

## **Principles of cooperation regarding handling and storage of containers at the CL Europort terminal**

These rules of cooperation regarding the provision of intermodal services to clients have been developed by CL Europort. These rules are intended for the coordination of work as well as business relations and responsibilities between CL Europort as a contractor/terminal and a client/commissioner. These rules constitute as an appendix to the contracts and offers of CL Europort and are available on the website [www.cleuroport.pl](http://www.cleuroport.pl) By accepting the offer / contract presented by CL Europort, the client accepts also these rules and schemes for servicing trains and trucks at the terminal.

### **§ 1. Rules for the storage and handling of containers at the CL Europort terminal**

1. The contractor, CL Europort company provides clients with services at the CL Europort terminal. The terminal has reloading yards for unloading containers from railway platforms 1435mm / 1520mm and trucks, and additional yards for container storage.
2. The client is obliged to present a list of persons, along with their data such as e-mail and telephone number, authorized to place orders for storage, transport, acceptance and delivery of containers and other activities on behalf of the client.
3. The contractor is obliged to present a list of persons responsible for the execution of orders and preparation of reports on behalf of the contractor.
4. Orders filled with errors or incomplete will not be accepted for execution.
5. In the event of late payment of its obligations by the client for the services provided in accordance with the terms of the contract, the contractor sends a written request for payment and has the right to suspend the delivery of the containers until the debt is settled.
6. The ordering party's order for loading / unloading a container onto a railway platform or a truck should be sent by e-mail on working days between 8: 00-16: 00, the Contractor should also confirm the acceptance or implementation of the order by e-mail within 3 hours. from the moment you receive it. Orders sent later will be processed on the next business day.
7. Both parties are legally and financially responsible for the correct completion (principal) and execution of orders (contractor). In the event of errors in the execution or creation of orders, the party that made the error bears financial responsibility for additional costs arising in connection with the given situation of improper completion / execution of the orders.
8. The Contractor does not accept orders from persons unauthorized by the Principal.
9. In case of large accumulation of containers at the terminal leading to disruption of normal terminal's operation, CL Europort may introduce limits on containers acceptance for customers, of which customers must be informed by separate information.
10. The Customer shall notify the Contractor of the quantities of container trains on 1520 mm and 1435 mm track intended for carriage by the 24th day of the month preceding carriage, and the Contractor shall confirm the number of trains it is able to handle. In the event that the confirmed number of trains accepted is exceeded, the Contractor may refuse to accept further trains beyond the agreed plan.

11. The release and drop of loaded containers at the terminal must be reported in the specially dedicated customs system Tory24. If the client does not have access to such system, he can have this service performed by the Contractor. The service is charged according to the price list.

## **§ 2. Rules for the acceptance / release of containers for train platforms on the 1435mm and 1520mm track**

1. When loading/unloading containers from the reloading yard onto/from the train, the customer should send an e-mail order to [depot.mala@metrans.eu](mailto:depot.mala@metrans.eu), [terminal.mala@metrans.eu](mailto:terminal.mala@metrans.eu), [szczepaniakd@metrans.eu](mailto:szczepaniakd@metrans.eu) in order to prepare the containers for loading, both in the case of EB and WB trains, with the following data:
  - a) list of containers and railway platforms in excel, container number without spaces written together in capital letters;
  - b) net weight of cargo in a container, gross weight of containers,
  - c) name of the cargo with NHM code
  - d) reference number, if any,
  - e) data T1, SAD, EX, SMGS or other, depending on what occur,
  - f) number of entry train and exit train number,
  - g) seal numbers in the case of loaded containers,
  - h) title of the reloading card, if required,
  - i) specify container destination, i.e. whether the container is to be loaded onto a truck or onto a railway along with the destination station
2. In the event of an incorrect order, its change, errors in the documents, too late sending the order, the contractor does not guarantee the timely loading of the trains and will not incur additional costs resulting from its delay.
3. Loading / unloading of container trains takes place on all days of the week, 24 hours a day.
4. The Contractor does not accept loading changes 24 hours before the scheduled loading.
5. In the case of loading empty containers, the contractor will select the containers required for loading from among those at the customer's disposal. If the customer wants to select containers by number, this service will be paid according to the price list.
6. Informing the customer about the planned completion of loading is made by the CL Europort terminal every day on working days at 10:00, with data correction at 4:00 p.m. The tolerance is +/- 1 hour, but not later than the technological time of transport and train service by carrier.

### **7. Receipt and loading of containers track 1435mm WB**

- 7.1 The Ordering Party sends a plan for the arrival of WB trains on a 1520 mm wide track at least 72 hours (not later than 48 hours) before the planned arrival at the Brest station, along with the date and time of arrival and the planned date and time of departure from the Małaszewicze Centralne station.
- 7.2 CL Europort terminal is responsible for the freight of the train from the Małaszewicze Centralne station-CL Europort-Małaszewicze Centralne and charges the customer with the rate in accordance with the price list.

