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(Port of Sillamäe Ltd.)**

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**RULES OF REALIZATION OF ACTIVITY OF
RAILWAY STATION
THE PORT OF SILLAMÄE LTD.**

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Chapter 1. General provisions

1.1 Realization of activity

Rules of realization of activity Port of Sillamäe Ltd. (AS Sillamäe Sadam) (registration code 10318973) adjust the mutual relations arising during transportation of cargoes on a railway infrastructure between physical or legal persons and the Owner of an infrastructure, which is Port of Sillamäe Ltd. (AS Sillamäe Sadam)

Rules of realization of activity are made according to the Law on Railways of the Estonian Republic, to Rules of Technical Operation of railways, Rules of transportation of cargoes and other operating normative documents and certificates.

1.2. Concepts

In rules of realization of activity of station following concepts are used:

- **The Forwarding agent** is the legal person who takes up duties of the organization of transportations on the basis of the contract with the Client.
- **The Client** is the legal or physical person to whom Port of Sillamäe Ltd. (AS Sillamäe Sadam) on contractual or on the general conditions renders services of station.
- **Infrastructure** is the technological complex including tracks, buildings, devices and constructions.
- **The owner of an infrastructure** is the legal person or the individual businessman having an infrastructure on the property right and rendering services using it on the basis of corresponding documents and contracts.
- **Consignor** is the physical or legal person who under the contract of transportation speaks on his behalf or on behalf of the owner of a cargo specified in the transportation document.
- **Consignee** - the physical or legal person who is having the right of reception of a cargo.
- **Cargo** - an object (goods, minerals, materials, stuff, wastes of production and consumption) acceptable for transportation in carriages and containers in accordance with established procedure.
- **Dangerous cargo** – a cargo, which by virtue of its properties under certain conditions caused by transportation or storage, may become the reason of explosion or other kind of infection causing harm of a life or health of people and an environment.
- **Railway lines for general use** - the lines, which are opened for the operations for reception and departure of trains and sorting and shunting works.
- **Railway lines for special use** - the ways intended for certain users on treaty provisions.

- **Services on transportations** – the transportation, processing of cargoes on the general or contractual conditions with use of a railway infrastructure of the Owner.
- **Transit transportation** – transportation of a cargo through the territory of the Estonian Republic on following routes:
 - Transportation of the cargo, which has arrived from the foreign state by other type of transport from port station through boundary station in the foreign state;
 - Transportation through boundary station up to port for the further export in the foreign state by other kind of a vehicle;
 - Transportation through two overland boundary stations.
- **Internal transportation** – transportation of a cargo on the territory of Estonia on routes:
 - Transportation from station of departure up to station of purpose;
 - Transportation from station of departure to the port station for export in the foreign state by other kind of a vehicle;
 - Transportation of a cargo arrived from the foreign state by other type of transport from port station up to station of purpose;
 - Transportation of a cargo arrived from the foreign state by other type of transport from port station up to other port station for the further export in the foreign state by other kind of a vehicle.
- **Special fee** – the rate of payment of additional operations not included in the tariff.

1.3. The technological contract with Estonian Railway (AS Eesti Raudtee)

The contract is concluded between Port of Sillamäe Ltd. (AS Sillamäe Sadam) and Estonian Railway (AS Eesti Raudtee) considering the technology of functioning of the station and technological processes of work

Chapter 2. The Maintenance of the station

2.1. A site, functions of the station

The railway station Port of Sillamäe Ltd. (AS Sillamäe Sadam) is a cargo port station. The station is located in 25 km from border with Russia. The connecting way up to tariff station Vaivara Estonian Railway (AS Eesti Raudtee) is in 4,62 km.

