

**RULES**  
**regarding delivery of services for the use of the transport infrastructure of the**  
**marine terminal of "Passenger Port of Saint Petersburg "Marine Facade" PLC**

List of reformative documents  
(as revised in orders dated 28.06.2016 No. 139, dated 25.12.2017 No. 266,  
dated 12.12.2018 No. 260)

**1. General provisions**

1.1. In order to fulfill the Rules regarding delivery of services for the use of the transport infrastructure of the marine terminal Passenger Port of St. Petersburg "Marine Facade", PLC (hereinafter referred to as the Marine Terminal) (hereinafter referred to as the Rules) the following words and expressions have the following meanings:

a bus - a vehicle with a capacity of more than 25 seats, not including the driver's seat;

entry and exit of vehicles - the period of time beginning from the crossing of the gate of the checkpoint at the entrance to the territory of the marine terminal prior to its crossing at the exit from the territory of the marine terminal;

the Customer - a person who, on his own behalf, has entered into a paid service agreement (hereinafter referred to as the "Agreement") with "PP StP MF" PLC;

a passenger car - a vehicle with a capacity of up to 8 seats;

a minibus - a vehicle with a capacity of 8 to 25 seats, not including the driver's seat;

the Marine terminal - a set of technologically connected infrastructure objects of the Passenger Port of St. Petersburg "Marine Facade", PLC intended and/or used to service ships, their passengers and their crew members;

objects of the infrastructure of the marine terminal - berths, access routes, sites, buildings, structures, engineering networks, communication lines, equipment and devices and other objects recognized in accordance with the laws of the Russian Federation on merchant shipping in seaports by sea port infrastructure facilities located in the Port territory owned by "PP StP MF", PLC on the right of ownership and operated by the Port;

The operator of the marine terminal is the public limited company Passenger Port of St. Petersburg "Marine Facade" (hereinafter referred to as the Operator);

an accounting period - a period of 24 hours considered as the time of provision of services by the Operator to the Customer for the use of transport infrastructure by a single vehicle of the Customer in accordance with the established cost of services. As a reporting period, a day (24 hours) of production of scheduled passenger and transport operations is accepted. The reporting period starts from 05:00 of the current day (the beginning of operations) and ends at 04:59 of the following day (the end of operations);

passenger operations - events conducted by the Customer, at a meeting of passengers of Passenger Ships accepted in the Port (hereinafter referred to as Passengers), the formation of tourist groups and the loading/unloading of passengers into the Customer's vehicles;

the Port - the Passenger Port of St. Petersburg, entered in the Register of Seaports of the Russian Federation under the serial registration number B-2;

the transport infrastructure (TI) of the Operator - roads, platforms and other infrastructure of the Operator intended for the movement and/or parking of vehicles on the territory of the marine terminal;

a transport pass (TP) - a transport pass issued by the Operator on a magnetic storage medium (a PROXY-card) and issued to the Customer in order to provide access of the Customer's vehicle to the territory of the marine terminal while carrying out activities according to the concluded Agreement, and obtaining the information necessary for mutual settlements;

transport operations - entry/exit of the Customer's vehicle to/from the territory/and the marine terminal, as well as the customer's vehicle parking in specially designated places;

vehicles of the Customer - vehicles belonging to the Customer or used by him on a different legal basis for the purpose of providing activities in accordance with the concluded Agreements.

1.2. The Rules are designed to create the necessary conditions for the Customer to ensure the activities provided for by the provisions of the agreements concluded with the Operator.

1.3. The Rules determine the conditions for the provision of the Operator's services for the use of the Operator's TI by the Customer when carrying out production activities, including activities related to tourist and excursion services for passengers;

## **2. Rules of entry and exit of the Customer's vehicles**

2.1. A vehicle is allowed to enter the territory of the marine terminal through checkpoints equipped with technical means of access control, through the gateway system of barriers and traffic lights.

While a vehicle is in the gate with respect to a vehicle and passengers, if necessary, the screening procedure may be applied in the established order.

2.2. When passing gates, a vehicle's driver must take into account:

red traffic light signal - the gate is busy, a vehicle is prohibited;

green traffic signal - the gate is free, a vehicle is allowed;

normal position of the barrier is closed.