- 7.3 Terminal determines the times of entry / exit to / from Małaszewicze Centralne. The allocation of slots at the terminal is decided by CL Europort through the chosen carrier and it is agreed with the customer.
- 7.4 In the event of objective reasons for the impossibility of accepting / loading trains within the agreed time limit, the customer will be informed and a new plan will be established.
- 7.5 The carrier informs the owner of the Cargotor infrastructure 24 hours in advance of the planned arrival of the train at the CL Europort terminal, including the train number (PLK), date and time of arrival at the Małaszewicze Centralne station, delivery to the CL Europort terminal, dates and times of departure from the terminal, as well as the departure of the train from the Małaszewicze station and the PLK number.
- 7.6 If the slot cannot be agreed with the line carrier, the customer will be notified 48 hours in advance to change the line carrier, unless it takes less than 24 hours for the train to pass, in which case the time may be reduced.
- 7.7 Customer informs CL Europort and chosen carrier about the delayed arrival of the carrier at the slot. If the reason is objective, the slot will be resettled. If the reason is subjective, the customer will be warned that if the carrier is systematically late, he will not be served at the CL Europort terminal. This measure will also apply to carriers that violate the rules of using the Cargotor infrastructure, about which the customer will be informed in advance.
- 7.8 Any changes and additions to the train service plan may only be made in writing, with mandatory notification to the parties by email. Telephone communication is possible, but only as confirmation of receipt of email information.
- 7.9 The work related to the servicing of trains is performed in accordance with the servicing schedule. The slots for entry into the terminal are as follows 07:00 am, 03:00 pm 11:00 pm.
- 7.10 The customer must inform the terminal that the documentation for the loaded train is ready, which in turn will be equivalent to the readiness to release the train from the terminal to the station after loading.
- 7.11 In the event that the infrastructure manager Cargotor refuses to consent to the departure of the train from the CL Europort terminal to the Małaszewicze Centralne station due to the failure of the line carrier to pick up the previous train, the terminal is not responsible for the untimely departure, and the customer will pay for the stoppage of the train at the terminal at the rate according to the price list.

## **8. Receipt and loading of containers on track 1520mm EB**

- 8.1 Client should inform about the arrival of trains on the 1435 mm track at least 48 hours in advance.
- 8.2 Client shall provide a plan for the arrival of wagons on a 1520 mm track via operator of the wagons.

## **§ 3. Rules for accepting / releasing containers for road transport**

1. When loading / unloading containers to / from road transport, the principal should send a notification by e-mail to [depot.mala@metrans.eu](mailto:depot.mala@metrans.eu) at least 24 hours before the planned operation,

notifications sent later may be processed on the next day or during the ongoing terminal service, depending on the intensity of work on the terminal. Orders should contain:

- a) container number without spaces, written together in capital letters,
  - b) name and surname of the driver, ID or passport number and telephone number
  - c) truck and semi-trailer registration number,
  - d) consent to move the container, T1, EX or SAD,
  - e) reference number, if any,
  - f) date of loading / unloading,
  - g) the seal numbers and the net weight for loaded containers,
  - h) a brief information on the customs status in the case of loaded containers
  - i) exact description of the goods including NHM codes, weight in case the Contractor is to complete the necessary data in the Tory 24 system
2. Each container accepted at the terminal is technically checked, and appropriate comments are recorded on the receipt. Each empty container accepted at the terminal must be cleared of rubbish and remains of the loaded goods, otherwise it will not be accepted at the terminal.
  3. All loaded containers released from the CL Europort terminal for road transport are weighed in order to check whether they do not exceed the permissible total weight and no additional order is needed for this. The weighing operation is payable in accordance with the price list.
  4. After each reloading operation, Contractor issues automatically a reloading document in application MTrucks. Weight ticket (for loaded containers) are returned in one signed copy to the driver upon leaving the terminal. The driver of the truck should use application MTrucks, and must go to the Customs Office in Kobylany in case of opening a T1 transit declaration.
  5. After accepting the notification, Contractor sends the Principal PIN of the notification, which must be provided to the carrier. The PIN code confirms that the notification has been received by the terminal. Using the PIN code and the container number, the carrier should reserve an entrance window to the terminal in the MTrucks application in order to pick up loaded container. For pick up empty container from the depot carrier should use reference number.
  6. For drop off container to the terminal, a PIN is not required for loaded/empty containers, however, it is necessary to book an entry window in the application MTrucks.
  7. Orders should be sent between 8:00 am and 4:00 pm, Monday to Friday. Notices sent later will be processed on the next business day. In special cases, notifications will be carried out after individual agreement.
  8. Loading / unloading of trucks takes place from Monday to Friday from 7:00 a.m. to 9:00 p.m., Saturday, 8:00 a.m. to 4:00 p.m.
  9. Loading/unloading of containers on road transport is carried out in compliance with current "CL EUROPORT SP. Z O.O. SAFETY RULES", chapter " Rules of vehicle - passenger traffic on the premises", which can be found on the CL EUROPORT website.

These cooperation rules apply from 01 January 2023.