caused to Operator transport infrastructure facilities caused by the Customer, or the person working on behalf of the Customer, based on Operator requirements.

## **Appendices:**

- Appendix No. 1 – Form No. 1: Order for Naming Responsible Officials;
- Appendix No. 2 – Form No. 2: Request for Transportation Passcard;
- Appendix No. 3 – Form No. 3: Operator Passcard Issuance Form;
- Appendix No. 4 – Form No. 4: Monthly Schedule of Passenger and Transport Operations at the Marine Terminal;
- Appendix No. 5 – Form No. 5: Request for Daily Vehicular Traffic Plan;
- Appendix No. 6 – Form No. 6: Monthly Event Registration Report;
- Appendix No. 7 – Form No. 7: Hourly Entry Registration Report

*Customer Letterhead*

**ORDER**  
for Naming of Responsible Officials

No. \_\_\_\_\_  
from \_\_\_\_\_ 20\_\_\_\_\_

St. Petersburg

In order for \_\_\_\_\_ (name of company) to provide tourist passenger service-related functions during the summer 20\_\_\_\_ season through the use of Passenger Port of St. Petersburg "Marine Facade" transport infrastructure in accordance with the conditions of the agreement concluded, I name:

1. Name the person responsible for receiving and surrendering transportation passcards (PROXY cards) (Form No. 3):

Position \_\_\_\_\_  
Full Name \_\_\_\_\_  
Mobile Phone \_\_\_\_\_  
Work Phone \_\_\_\_\_  
E-mail \_\_\_\_\_

2. Name the person responsible for approving and signing Monthly Event Registration Reports on Form No. 4

Position \_\_\_\_\_  
Full Name \_\_\_\_\_  
Mobile Phone \_\_\_\_\_  
Work Phone \_\_\_\_\_  
E-mail \_\_\_\_\_

3. Name the person responsible for preparing and submitting Daily Vehicular Traffic Plans on Form No. 5, and Group Tourist Programmes:

Position \_\_\_\_\_  
Full Name \_\_\_\_\_  
Mobile Phone \_\_\_\_\_  
Work Phone \_\_\_\_\_  
E-mail \_\_\_\_\_

4. Name the person responsible for receiving originals of invoices, reports of services rendered, pro-forma invoices and other financial documents stipulated by the agreement:

Position \_\_\_\_\_  
Full Name \_\_\_\_\_  
Mobile Phone \_\_\_\_\_  
Work Phone \_\_\_\_\_  
E-mail \_\_\_\_\_

General Manager

\_\_\_\_\_

\_\_\_\_\_ / \_\_\_\_\_

*Customer  
Letterhead*

To the Director  
of Security and Transport Safety, OAO  
Passenger Port of St. Petersburg Marine  
Facade, LLC

**REQUEST**  
for Registration of Transportation Passcards (PROXY cards)

I hereby request the registration of passcards (PROXY cards) for vehicles involved in organizing tourist passenger service using Passenger Port of St. Petersburg "Marine Facade" Marine Terminal transport infrastructure from \_\_\_\_\_ to \_\_\_\_\_:

- Category "D" buses: \_\_\_\_\_ units
- Category "B" passenger vehicles and minibuses: \_\_\_\_\_ units

Total number of passcards: \_\_\_\_\_

When the vehicles indicated are located on Marine Terminal territory, we are under obligation to ensure that the drivers and passengers observe the rules for entering and being in the terminal, and for fire safety; the legislative norms of the Russian Federation on occupational safety and environmental preservation; the rules of traffic; and other rules in force on Marine Terminal territory.

\_\_\_\_\_  
(Manager)

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
(surname, initials)



**Form**

for Issuance of Passcards (PROXY-cards) by the Operator to the Customer  
in accordance with Contract No. \_\_\_\_\_ of \_\_\_\_\_,

\_\_\_\_\_, on behalf of the Operator, transfers, and \_\_\_\_\_,  
on behalf of the Customer, accepts:

Passcards for buses

Nos. from \_\_\_\_\_ to \_\_\_\_\_, total \_\_\_\_\_ units.

