



LOTNISKO
CHOPINA
WARSZAWA

RULES

OF USE OF P1, P2, P3, P4, P5, P6, P8, P9, P13, P16, P20, P21, P31, P32, P33, P34, VIP, TAXI CAR PARKS AT WARSAW CHOPIN AIRPORT

RE-PARKING-03

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1. GENERAL INFORMATION

1.1. Aim and scope of document application

The aim of the Rules is to determine conditions of use of parking areas owned and managed by PPL, located at Chopin Airport Car parks. Additionally, for the sake of clarity the Rules include information about the rules of use of P14 and P26 car parks, owned and managed by third parties (Hotel Courtyard and Hotel Renaissance).

1.2. General Provisions

- 1.2.1.** According to the terms and conditions set forth in the Rules, PPL enters into agreements regarding the use of Chopin Airport Car parks.
- 1.2.2.** Subjects to clause 1.2.3. below, upon driving onto the the area of Chopin Airport Car parks, past the first access control machine the user concludes a short term lease agreement for a parking space with PPL. The above implies the fact that the user has read and understood the Rules and consents to comply with them rigorously.
- 1.2.3.** Users of Chopin Airport Car parks obliged to pay a specific kind of fee for the use of parking space enter into a short term lease agreement of a parking space with PPL upon the ordering of the applicable service in accordance with the price list or upon executing a separate agreement, or signing a document setting forth the terms and conditions of using Chopin Airport Car parks. It implies accordingly that the user has read and understood the Rules and undertakes to comply with them rigorously.
- 1.2.4.** Setting forth additional conditions of using Chopin Airport Car parks, including the modification of terms and conditions specified hereby, requires the written/e-mail consent of the Director of the PPL Commercial Department.
- 1.2.5.** PPL reserves the right to change price lists and fees specified in the Rules, provided, however, that the changes of abovementioned price lists and fees will become valid at the moment of publication of changes on the website <http://www.lotnisko-chopina.pl> and in the form of excerpt of the price list and the Rules located before the entrance to Chopin Airport Car parks.
- 1.2.6.** At any time, subject to current needs, PPL is entitled to temporarily exclude specific Chopin Airport Car parks from use, introduce use limitations, divide or assign the car park for a different purpose. Information about temporary exclusion of the specific car park from use is published on the Chopin Airport website, <http://www.lotnisko-chopina.pl>. Moreover, the information about the change of the Rules is located before the entrance to the given car park.

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- 1.2.7.** Each person using Chopin Airport Car parks is obliged to follow instructions of the personnel of the given car park and Chopin Airport services.
- 1.2.8.** Parking of vehicles within the premises of Chopin Airport is possible exclusively in spaces provided for that purpose.
- 1.2.9.** Parking vehicles outside specified spaces is prohibited, particularly with regard to:
- a) parking on pedestrian crossings;
 - b) parking on the right of way;
 - c) parking along walls;
 - d) parking on solid lines;
 - e) parking in fire emergency routes;
 - f) parking on pavements.
- 1.2.10.** It is also prohibited to park vehicles in places reserved for individual employees and appropriately marked.
- 1.2.11.** Vehicles improperly parked, referred to in sections 1.2.9. and 1.2.10. above, vehicles with visible leaks of operating fluids, referred to section 2.2.2. of the Rules and vehicles left for over 60 days can be towed away from Chopin Airport Car parks at the expense of the user or at the expense of the owner of the vehicle. Vehicles are towed to another car park or area within Chopin Airport.
- 1.2.12.** PPL tows away and stores improperly parked vehicle at the expense of the user or at the expense of the owner of the vehicle in accordance with the Price List published on the website www.lotnisko-chopina.pl.
- 1.2.13.** The vehicle which was towed away can be released exclusively upon the consent of the dispatcher, provided that:
- a) the user has paid the fee incurred for towing away the vehicle;
 - b) the vehicle registration certificate or other document confirming the driver's right to dispose of the vehicle and its compliance with the facts is checked, and if the user of the vehicle registered and participating in traffic in the territory of the Republic of Poland does not have the vehicle registration certificate with him;
 - c) the user has submitted the declaration that s/he has retrieved the vehicle. The declaration form is attached as Appendix 3 hereto.
- 1.2.14.** In the event that the driver fails to pay the fee for towing and storing the vehicle or other fees in accordance with the applicable price list on the spot and wants

to leave the car park without making the payment, the driver will sign a declaration, a form of which is attached as Appendix 5 hereto, in which he will undertake to pay the fee for towing and storing the vehicle or other fees in the amount and time specified in this declaration.