2.3. Basic rules of entry into the territory of the marine terminal

Entry to the Object's territory is blocked with two barriers.

When a vehicle enters the free gate, the license-plate number (hereinafter - LPN) of the vehicle is read, the vehicle is detected and the barrier is opened automatically for the vehicle's passage.

After the vehicle enters the gate, the first barrier closes and the traffic light switches to red light, preventing the next vehicle from moving until the gate is released.

Moving in the gate, the vehicle arrives at the TP reader, the vehicle driver applies the TP to the reader and records the entry. In this case, the second barrier is opened, and the vehicle enters the territory of the marine terminal.

When fixing the fact of entry, the TP is attached to the LPN of the vehicle.

2.4. Basic rules of exit from the territory of the marine terminal

Exit from the territory of the object is blocked by one barrier.

A vehicle arrives at the reading device the TP of the free gate, the driver applies the TP to the reader and records the departure. In this case, the barrier is opened and a vehicle leaves the territory of the marine terminal.

When fixing the fact of exit, the TP is attached to the LPN of a vehicle.

## **3. Classification, types and periods of validity of transport passes**

3.1. TP are divided into:

TP for commercial vehicles (bus, minibus and passenger car (motor vehicle)), used by the Customer in the implementation of activities related to tourist and excursion services for passengers;

TP for official transport (minibus and passenger car) not used by the Customer for tourist and excursion services to passengers.

3.1.1. By type of use, TPs are divided into:

daily (for tourist transport);

1-hour (for tourist transport);

official (for official transport).

3.1.2. TP (Appendix No. 1 A, B, C, D, E, F to the Rules) have the form of a PROXY-card of different colors with information on the ownership of a vehicle (name of the Customer) and TP registration number. As a name, upon agreement with the Customer, its brand name (logo) may be used.

3.1.3. The registration number of TP is a combination of three groups of symbols:

The first group (a three-digit number) is the Customer's code number, (for example: Customer "A" - 001, Customer "B" - 002, Customer "C" - 003, etc.).

The Customer's code number is individual and assigned to a specific Customer (as a rule, it is the same as the Agreement number).

The second group (alphabetic designation) defines the TP category (daily, 1-hour, official) in relation to the purpose, type of use of TP and category of a vehicle, namely:

D-category - daily TP for a bus;

X-category - 1-hour TP for a bus;

B-category - daily TP for a minibus or a passenger car;

Y-category - 1-hour TP for a minibus or a passenger car;

C-category - official TP for service vehicle.

The third group (a three-digit number) is the serial number TP of a certain category (for example: 001, 002, etc.), which is the end-to-end numbering of issued TPs for each category of the Customer's vehicle.

(For example: 001 D 001 - daily TP for buses of the Customer "A").

The presence at the end of the marker number of the \* red symbol indicates a paid TP category with charging according to the cost of services (for C-category vehicles).

(For example: 001 C 001 \* - official paid TP for vehicle entry of Customer "A").

3.1.4. The Customer, when using TP, must ensure that the category of TP corresponds to the category of a vehicle.

3.1.5. TP (Appendix No. 1 D to the Rules) shall be valid for the period of validity of the Agreement.

3.1.6. TP (Appendix No. 1 E to the Rules) are valid for a calendar month and, if necessary, are subject to extension in accordance with the established procedure.

3.2. The procedure for issuing transport passes

3.2.1. In order to properly execute the documents and information provided by the Rules, the Customer in accordance with the Agreement is obliged to appoint the person(s) responsible for providing transport security on the territory of the marine terminal and notify the Operator thereof in the established order.

The Customer is obliged to monitor the validity of the information provided and, in the event of its change, conduct a timely correction.

3.2.2. For the purposes of processing (extending the validity period) by the Customer, in advance, but not later than 15 (Fifteen) days prior to the commencement of transport operations, an Application shall be submitted in the form:

for registration of TP of "D", "X", "B", "Y", "C"-categories in the implementation of activities related to tourist and excursion services for passengers (Appendix 2 to the Rules);

for registration of TP of "C", "C\*" -categories in the implementation of activities not related to tourist and excursion services for passengers (Appendixes No. 3, 4 to the Rules).