Passcards for passenger vehicles and minibuses

Nos. from \_\_\_\_\_ to \_\_\_\_\_, total \_\_\_\_\_ items.

Total number of passes issued by Operator and received by Customer \_\_\_\_\_ passes  
(PROXY-cards).

The passes are working order. No remarks on drawing up.

The Operator's representative, position

The Customer's representative, position

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Full name)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Full name)

L.S.

L.S.

\_\_\_\_ / \_\_\_\_ / 20\_\_\_\_

**Schedule**  
of Passenger and Transport Operations at the Marine Terminal for the month of \_\_\_\_\_, 20\_\_\_\_

Item No.	Date	Name of Vessel	Number (units)				Tour Operator (name)
			Passengers	Tourist Groups	Category "D" Vehicles	Category "B" Vehicles	
1	2	3	4	5	6	7	8

**Notes (How to Fill In):**

Column 2 - shows the date passenger and transport operations are to be completed

Column 4 - indicates calculated (predicted) number of passengers served by the given tour operator that will visit the seaport in tourist groups

Column 5 - indicates calculated (predicted) number of tourist groups

Column 6 - indicates calculated (predicted) number of buses providing passenger operations

Column 7 - indicates calculated (predicted) number of minibuses and passenger transport providing passenger operations

Column 8 - indicates the name of the tour operator (corporate entity)

**REQUEST**

**Form No. 5**

<b>Date Service Provided</b>	
<b>Name of Tour Operator</b>	

Name of Vessel	Period of Operations	Time of Operations		Number (units)		
		Start	End	Passengers	“D” VEHICLES	“B” VEHICLES
Vessel “A”	Morning Departure					
	Return					
	Daytime Departure					
	Return					
	Evening Departure					
	Return					
Vessel “B”	Morning Departure					
	Return					
	Daytime Departure					
	Return					
	Evening Departure					
	Return					
Vessel “C”	Morning Departure					
	Return					
	Daytime Departure					
	Return					
	Evening Departure					
	Return					
Vessel “D”	Morning Departure					
	Return					
	Daytime Departure					
	Return					
	Evening Departure					
	Return					
Vessel “E”	Morning Departure					
	Return					

	Daytime Departure					
	Return					
	Evening Departure					
	Return					

Responsible	Last Name, First Name	Contact Number
Passenger Operations		
Transport Operations		

Hourly Access Registration Report  
from 30.06.2010 to 31.07.2010

Agreement No.	Customer ID No.	Customer Name

Item No.	Passcard Type	Date, DD																														Total, HH		
		from 5.00	30	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28		29	30
		to 4.59	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29		30	31
1	Passcard "X"	94	57	58	-	75	45	-	60	38	102	96	40	67	27	48	110	89	36	34	59	92	64	108	113	78	45	28	26	35	121	117	<b>1962</b>	
2	Passcard "Y"	16	5	4	-	-	-	-	2	-	30	40	16	-	1	2	2	2	21	10	45	28	2	19	15	1	2	31	23	-	34	27	<b>378</b>	
<b>TOTAL</b>		<b>110</b>	<b>62</b>	<b>62</b>	<b>-</b>	<b>75</b>	<b>45</b>	<b>-</b>	<b>62</b>	<b>38</b>	<b>132</b>	<b>136</b>	<b>56</b>	<b>67</b>	<b>28</b>	<b>50</b>	<b>112</b>	<b>91</b>	<b>57</b>	<b>44</b>	<b>104</b>	<b>120</b>	<b>66</b>	<b>127</b>	<b>128</b>	<b>79</b>	<b>47</b>	<b>59</b>	<b>49</b>	<b>35</b>	<b>155</b>	<b>144</b>	<b>2340</b>	

Customer Representative

Signature

(surname, initials)