- 1.2.15.** Towed away vehicles, referred to in section 1.2.11 above, not retrieved within the period of 6 months calculated from the day of the first use of the car park, can be considered to be abandoned within the meaning of art. 180 of the Civil Code.
- 1.2.16.** Parking vehicles improperly, referred to in sections 1.2.9 and 1.2.10 above, is subject to an additional charge in accordance with the price list published on the website www.lotnisko-chopina.pl and located before the entry to the given car park as an excerpt from the price list. In case of towing away improperly parked vehicles from the car park in the manner indicated in 1.2.11 above, the additional fee set forth in this section is not incurred.
- 1.2.17.** It is prohibited to perform business activity within the premises of Chopin Airport Car parks without a written consent of PPL.
- 1.2.18.** If the vehicle user does not have a registration certificate or other document confirming the right to use the vehicle, in particular against the obligation resulting from generally applicable law (applies to the driver of a vehicle registered abroad participating in traffic on the territory of the Republic of Poland), the service of a given car park may call the police to determine the owner of the vehicle. In the event that the vehicle user does not have an identity card with him or refuses to present an identity card, the service of the car park may call the police to establish the identity of the vehicle user.

1.3. Descriptions of particular car parks

1.3.1. P1 Car park

1. Type of car park: dedicated, unguarded, chargeable, multi-storey (levels 0-7), available 24/7.
2. Number of parking spaces: 1335.
3. Available for individual clients.
4. Payment: ticket system, subscription system.
5. Additional information:
 - a) at the level 0 of P1 Car park and in the separated part of level 1 there is a car park dedicated exclusively for vehicles of Rent a Car companies which purchased the parking spaces having obtained the permit of PPL;

- b) limit of vehicle height of 1.9 m at the level 0 and ban on vehicles with LPG installation;
- c) limit of vehicle height of 2.0 m at the remaining levels;
- d) limit on vehicle weight of 1.8 t.;
- e) terms of the level 0 use are set forth by separate regulations dedicated to Rent A Car companies. The stay of an unauthorized vehicle at the level 0 is subject to an additional fee in the amount specified in the price list available at www.lotnisk-chopina.pl;
- f) part of the level 7 of P1 Car park features a car park designated with the symbol P14, dedicated exclusively to the guests of Courtyard by Marriott Hotel; the rules of use of P14 car park are determined by Courtyard by Marriott Hotel;
- g) at levels 1, 2, 3, 4, 5 and 6 of P1 Car park, it is possible, subject to charge, to mark the parking space for the period of one month, with an option of extension for further one month periods (the amount of the fee for marking spaces at levels 1, 2, 3, 4, 5 and 6 of P1 Car park is set forth in the price list of this car park);
- h) the payment of VIP service includes the possibility of use, for the first 48 hours of parking, of P1 Car park at the arrival and departure, however after 48 hours the parking fee is collected in accordance with the binding price list;
- i) on level 7 of the P1 car park there are parking spaces for car sharing companies, operated in accordance with separate rules for car sharing companies.

1.3.2. P2 Car park

1. Type of car park: dedicated, unguarded, chargeable, multi-storey (levels 1-3), available 24/7.
2. Number of parking spaces: 754.
3. Available for individual clients.
4. Payment: ticket system, subscription system.
5. Additional Information:
 - a) limit of vehicle height of 2.0 m;
 - b) the payment of VIP service includes the possibility of 48-hour use of P2 Car park at the departure and arrival, however after 48 hours the parking fee is collected in accordance with the binding price list;

1.3.3. P3 Car park

1. Type of car park: dedicated, unguarded, chargeable, outside, available 24/7.



2. Number of parking spaces: 215.
3. Only available to clients with valid subscriptions.
4. Payment: subscription system.

1.3.4. P4 Car park

1. Type of car park: dedicated, guarded, chargeable, outside, available 24/7.
2. Number of parking spaces: 1154.
3. Available for individual clients.
4. Payment: ticket system.
5. Additional Information:
 - a) car park subject to possible free-of-charge booking (on the spot, by phone, online);
 - b) possible short-term parking of vehicles higher than 2 metres, in accordance with the price list binding in P1 and P2 car parks.

1.3.5. P5 Car park

1. Type of car park: dedicated, unguarded, chargeable, outside, available 24/7.
2. Number of parking spaces: 266.
3. Only available to clients with valid subscriptions.
4. Payment: subscription system.

1.3.6. P6 Car park

1. Type of car park: dedicated, unguarded, chargeable, outside, available 24/7.
2. Number of parking spaces: 155.
3. Only available to clients with valid subscriptions.
4. Payment: subscription system.

