

	<p style="text-align: center;">Międzynarodowy Port Lotniczy im. Jana Pawła II Kraków-Balice Sp. z o.o.</p>
	<p style="text-align: center;">Rules for calculating and collecting charges for the use of centralized infrastructure and access to equipment, facilities and surfaces of John Paul II International Airport Krakow-Balice</p>

§ 1

Terms of use of centralized infrastructure and access to equipment, facilities and surfaces of the Airport

Detailed terms of use of the individual elements of centralized infrastructure and access to equipment, facilities and surfaces of the Airport by users and other operators acting at the Airport shall be determined by an Agreement made in writing between Airport Managing Entity and the User or other entity.

Any activities with the use of Airport infrastructure can be performed under the terms specified below, following entering into a relevant agreement with Airport Managing Entity.

Starting to perform ground handling services or carrying out business activity with the use of Airport infrastructure constitutes acceptance of these Rules by the User.

§ 2

Rules of collecting charges for the use of centralized infrastructure at John Paul II International Airport Kraków–Balice

1. Airport Managing Entity collects charges for the use of centralized infrastructure of the Airport as per **Annex 1**.
2. Charges referred to in Paragraph 1 are expressed in the currency used on the territory of the Republic of Poland.
3. The user shall pay the charges referred to in Paragraph 1 based on the following principles:
 - 3.1. Charges are collected against VAT invoices issued by Airport Managing Entity on dates and on terms specified in the Agreement or indicated on the invoices, in accordance with applicable regulations, in particular the regulations on value added tax (VAT) and income tax. The charges referred to in Paragraph 1 will be increased by VAT in the amount prescribed by applicable regulations.
 - 3.2. VAT invoices for the charges referred to in Paragraph 1 shall be issued based on monthly (one calendar month) periodic settlements. VAT invoices shall be issued no later than by the 7th (seventh) day of each month following the billing month in which the user used Airport infrastructure. User agrees to pay amounts due in the amount and on dates specified in the Agreement or identified on VAT invoices. Date of performance is the date on which Airport Managing Entity's bank account is credited with the amount due.
 - 3.3. In the case of overdue payments the user is required to pay to Airport Managing Entity statutory interest calculated from the due date of payment until the crediting of Airport Managing Entity's bank account with the amount due.
 - 3.4. The user shall pay all costs of bank charges and commissions related to the payment of the invoices referred to in Subparagraph 1 and those amounts may not be deducted from amount due provided on the VAT invoice.

- 3.5. Any complaints about erroneously issued invoices may be submitted to Airport Managing Entity (phone: (12) 639 31 23, fax: (12) 411 79 77, e-mail: faktury@krakowairport.pl) no later than 30 days from invoice issue date. Complaints filed after that period will not be accepted.
- 3.6. Filing a complaint does not release the user from timely payment of the amount indicated on the VAT invoice.
4. Airport Managing Entity may refuse to provide Airport infrastructure in the event if user is in arrears with the payments to Airport Managing Entity referred to in this Section for a total equivalent of two billing periods.
5. The paid provision of the elements of centralized infrastructure does not limit the rights of Airport Managing Entity, as the owner of the assets, to carry on business and manage these facilities, equipment and elements of infrastructure in compliance with the principles of non-discrimination and without affecting fair competition between operators carrying out ground handling operations and/or air carriers or other users of aircraft.

§ 3

Charges for the use of centralized infrastructure at John Paul II International Airport Krakow - Balice

1. Airport Managing Entity collects the following charges for the use of elements of centralized infrastructure as per the valid price list (**Annex 1**):
 - 1.1. Charge for the use of passenger and baggage check-in system with hardware and software.
 - 1.2. Charge for the use of baggage transport system with sorting area.
 - 1.3. Charge for the use of the passenger platform/jetway.
 - 1.4. 115/200V 400 Hz GROUND POWER UNITS (GPU),
 - 1.5. Charge for parking spaces for equipment, devices, vehicles and to store materials used to provide services as part of a business activity,
 - 1.6. Charge for the use of drinking water supply system.
 - 1.7. Charge for the use of radio communications system.
2. When calculating charges for the use of passenger and baggage check-in system with hardware and software the following items are not taken into account:
 - 2.1. passengers in direct transit
 - 2.2. General Aviation passengers
3. For ground handling agents and other users whose activity requires that they use the centralized infrastructure of the airport, the use of that infrastructure is mandatory.

§ 4

Procedures for collecting operational data needed to calculate the charges.

1. A ground handling agent or another user is obliged to submit to Airport Managing Entity data needed to calculate charges for the use of elements of centralized infrastructure and data needed to calculate charges for access to equipment, facilities and surfaces of the airport.
2. A ground handling agent or another user is obliged to submit to Airport Managing Entity operational and loading data needed to calculate the charges, to the following email address: faktury@krakowairport.pl within two working days following the end of the month to which the data made in the month preceding the provision of the report refer. The data shall be submitted to Airport Managing Entity using the templates attached hereto (**Annex 2a, 2b, 2c**).
3. Ground handling agents and other users of the infrastructure are required to submit reliable and accurate data, confirmed by authorized persons.

