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|  | <p style="text-align: center;"><b>Międzynarodowy Port Lotniczy<br/>im. Jana Pawła II Kraków-Balice sp. z o.o.</b></p>   |
|   | <p style="text-align: center;"><b>TERMS OF CALCULATING AND COLLECTING FEES FOR THE USE OF<br/>CENTRALIZED INFRASTRUCTURE AND FOR ACCESS TO DEVICES,<br/>FACILITIES AND SPACES AT JOHN PAUL II KRAKOW-BALICE<br/>INTERNATIONAL AIRPORT</b></p> |

## § 1

### **Terms of use of centralized infrastructure and access to airport devices, facilities and spaces**

1. Detailed conditions for the use of specific elements of the centralized infrastructure and access to the Airport's devices, facilities and spaces by Users and other entities operating at the Airport are specified in the written Agreement between the Airport Operator and the User or another entity, and in the Regulations for the Use of John Paul II International Airport Kraków-Balice.
2. Any activities using the airport infrastructure can be performed under the terms set out below, after concluding an appropriate agreement with the Airport Operator.
3. By starting to provide ground handling services or conduct business activity using the Airport's infrastructure the User accepts these Terms.

## § 2

### **Terms of collecting fees for the use of centralized infrastructure at John Paul II International Airport Kraków-Balice**

1. The Airport Operator collects fees for the use of centralized airport infrastructure pursuant to Annex 1.
2. The fees referred to in Paragraph 1 are expressed in the currency of the Republic of Poland.
3. The User shall pay the fees referred to in Paragraph 1 based on the following principles:
  - 3.1. Fees are collected against VAT invoices issued by the Airport Operator on the dates and under the terms specified in the Agreement or indicated on invoices in accordance with applicable regulations, in particular on goods and services tax (VAT) and income tax. VAT will be added to the fees referred to in Paragraph 1 at the rate specified in the relevant applicable regulations.
  - 3.2. VAT invoices for the fees referred to in Paragraph 1 will be issued monthly (for each calendar month). VAT invoices will be issued no later than on the 15th (fifteenth) day of each month following the settlement month in which the User used the Airport infrastructure.
  - 3.3. The User shall pay amounts due at the rates and within the dates specified in the Agreement or indicated on VAT invoices. The date of performance is the date on which the amount due is credited to the Airport Operator's bank account.
  - 3.4. In the event of late payments, the User shall pay to the Airport Operator statutory interest accrued from the date the payment is due until the date the amount due is credited to the Airport Operator's bank account.
  - 3.5. The User shall bear all costs of bank fees and commissions related to the making of payments for invoices referred to in Subparagraph 3.1, and such amounts cannot be set off from the amount due on the VAT invoice.
  - 3.6. Any complaints regarding incorrectly issued invoices may be submitted to the Airport Operator (tel.: +48 12 639 31 23, fax: +48 12 411 79 77, e-mail: [faktura@krakowairport.pl](mailto:faktura@krakowairport.pl)) no later than within 30 days from the date of invoice. Complaints submitted after this time limit will not be considered.
  - 3.7. Submitting a complaint does not release the User from making payment on time and at the rate indicated on the VAT invoice.
4. The Airport Operator may refuse to provide access to Airport infrastructure if the User is in arrears to the Airport Operator with payments referred to in this section where the total amount of arrears

is equivalent to two settlement periods, and on account of documented gross violation of environmental protection regulations.

5. Providing paid access to elements of centralized infrastructure does not limit the rights of the Airport Operator, as the owner of the assets, to conduct business and manage the facilities, devices and infrastructure elements with the observance of principles that prevent discrimination and do not limit fair competition between entities providing ground handling services and/or air carriers or other Users of aircraft.