The basic functions of the station:

- Reception/departure of trucks and groups of cars;
- Traffic coordinated on contractual tariffs on the ways of the Estonian Railways, on routes:
 - *Orava – Vaivara*
 - *Valga – Vaivara*
 - *Narva – Vaivara*
- Submission/departure of cars to a place of loading/unloading by locomotive Port of Sillamäe Ltd. (AS Sillamäe Sadam);
- Filling out the transportation documents;
- Weighing cars;
- Services on rent of a rolling stock, a shunting work under the general price-list of the prices and on the basis of contractual attitudes with the Client.

2.2 The traffic

Submission, shunting work at station is made by locomotives Port of Sillamäe Ltd. (AS Sillamäe Sadam).

There are three shunting locomotives of type TEM 2 at the station.

The shunting brigade consists from 2 persons: a machinist of a diesel locomotive and a composer of trains.

Shunting work is made under the order of the supervisor of the station. He organizes work in conformity with the schedule and in view of technological time of processing of trains and cars.

The railway station renders services 24 hours a day. Contact phone is 39 29-535

There is a locomotive depot at the station where maintenance service and repair of rolling stock Port of Sillamäe Ltd. (AS Sillamäe Sadam) is made.

2.3 Travelling development

The railway infrastructure is a property Port of Sillamäe Ltd. (AS Sillamäe Sadam).

In operation of the station there are ways with a width of a track 1520 mm, basically rails of type P65 and P50 are used.

Tracks of the Port of Sillamäe Ltd. (AS Sillamäe Sadam) correspond to design and the engineering specifications.

The station has four ways, useful length of everyone is 1050 meters and capacity of 72 conditional cars.

The general extension of an infrastructure of the station is 24,4 km.

The station has an opportunity to make operations with the various nomenclature of cargoes:

- oil: 2 platforms on 44 drain places on everyone;
- dry cargoes: a wood, metal and scrap metal, slate, other cargoes;
- containers.

There are necessary constructions, technical devices and platforms to perform cargo operations at the station.

The design and condition of constructions at the station correspond to building regulations.

The infrastructure of station is an under construction object. It will include in the long term 18 ways for departure/arrival tracks, 5 ways will be with useful length of 1500 meters.

Chapter 3. The organization of transportations

3.1 Conditions and the order of payment

Work with senders/addressees, authorized representatives and Clients is carried out on the basis of contracts where the prospective volume of transportations, conditions of operations with cargoes, the order of calculations, the responsibility of the parties at default from obligations are submitted.

The tariff for submission/departure depends on a quantity of submitted cars for loading/unloading.

Updating of the cost of the services (indexation) to be made once a year.

The order and conditions of payment, services is developed individually, considering specific requirements of the Client and type of a cargo.

3.2 Confidentiality

Contractual attitudes between Port of Sillamäe Ltd. (AS Sillamäe Sadam) and the Client are confidential.

3.3 Inquiry of the tariff

To take advantage of services of railway station Port of Sillamäe Ltd. (AS Sillamäe Sadam), it is necessary will make an inquiry on a fax – (372 3929415 or on ph. (372) 3929420.

In the application it is necessary to specify:

- 1) name of enterprise
- 2) contact person
- 3) telephone, fax, e-mail
- 4) type of cargo
- 5) weight of cargo
- 6) type of car
- 7) station of departure, station of arrival
- 8) additional information

Chapter 4. Services

The basic function of the station – rendering of services on cargo operations with oil, slate, chemicals, a wood and forest products, considering a transported cargo and a market situation.

4.1 Dispatch

- In case of routing not less than 45 cars, the cargo is delivered up to the station Port of Sillamäe Ltd. (AS Sillamäe Sadam) (Vaivara) by locomotives of the Estonian road under contractual tariffs Port of Sillamäe Ltd. (AS Sillamäe Sadam) and Estonian Railway (AS Eesti Raudtee). Submission/departure of a unloading cargo and a shunting work if needed is carried out by locomotive Port of Sillamäe Ltd. (AS Sillamäe Sadam), settlement distance station is Sillamäe, a place of a unloading is Sillamäe;
- In case of following cargo by groups , cars are delivered to the station Vaivara by the locomotive of the Estonian road under contractual tariffs Port of Sillamäe Ltd. (AS Sillamäe Sadam) and Estonian Railway (AS Eesti Raudtee). From Vaivara the cargo is delivered to the station Sillamäe by locomotive Port of Sillamäe Ltd. (AS Sillamäe Sadam), settlement distance station is Vaivara – station Sillamäe – a place of a unloading – station Sillamäe – station Vaivara.
- The Client has an opportunity to use services of other operators on transportation of cargoes on ways Estonian Railway (AS Eesti Raudtee) up to station Vaivara, further up to station Sillamäe on the basis of the contract with Port of Sillamäe Ltd. (AS Sillamäe Sadam).

