



St. Petersburg, January 1, 2019

INFORMATION LETTER / IMPORT

Dear customers,

Here are the procedures and requirements to be considered for arrangements of import cargo shipment:

1) You can request draft NON-NEGOTIABLE WAYBILL (hereinafter the WBL) for inspection in the Import Department of OOO Transfennica Russia (hereinafter the "Agent") in St. Petersburg by e-mail:

info.russia@transfennica.com, cc: Yuri.Shestakov@transfennica.com – Yuri Shestakov.

2) Please send requests for correction of WayBill in English to the following e-mails in **ports of loading:**

Lubeck:	booking.lue-stp@transfennica.com
Antwerp:	info.belgium@transfennica.com
Tilbury:	info.uk@transfennica.com
Kotka/Hanko:	paulina.salin@transfennica.com ; duty@transfennica.com
Gdynia:	info.poland@transfennica.com
Paldiski:	info.paldiski@transfennica.com

and cc: info.russia@transfennica.com

Instructions for completing the WBL must be sent to the Transfennica office in the port of loading before 16:00 (4 p.m.) of the day before the loading day, except for trailers and tractor-trailer units used as transport packaging and carrying commercial cargo. After these instructions are received, draft WBL will be sent at your request to you by the Transfennica office in the loading port for verification and the necessary corrections.

Please send requests for the necessary corrections to the above e-mails before:

- Friday 15:00 (3 p.m.) Moscow time for voyages arriving on Monday from Antwerp, Lubeck and Hanko;
- Tuesday 15:00 (3 p.m.) Moscow time for voyages arriving on Monday from Tilbury, Antwerp, Lubeck and Kotka.

3) After a vessel arrives at the Petrolesport JSC terminal in the St. Petersburg port (hereinafter the "Port"), the WBL can no longer be corrected. A correction letter is issued at the written request of the consignor if it is necessary to change data in a WBL and to inform customs bodies and port agencies of incorrect data provided previously.

Any corrections will not be accepted based on shipping and tracking documents from legal entities and individuals other than the consignor.

A WBL cannot be divided into several consignees for a cargo already delivered to the port. Issued documents cannot be reissued or modified.

The Agent retains the right to issue extra invoices for correction letters in amount of EUR 35 per correction letter.



Please send requests in English in e-form for issuing a correction letter by the form given in Appendix 1 to the port of embarkation, with cc to info.russia@transfennica.com.

- 4) WBL are issued during business hours based on the fact that the cargo is unloaded and the documents have been processed by the warehouse. Duplicates of the port notice, if issued, can be requested in written form by e-mail info.russia@transfennica.com and are provided if available. Ship's mail and cargo releases are delivered to the consignee by a WBL or to the consignee's representative on the basis of an original power of attorney. A power of attorney from individuals must be certified by a notary. In individual cases, documents and ship's mail can be delivered upon presentation of a duplicate power of attorney certified by the seal of the company obtaining the power of attorney, provided that the original copy is presented by the time the cargo release is issued.
- 5) Documents required for nomination:
- original power of attorney (duplicate power of attorney certified by the seal of the company obtaining the power of attorney, with further submission of the original copy by the time the cargo release is issued); and
 - an Agency Contract with the Agent, signed or extended for the current year;
 - written request in the Form provided in Appendix 2, sent to info.russia@transfennica.com.
- 6) Release is issued on the basis of a full set of powers of attorney and confirmation of freight payment for customers using the cash/pre-paid payment method. Payment is confirmed by a letter from the finance department of Transfennica in Helsinki or from its office in the port of loading with instructions to the Transfennica office in St. Petersburg to release the cargo. To expedite this process, you can send a letter in English with a document confirming money transfer directly to the Transfennica office in Helsinki to e-mail info.accounting@transfennica.com (cc info.russia@transfennica.com). Invoices for freight payment are sent in e-form to Transfennica offices in the ports of loading. If for some reason, you have not received a bill, you can request a copy by the e-mails given in cl. 1. A cargo is released by e-removal of the line lock for cargo export in the information system of the Port or ROLIS information system.
Please check well in advance if the the release has been granted!
- 7) Temporary storage period for goods cannot exceed 4 months according to Art. 101 EAEU Customs Code. Longer storage is an administrative violation per Administrative Violation Code of the Russian Federation.
- 8) Free use of roll-trailers at the Transfennica line is granted for 7 calendar days. Further use is charged additionally according to the terms, conditions and rates in the Agency Contract. Petrolesport storage services are paid separately by a contract between the forwarder and the Port.
- Free use of containers at the Transfennica line is granted for 14 calendar days. Further use is charged additionally according to the terms, conditions and rates in the Agency Contract.
- Petrolesport storage services are paid separately by the conditions and rates given in the Agency Contract.



