Unofficial translation from Estonian version, approved by Kaida Kauler, CEO of Saarte Liinid Ltd., on 9 th of August 2023

SAARTE LIINID

LAAKSAARE PORT
RULES

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Annex 1: Port location plan of navigation marks and signs

1. GENERAL PART

The rules shall apply on the territory and the water area of Laaksaare Port (hereinafter referred to together as the port area) and they are obligatory for every enterprise operating in the port, including all persons staying in the port, and for ships visiting the port regardless of their Flag State.

1.1. TYPE OF COMMERCIAL UNDERTAKING OF THE PORT AUTHORITY

1.1.1. Laaksaare Port owner is Saarte Liinid Ltd.
1.1.2. Saarte Liinid Ltd operates as a public limited company in compliance with the Commercial Code and legislation in force in Estonia.
1.1.3. The registry code of Saarte Liinid Ltd is 10216057.

1.2. PORT LOCATION, DELIMITING THE PORT LAND AND WATER AREA

1.2.1. Laaksaare Port is located on the west coast of Lake Peipsi (part of Lämmijärv), 6km to south from Meerapalu on the open shore remaining in a small bay. The centre coordinate of the port: latitude = $58^0$20'19.00'' N and longitude = $27^0$25'07.00'' E.
1.2.2. Total water area of the port is 0,97 ha.
1.2.3. Total land area of the port is 1,54 ha.

1.3. LAYOUT OF THE PORT AREA AND LOCATION PLAN OF NAVIGATION MARKS AND SIGNS

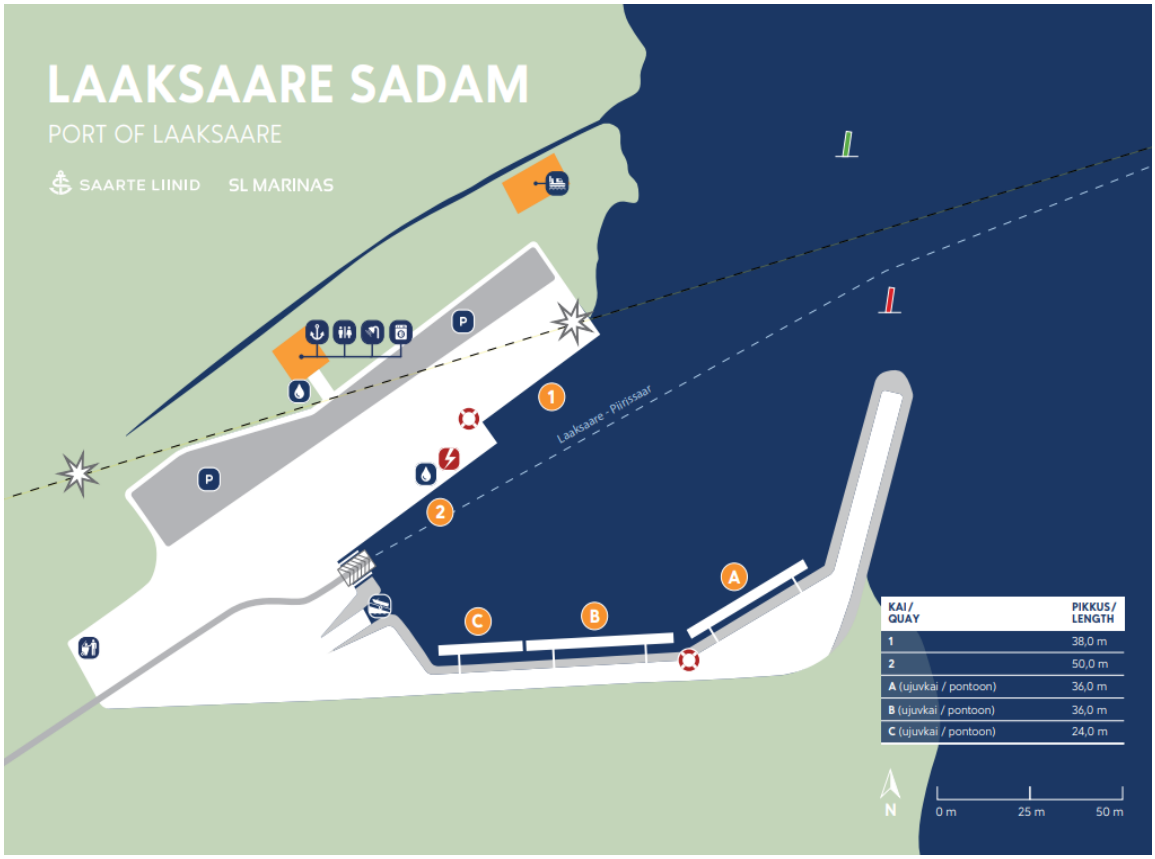
1.3.1. Port layout is next. Port Location plan of navigation marks and signs is provided in Annex 1.

