



Dear Clients,

The following information should be considered when booking cargo destined for the port of St. Petersburg:

- 1) Draft waybills for your inspection and confirmation can be requested from Transfennica's office in St. Petersburg at the following e-mail addresses: [anton.shtannikov@transfennica.com](mailto:anton.shtannikov@transfennica.com) or [anna.simirenko@transfennica.com](mailto:anna.simirenko@transfennica.com)

We kindly ask you to send requests for any corrections of waybills to the respective offices at the ports of loading. The addresses are:

Hamina: [booking.ham-stp@transfennica.com](mailto:booking.ham-stp@transfennica.com)  
Lübeck: [booking.lue-stp@transfennica.com](mailto:booking.lue-stp@transfennica.com)  
Antwerp: [info.belgium@transfennica.com](mailto:info.belgium@transfennica.com)  
Tilbury: [info.uk@transfennica.com](mailto:info.uk@transfennica.com)

in copy: [info.russia@transfennica.com](mailto:info.russia@transfennica.com)

- 2) Instructions for issuing waybills (except for Trailers and Road trains being used as transport units for commercial cargo) should be sent to our office in the port of loading with a copy to Transfennica's office in St. Petersburg ([info.russia@transfennica.com](mailto:info.russia@transfennica.com)) by 4 p.m. on the day before loading. At your request, after receipt of noted instructions, draft waybills will be sent to you for inspection and correction. Requests for corrections should be sent to our offices in the ports of loading at the addresses shown above by:
  - 12 a.m. msc Saturday – for voyages arriving on Monday;
  - 12 a.m. msc Tuesday – for voyages arriving on Wednesday;
  - 12 a.m. msc Thursday – for voyages arriving on Friday.
- 3) Once the vessel has arrived in St. Petersburg, port correction of cargo weight and cargo description will only be carried out at the written request of the Consigner. Corrections to other carriers' cargo documents or shipping documents will not be accepted. Please send requests for corrections to the following e-mail addresses: [anton.shtannikov@transfennica.com](mailto:anton.shtannikov@transfennica.com) and [anna.simirenko@transfennica.com](mailto:anna.simirenko@transfennica.com). Enquiries for correction of Shipper or Consignee should be sent by the Consigner to Transfennica's office in the port of loading concerned; corrections will only be made after agreement by the office concerned.
- 4) Standard rates for sea carriages by Transfennica include the issuing of one set of waybills for one booking. Additional waybills will be prepared in exceptional cases only after confirmation has been received from Transfennica's office in the port of loading. The cost of issuing an additional waybill is EUR 30 / waybill and this will be charged together with the freight.
- 5) Ship's mail and cargo will be released to the Consignee in accordance with the waybill, or to the Consignee's representative against an original Letter of Attorney. Letters of Attorney from private persons should be notarially certified.

It may be possible to release ship's mail against a copy of a Letter of Attorney provided the original is produced by the time the order to release is issued.
- 6) Issuance of a release order requires a full set of letters of authority in accordance with paragraph 2 together with confirmation of freight payment for clients with cash/pre-paid terms of



- payment. Freight payment confirmation is the letter from the finance department of Transfennica's head office or from the loading port's office stating that the cargo can be released.
- 7) Invoices for freight payment will be sent by e-mail by Transfennica's offices in each port of loading. If you do not receive the invoice, a copy may be obtained by contacting the e-mail addresses given in paragraph 1.
  - 8) Under article 155 of the Custom Code of the Russian Federation, the whole period of cargo storage in a bonded warehouse shall not exceed two (2) months. Exceeding this period is an administrative violation covered by AV RF Code.
  - 9) The period for free use of roll trailers is five (5) days. Demurrage for periods over the free days is EUR 15 / trailer-day for 20', 30' and 40' roll-trailers and EUR 25 / trailer-day for 60' roll-trailers. The cost of PetroLesPort's storage will be charged separately. The period for free use of containers owned by Transfennica is ten (10) days.

Demurrage for periods over the free days is:

EUR 10 / 20' / day  
EUR 15 / 40' / day  
EUR 20 / 45' / day  
EUR 15 / trailer-day, on which container arrived.

The cost of PetroLesPort's storage will be charged separately.

- 10) To obtain the release of roll-trailers and containers that have exceeded the free storage period you should:
  - Send a letter of guarantee in which you confirm demurrage payment to our St. Petersburg office to the following address: [info.russia@transfennica.com](mailto:info.russia@transfennica.com) or by fax +7 812 332 2995.
  - Demurrage payment can be made in Russian roubles using the bank details of Transfennica Russia in St. Petersburg or in euros using the bank details of Oy Transfennica Ab in Helsinki.
- 11) If you would like to book IMO cargo, then please observe the following procedures:
  - Notice to Transfennica Russia should be sent at least two clear working days prior to the expected date of loading on board.
  - The notice should contain the following information: cargo name, UN number, class, quantity, weight, expected storage period at port of discharge, nominated freight forwarder and contact person in PetroLesPort.
  - Within two working days the PetroLesPort authorities will confirm that discharge of the cargo can be arranged, or they will reject the cargo.
  - A copy of the Dangerous Cargo Goods declaration must be presented to Transfennica Russia before 14.00 CET on day of loading.
  - Loading on board is not allowed without confirmation from PetroLesPort and Transfennica Russia.
- 12) Please note that, in accordance with current PetroLesPort procedures, all cargo units with a weight over 80.0 metric tonnes and/or a height over 4.5 metres (cargo+trailer), and/or with a width over 5.0 metres should be re-confirmed by the PetroLesPort authorities before arrival in St. Petersburg.



T R A N S F E N N I C A

If you would like to book cargo with the above or greater dimensions, you should observe the following procedures:

- Notice to Transfennica Russia should be sent at least two clear working days prior to expected date of loading on board.
- The notice should contain the following information: cargo weight and dimensions, name of local freight forwarder, expected transit time in port and mode of delivery out of port (road or rail).
- Within two working days the PetroLesPort authorities will confirm that trans-shipment can be arranged, or they will reject the cargo.
- Loading on board is not allowed without confirmation from PetroLesPort and Transfennica Russia.

We will be happy to serve you in our office on working days between 9 a.m. and 7 p.m.

Thank you for your cooperation and best regards,

Transfennica Russia