Director for Transportation  
Security  
PP SPb MF PLC

Signature

**A. Petrov**  
(surname, initials)

Events Register for \_\_\_\_\_ 2010

Agreement No.	Customer ID No.	Customer Name

Number of Reporting Events

№ п/п	Date	31	01	02	03	04	05	06	***	***	***	***	***	***	***	***	***	***	***	***	***	***	24	25	26	27	28	29	30	BCEFO
	Passcard Type	01	02	03	04	05	06	07	***	***	***	***	***	***	***	***	***	***	***	***	***	***	25	26	27	28	29	30	31	
1	Passcard "D"	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	63	0	0	0	0	0	0	0	0	0	0	0	<b>63</b>
2	Passcard "B"	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	14	0	0	0	0	0	0	0	0	0	0	0	<b>14</b>
	<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>77</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>77</b>

Date:

Customer Representative

\_\_\_\_\_/\_\_\_\_\_  
 Signature (surname, initials)

Director for Transportation  
 Security  
 PP SPb MF PLC

\_\_\_\_\_/\_\_\_\_\_  
 Signature (surname, initials)

**Rules**  
**For use of Passenger Port of St. Petersburg "Marine Facade" transport infrastructure in conducting activities not connected with tourist-related services for passengers of vessels admitted into Passenger Port of St. Petersburg "Marine Facade" under transportation passcards**

**1. General provisions**

1.1. In the given Rules the following notions and abbreviations are used:

- **Operator** – «Passenger Port of St. Petersburg «Marine Facade» PLC;
- **Marine Terminal** - aggregate of technologically related infrastructural facilities of the Operator designed and/or used for servicing of vessels, passengers and/or members of ship crews;
- **Operator Infrastructure Facilities** - objects acknowledged by Russian Federal Law No. 261-FL of 8 November 2007 "On seaports in the Russian Federation and amendments to particular acts of the Russian Federation» to be seaport infrastructure facilities located on seaport territory, and owned and operated by the Operator;
- **Operator Transport Infrastructure** - roads, platforms and other Operator infrastructure facilities intended for movement and/or parking of vehicles on Marine Terminal territory;
- **Customer** - a physical person conducting legal activities not related to tourist passenger service (rent, paid provision of services, etc.) on Marine Terminal territory, on the basis of a contract concluded with Operator, and who has concluded a contract with the Operator for the service of providing Operator infrastructure facilities;
- **Minibus** – a category "B" or "D" vehicle with between 6 and 15 seats (including driver's seat);
- **Passenger Car** – a category "B" vehicle;
- **TP** – transportation passcard;
- **Vehicle** – motor vehicles not used for excursion service and/or transportation of passengers of ships admitted into the sea port, and which belong to the Customer or his employees, or are used by them on other legal grounds (under rental agreement, etc.);
- **Accounting Period** - the period of time for which the Operator provides services, paid for by the Customer in accordance with the Operator's applicable fees.
- **TSS** – Operations and Transport Safety (service);
- **ACMS** – access control management system.

1.2. These Rules of Use for "Passenger Port of St. Petersburg Marine Facade PLC" transport infrastructure in conducting non-tourist passenger service-related activities by ships admitted into the Passenger port of Saint Petersburg under transportation passcards (hereinafter "The Rules") define:

- the types of transportation passcards and their duration;
- the process for drawing up, preparing, and issuing a transportation passcard;
- recording and registering events when using a transportation passcard;
- recording and storage of transportation passcards;
- fundamental rules for use of the Marine Terminal infrastructure facilities.

1.3. The present Rules are apply concerning Operator services in providing Marine Terminal transport infrastructure in conducting non-tourist passenger service-related activities, using fees established by the corresponding Operator orders:

- for 1 month;
- for 6 months;
- for 12 months.

1.4. The Operator has the right to amend and add to the Rules at their sole discretion. The Operator shall place the text of amendments to the Rules on the Operator's Internet website within 10 working days from the date of issuance of the Order approving the incorporation of the respective amendments and supplements into the Rules. Within the period specified above, the Operator shall notify the Customers regarding the placement of the information placement on the Operator's Internet website.