In this case, the extradition (extension of the validity period) of TP is carried out subject to the receipt of funds to the Operator's account, transferred by the Customer in accordance with the terms of the Agreement.

3.2.3. The Operator within 3 (Three) business days from the moment of receipt of funds to the settlement account of the Operator shall perform the work on registration of the required quantity of the Customer's TP according to the received Application.

3.2.4. Failure or improper fulfillment by the Customer of the requirements of clause 3.2.2 of the Rules gives the basis to the Operator to suspend the work on registration and delivery of the TP to the Customer until the reasons that caused the suspension are eliminated. The Operator is not

responsible for the delay in the receipt of funds to the Operator's account, if they arise not through the fault of the Operator

3.2.5. TP becomes valid at the first day of the calendar month, and expires at the last day of the calendar month.

3.2.6. The TP is issued to the authorized person of the Customer under the acceptance-transfer certificate issued by the Operator.

3.3. The procedure for the return of transport passes

3.3.1. TPs are the property of the Operator, they are valid for the validity period of the Agreement and are subject to return to the Operator by the established procedure.

3.3.2. With the expiration of the TP and the absence of the need for their extension, the Customer is obliged to hand over the received TP within the period stipulated in the Agreement in accordance with the established procedure.

3.3.3. In the event of non-return of TP within the specified period, the Operator has the right to consider the TP issued to the Customer lost and issue an invoice for payment of lost TP in accordance with the cost of services approved by the Operator.

#### **4. Rules for the use by the Customer of the transport infrastructure of the Operator when carrying out activities related to tourist and excursion services for passengers**

4.1. Planning of passenger and transport operations

4.1.1. The planning of passenger and transport operations, as well as the resolution and settlement of all issues related to passenger services, is carried out at the day-to-day dispatch meetings on shift and daily planning, conducted by the Operator at 3:00 pm, preceding the beginning of operations.

At these meetings, whose members include authorized representatives of the Operator, state control bodies and customers, the daily plan for passenger and transport operations for the reporting period (hereinafter referred to as the Daily plan) is approved. The presence of Customers is determined by the terms of the contract.

4.1.2. Based on the Daily Plan, the Operator plans to arrange the Customer's TP on the day of the transportation operations.

4.1.3. In order to provide the Customer with the opportunity to promptly submit information for inclusion in the daily plan, to receive reports on the conduct of transport operations and to conduct reconciliation during the planning of mutual settlements, the Customer is provided with a Personal Profile registered on the Operator's website [www.portspb.ru](http://www.portspb.ru) in the section "Personal Profile".

Login-password from the Personal Profile is issued to the Customer after the conclusion of the Agreement. The Customer is obliged to monitor the accuracy of the information provided in the Personal Profile and timely correction when it changes.

4.1.4. The basis for including the Customer's operations in the daily plan are:  
an application for passenger and transport operations (hereinafter - Application (Form No. 6));  
a list of vehicles involved in the reporting period, indicating information about the vehicle and persons admitted to their management (hereinafter - List (Form No. 7)).

Forms of the Application and the List are placed on the main page of the Customer's Personal Profile.

4.1.5. To include passenger and transport operations in the daily plan, the Customer is obliged to ensure:

4.1.5.1. The provision the Operator with information on planned passenger and transport operations, for which no later than 2 p.m. of a day prior to the beginning of operations, send the Application (Form No. 6) and verify its passage.

The application is formed in the Personal Profile, sent to the Operator, and then automatically included in the Draft Daily Plan, which is sent to the e-mail of the Customer, indicated by him when registering the Personal Profile, a corresponding message is sent.

In the first days of vessels' arrival to the Port during the formation of the Application the following order of operations should be taken into account:

a) without restriction of the time of commencement of operations, the vehicles entering the Operator's territory shall be entitled to the vehicles of the Customer engaged in tourist and excursion services for passengers:

- vessels of the cruise line with which there is a valid agreement within the Customer (hereinafter - the vessel's tour operator);
- having visas for entry and stay on the territory of the Russian Federation;
- citizens of states having an agreement on visa-free regime with the Russian Federation;
- transit excursion groups following to other cities of the Russian Federation;
- low mobility groups.

b) 90 (ninety) minutes after the berthing of the vessel, the vehicles of the Customer are entitled to enter the Operator's territory:

- not being the vessel's tour operator;
- not corresponding with the provisions of paragraphs 2 to 5 of subparagraph (a).