1.4. TECHNICAL DATA OF THE PORT

1.4.1. From south the Port is protected with pier. In the port there are 2 quays with total length 88m and three pontons with total length 120 m.
1.4.2. Port of entry along the canal, length of 150 m, width of 40 meters, minimum depth of 1,7 meters.
1.4.3. Description of quays:

Quay No	Length (m)	Depth (m)
Quay No 1	38	1
Quay No 2	50	1,5
Pontoon A	36	1
Pontoon B	60	0,8
Pontoon C	24	0,8

1.4.4. Depths in the harbor are given at 0-water level. The fluctuation of water level in port is +40 cm to -40 cm in average.



1.4.5. The main function of the port is providing services to Laaksaare-Piirissaare ferryboat line, in addition the following freights are Services are also provided to cargo ships, fishing vessels, yachts and small craft.

1.4.6. At a prior request, mobile lifting devices and other loading equipment are available for reloading cargo.

1.5. RESTRICTIONS TO VESSEL OVERALL DIMENSIONS

1.5.1. The biggest vessel received in the port may be of maximum 40 m long, 10 m wide and with 1,2 m of draught.

1.6. RESTRICTIONS ARISING FROM THE REQUIREMENTS OF ENVIRONEMNTAL PROTECTION AND DANGEROUS CARGO

1.6.1. Dangerous cargo conveyed by ferryboats must be located on duly marked vehicles.

1.6.2. In the port, there does not exist acceptance, storage and issuance of dangerous goods.

1.7. BUSINESS HOURS

1.7.1. Port`s working time is 8.00-17.00. Vessels are handled 24/7 pursuant to the demand.

1.7.2. Ferryboats are handled in accordance with the contract and the schedule.

1.7.3. On national and public holidays, vessels shall be loaded and unloaded at a special agreement.

National holiday:
24 February Independence Day, anniversary of the Republic of Estonia

Public holidays:

1 January	New Year
	Good Friday
	Easter Sunday
1 May	May Day
	Pentecost
23 June	Victory Day
24 June	Midsummer Day
20 August	Day of Restoration of Independence
24 December	Christmas Eve
25 December	Christmas Day
26 December	Boxing Day

1.8. PORT NAVIGATION SEASON

1.8.1. Navigation season is the icefree period.

1.9. LOCAL TIME DIFFERENCE FROM UTC

1.9.1. Since last Sunday in March +3 hours.
1.9.2. Since last Sunday in October +2 hours.

1.10. GENERAL INFORMATION ON BUSINESSES OPERATING IN THE PORT

1.10.1. Information about the companies in port can be obtained from Port Office or calling (+372) 5304 4446.

1.11. TRAFFIC REGULATION ON PORT TERRITORY

1.11.1. Entrance and exiting area of the ferryboat line is regulated with road markings. This area is governed by Traffic Code.
1.11.2. The vehicles and mechanisms used in the cargo loading zone shall be equipped with warning lights, name or identification of the owner and a number. Parking of such vehicles on quays and outside the respectively marked parking area is prohibited. Vehicles may not stand on a quay unless so needed for servicing vessels. In the latter case, the driver shall not leave the vehicle without surveillance.
1.11.3. The use of lifting equipment in the port is performed in accordance with the conditions of work environment (temperature, wind speed etc) established by the manufacturer of the equipment.
1.11.4. Cranes shall at least 30 minutes prior to the arrival/departure of a vessel be parked in such a manner that to ensure safe manoeuvring at mooring or laying off from the quay.

1.12. CLEANLINESS ON PORT TERRITORY

1.12.1. All operators and persons in port area shall ensure the cleanliness and order within its working area and compliance with fire safety, health protection and environmental requirements.
1.12.2. No objects disturbing hauling shall be located at quays.
1.12.3. Smoking on the port territory is allowed in respectively allocated places.
1.12.4. Accidents with people or equipment on the port territory, any pollution of the port area, damages to ships or quays shall immediately be reported to the Port Supervisor.

2. REGULATION OF WATER CRAFT ENTERING, STANDING IN AND LEAVING THE PORT

Going on the **lake** or it`s ice and coming back from there by watercraft and other means of transport, must be registered in the system **Piiriveekogu Iseteenindus** **www.piiriveekogu.ee**.