1.3.7. P8 Car park

1. Type of car park: dedicated, unguarded, free-of-charge, outdoor, available 24/7.
2. Number of parking spaces: 30.
3. Car park for the Police only.

1.3.8. P9 Car park

1. Type of car park: dedicated, unguarded, outdoor, available 24/7.



2. Number of parking spaces: 40.
3. PPL vehicles only.

1.3.9. P13 Car park

1. Type of car park: dedicated, unguarded, outdoor, available 24/7.
2. Number of parking spaces: 17.
3. PPL vehicles only.

1.3.10. P14 Car park – for information purposes only.

- 1) Only for the hotel guests of Courtyard by Marriott Warsaw Airport hotel
- 2) These Rules are not applicable at the P14 car park. The rules of use of P14 car park are set forth by the Courtyard by Marriott hotel.

1.3.11. P16 Car park (Bus Terminal)

1. Type of car park: dedicated, unguarded, chargeable, outdoor, available 24/7.
2. Number of parking spaces: 28.
3. Available for individual clients.
4. Payment: ticket system.
5. Additional Information:
 - a) P16 Car park is the area of the Bus Terminal which is a place of parking of long-haul buses.
 - b) It is prohibited to park vehicles on spaces reserved for specified groups of users, appropriately marked by means of information boards; vehicle parking in places dedicated for other entities as permanent parking spaces is subject to payment of penalty by the driver in the amount specified in the price list available at www.lotnisko-chopina.pl.

1.3.12. P34 Car park

1. Type of car park: dedicated, unguarded, chargeable, outdoor, available 24/7.
2. Number of parking spaces: 180.
3. Only available to clients with valid subscriptions.
4. Payment: subscription system.

1.3.13. TAXI Car park

1. Type of car park: dedicated, unguarded, chargeable, outdoor, available 24/7.
2. Number of parking spaces: 115.
3. The car park exclusively for vehicles from taxi companies which signed an agreement with PPL regarding the Chopin Airport taxi services.

1.3.14. VIP Car park (in front of Terminal A at the entry to VIP lounge)

1. Type of car park: dedicated, unguarded, outdoor, available 24/7.
2. The car park dedicated to clients using the VIP Line lounge at Chopin Airport.

1.3.15. P20 Car park

1. Type of car park: dedicated, unguarded, outdoor, chargeable, available 24/7.
2. Number of parking spaces: 200.
3. Available for individual clients.
4. Payment: ticket system, subscription system.

1.3.16. P21 Car park

1. Type of car park: dedicated, unguarded, underground, chargeable, available 24/7.
2. Number of parking spaces: 181.
3. Only available to clients with valid subscriptions.
4. Payment: subscription system (people working at the Sonata building only)
5. Additional Information:
 - a) limit of vehicle height of 2.0 m;
 - b) ban on vehicles with LPG installation;

1.3.17. P26 car park - for information purposes only.

1. Only for the hotel guests of Renaissance by Marriott hotel
2. These Rules are not applicable at the P26 car park. The rules of use of P14 car park are set forth by the Renaissance by Marriott hotel.

1.3.18. P31 Car park

1. Type of car park: dedicated, unguarded, chargeable, outdoor, available 24/7.
2. Number of parking spaces: 15.
3. Only available to clients with valid subscriptions.



4. Payment: subscription system.

1.3.19. P32 Car park

1. Type of car park: dedicated, unguarded, outdoor, chargeable, available 24/7.
2. Number of parking spaces: 140.
3. Available for individual clients.
4. Payment: ticket system, subscription system.

1.3.20. P33 Car park

1. Type of car park: dedicated, unguarded, outdoor, chargeable, available 24/7.
2. Number of parking spaces: 366.
3. Available to individual clients.
4. Payment: ticket system, subscription system.

1.3.21. P34 Car park

1. Type of car park: dedicated, unguarded, outdoor, chargeable, available 24/7.
2. Number of parking spaces: 180.
3. Available only to clients with paid subscription.
4. Payment: subscription system.

1.4. Rules of payment

1.4.1. Subject to specific payments, referred to in section 1.7 of the Rules, payments for the use of Chopin Airport Car parks are collected according to two systems: ticket system, subscription system or on-line system, in accordance with the price lists published on the website www.lotnisko-chopina.pl and located as an excerpt from the price list before the entry to the given car park.

1.4.2. Each specific car park could be subject to more than one payment system.

1.5. Ticket system (including on-line sales)

1.5.1. As a rule, the ticket system is obligatory for individual users and other entities who intend to use a given car park, including via on-line booking, but who are not entitled to use the car park using the subscription system, or after paying one of specific charges referred to in section 1.7 of the Rules. Users of the subscription system referred to in section 1.6 are obliged to use the ticket system in case their proximity card becomes invalid.



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- 1.5.2.** The ticket system is based on making the payment, including possible additional fees, every time the vehicle is left in the selected car park, before leaving the car park, in the automatic pay machine or to the car park personnel, on the basis of a single magnetic ticket specifying the date and hour of parking entry or license plate reading from the parking system. The payment can be made by cash, card or by on-line payment, if booking is made on-line.
- 1.5.3.** In case the ticket is lost or damaged, in a way making it impossible to read, the vehicle can be released exclusively upon the consent of the dispatcher, provided that:
- a) the vehicle registration certificate or other document confirming the right to use the vehicle and its accuracy has been checked,
and in the event that the user of a vehicle registered and participating in traffic on the territory of the Republic of Poland does not have the vehicle registration certificate:
 - b) the user has submitted the declaration that she/he has lost the ticket and retrieved the car, the template of which is included as Appendix 4 hereto;
 - c) a replacement ticket is issued, subject to payment due for actual time of parking in accordance with the binding price list;
 - d) provided that on the basis of the parking system data the actual parking time cannot be determined and the replacement ticket cannot be issued, an additional fee will be charged for the lost ticket in accordance with the price list.
- 1.5.4.** If the vehicle user does not have a registration certificate or other document confirming the right to use the vehicle, in particular against the obligation resulting from generally applicable law (applies to the driver of a vehicle registered abroad participating in traffic on the territory of the Republic of Poland) or does not satisfy the conditions described in point 1.5.3., the service of a given car park may call the police to determine the owner of the vehicle or to report the possibility that the driver is committing a minor offence (refusing to pay). In the event that the vehicle user does not have an identity card with him or refuses to present an identity card, the service of the car park may call the police to establish the identity of the vehicle user.
- 1.5.5.** In the event that the driver fails to pay the fee for issuing a replacement ticket or other fees in accordance with the applicable price list on the spot and wants to leave the car park without making the payment, the driver will sign a declaration, a form of which is attached as Appendix 5 hereto, in which he will undertake to pay the fee for issuing a replacement ticket or other fees in the amount and time specified in this declaration.
- 1.5.6.** The invoice for the use of Chopin Airport Car parks, upon the request of the user, is issued and submitted by the car park personnel, within seven days from the service provision, or it is sent to the address provided by the user. The basis for the invoice issuance is the original of the receipt confirming the payment for the



use of Chopin Airport Car parks in automatic ticket machines or received from the personnel of the given airport. An invoice for a parking service based on an on-line booking, at the user's request, is issued automatically and sent to the e-mail address provided by the user. The receipt confirming the payment of the fee for using the Car parks does not constitute a fiscal receipt within the meaning of the tax law.

- 1.5.7.** The receipt confirming the payment in automatic ticket machines is supplied after pressing the button "paragon" (receipt).
- 1.5.8.** Charges collected for the use of Chopin Airport Car parks are set forth in the price list available on the website www.lotnisko-chopina.pl. Additionally, an excerpt from the price list is located before entering the given parking.
- 1.5.9.** The on-line booking system and the detailed Rules of on-line booking of parking spaces are available at:
<https://lotnisko-chopina.pl/pl/rezerwacja-online.html>

1.6. The subscription system

- 1.6.1.** Three groups of users are authorised to use the subscription system described in this section:
 - a) group I - PPL employees using private cars, the Border Guard, the Customs office;
 - b) group II - companies cooperating with PPL - clients and suppliers bound with PPL with an agreement, offer, employees of companies belonging to PPL.
 - c) group III – external companies.
- 1.6.2.** In the subscription system, particular users of car parks referred to in section 1.6.1 above, purchase parking cards (proximity cards), which - subject to the variant of purchased subscription - authorise them to use a specific group of Chopin Airport Car parks for the period of one month, or for the period of one year, depending on the subscription chosen. The payment can be made by cash or card in the ticket office or by bank transfer based on the invoice issued by PPL. The payment for proximity card is by cash only. Renewal of the subscription may take place in the automatic pay machine. In this case the payment is accepted by cash or card.
- 1.6.3.** The types of subscriptions, along with the list of car parks, which can be used for the purchased variant of the subscription are specified in the price list published on the website www.lotnisko-chopina.pl and on the Intranet.
- 1.6.4.** The proximity card belongs to the person who purchased it. In case the card is damaged or lost, or the battery in the card is discharged, the cost of issuance of the new card will be borne by the card owner.

The fee for each issuance of the proximity card was set forth in the price list published on the website www.lotnisko-chopina.pl and located before the entry to the given car park as an excerpt from the price list.

- 1.6.5.** The parking card cannot be lent or made available to third parties. In case it is found that the card was not used by the owner, the card owner may be charged with an additional fee in the amount specified in the price list published on www.lotnisko-chopina.pl for each case of found breach.
- 1.6.6.** Charges for the purchase of the given variant of the subscription authorising to use a particular group of Chopin Airport Car parks were specified in the price list published on the website www.lotnisko-chopina.pl and on the Intranet.
- 1.6.7.** Each individual user of the subscription card (in case of cards paid by a natural person) is entitled to submit no more than two registration numbers of vehicles, which the given subscription card is assigned to. Entry to car parks will only be permitted with the use of the proximity card in connection with the registration number submitted beforehand). It will not be possible to enter the car park using the given card for other vehicles, whose registration numbers were not submitted while registering the card. Registration numbers can be changed in the course of the agreement.
- 1.6.8.** Other users of subscription cards (in case of cards paid by legal entities or entities with no legal personality) are entitled to submit no more than five registration numbers of vehicles, which the given subscription card is assigned to. Entry to car parks will only be possible with the use of the proximity card in connection with the registration number submitted beforehand). It will not be permitted to enter the car park using the given card for other vehicles, whose registration numbers were not submitted while registering the card. Registration numbers can be changed in the course of the agreement.
- 1.6.9.** In the event of the breach of points 1.6.7. and 1.6.8. the car park service has the right to charge the driver with a fee specified in the price list.

1.7. Specific charges

- 1.7.1.** The term "specific charge" refers to a single payment or a subscription payment charged for the use of Chopin Airport Car parks other than the fees specified in sections 1.5.8 and 1.6.6. of the Rules. Specific charge may be determined for each individual PPL user, or implemented on the basis of the price list.
- 1.7.2.** The use of dedicated parking spaces by Rent a Car and Car Sharing companies is possible after the consent of PPL and acceptance of separate car park regulations by such companies.



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- 1.7.3.** The stay of long-haul buses in P16 car park, (Bus Terminal) is subject to specific monthly charges of PPL in the amount set forth in the price list published on the website www.lotnisko-chopina.pl. Bus operators who made the monthly payment will be provided with a special kind of proximity cards, enabling the entrance/exit from the bus station area (the charge for each issuance of the proximity card was specified in the price list published on the website www.lotnisko-chopina.pl).
- 1.7.4.** Additionally, within the area of P33 Car park, separate charges are provided for the use of parking spaces by trucks and buses (the amount of the particular kind of monthly subscriptions and hourly charges for the stay of trucks and buses on P33 Car park are specified individually).
- 1.7.5.** Other specific charges, not referred to in sections 1.7.1 – 1.7.4 above, are specified individually between the given user and PPL.

2. DETAILED INFORMATION

2.1. RULES

The driver intending to use any Chopin Airport Car parks is obliged to read and understand the following Rules and comply with the provisions below.

2.2. Common rules for all Chopin Airport Car parks

- 2.2.1.** All Chopin Airport Car parks, apart from provisions of the Rules herein, are subject to the Act of 20 June 1997 on road traffic law (Journal of Laws 2020, item 110).
- 2.2.2.** Within the premises of all Chopin Airport Car parks, it is prohibited:
- a) to perform business activity without a prior written consent of PPL;
 - b) to litter and contaminate the area;
 - c) to use fire and smoke;
 - d) to store hazardous materials in the vehicle, including flammable materials;
 - e) to park vehicles violating environmental regulations (visible leaks of operating fluids).
- 2.2.3.** Vehicles referred to in sections 2.2.2, 1.2.9 and 1.2.10 of the Rules and vehicles left at Chopin Airport Car park for longer than 60 days, can be removed at the expense of the user or at the expense of the owner of the vehicle.
- 2.2.4.** Single track vehicles (motorcycles, mopeds) are allowed to enter Chopin Airport Car parks in accordance with the payment provided by the price list. In case these vehicles use designated parking spaces the driver is obliged to make a parking payment in accordance with the price list. Drivers of vehicles parked outside the



designated parking spaces will be accordingly charged with the fee resulting from the price list.

2.3. Rules of use of P1, P2, P3, P5, P6, P9, P9, P13, P14, P16 (Bus terminal), P20, P21, P31, P32, P33, P33, or P34 Car parks

2.3.1. The entry to the car park is preceded by the following activities:

- a) the vehicle approaches the entrance ticket machine;
- b) the button is pressed in order to collect the ticket (registering the date and hour of entry), the proximity card or the QR-code is presented and the ticket is collected or license numbers are read in the case of on-line booking. Finally, it is necessary to wait until the barrier is fully lifted.