After approval of the Daily Plan, the Customer shall be notified of the vehicle parking numbers between 16:00 and 17:00.

4.1.5.2. Provision to the Operator of information on the attracted vehicles, for which to send the Operator a List (Form No. 7).

The list is generated in the Personal Profile and automatically sent to the Operator.

In the event of a change in the LPN of the declared vehicle or the addition of a new one, the Customer is obliged to submit the List no later than 30 minutes before the start of transport operations by the new vehicle, which is to be notified in the shortest possible time to the traffic safety dispatcher for promptly agreeing changes (additions).

After sending the Application and after its approval to the Customer's e-mail, indicated by him when registering the Personal Profile, a corresponding message on the status of the Application is sent (sent, approved or not approved, indicating the reason for the refusal).

4.1.5.3. Fixing of each event of entry/exit of the vehicle to/from the territory/and the marine terminal, for which the vehicle driver should apply TP to the reader at each entry/exit.

#### 4.2. Enumeration and registration of events when using transport passes

4.2.1. Every day, based on the results of the reporting period, automatic registration and archiving of the customer's arrival/departure events on the basis of TP readings are performed automatically.

4.2.2. The registration of the events of entry/exit of the TP is a documentary confirmation of the fact that the Customer uses the TI Operator.

4.2.3. Monthly reports on the registration of events for the daily and/or hourly cost of services (Appendix No. 4 to the Rules of the TF) (hereinafter referred to as the Report) are formed in the Customer's Personal Profile in automatic mode on the basis of the daily protocol of registration of the Customer's arrival/departure.

At the same time, for the convenience of the Customer, it is possible to generate Reports for different periods of time at any stage of the reporting period.

When forming the report, it is necessary to take into account that the linkage of the 1-hour TP to the LPN of a vehicle is broken after each departure of a vehicle from the territory of the marine terminal, and the linkage of the daily TP to the LPN of a vehicle remains until the last exit of a vehicle during the reporting period.

4.2.4. If a discrepancy in the data obtained during the formation of the monthly Report is found, the Customer is obliged to submit to the Operator, not later than the 1st (the first) day of the month following the reporting one, a reasoned disagreement with the data of the Report.

The Operator is obliged to consider the reasoned disagreement, and within 2 (Two) days inform the Customer about the results of its consideration.

4.2.5. Reports signed and certified by the Customer's seal are sent to the Operator not later than on the 3rd (third) day of the month following the reporting month.

4.2.6. The Agreed Report is the basis for the mutual settlements between the Operator and the Customer for the services of the Operator provided for the reporting period.

4.2.7. In case the Customer does not comply with the requirements of clauses 4.2.3 and 4.2.4 of the Rules, the Report is agreed by the Operator unilaterally.

4.2.8. The Operator is not responsible for the improper use of the TP by the Customer or the persons involved by the Customer.

4.2.9. In the event of the loss of TP or the receipt of information about their use by third parties without the permission of the Customer, the Customer is obliged to immediately inform the Operator in writing in order to promptly block the TP.

The presence of a written notice from the Operator is the basis for excluding from the Report the events of entry/exit of vehicles not authorized by the Customer.

## **5. Rules for the use of the transport infrastructure of the Operator for the implementation of a one-time entry and temporary parking of buses and minibuses**

5.1. To ensure the entry into the territory of the marine terminal of vehicles (cars, minibuses and buses) of individuals, organizations that do not have contractual relations with the Operator, as well as vehicles of organizations providing taxi services, there is a one-time travel system using a paid terminal.

The cost of services for the provision of infrastructure for the marine terminal for a single entry and temporary stay on the territory of the marine terminal without the use of transport subscriptions (hereinafter - the cost of services) is approved by the Operator.

At the same time, there is a zero tariff for the use of infrastructure of the marine terminal for the passenger transport, the period of which is determined by the Operator.

5.2. Local regulations on the approval of the cost of services are posted on the official website of the Operator.

Information on the cost and procedure for payment for services is placed on the terminals of the paid terminal at the entrance to the territory of the marine terminal (at the checkpoint).