## **2. Types of transportation passcards and their duration**

2.1. Transportation passcards (TP) are the property of the Operator and are strictly accountable documents.

2.2. Electronic TP are recorded on magnetic information media (PROXY cards). The PROXY card usage mode is established in the Operator's ACMS database.

2.3. Electronic TP resemble PROXY cards and bear information on vehicle ownership (Customer title) using different colours or colour combinations (background design, stripes, etc.).

The information recorded on a card, including the design, is standardized TP protection.

2.4. By agreement with the Customer, a corporate logo may be used as the title.

2.5. The TP registration number is a combination of three groups of numbers and symbols.

The first group (three digits) is the Customer code (for example: **Customer A - 001; Customer B - 002; Customer C - 003**, etc.).

The Customer code is individual and is assigned to a particular Customer.

2.6. The second group (a letter) determines the Customer's vehicle category, specifically:

**C** – company car.

2.7. The third group (three digits) is a TP serial number (for example: 001).

2.8. TP registration numbers are issued by the Operator and are registered in the ACMS database.

2.9. The combined registration number thus appears as follows:

For category «B» - **002 C 001 – 002 C 005** (for example, for 5 vehicles owned by Customer B);

2.10. The combined registration number recorded on a TP should correspond to the information, entered into the Operator's ACMS database.

## **3. The process for drawing up, preparing, and issuing a transportation passcard**

3.1. The Operator's TSS draws up, prepares, and issues the TP.

3.2. The basis for registration and issue of a TP by the Operator are the Customer's Application (Appendix 1 to the Rules - Form 1) and the receipt of funds in the Operator's settlement account in accordance with the conditions of the Contract concluded with the Customer.

3.3. The Customer is obliged, not later than 15 (fifteen) working days prior to commencing transport operations, to submit an original Application (Appendix 1 to the Rules - Form 1) to Room 205, Marine Terminal 1 (Bereg Nevskoy guby V.O. 1, Bldg A. Applications will be accepted from 9:00 AM to 4:00 PM on regular business days.



3.4. The Operator's TSS shall draw up and issue the requested number of TPs to the Customer within 3 (three) working days from the moment funds are received in the Operator's settlement account. TPs will be issued between 9:00 AM and 4:00 PM on regular business days.

3.5. TPs are delivered by an authorized Operator TSS representative to a Customer representative authorized by the Acceptance and Transfer Form (Appendix 3 to the Rules - Form 3).

3.6. The validity of the Customer's TP can be extended based on a Customer Application written according to Appendix 2 to present Rules - Form 2 and the receipt of funds in the Operator's settlement account.

3.7. To extend the period of use of the Operator's services by the Customer, the Customer is obliged to submit an original Application (Appendix 2 to the Rules - Form 2) to Room 205, Marine Terminal 1 (Bereg Nevskoy guby V.O., 1, Bldg A, no later than 15 (fifteen) business days prior to the extension of transport operations. Applications will be accepted from 9:00 AM to 4:00 PM on regular business days.

3.8. The Operator's TSS shall reprogram the validity of the Customer's TP in accordance with the supplementary period paid for by the Customer within 3 (three) business days from the moment funds are received in the Operator's settlement account.

#### **4. Recording and registering events when using a transportation passcard**

4.1. One copy of a registered and issued TP provides the Customer with the opportunity to use the Marine Terminal infrastructure facilities under the conditions stipulated by the present Rules and the Contract, and the admission of 1 (one) vehicle onto Marine Terminal territory for unlimited number of times during the established (paid) service period.

4.2. One copy of a TP registered and issued to the Customer allows entrance onto Marine Terminal territory and departure from Marine Terminal territory for 1 (one) vehicle only. The following items are therefore used as software restrictions:

- The "closed cycle" of TP use by which a TP, registered by the ACMS upon vehicle entry onto Marine Terminal territory can only be used again for entrance onto the territory after the corresponding vehicle has left Marine Terminal via registration of the same TP in the ACMS.

- Time restriction according to the pass validity period chosen.

4.3. After the accounting period, Customer TP data is deleted from the Operator's ACMS.

#### **5. Recording and storage of transportation passcards**

5.1. All TP types are strictly accountable documents and are subject to numerical registration in the ACMS database of the Operator's TSS.

5.2. Upon termination of the contract, the Customer is obliged to surrender all TP received within 5 (five) working days under the Acceptance and Transfer Form (Appendix 3 to the Rules - Form 3). In the event a TP is not returned to Operator within due time or is returned in unusable condition, the TP is declared lost or unsuitable; accordingly, the Customer is obliged to compensate the Operator for the cost of the TP according to the fees established by Operator for issuance of a new TP in lieu of the lost and/or unusable card.

5.3. In the event a TP is lost, the Customer is obliged to inform the Operator in writing. The written Customer notice to the Operator regarding the loss (theft, unusability, etc.) will be grounds for the immediate deletion of specific vehicle information from the ACMS database until a new TP is issued. Payment for a TP issued in lieu of a lost and/or unusable card will be made according to fees established by the Operator.

5.4. In the event the Customer fails to fulfil the conditions stipulated in Point 5.3 of the Rules, the Operator will not bear responsibility for third-party use of the lost TP, and will also

record and register events that occur as a result of use of the TP by third parties in the process, stipulated under section 4 of the Rules.

## **6. Fundamental rules for use of the Marine Terminal infrastructure facilities**

6.1. Possession of a transportation passcard by the driver of a Customer vehicle will be grounds for admitting the Customer vehicle onto Marine Terminal territory.

6.2. Vehicle admission onto Marine Terminal territory is carried out only through a special check point equipped with access control devices.

6.3. In using Operator infrastructure for conducting transport operations, the Customer is forbidden to:

- pass beyond the access control points into Marine Terminal territory in violation of the established conditions;
- convey (bring through) and trade in alcoholic, narcotic, and poisonous substances on Marine Terminal territory;
- be on Marine Terminal territory in a state of intoxication resulting from alcoholic, narcotic or poisonous substances;
- bring onto Marine Terminal territory unauthorized persons who are not Customer employees, passengers, or members of a cruise ship crew, except in cases established by the contract;
- convey (bring through) firearms, explosives, and other dangerous (forbidden) subjects on Marine Terminal territory without the corresponding permits;
- park vehicles in places not designated for parking and marked accordingly;
- carry out vehicle maintenance and cleaning.

6.4. The Customer is obliged to inform the Operator in writing of all road and transport incidents and vehicle malfunctions while using Operator transport infrastructure.

6.5. The Customer is obliged to evacuate an inoperable vehicle from the Operator's transport infrastructure facilities within 12 (twelve) hours.

6.6. The Customer is obliged to:

- observe traffic rules and the requirements of traffic signs and road markings established on the Marine Terminal territory;
- park vehicles only in a place designated and marked for parking the vehicle category indicated, in strict conformity with the road markings set down;
- show requested documents (driver's license, vehicle registration certificate) and the vehicle for inspection and examination upon the request of security workers;
- in case of barrier malfunction, the driver is obliged to remove the vehicle from the road until the problem is identified and the inspection concluded.

6.7. The Operator's check point security guard has the right to:

- confirm the presence and authenticity of passes and documents;
- examine and inspect the vehicle;
- withdraw a pass and to deny the vehicle admission onto Marine Terminal territory in case of infringement of the rules in effect;
- take measures to detain any persons and any vehicle, attempting to enter onto Marine Terminal territory in case of infringement of the rules in effect.

6.8. In the event it is revealed that a Customer has used a TP to admit a vehicle that does not meet the TP requirements established by the present Rules onto Marine Terminal territory, and also in the event the TP is used to conduct tour-related services and/or to transport passengers on ships admitted into the Marine terminal, the Operator has the right to deny the given vehicle admission onto Marine Terminal territory, up to and including annulment of the TP and cessation of the services indicated in the Contract.

6.9. The customer is obliged to fully compensate for any material damage caused to Operator transport infrastructure facilities caused by the Customer, or the person working on behalf of the Customer, based on Operator requirements.