4.2 The order of submission / departure of cars

Submission/departure of cars is made on the basis of joint contracts. There are specified the distances, the quantity of simultaneously submitted cars , coordinations and other necessary conditions of technological process.

Submission/departure of cars is made by locomotive Port of Sillamäe Ltd. (AS Sillamäe Sadam).

The document for calculation of a fee for submission/departure is the summary card.

The separate summary card is made for each client. The basis for calculation is a transfer sheet KA – 2.

Submission/departure of cars is made in accordance with general practice under the price-list of the station or on the basis of joint contracts (appendix 1).

4.3 Use of an infrastructure

Use of an infrastructure of the station is an idle time of a rolling stock on station ways for any reason that depends on a client.

The document for calculation of additional fee for use of an infrastructure is the summary card and the application from the Client.

Use of an infrastructure of station is made in accordance with general practice under the price-list of the station or on the basis of contracts depending on technological time of processing of a cargo (appendix 1).

4.4 Loading and specifications on loading

The Loading of cargoes, accommodation and fixation on the open rolling stock is made in conformity with following specifications:

- Specifications on loading and fixation of a cargo (Moscow, Transport 1990).
- The guide to transportation of oversized and heavily-loaded cargoes on the railways of CIS and Baltic states (Moscow, 2001).
- The general requirements in accordance with GOST 22235 – 76 on maintenance of safety of commodity cars at realization of loading – unloading and shunting works on railways with width of rails 1520 mm (Moscow, 1976).

The loading of cargoes is made on the basis of contracts.

4.5 Weighing of cars

There is an additional fee for weighing the car, based on the application from the Client. The additional fee for weighing the car includes a payment for the shunting work of the Port of Sillamäe Ltd. (AS Sillamäe Sadam) locomotive .

The document for calculation of additional payment for weighing is the summary card and the application or the joint contract with the Client.

Weighing of cars is made in accordance with general practice under the price-list of the station and on the basis of contracts (appendix 1).

4.6 Shunting work

There is an additional fee for shunting work, based on the application from Client, excepting the submission/ departure or resubmission the cars.

The unit for calculating of an additional fee is half an hour. Each started half an hour is calculated as a complete half an hour.

The document for calculation of additional payment for shunting work is the summary card and the application (appendix 1).

4.7 Filling of transportation documents

There is an additional fee for filling the invoice, based on the application from Client

The facts, presented by Client are used by filling the invoice under the Rules of Transportation.

The filling The Statement of International Railway Cargo Communication (SIRCC) is based on the same-named document and its appendixes.

The traffic document of internal use (KS) is filling in accordance with The rules of Filling, accepted by Estonian Railway (AS Eesti Raudtee).

The document for calculation of additional payment for filling the document is the summary card and the application.

Chapter 5. Our partners

<u>AS Eesti Raudtee</u>	Estonian Railway
<u>AS Sillamäe Oil Terminal</u>	Fuel Terminal
<u>AS Silsteve</u>	General and bulk cargo, stevedoring operations
<u>AS Silmet</u>	Manufacturing of rare-earth metals
<u>AS Sillgas</u>	A terminal for LPG
AS Tankchem	A terminal for liquid petrochemicals
AS Sillamäe Soojuselektrijaam	Thermoelectric power station
<u>AS Eesti Põlevkivi</u>	Shale-oil manufacture

Chapter 6. Operative normative documents

1. The Statement of International Railway Cargo Communication (SIRCC) – (01.01.1998) and The Statement of different using its separate positions between CIS (Commonwealth of Independent States) and Baltic states (Baku, 01.10.1997). Later changes and additions.
2. The rules of transportation of cargoes (Moscow, 1983).
3. The rules of Technical Running the Railways, approved by the regulation (№ 39, 09.07.1999) of Minister of Roads and Communications (RTL 1999, 127,1773);
4. The guide of railway traffic and shunting works (Moscow, 1986).
5. The technical conditions on loading and fixation of cargoes (Moscow, 1990).
6. The emergency charts (Moscow, 1997).
7. The rules of transportation of dangerous cargoes (Moscow, 1997).
8. The rules of transportation of liquid cargoes in cisterns and bunker gondola cars (Moscow, 1976).
9. The rules of transportation of oversized and heavy cargoes on the railway 1520 mm wide (Moscow, 1985).
10. The rules of running and calculation own cargo cars, belonged to companies, organizations and individual businessmen, having 8-numbered numeration, which is started on 5 (Moscow, 1985).
11. The guide of calculation the fee for the transportation of cargoes. (approved by the order of General Director of Railway).
12. The procedure of settlements the time and payment for using the cars. (approved by the order of General Director of Railway).
13. The guide of beginning and finishing the custom transit transportation on the railway. (order № 377 , 25.11.1998);
14. The general requirements in accordance with State Certification (GOST) 22235 – 76 on maintenance of safety of commodity cars at realization of loading – unloading and shunting works on railways with width of rails 1520 mm (Moscow, 1976).
15. The order of technical transfer and using the cars. (approved by the order № 349 of 29.11.1999 of General Director of Railway).
16. The directions are used on the railway station of Sillamäe.

**Appendix 1. The price list for Service at Port of Sillamäe Ltd.
Actual since 01.07.2009**

<i>N^o</i>	<i>Name of additional charge</i>	<i>Unit</i>	<i>Price per unit</i>
1.	The filling the SIRCC on empty cars - an additional railway sheet The filling the SIRCC on loaded cars	EEK ¹ /doc.	110,0 30,0 220,0
2.	Order of the loading plan and car use	EEK/order	100
3	The shunting work The shunting work with dangerous cargo	Half an hour Half an hour	1000,0 EEK 1500,0 EEK
4	Using the infrastructure of station: using the lines for general use by the reason, depends on Client. <ul style="list-style-type: none"> ● 24 hours since arrival; ● 25-240 hours ● 241-744 hours ● 745 hours and more. Cars with dangerous cargo	EEK/car/hour	Free of charge 7,5 15,0 30,0 Coef. 1,5
5	Weighing the cars	EEK/Car	300 (without contract)
6.	Submission /departure Special terms	EEK/Car	According to the contract (Coef. 1,75)
7.	Dual operation	EEK/Car	According to the contract (Coef. 1,5)
8.	Rent of locomotive	EEK/hour	According to the contract
9.	Rent of railway crane	EEK/hour	According to the contract

To take advantage of services of railway station Port of Sillamäe Ltd., please sent a writing application to the fax number + 37 239 29 148 or vastuvotja@silport.ee.

Notes:

- Use of an infrastructure of the Station – additional fee where the use of a rolling stock of station roads of the general use is meant to use, for the reason depending on the Client.

- Shunting work – additional movement of a shunting gasoline locomotive at station Sillamae and sorting of rail cars at station Vaivara according to the will of the Client.

- Submission /departure – delivery of a cargo to a place of an unloading/loading and back with the range account.

Special terms for cars with: 8 axles, dangerous cargo or length over 21 meters.

- Dangerous cargo – the cargo specified in appendices N^o of 6 and 7 Tariff Managements of the Estonian Railway, also monoethylenglycol, ammonia, sulfuric and nitric acids, formaldehyde.

¹EEK – Estonian kroon