5.3. The general procedure for the passage of these vehicles through the checkpoint must comply with the rules set out in section 2 of the Rules.

5.4. The parking of these vehicles must be carried out on specially designated for these purposes places, taking into account the category of vehicles.

### **5.5. One-time entry of passenger cars**

5.5.1. One-time entry of passenger cars is carried out using a parking ticket on paper basis (hereinafter - parking ticket).

5.5.2. To make the entrance the vehicle arrives at the entrance rack, the vehicle's driver presses the button and receives a parking ticket. In this case, the second barrier is opened, and the vehicle enters the territory of the marine terminal.

5.5.3. When leaving the territory of the marine terminal, the vehicle arrives at the exit counter located on the exit line of the checkpoint, the driver inserts a parking ticket into the reader and receives the relevant information on the display.

5.5.4. In the event that the period of the vehicle's location on the territory of the marine terminal is within the established zero tariff, the barrier is opened and the vehicle leaves the territory of the marine terminal.

5.5.5. If the period of the vehicle's location in the territory of the marine terminal exceeds the established zero tariff, a message appears on the display indicating that it is necessary to pay the fare.

In this case, the driver pays the fare in the Cashier, located on the exit line of the checkpoint, receives a validated parking ticket, which he inserts into the reader. In case of correct payment, the barrier is opened and the car leaves the territory of the marine terminal.

At the same time, for the convenience of drivers, additional Cash desks for the payment of travel are installed in the buildings of the Maritime Station No. 3 and the Physical Inspection Unit No. 337. After prepayment for a paid parking ticket for 15 minutes, the zero tariff remains.

## **5.6. One-time entry for minibuses and buses**

5.6.1. One-time transportation of minibuses and buses is carried out using a parking ticket based on the PROXY card (hereinafter referred to as the parking card) of the appropriate category (Appendix No. 1 G, H to the Rules), which is programmed for a specific vehicle category according to the cost of services.

In this case, for a specified vehicle category, a zero tariff is not provided

The parking card is issued to the driver of the vehicle at the checkpoint by the security guard.

5.6.2. To make the entrance the vehicle arrives at the entrance counter, the driver applies a parking card to the reader and records the entry event. In this case, the barrier is opened and a vehicle enters the territory of the marine terminal.

5.6.3. Departure of minibuses and buses from the territory of the marine terminal is possible only after full payment of entry.

To pay for the vehicle, the vehicle arrives at Cashier, located on the exit strip of the checkpoint, the driver applies a parking card to the Cashier reader and receives information on the amount required for payment, depending on the vehicle category and the time spent on the terminal territory.

After making the payment, the driver receives a receipt for payment and returns the parking card to the guard of the checkpoint guard post, which applies it to the counter of the exit counter. In case of correct payment, the barrier is opened and the car leaves the territory of the marine terminal.

5.6.4. In the event that the vehicle's driver attempts to leave without payment, the barrier will be blocked and information on the need to pay the entry will appear on the display of the exit rack. To unlock the barrier, the driver of the vehicle will have to comply with the rules set out in clause 5.6.3.

1. Types of transport passes



A.



B.



C.



D.



E.



F.

2. Types of parking cards



G.



H.



**APPLICATION FORM**  
for transport pass issuing (PROXY – cards)  
for the implementation of activities related to tourism and sightseeing  
passenger service

\_\_\_\_\_ (specify the name of the company)

for the period from “ \_\_\_\_ ” \_\_\_\_\_ 201\_\_ till “ \_\_\_\_ ” \_\_\_\_\_ 201\_\_  
(specify the TP validity period)

In accordance with the Agreement from “ \_\_\_\_ ” \_\_\_\_\_ 201\_\_ No. \_\_\_\_\_ I ask you to issue transport passes for vehicles participating in tourist and excursion services for passengers of vessels accepted in the Passenger Port of St. Petersburg in the navigation of 201\_\_:

Bus D-category (24 hours pass)	Bus X-category (1-hour pass)	Microbus, light B-category (24 hours pass)	Microbus, light Y-category (1-hour pass)	Light, C-category (official vehicle)

Total passes- \_\_\_\_ ( \_\_\_\_\_ ) pcs.