§ 5

Final provisions

1. These Rules apply to all Users and other entities operating at the Airport.
2. Airport Managing Entity reserves the right to amend these Rules at any time.
3. These Rules shall enter into force by a Directive of the President of Management Board of Airport Managing Entity on the date specified in the Regulation.

Annexes:

Annex 1	<i>Tariff for the use of centralized infrastructure and provision of equipment and surfaces at John Paul II International Airport Krakow–Balice.</i>
Annex 2 a, b, c	<i>Summary of data needed for calculating charges in accordance with the Rules</i>

Tariff for the use of centralized infrastructure and provision of equipment and surfaces at John Paul II
International Airport Krakow-Balice

TABLE 1. CHARGE FOR THE USE OF CENTRALIZED INFRASTRUCTURE

No.	TYPE OF OPERATION	ELEMENT OF CENTRALIZED INFRASTRUCTURE	METHOD OF CALCULATION			NET PRICE
1	CAT. 2. CAT. 3.	PASSENGER AND BAGGAGE CHECK-IN SYSTEM WITH CUTE AND THE AUDIOVISUAL SYSTEM	under	90 000	departing passengers per each DEPARTING PASSENGER	2.65 PLN
			90 001	130 000	departing passengers per each DEPARTING PASSENGER	2.43 PLN
			over	130 001	departing passengers per each DEPARTING PASSENGER	2.21 PLN
2		BAGGAGE TRANSPORT SYSTEM WITH SORTING AREAS	under	90 000	departing passengers per each DEPARTING PASSENGER	1.96 PLN
			90 001	130 000	departing passengers per each DEPARTING PASSENGER	1.80 PLN
			over	130 001	departing passengers per each DEPARTING PASSENGER	1.63 PLN
3		Platform/jetway for passengers	For each air operation with the use of the platform			0 PLN
4		Parking spaces for equipment, devices, vehicles and to store materials used to provide services as part of a business activity	PER ONE SPACE FOR A PASSENGER VEHICLE			100.00 PLN
			PER 1 M ² OF SPACE FOR OTHER VEHICLES AND EQUIPMENT, DEVICES AND TO STORE MATERIALS			2.00 PLN
5		WATER	PER CUBIC METER OF WATER CONSUMED			2.76 PLN
6		MOBILE RADIO COMMUNICATIONS SYSTEM	PER ONE UNIT PROVIDED			313.36 PLN

TABLE 2. CHARGE FOR ACCESS TO EQUIPMENT, FACILITIES AND SURFACES OF THE AIRPORT

No.	TYPE OF OPERATION	ACCESS	METHOD OF CALCULATION	NET PRICE
1	CAT. 1	FOR THE PURPOSE OF PROVIDING GENERAL ADMINISTRATIVE AND ECONOMIC SERVICES PERFORMED IN THE INTEREST OF AIRPORT USERS	FLAT-RATE FROM 1 TO 10 OPERATIONS	600 .00 PLN
			11-20 OPERATIONS, PER OPERATION	50 .00 PLN
			OVER 21 OPERATIONS, PER OPERATION	45 .00 PLN
2	CAT. 2	FOR HANDLING OF PASSENGERS	DEPARTING PASSENGER	1 .00 PLN
3	CAT. 4	FOR HANDLING OF GOODS	AWB AIR WAYBILL	18 .00 PLN
4	CAT. 5	FOR HANDLING ON APRON	PER EACH COMMENCED MTOW TON OF HANDLED AIRCRAFT	0 .20 PLN
5	CAT. 6	FOR HANDLING AIRCRAFT AS REGARDS THE PROVISION OF CLEANING SERVICES	% OF NET AIR TURNOVER	5%
6	CAT. 7	FOR THE SUPPLY OF AVIATION FUEL	ONE LITRE OF AVIATION FUEL SUPPLIED	0 .02 PLN
7	CAT. 10	FOR THE PROVISION OF GROUND TRANSPORT SERVICES	FOR AIR OPERATIONS (TAKE-OFF)	20 .00 PLN
8	CAT. 11	FOR ON-BOARD SUPPLIES	% FROM AIR SALES	5%

Summary of data needed for calculating charges in accordance with Article 54(2) of the Rules

Name of the userdata for MONTH

TOTAL PASSENGERS GA	TOTAL PASSENGERS	TOTAL HANDLED PASSENGERS		PASSENGERS	
		AT CHECK-IN	IN SORTING AREA	INF	TR
TOTAL:					

Made by: Date:

Person authorized to confirm the data:

Legend:

GA – General Aviation

INF – child under 2 years

TR - passengers in direct transit

Summary of data needed for calculating charges in accordance with Article 4(2) of the Rules

Name of the userdata for month

ARRIVING	DEPARTING
NUMBER OF AWBs	NUMBER OF AWBs

Made by: Date:

Person authorized to confirm the data:

**Summary of data needed for the calculation of charges for access to equipment, facilities and surfaces
of the airport for the purpose of jet fuel supplies**

Name of the handling agent:..... data for the month

	JET A 1	B 100 LL	TOTAL
TOTAL NUMBER OF LITRES OF AVIATION FUEL, INCLUDING:			
FOR DOMESTIC CUSTOMERS			
FOR FOREIGN CUSTOMERS			

Made by: Date:

Person authorized to confirm the data: