

# ADMINISTRATION OF PORT OF TALLINN FREE ZONE

## I General provisions

1.1 The present Port of Tallinn (hereinafter: **the Society**) Muuga free zone administration (hereinafter: **Administration**) agreement has been concluded based on the following:

1.1.1 Council of Europe regulation no. 2913/92, stipulating the customs code of the community;

1.1.2 Commission of the European Communities regulation no. 2454/93 stipulating the implementing provisions to council regulation no. 2913/92 stipulating the customs code of the community;

1.1.3 Customs Act;

1.1.4 regulation no. 92 of the Minister of Finance “Additional guidelines for operations in free zone and free warehouse and procedure of issuing of operating license, suspension of validity of operating license and declaring invalid of the operating license” dated 23.04.2010;

1.1.5 regulation no. 134 of the Government of the Republic “Muuga free zone” dated 17.03.2011.

1.2 The present administration shall extend to all with fixed barrier restricted on Muuga free zone territory located (hereinafter: **Free Zone**) and economic activity (industrial, trade , service activity) authorization acquired (hereinafter: **Free Zone operator**) persons entering into, present and leaving from the free zone and cargo, assets and transport vehicles transported into and out of the free zone.

1.3 The present administration shall extend also to outside of fixed barrier restricted area to berth no. 14.

1.4 Entering of persons, vehicles and cargo into the free zone along mainland from other European Union territory and leaving from the free zone along mainland to other European Union customs territory shall be performed in all cases via free zone entrances and exits established in the administration (hereinafter: **the Gates**).

1.5 Surveillance of the free zone and gates shall be performed by North Tax and Customs Centre (hereinafter: **PMTK**). At the gates customs surveillance shall be performed at the site physically or with the help of surveillance and control from the distance in accordance with technical solutions provided in Annex 1 (Annex 1 is an inseparable part of the present administration).

## II GATES

### 2.1 A Gate – Gate of Põhjaranna Rd

2.1.1 The gate is open 24h.

2.1.2 The gate shall be used by:

2.1.2.1 means of transport with and without cargo, which goal of entering into or leaving from the free zone is transportation of cargo to the free zone or via the free zone or out of the free zone;



2.1.2.2 persons working on port territory (in free zone) with means of transport, which goal of entering into or leaving from the free zone is not transport of cargo into the free zone or out of it.

2.1.3 The gate shall perform manned customs surveillance 24 h PMTK.

2.1.4 The Society shall perform inspection at A gate entrance Monday –Sunday from 07.00 to 21.00, with the goal to ensure required use of the gate, registration of entering and leaving of means of transport, which goal for entering into or leaving from the free zone is not transport of cargo into the free zone or out of it.

## **2.2 B Gate – Veose Str 5**

2.2.1 The gate is open 24 h

2.2.2 The gate shall be used by:

2.2.2.1 persons working in the port;

2.2.2.2 crew members;

2.2.2.3 means of transport, which goal of entering into or leaving from the free zone is not transportation of cargo to the free zone or out of the free zone.

2.2.3 One of the following documents shall be presented to pass the Gate:

2.2.3.1 personal authorization or short-term authorization of the Society;

2.2.3.2 employment certificate of the company performing state control function or performing operative tasks on port area;

2.2.3.3 certificate of employment (with a picture) of the company operating on port area (free zone) based on the contract concluded with the Society, which sample has been prior coordinated with the port security department;

2.2.3.4 upon presentation of a personal identification document (passport, ID-card, driver's license, seaman's discharge book, marine navigation certificate):

2.2.3.4.1 persons entered into the vessel crew list;

2.2.3.4.2 persons entered into the vessel guest list;

2.2.3.4.3 list of workers temporarily providing services to the Society on port area, which has been prior coordinated with the administrative manager of Muuga Harbour by port security department. The list shall be valid for up to 30 (thirty) calendar days;

2.2.3.4.4 One-time application of the company in contractual relationship with the Society, which has been prior coordinated with the administrative manager of Muuga Harbour by port security department. The application shall be submitted to port security department at least 24 hours prior to entering into port area of the Society. Outside business hours the application shall be coordinated by shift commander of Muuga Harbour vessel traffic management group;

2.2.3.4.5. A personal identification document (passport, ID-card, driver's license, seaman's discharge book, marine navigation certificate) at the confirmation of the authorized representative of the company operating in the free zone.

2.2.4 The Society shall perform 24 hour inspection at the gate with the goal to ensure the required use of the gate and registration of persons and means of transport entering and leaving.

2.2.5 The Society shall ensure access to data for PMTK officials, who have the issued personal authorization or short-term authorization.



### **2.3 C Gate – Lasti tee 13/1 and 13/2**

2.3.1 The Gate shall be used by:

2.3.1.1 means of transport with cargo and without cargo, which goal of entering into and leaving from the free zone is transport of cargo into the free zone or out of it from 08.00 until 20.00.