When we are on the territory of the marine terminal of the vehicle of our company and the involved vehicles we are obliged to ensure that the drivers of the vehicle and their passengers comply with the requirements of the Rules, Instructions on passage and in-site mode at the object of transport infrastructure Marine terminal of Passenger Port of St. Petersburg “Marine Facade”, fire safety rules safety, the norms of the laws of the Russian Federation on labor protection, on the protection of the environment, traffic rules and other regulations in force on the territory of the marine terminal.

\_\_\_\_\_  
(head position)

\_\_\_\_\_  
(signature and stamp)

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

**APPLICATION FORM**  
for transport pass issuing (PROXY – cards)  
for the implementation of activities not related to tourism and sightseeing  
passenger service

\_\_\_\_\_ (specify the name of the company)

for \_\_\_\_\_ 201\_\_\_\_  
(specify the pass validity month)

In accordance with the Agreement from “ \_\_\_ ” \_\_\_\_\_ 201\_\_\_. No. \_\_\_\_\_ I ask you to provide services for the use of the operator's transport infrastructure for Customer vehicles not used for tourist and excursion services to passengers of vessels accepted in the Passenger Port of St. Petersburg in the navigation of 201\_\_:

1) Issue TP in the number of \_\_\_ pcs. to \_\_\_\_\_  
(1 (One) month; 6 (Six) months; 12 (Twelve) months)

from “ \_\_\_ ” \_\_\_\_\_ 201\_\_ till “ \_\_\_ ” \_\_\_\_\_ 201\_\_.

Total, please give \_\_\_ ( \_\_\_\_\_ ) TP pcs.

2) Extend the validity period to \_\_\_\_\_  
(1 (One) month; 6 (Six) months; 12 (Twelve) months)

previously received TP:

\_\_\_\_\_ from \_\_\_\_\_ ( \_\_\_\_\_ );  
(TP number) (proxy-card number)

\_\_\_\_\_ from \_\_\_\_\_ ( \_\_\_\_\_ );  
(TP number) (proxy-card number)

\_\_\_\_\_ from \_\_\_\_\_ ( \_\_\_\_\_ );  
(TP number) (proxy-card number)

Total, please extend \_\_\_ ( \_\_\_\_\_ ) TP pcs.

When we are on the territory of the marine terminal of the vehicle of our company and the involved vehicles we are obliged to ensure that the drivers of the vehicle and their passengers comply with the requirements of the Rules, Instructions on passage and in-site mode at the object of transport infrastructure Marine terminal of Passenger Port of St. Petersburg “Marine Facade”, fire safety rules safety, the norms of the laws of the Russian Federation on labor protection, on the protection of the environment, traffic rules and other regulations in force on the territory of the marine terminal.

Payment is guaranteed.

\_\_\_\_\_  
(position of the head/requisites of the representative's power of attorney)  
(surname, initials)

\_\_\_\_\_  
(signature and stamp)

Report on registration of events at daily/hourly rates<sup>1</sup>  
for \_\_\_\_\_ - month 20\_\_

Agreement No. of the Customer	Customer code	Customer Name

Item no.	Pass category	Date																															Total, pcs/hour
		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	D-pass (24-hours, pass)	54	57	58	0	75	45	0	60	38	10	36	40	67	27	48	11	89	36	34	51	42	64	10	11	78	45	28	26	35	0	0	<b>1175</b>
2	B-pass (24-hours, light)	16	5	4	0	0	0	0	2	0	30	40	16	0	1	2	2	2	21	10	45	28	2	19	15	1	2	31	23	0	24	0	<b>341</b>
3	X-pass (hours, bus)	54	57	58	0	75	45	0	60	38	10	36	40	67	27	48	11	89	36	34	51	42	64	10	11	78	45	28	26	35	0	0	<b>1175</b>
4	Y-pass (hours, light)	16	5	4	0	0	0	0	2	0	30	40	16	0	1	2	2	2	21	10	45	28	2	19	15	1	2	31	23	0	24	0	<b>341</b>

<sup>1</sup>In the form of a sample of filling the table and an example of counting the events of entry-exit (time) vehicles to the territory (-ies) of the marine terminal