2.3.2. The barrier closes after each passing vehicle. In case two vehicles attempt to cross there is a hazard of vehicle damage and it is prohibited.

2.3.3. The user can park the vehicle on any parking space designated by means of horizontal lines, with the exception of spaces reserved for specified users and marked as appropriate. The vehicle driver should be particularly careful and attentive within the premises of the car park. It is necessary to comply with the car park signs and instructions of the car park personnel. It is obligatory to comply with the general provisions of the road traffic law. Pedestrian traffic is allowed within the premises of the car park, which needs to be taken into account while driving a car.

2.3.4. Before leaving the car, the parking space user is obliged to:

- a) make sure the vehicle is parked properly, i.e. in the place thus designated and in a manner which will not cause obstacles in the use of parking by other persons;
- b) turn off all electrical appliances;
- c) remove keys from the ignition switch;
- d) check whether cigarettes in ash-trays are extinguished;
- e) take all visible objects located inside the vehicle and not fixed (such as radios, players etc.) which may be a potential target of theft;
- f) close and check all doors, windows and boot;
- g) take with them the magnetic ticket/proximity card.

2.3.5. The exit from the car park of a person using the subscription system is preceded by the following activities:

- a) the vehicle approaches the entrance ticket machine;

- b) the proximity card is approached to the reader or license plate numbers are read
- c) the barrier is lifted in full.

2.3.6. The exit from the car park of a person using the ticket system is preceded by the following activities:

- a) the payment is made in the automatic pay machine;
- b) the vehicle approaches the entrance ticket machine;
- c) the ticket is inserted into the ticket machine;
- d) the barrier is lifted in full.

For a payment up to PLN 50 gross it is possible to pay with a payment card directly at the exit devices – applies to P1, P2 and Premium car parks.

2.3.7. In case of P16 car park, the driver needs to leave the car park within 5 minutes from the moment of paying for the ticket. In case of remaining car parks, the driver needs to leave the car park within 15 minutes from the moment of paying for the ticket. After that time the ticket is locked and another time unit is charged, which needs to be paid for in the manner specified in section 2.3.6. above.

2.3.8. The terms of payment exemption of drivers in P20 car park.

- a) Due to the fact that the Sonata building is the seat of PPL management board, drivers who arrive in business matters upon PPL invitation are entitled to an exemption from the parking fee. To this end, there is a ticket decoding device at the reception desk of the Sonata building. The employee picking up the guest from the reception desk is obliged to complete the register of decoded tickets (company name, date and time of the meeting, subject, name and surname as well as the organizational unit of the PPL employee confirming the truthfulness of the data provided). The entry in the register is the basis for the cancellation of the ticket fee and its decoding. The PPL employee confirming the above data is responsible for the exemption from payment of unauthorized persons. It is not allowed to use the described procedure with regard to PPL employees and other persons obliged to purchase parking subscriptions.
- b) In the event of a failure of the parking system or a parking device, for the purpose of exempting a guest from a fee the PPL employee picking up the guest fills out a register available at the Sonata reception desk, obtains a stamp of the secretariat of his or her Department/Bureau on the exit ticket and legibly signs with a name and surname. The guest displays the ticket to the dispatcher at the exit, upon which the exit barrier is opened.
- c) An illegible stamp or signature on the exit ticket will not be accepted by the dispatcher.

2.3.9. The terms of payment exemption of drivers in P32 car park.

- a) Due to the continuous recruitment to the Airport Security Service conducted in the SOL Building, candidates participating in recruitment meetings and receiving referrals for preliminary work examinations may be exempt from parking fees. In order to release the above-mentioned persons from the fee, an employee of the Training and Recruitment Standards Section stamps the entry ticket of the candidate with the stamp of the Airport Security Service and signs it legibly with the name and surname. In order to leave the car park, the candidate presents the signed ticket to the dispatcher (P20 car park) and on its basis the exit barrier is opened for him.
- b) An illegible stamp or signature on the exit ticket will not be accepted by the dispatcher.