**Appendices:**

- Appendix No. 1 – Form No. 1: Request for Operator services for the use of Marine Terminal transport infrastructure facilities by Company vehicles;
- Appendix No. 2 – Form No. 2: Request for extension of Operator services for the use of Marine Terminal transport infrastructure facilities by Company vehicles;
- Appendix No. 3 – Form No. 3: Operator Passcard Issuance Form

*Customer  
Letterhead*

To the Director  
of Security and Transport Safety  
OAO Passenger Port of St. Petersburg  
Marine Facade, LLC

**REQUEST**

from \_\_\_\_\_

(Customer name)

**for Operator services for the use of Marine Terminal transport infrastructure facilities for service transportation not related to tourist passenger services for ships admitted into the Passenger Port of St. Petersburg**

I hereby request, in accordance with Contract No. \_\_\_\_\_ of \_\_\_\_\_ 20\_\_\_\_ that you provide services for the use of Marine Terminal transport infrastructure facilities by \_\_\_\_\_ (\_\_\_\_\_) vehicles.

For 1 (one) month; 6 (six) months; 12 (twelve) months).

from «\_\_» \_\_\_\_\_ 20\_\_\_\_ .  
until «\_\_» \_\_\_\_\_ 20\_\_\_\_ .

Payment is guaranteed.

\_\_\_\_\_

\_\_\_\_\_  
(Manager)

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
(surname, initials)

\_\_\_\_\_  
(Head Accountant)

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
(surname, initials)

L.S.

*Customer Letterhead*  
*Customer*

To the Director  
of Security and Transport Safety  
OAO Passenger Port of St. Petersburg  
Marine Facade, LLC

**REQUEST**

from \_\_\_\_\_  
(Customer name)

**For extension of Operator services for the use of Marine Terminal transport infrastructure facilities for service transportation not related to tourist passenger services for ships admitted into the Passenger Port of St. Petersburg**

I hereby request, in accordance with Contract No. \_\_\_\_\_ of \_\_\_\_\_ 20\_\_\_\_ that you extend the service period for the use of Marine Terminal transport infrastructure facilities by \_\_\_\_\_ (\_\_\_\_\_) vehicles.

For 1 (one) month; 6 (six) months; 12 (twelve) months).

from «\_\_» \_\_\_\_\_ 20\_\_\_\_ .  
until «\_\_» \_\_\_\_\_ 20\_\_\_\_ .

I request that you extend the period of validity until the date written above for transport passcards (PROXY-cards) previously issued for category "C":

\_\_\_\_\_ C \_\_\_\_\_ ( \_\_\_\_\_ );  
\_\_\_\_\_ C \_\_\_\_\_ ( \_\_\_\_\_ );  
\_\_\_\_\_ C \_\_\_\_\_ ( \_\_\_\_\_ );  
\_\_\_\_\_ C \_\_\_\_\_ ( \_\_\_\_\_ ).

Total \_\_\_\_\_ ( \_\_\_\_\_ ) vehicles.

Payment is guaranteed.

\_\_\_\_\_

(Manager)

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
(surname, initials)

\_\_\_\_\_

(Head Accountant)

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
(surname, initials)

L.S.

**Form**

For issuance of passes (PROXY-cards) by the Operator to the Customer  
According to Contract No. \_\_\_\_\_ of \_\_\_\_\_,

\_\_\_\_\_, on behalf of the Operator, transfers, and \_\_\_\_\_, on  
behalf of the Customer, accepts:

Passcards for Company cars

Nos. from \_\_\_\_\_ to \_\_\_\_\_, total \_\_\_\_\_ items.

Total number of passes issued by Operator and received by Customer \_\_\_\_\_ passes  
(PROXY-cards).

The passes are working order. No remarks on drawing up.

The Operator's representative, position

The Customer's representative, position

\_\_\_\_\_ Signature /full name /

\_\_\_\_\_ Signature /full name /

L.S.

L.S.

«\_\_\_» \_\_\_\_\_ 20\_\_.

\_\_\_\_\_/Operator/

\_\_\_\_\_/Customer /