2.3.2 The gate not designated for means of transport established in article 2.3.1.1 shall be used 24 h:

2.3.2.1 persons working in the port;

2.3.2.2 crew members;

2.3.2.3 means of transport, which goal of entering into or leaving from the free zone is not transport of cargo into the free zone or out of it.

2.3.3 PMTK shall perform manned customs surveillance at the gate from 08.00-20.00.

2.3.4 The Society shall perform 24 h inspection at the gate with the help of technical equipment, with the goal to ensure required use of the gate, registration of entering and leaving of persons and means of transport, which goal of entering into or leaving from the free zone is not transport of cargo into the free zone or out of it.

2.3.5 Special cases (upon emergency and danger situation or any other emergency case) shall be solved in cooperation between PMTK and the Society.

### **2.4 D Gate – Railway main gate**

2.4.1 As a rule the gate is closed.

2.4.2 The gate shall be used by railway transport for 24 hours for entering into or leaving from the free zone.

2.4.3 The Society shall organize 24 hour control at the gate with the help of technical equipment with the goal to ensure the required use of the gate.

### **2.5 E Gate – Railway gate– Muuga CT**

2.5.1 As a rule the gate is closed.

2.5.2 The gate shall be opened for the entering of and leaving from the free zone at the provision and removal of entities.

2.5.3 The Society shall organize 24 hour control at the gate with the help of technical equipment with the goal to ensure required use of the gate.

### **2.6 F Gate – Raudtee Gate – AS Sankotrans**

2.6.1 As a rule the gate is closed.

2.6.2 The gate shall be opened at the provision and removal of entities in accordance with need at the calling of the officials of PMTK.

### **2.7 G Gate – Gate of berth no.14**

2.7.1 As a rule the barrier of the gate is closed.



2.7.2 The gate shall be used for the leaving from the free zone by means of transport with and without cargo, which goal of leaving from the free zone is transportation of cargo from the free zone to the vessel.

2.7.3 The gate shall be used 24 h, whereas the permission for opening of the barrier shall be granted by the official of PMTK.

2.7.4 PMTK shall perform 24 hour combined surveillance at the gate in the manned form and at the distance with the help of technical equipment from A-gate.

2.7.5 The Society shall organize 24 hour control at the gate with the help of technical equipment with the goal to ensure required use of the gate.

## **2.8 H Gate – Gate of berth no.14**

2.8.1 As a rule the entrance and barrier of the gate are closed.

2.8.2 The gate shall be used for entering into the free zone with cargo and without cargo by means of transport, which goal of entering into the free zone is taking cargo into or via free zone. As an exception the gate can be used by over-dimensional cargo and means of transport

for leaving from the free zone.

2.8.3 The gate shall be used 24 h.

2.8.4 PMTK shall perform 24 hour combined surveillance in a manned form and from distance with the help of technical equipment from A gate.

2.8.5 Movement of over-dimensional means of transport and cargo out of the free zone shall be performed only with the permission of PMTK official.

2.8.6 The part of the gate designated for movement of physical persons into the free zone and out of it shall be used 24 hours by the following persons:

2.8.6.1 persons operating on port territory;

2.8.6.2 crew members.

2.8.7 Physical persons pass through the gate on the basis established in article 2.2.3 of administration.

2.8.8 The Society shall perform 24 hour inspection at the gate with the help of technical equipment, with the goal to ensure required use of the gate.

## **III Obligations of the Society**

3.The Society shall:

3.1 prepare and coordinate with PMTK proposal on changes in free zone administration;

3.2 organize that persons and means of transport entering into the free zone do not violate procedure of gate use;

3.3 organize required use of gates and registration of persons and means of transport entering and leaving (may also be electronic recording);

3.4 ensure at all gates presence and working order of all technical equipment necessary for work enabling PMTK officials perform distance or manned customs surveillance of cargo movement at gates;

3.5 monitor that industrial, trade and service activity in the free zone is performed only by persons having the respective authorization;



- 3.6 notify persons operating in the free zone of work administration of the free zone and other rules effective in the territory of free zone;
- 3.7 ensure required surrounding of the free zone territory with the barrier;
- 3.8 install prohibition signs for unauthorized entrance on the free zone borders, mark all free zone gates with required marking;
- 3.9 ensure that only regular line ships would moor at berth no. 14 in the meaning of regulation article 313a established in article 1.1.2, except for in case of emergency, posing danger to persons or assets, of which PMTK needs to be immediately notified.
- 3.9.1 Exceptional cases (upon emergency or emerging of danger or any other emergency case) shall be solved in cooperation with I PMTK and the Society.
- 3.9.2 At the absence of a regular line berth no. 14 shall not be used and gates G and H are closed and customs sealed.

#### **IV Entering into effect of the administration of the free zone**

4.1 The present administration shall enter into effect on 1 April 2011.

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(digitally signed)

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Annex: Technical solutions of gates on 4 pages.