### § 3

#### **Fees for the use of centralized infrastructure at John Paul II International Airport Kraków-Balice**

1. In connection with costs incurred by the Airport Operator related to the maintenance, provision and replacement of centralized infrastructure or airport devices and spaces, the Airport Operator collects fees for the use of elements of centralized infrastructure and for access to airport devices, facilities and spaces.
2. Pursuant to the valid price list attached as **Annex 1**, the Airport Operator collects the following fees:
  - 2.1. for the use of elements of centralized infrastructure:
    - Fee for using the passenger and baggage check-in system along with its equipment, the CUTE system and the audio-visual system.
    - Fee for using the baggage transport system including sorting facilities.
    - Fee for using a jetway/passenger bridge.
    - Fee for using aircraft power supply equipment, 400Hz, 115/200V (GPU).
    - Fee for using designated spaces for de-icing and ice protection of aircraft, including the management of resulting contaminants.
    - Fee for entry and parking of passenger vehicles in the restricted area of the airport.
    - Fee for entry and parking of fuel tankers in the restricted area of the airport.
    - Fee for entry and parking spaces for equipment, devices, other vehicles and for the storage of materials used in the provision of services as part of a business operation conducted in the restricted area of the airport.
    - Fee for using the drinking water supply facility.
    - Fee for using the radio communications system.
  - 2.2. for access to airport devices, facilities and areas:
    - Fee for access to provide general administrative and economic services performed in the interests of airport Users.
    - Fee for access to provide services to passengers.
    - Fee for access to handle goods.
    - Fee for access to provide apron services.
    - Fee for access to provide aircraft handling services with respect to cleaning services.
    - Fee for access to supply aviation fuel.
    - Fee for access to provide ground transportation services.
    - Fee for access to provide in-flight supply services.
3. When calculating fees for the use of the passenger and baggage check-in system along with its equipment, the CUTE system and the audio-visual system, the following are not taken into account:
  - 3.1. passengers under 2 years of age (infant),
  - 3.2. direct transit passengers,
  - 3.3. General Aviation passengers.
4. Use of this infrastructure is mandatory for ground handling agents and other Users whose activities require the use of centralized airport infrastructure.
5. The rates of individual fees, specified in detail in Annex 1 (Table 1 and Table 2), will be subject to annual indexation by the index of change (increase) in the prices of consumer goods and services

announced by the President of the Central Statistical Office (GUS) for the previous calendar year. The change in the amount of individual fees will become effective on 1 April of the calendar year following the year to which the index referred to above applies.

6. The provisions of Paragraph 5 above do not apply to fees expressed as a percentage (%) indicated in Annex 1, Table 2. Items 7 and 10.
7. The rate of a unit fee after indexation will be rounded to full grosz in accordance with the mathematical rule.

#### **§ 4**

##### **Procedures for collecting operational data necessary for calculating the fees.**

1. The User is required to provide the Airport Operator with data necessary to calculate the fees for using centralized infrastructure elements, and data necessary to calculate the fees for access to airport devices, facilities and spaces.
2. The User is required to submit operational and load data necessary for calculating the fees to the Airport Operator, to the following e-mail address:  
[faktura@krakowairport.pl](mailto:faktura@krakowairport.pl) within five business days following the end of the month to which the data collected in the month preceding the submission of the report relate. The data shall be submitted to the Airport Operator using the attached templates (**Annex 2a, 2b, 2c, 2d**).
3. Infrastructure Users are required to provide credible and reliable data, confirmed by authorised persons.

#### **§ 5**

##### **Final Provisions**

4. These Terms shall apply to all Users and other entities operating at the Airport.
5. The Airport Operator reserves the right to amend these Terms at any time.
6. These Terms shall become effective pursuant to the Order of the President of the Management Board of the Airport on the date specified in the Order.

Annexes:

|                           |   |
|---------------------------|---|
| <b>Annex 1</b>            | <i>Price list for the use of centralized infrastructure and access to facilities and spaces at John Paul II International Airport Kraków - Balice</i> |
| <b>Annex 2 a, b, c, d</b> | <i>Summary of data for fee calculation in accordance with the Terms</i>   |

**Price list for the use of centralized infrastructure and access to facilities and spaces at John Paul II International Airport Kraków-Balice**

**TABLE 1. FEE FOR THE USE OF CENTRALIZED INFRASTRUCTURE**

| ITEM | TYPE OF ACTIVITY   | CENTRALIZED INFRASTRUCTURE ELEMENT   | CALCULATION METHOD  | NET PRICE (PLN) |
|------|--------------------|--|---|-----------------|
| 1    | CAT. 2.<br>CAT. 3. | TICKET AND BAGGAGE CHECK-IN SYSTEM WITH CUTE AND AUDIO-VISUAL SYSTEM   | Per every departing passenger   | 4.40.           |
| 2    |                    | BAGGAGE TRANSPORT SYSTEM WITH SORTING FACILITIES   | Per every departing passenger   | 3.26.           |
| 3    |                    | PASSENGER BRIDGE/JETWAY  | Per each provision of bridge  | 238.28.         |
| 4    |                    | AIRCRAFT POWER SUPPLY DEVICES 400 HZ, 115/200V (GPU)   | Per each provision of device  | 155.40.         |
| 5    |                    | DESIGNATED SURFACES FOR AIRCRAFT DEICING AND ICE PROTECTION  | Per each 1 liter of de-icing fluid used   | 4.66.           |
| 6    |                    | PARKING SPACES FOR PASSENGER VEHICLES IN THE RESTRICTED AREA OF THE AIRPORT  | Per each vehicle  | 362.60          |
| 7    |                    | PARKING SPACES FOR FUEL TANKERS IN THE RESTRICTED AREA OF THE AIRPORT  | Per every tanker  | 3 626.00        |
| 8    |                    | PARKING SPACES FOR EQUIPMENT, DEVICES, OTHER VEHICLES AND FOR STORAGE OF MATERIALS IN THE RESTRICTED AREA OF THE AIRPORT | Per each 1 m2 of area occupied by equipment, devices and other vehicles (excluding those mentioned in items 6 and 7) and for storage of materials | 3.42            |
| 9    |                    | WATER  | Per 1 m3 of water used  | 6.53            |
| 10   |                    | MOBILE RADIO COMMUNICATIONS SYSTEM   | Per each radiotelephone provided  | 518.00          |