2.3.10. The terms of payment exemption at other PPL car parks.

- a) External entities and natural persons performing work commissioned for PPL, entities and natural persons implementing activities under cooperation or joint projects with PPL at Terminal A, vehicles of media representatives as part of the implementation of activities in cooperation with PPL (after confirmation by the PR department of PPL) and in special cases entities working for private companies / tenants of space in PPL facilities, in justified cases related to the inability to use paid parking spaces due to technical or organizational reasons, may apply for an exemption from the PPL parking fee.
- b) Notifications of parking of vehicles performing the works listed in sub-item a) above are made by a representative of the unit responsible for the coordination of given activities on the part of PPL. Parking notifications should be made to the address terminal@polish-airports.com together with the justification for the parking. The decision is made by the Manager of the Non-Aviation Services Sales Division or the Manager of the Passenger Terminal Services Sales Section and at the same time submits the appropriate instruction to the Parking Dispatchers.

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- c) External entities performing service work for PPL, in particular related to failures, the entry of which could not be predicted earlier, report the need for free parking through a person responsible on the part of PPL for the performance of works by e-mail to a designated TNNAA employee. The notification should include: company name, number and date of the contract with PPL, scope of work and vehicle identification data. The employee informs the Director of the Bureau / Department of the unit implementing the contract with an external entity reporting the need to enter about the intention to exempt from fees. A designated employee of TNNAA, after agreeing a password enabling free entry / exit, provides the information to the Parking Dispatcher.
 - d) To enable free exit, replacement tickets are issued, if possible, which enable free exit from the car parks. If it is not possible to issue replacement tickets, the person submitting the notification provides the Parking Dispatcher with: the exit password, indicates the exit times of the vehicles exempt from the free, and, if possible, sends a list containing information on free of charge cars, specifying the make / model and registration number. The driver of the car reported for free parking, during the exit, is obliged to use the replacement ticket received or after reaching the departure, contact the car park staff in order to provide the necessary data to identify the vehicle and the right to leave the car park free of charge.
 - e) The car park staff is responsible for supervising the observance of the correct implementation of the right to free exit.
 - f) The car park operator is obliged to register all applications regarding free exit from PPL car parks.

2.4. The rules of use of Taxi Car park

- 2.4.1.** The Taxi Car park can only be used by taxis of companies which signed contracts with PPL regarding the provision of taxi services for Chopin Airport passengers.
- 2.4.2.** The vehicle driver should be particularly careful and attentive within the premises of the TAXI car park. It is necessary to comply with the car park signs and instructions of the car park personnel. It is obligatory to comply with the general provisions of the road traffic law. Pedestrian traffic is allowed within the premises of the car park, which needs to be taken into account while driving.

2.5. The rules of use of P4 Car park

- 2.5.1.** The entry to the car park is preceded by the following activities:

- a) the vehicle approaches the entrance ticket machine;
- b) the magnetic ticket containing the information about the date and hour of car park entry is received from the car park personnel or the entry is based on on-line booking using the QR code or license plate number reading;
- c) the vehicle is displayed to the car park personnel and the declaration of expected parking time is made by the person leaving the vehicle on P4 Car park,
- d) all vehicle damage, as well as missing elements of its equipment and external fittings must be reported (the breach of the duty to report the vehicle damage releases PPL from liability for loss inflicted as a result of damage or destruction of the vehicle while parking);
- e) the car park personnel visually inspects the vehicle;
- f) the car park personnel takes a note of the following in the vehicle traffic book: car make; vehicle registration number, vehicle owner data, entry date and hour and the vehicle damage as well as missing elements of the equipment reported by the user;
- g) the ticket is issued by the car park personnel, with the following information: entry date and hour, item number from the vehicle traffic book, "remarks," if applicable (the information about remarks are provided to the client);
- h) the barrier is lifted in full. The barrier closes after each passing vehicle. In case two vehicles attempt to cross there is a hazard of vehicle damage and it is prohibited.

2.5.2. People under the influence of alcohol, or whose condition indicates alcohol consumption, will not be allowed to enter the car park or exit it.

2.5.3. PPL reserves the right to deny admission of the vehicle interfaced with a cargo or camping trailer.

2.5.4. The magnetic ticket cannot be left in the vehicle or allowed to third parties.

2.5.5. Before leaving the car, the driver is obliged to:

- a) make sure the vehicle is parked properly, i.e. in the place thus designated and in a manner which will not cause obstacles in the use of parking by other persons;
- b) turn off all electrical appliances;
- c) remove keys from the ignition switch;
- d) check whether cigarettes in ash-trays are extinguished;
- e) take all visible objects located inside the vehicle and not fixed, such as radios, players etc., which may be a potential target of theft (PPL shall not be liable for objects left in the vehicle which are not original vehicle equipment);
- f) activate all alarm systems protecting the vehicle against theft;



- g) close and check all doors, windows and boot;
- h) take with them the magnetic ticket.

