

St. Petersburg, January 1, 2021

## INFORMATION LETTER / EXPORT

Dear customers,

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

### For cargo shipped via RO/RO terminal of Petrolsport JSC:

#### 1. Final export loading order (Excel file) by e-mail.

##### 1.1. Provide before:

Loading and departure on Monday	Monday 12:00
Loading and departure on Tuesday	Tuesday 12:00
Loading and departure on Wednesday	Wednesday 12:00

1.2 [nikolay.tkachenko@transfennica.com](mailto:nikolay.tkachenko@transfennica.com) - Nikolay Tkachenko;  
[info.russia@transfennica.com](mailto:info.russia@transfennica.com) – cc.

1.3. Information on the cargo for which a final loading order in Excel format has not been provided according to the requirements above will not be included in the loading notice for the port. Loading will be performed per the actual port capacities and vessel traffic situation.

1.4. Information on the shipper and consignee must mandatorily include the following information in English: company name, street, building, zip code, city, country. The cargo name shall also be given in English (or in English and another language).

1.5. FEACN codes for commodity items must be given.

1.6. Acceptance acts numbers must be indicated in the relevant column of the loading order.

1.7. Shipping dimensions must be indicated in the relevant column of the loading order.

It is not required to indicate shipping dimensions for cargo placed in a roll trailer of the line if the cargo size does not exceed the roll trailer dimensions and 4.5 m height (including roll trailer height).

1.8. When the export loading order is sent, the information on the company paying for the freight shall be provided (if options exist).

1.9. Transfennica's own draft of export loading order shall be used, it can be obtained by request.

#### 2. Original copy of export loading order.

##### 2.1. Provide before:

Loading and departure on Monday	Monday 16:00 (4 p.m.)*
Loading and departure on Tuesday	Tuesday 16:00 (4 p.m.)*
Loading and departure on Wednesday	Wednesday 16:00 (4 p.m.)*

\* The export loading order to be handed over to PLP service center at first.

**For cargo shipped via container terminal of Petrolesport JSC:**
**1. Final export loading order (pdf file) by e-mail and VGM data.**
**1.1. Provide before:**

Loading and departure on Monday	Friday 15:00 (3 p.m.)
Loading and departure on Tuesday	Monday 12:00
Loading and departure on Wednesday	Tuesday 12:00

**1.2. E-mail:**

[nikolay.tkachenko@transfennica.com](mailto:nikolay.tkachenko@transfennica.com) - Nikolay Tkachenko;

[info.russia@transfennica.com](mailto:info.russia@transfennica.com) – cc.

1.3. Information on the cargo for which a final loading order in Excel format has not been provided according to the requirements above will not be included in the loading notice for the port. The information can be entered later manually at the cost of EUR 15 per container.

Loading will be performed subject to actual port possibilities and vessel's traffic situation.

1.4. Information on the shipper and consignee must mandatorily include the following information in English: company name, street, building, zip code, city, country. The cargo name shall also be given in English (or in English and another language).

1.5. FEACN codes for all commodity items must be given.

1.6. Export loading order shall be created in the port information system only after a container enters the terminal.

1.7. When the export loading order is sent, the information on the company paying for the freight shall be provided (if options exist).

1.8. If the loading order is issued and delivered to the Transfennica Russia office, and booking is transferred to a different vessel, the loading order shall be reissued with new data.

**2. Original copy of export loading order.**
**2.1. Provide before:**

Loading and departure on Monday	Friday 16:00 (4 p.m.)*
Loading and departure on Tuesday	Monday 16:00 (4 p.m.)*
Loading and departure on Wednesday	Tuesday 16:00 (4 p.m.)*

\* The export loading order to be handed over to PLP service center at first.

The line reserves the right to send an additional invoice to the customer in the amount of EUR 35 per cargo unit in case of delays in providing digital loading order and/or original copies of loading order, VGM data and information on the freight payer.

NON-NEGOTIABLE WAYBILL (hereinafter the WBL) formed on the basis of the export loading order provided are sent to the consignor by e-mail on the next day after vessel departure. In response, the consignor should send a message confirming correctness of the WBL data, after that a package of WBL is issued (under package it means approved number of WBL copies with the seal of OOO Transfennica Russia as the agent of the Transfennica line, and the signature of the authorized official.)

The E-mail for WBL delivery shall be provided beforehand.

If WBL requires correction, the consignor shall send the relevant request to the e-mail:

[nikolay.tkachenko@transfennica.com](mailto:nikolay.tkachenko@transfennica.com) - Nikolay Tkachenko.

The first correction is free of charge.

The second and further corrections cost EUR 35 each.

If an extra package/duplicate of WBL is required, the consignor shall send the relevant request to the e-mail:

[nikolay.tkachenko@transfennica.com](mailto:nikolay.tkachenko@transfennica.com) - Nikolay Tkachenko.

Issuing of an extra package/duplicate of WBL costs EUR 35 per package.

Please take all actions required to issue documents correctly and on time. This matter is critical for preparation for the formalities of vessel's departure. If the documents include any errors and/or nonconformance with the aforementioned requirements, the line reserves the right not to accept the cargo for shipping and/or to unload previously loaded cargo. Any extra expenses related to stevedoring operations and crew and/or vessel downtime are covered by the consignor.

Please note that dangerous goods declaration (DGD) should be sent us by email no later than 16:00 (4 p.m.) a working day before loading date.

Should you have any questions regarding interactions during export cargo shipment do not hesitate to contact us using following contact details:

**RO/RO cargo:**

[nikolay.tkachenko@transfennica.com](mailto:nikolay.tkachenko@transfennica.com);

Phone: +7 (812) 339-91-86

**Container cargo:**

[radomir.stepanov@transfennica.com](mailto:radomir.stepanov@transfennica.com);

Phone: +7 (812) 339-91-81

Welcome to our office on business days from 10 a.m. to 6 p.m. at:  
Gladky ostrov 1, room 22, 198095, St. Petersburg (terminal of Petrolesport JSC).

Thank you for your cooperation.

Sincerely,

OOO Transfennica Russia as an agent of Oy Transfennica Ab carrier.