- 9) If the period of free equipment use is exceeded, an invoice is issued according to the conditions and rates given in the Agency Contract:
- after complete unpacking of a roll trailer/container and return of the empty containers to the line stock;
 - after the container leaves the Port and the empty is then returned to the line stock at one of the terminals.

Demurrage can be paid for in rubles to OOO Transfennica Russia in St. Petersburg or in Euro to OY Transfennica AB in Helsinki.

- 10) Requests for return of empty line containers should be placed at <https://cargo-online.ru> portal. Requests sent by e-mail are not processed.
- 11) Please follow the following procedures when shipping hazardous cargo:
- Send a notice to Transfennica office **in port of loading** before the cargo arrives at the terminal.
 - The notice must contain the following information:
 - name of the cargo,
 - hazard category and full number per UN classification,
 - number of pallets and packaging type,
 - gross weight,
 - duplicates of Dangerous Goods Declarations (DGD).
 - Receive Agent's confirmation from the Transfennica line office that dangerous goods can be unloaded and handled in the port of discharge (Petrolsport).
- Cargo loading on board a vessel is not allowed without confirmation from the Transfennica office at discharging port.**

- 12) Consider the following when shipping of cargo requiring specific temperature conditions in refrigerated (reefer) containers or trailers:
- All reefer containers with relevant data entered in the loading port system upon booking **are connected to power automatically** after arrival and unloading in the St. Petersburg terminal. Containers connected to a power supply do not have a grace period for storage at the terminal.

If power connection is not required, notify the Agent about this in writing to e-mail info.russia@transfennica.com before 14:00 (2 p.m.) of the business day before vessel arrival to the loading port. After the vessel arrives in St. Petersburg, the nominated freight forwarder makes its own request for disconnection of the container connected by mistake in the ROLIS information system.

- **No** reefer trailers are connected to an external power source after arrival and unloading in a terminal in St. Petersburg under any circumstances. The temperature indicated in a WBL **is not a request** for power connection.

To connect a reefer trailer immediately after unloading:

A connection request should be sent before 14:00 (2 p.m.) of the day before vessel arrival at the port of loading to e-mail info.russia@transfennica.com, indicating the required temperature conditions. Reefer trailers connected to the power supply do not have a grace period for storage at the terminal. After the vessel arrives in St. Petersburg, the nominated freight forwarder makes its



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own request for power connection for a trailer in the port information system immediately after the trailer is unloaded.

- 13) If the arriving cargo needs to be stored under the shelter, a request for sheltered storage needs to be sent no later than two business days before the cargo arrives at the disembarkation port to e-mail info.russia@transfennica.com.
If no requests for sheltered storage have been filed, the cargo is placed in an open storage site by default.
A request sent does not constitute a confirmation of cargo placement under the shelter.
Sheltered storage is subject to the available capacities at the Port.
- 14) Based on the procedure used in the Port, the relevant Port agency must confirm acceptance of any cargo weighing over 75.0 tons, and/or over 4.5 m high (including the transport vehicle), and/or over 5.0 m wide before arriving in St. Petersburg.
- The Agent coordinates roll trailer unloading/roll-off from the vessel with the Port.
 - The forwarder coordinates handling and further shipping of the cargo with the Port.

You can ask any other questions at the contacts below:

Yuri.Shestakov@transfennica.com

Phone: +7 (812) 339-91-84

Welcome to our office on business days from 10 a.m. to 6 p.m.

Thank you for your cooperation.

Sincerely,

OOO Transfennica Russia, St. Petersburg



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APPENDIX 1.

Request for a correction letter.

Ref.: cargo arriving at St. Petersburg port by MV ***, voyage No. ***, b/l No. ***.
(indicate vessel name, voyage number, number of bill of lading)

We hereby inform you that, according to the consignor, the instructions for issuing the WBL indicated above in the port of loading have been submitted with the following discrepancies:

The WBL quoted: ***(indicate items requiring correction; items not requiring any changes are omitted)***

Shipper:

Consignee:

Unit ID number:

Number of units:

Number of pcks:

Cargo weight:

Tare weight:

Cargo description:

The correct information is:

Shipper:

Consignee:

Unit ID number:

Number of units:

Number of pcks:

Cargo weight:

Tare weight:

Cargo description:

Please issue a correction letter.



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APPENDIX 2.

Request for cargo nomination.

For RO/RO cargo:

Please nominate the company:

- *form of ownership*, *company name*,
- INN (Taxpayer's ID) ***,
- Agency Contract No.: ***,

for the following cargo:

- motor vessel name and vessel call date, or voyage number;
- freight ticket number.

For containers:

Please nominate the company:

- *form of ownership*, *company name*,
- INN (Taxpayer's ID) ***,
- Agency Contract No.: ***,

for the following cargo:

- motor vessel name and vessel call date, or voyage number;
- container number.