2.5.6. The exit from the P4 car park is allowed after making the payment for the parking in the ticket machine or to the car park personnel, on the basis of the magnetic ticket containing information regarding the date and hour of entry into the car park or based on the QR code or the reading of license plate numbers in the event of a purchased on-line booking.

2.6. Terms of use of the VIP car park

2.6.1. Detailed terms of use of the VIP car park are included in separate documents:

- a) ZA-VIPLINE-01 "RULES OF USE OF THE VIP LINE ZONE AT WARSAW CHOPIN AIRPORT FOR INDIVIDUAL CLIENTS"
- b) ZA-VIPLINE-01 "RULES OF USE OF THE VIP LINE ZONE AT WARSAW CHOPIN AIRPORT FOR NON-COMMERCIAL ENTITIES"

2.7. Damage liability of PPL

2.7.1. Guarded Car park

1. The user is obliged to notify the car park personnel about all and any damage incurred or caused within the premises of Chopin Airport Car parks. The damage must be reported to the car park personnel promptly after its detection, without removing the vehicle from the place where it is parked. Following the visual inspection and checking the description in the vehicle traffic book, the parking dispatcher fills in the form "Loss Report" in two copies, for the reporting party and PPL respectively.
2. The Injured should send the loss report form to the indicated PPL insurer address.
3. The car park user should also notify the relevant police precinct about the theft or robbery, regardless of the notification executed by the car park personnel.
4. Claims regarding the damage inflicted within the car park premises are regulated by the parking insurer, whose name and address are available at the car park dispatcher.

2.7.2. Unguarded Car park

1. PPL is only liable for damage of properly parked vehicle incurred by the car park personnel while performing their professional duties.
2. The damage must be reported to the car park personnel promptly after its detection, without removing the vehicle from the place where it is parked. The dispatcher is obliged to prepare a loss occurrence protocol in writing, in two copies, for the reporting party and PPL respectively.



2.8. Final provisions

- 2.8.1.** In case of dispute, the provisions of Rules hereby and legal regulations in force are applicable.
- 2.8.2.** Complaints and requests (the form available at the car park dispatcher) related to the use of car parks must be sent to the email address: reklamacje@ppl.com

or by mail:

Przedsiębiorstwo Państwowe „Porty Lotnicze”
Biuro Marketingu i PR
ul. Komitetu Obrony Robotników 49
02-146 Warszawa

3. DEFINITIONS AND ABBREVIATIONS

3.1. Definitions

Chopin Airport	Warsaw Chopin Airport Own definition - THHP
Chopin Airport Car parks	Parking areas owned and managed by PPL, located within or in the vicinity of premises of: a) Chopin Airport "Terminal A", at Żwirki i Wigury 1 street in Warsaw (car parks designated by symbols: P1, P2, P3, P4, P5, P6, P8, P9, P13, P14, P16, P34, Parking VIP, Parking Taxi, Parking Premium); b) "Sonata" office block located at Komitetu Obrony Robotników 49 street in Warsaw: car parks designated by symbols P20, P21, P31, P32 and P33. Own definition - THHP
The Rules	This document. Own definition - THHP
PPL employee	A natural person employed by PPL on the basis of an employment agreement, appointment or offering services on the basis of civil law agreement, as well as apprentice, trainee or volunteer to whom work was entrusted by PPL. Own definition - THHP
Rent a Car Company	A company which rents from PPL the area in the Terminal A building in order to perform the car rental business activity. Own definition - THHP



Car Sharing Company	A company providing the service of short-term rent of cars in the car sharing system. Own definition - THHP
User	A vehicle driver using the Car park regardless of their legal title to the vehicle (e.g. the owner, lessee, leaseholder, possessor) Own definition - THHP

3.2. Abbreviations

PPL	Przedsiębiorstwo Państwowe „Porty Lotnicze” ('Polish Airports' State Enterprise)
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4. THE LIST OF RELATED DOCUMENTS

1. The price list of parking services within the premises of Chopin Airport.
2. Civil Code (i.e. Journal of Law from 2017, item 459, as later amended).
3. ZA-VIPLINE-01
4. ZA-VIPLINE-02

5. THE LIST OF DOCUMENT USERS

All Warsaw Chopin Airport users.

6. THE LIST OF APPENDICES

App. 1 -	Z01-RE-PARKING-03	Location map of car parks situated around Terminal A
App. 2 -	Z02-RE-PARKING-03	Location map of car parks situated around Sonata building
App. 3	Z03-RE-PARKING-03	Vehicle release declaration
App. 4	Z04-RE-PARKING-03	Lost ticket declaration
App. 5	Z05-RE-PARKING-03	Declaration – commitment to payment of the fee for the issuance of a replacement ticket or of other fees