**TABLE 2. FEE FOR ACCESS TO AIRPORT FACILITIES AND DEVICES (INSTALLATIONS)**

| ITEM | TYPE OF ACTIVITY | ACCESS   | CALCULATION METHOD   | NET PRICE (zł/%)  |
|------|------------------|--|--|---|
| 1    | CAT. 1           | TO PROVIDE GENERAL ADMINISTRATIVE AND ECONOMIC SERVICES PERFORMED IN THE INTEREST OF AIRPORT USERS | Up to 10 handled air operations (take-offs or landings), flat-rate               | 932.40  |
| 2    |                  |  | From 11 to 20 handled air operations (take-offs or landings), per each operation | 82.88   |
| 3    |                  |  | From 21 handled air operations (take-offs or landings), per each operation       | 72.52   |
| 4    | CAT. 2           | TO PROVIDE SERVICES TO PASSENGERS  | Per every departing passenger served   | 1.66  |
| 5    | CAT. 4           | TO HANDLE GOODS  | Up to 800 AWBs processed in a given month - per each AWB processed               | 31.08   |
|      |                  |  | For more than 800 AWBs processed in a given month – per each AWB processed       | 20.72   |
| 6    | CAT. 5           | TO PROVIDE APRON SERVICES  | For each commenced ton of MTOW of handled aircraft                               | 0.34  |
| 7    | CAT. 6           | TO PROVIDE AIRCRAFT HANDLING SERVICES WITH RESPECT TO CLEANING SERVICES                            | % of sales value   | 5.00 %<br>but not less than<br>PLN 2.072.00 per<br>month  |
| 8    | CAT. 7           | TO SUPPLY AVIATION FUEL  | Per every commenced 100 liters of aviation fuel supplied                         | 3.11<br>but not less than<br>PLN 10.360.00<br>per month   |
| 9    | CAT. 10          | TO PROVIDE GROUND TRANSPORTATION SERVICES  | Per each handled air operation (take-offs or landings)                           | 34.19   |
| 10   | CAT. 11          | TO PROVIDE IN-FLIGHT SUPPLY SERVICES   | % of sales value   | 5.00 %<br>but not less than<br>PLN 10.360.00<br>per month |

Summary of data for fee calculation in accordance with § 4.2 of the Terms

Name of the User..... data for MONTH .....

| TOTAL GA PASSENGERS | TOTAL PASSENGERS | TOTAL CHECKED PASSENGERS |                     | PASSENGERS |    |
|---------------------|------------------|--------------------------|---------------------|------------|----|
|                     |                  | AT CHECK-IN              | IN THE SORTING ROOM | INF        | TR |
|                     |                  |                          |                     |            |    |
| TOTAL:              |                  |                          |                     |            |    |

Drafted by ..... Date .....

Person authorized to confirm the data .....

Explanatory note:

GA - General Aviation

INF - child up to 2 years of age

TR - direct transit passengers

Summary of data for fee calculation in accordance with § 4.2 of the Terms

Name of the User..... data for month .....

| NUMBER OF AWBs IN PCS | NUMBER OF AWBs IN PCS |
|-----------------------|-----------------------|
| ARRIVAL               | DEPARTURE             |
|                       |                       |

Drafted by ..... Date .....

Person authorized to confirm the data .....

**Summary of data for calculation of fees for access to airport devices, facilities and spaces for aviation fuel deliveries**

Name of the User..... data for month .....

|   | JET A 1 | B 100 LL | SAF | TOTAL | Total number of refueling operations performed |
|---|---------|----------|-----|-------|--|
| Number of liters of aviation fuel delivered |         |          |     |       |  |

Drafted by ..... Date .....

Person authorized to confirm the data .....

**Summary of data for calculating fees for the use of designated spaces for de-icing and ice protection of aircraft**

Name of the User..... data for month .....

|   | Total |
|---|-------|
| Number of liters of de-icing fluid used |       |

Drafted by ..... Date .....

Person authorized to confirm the data .....