2.1. ANNOUNCING THE ENTERING AND DEPARTURE INTENTION

2.1.1. Entering of the ferry boats shall take place in accordance with the provisions of the line contract with the ferry line operator.
2.1.2. The arriving ship's Captain or agent shall notify the Harbour Master's Office of the wish to enter the port as early as possible, to allow for the preparation of a timetable.
2.1.3. For reservation of the moorage the ship's agent or Master shall send initial notice to e-mail address jaanus.jyrivete@saarteliinid.ee , and all changes shall be updated.
2.1.4. A notice of arrival shall include the following information:
- time of arrival;
- the ship's name, IMO number, overall length (Loa), draught;
- reason for entering the port (loading/unloading/other);
- type and volume of the cargo;
- consignor/consignee

2.1.4. Having received confirmation of receipt of the ship at the port, the sender of the notice shall register the ship's call to the port in the Estonian Maritime Document Exchange (EMDE) system through which all the subsequent business will be carried out (information concerning the ship, notices, documents, etc.).
2.1.5. Vessels of coastal shipping must notify the Port Supervisor about the arrival or departure of the ship orally via mobile phone in due time, following the good maritime practice.
2.1.6. The Skipper of the small craft shall notify Port Supervisor of leaving and formalise its leaving.
2.1.7. In order to cross the state border, a boat which is not exempt from the requirements to pass border Control within the meaning of the Schengen Border Code must formalise the departure internationally before leaving the Estonian inland sea at a border crossing point open to traffic.

2.2. GRANTING OF ARRIVAL AND DEPARTURE PERMISSION

2.2.1. 15 minutes prior to entering the port, the vessel shall apply for a respective permission at Harbour Master's Office.
2.2.2. 15 minutes prior to leaving the port, the vessel shall apply for a respective permission at Harbour Master's Office.
2.2.3. Port administration or Harbour Master may refuse from granting of the permission, in case:
- the established port fees and fines are unsettled;
- a respectively authorised state agency issues such an order.

2.3. PROCEEDING AN ENTERING AND LEAVING NOTICE AND INFORMATION REQUIRED

2.3.1. Ship`s agent or Master shall transmit all required information and documents through the Estonian Maritime Document Exchange (EMDE) system. A notice of arrival of the ship at port shall be forward seventy-two and twenty-four hours before the arrival of the ship or immediately after the departure from a previous port if the steaming time is less than twenty-four hours.

2.3.2. Upon entrance to port or leaving port, the ship`s agent or Master shall present necessary documents.

2.4. ARRANGEMENT OF ENTERING FORMALITIES AND DOCUMENTATION REQUIRED ACCORDING TO QUARANTINE, CUSTOMS AND BORDER REGIME

2.4.1. Ferries, passenger and cargo vessels regularly connecting destinations on domestic lines in Estonia as well as other vessels not leaving the Estonian economic zone may produce a general declaration (in case there are no amendments in the presented data) for up to 1 month.
2.4.2. Upon leaving the port, the documentation shall be submitted prior to the departure.

2.5. QUARANTINE, CUSTOMS AND BORDER GUARD FORMALITIES AND EXECUTION OF DOCUMENTATION

2.5.1. Laaksaare Port is not the border crossing point open for international traffic. Border and customs control is not available. When calling at Laaksaare Port from a foreign country, the vessel shall prior to entering Laaksaare Port pass border control in an open for international traffic border point of some other harbour where border control is performed.
2.5.2. Harbour Master's Office shall notify the Police and Border Guard Board and Tax and Custom Board local offices of an unannounced calling at the port of a vessel from a foreign country immediately and secures that until the arrival of officials the crew and the passengers shall not leave and nobody shall board the vessel, that no cargo or items shall be taken to the shore or on board.
2.5.3. The Skipper of the small craft shall hold during the stay in the port and at the request border guard officials performing the control submit the list of persons on board the small craft with a note verifying the border control having been passed.
2.5.4. The Skipper of the small craft shall register the entrance into the port by Harbour Supervisor's record in a respective book.
2.5.5. The Master of a vessel shall notify Harbour Master of a possibly infected person on board. Harbour Master's Office shall immediately notify of the Health Board local division of it.

2.6. ESTABLISHING COMMUNICATION WITH WATER CRAFT UPON ENTERING, STANDING IN AND LEAVING THE PORT

2.6.1. The Harbour Master's Office(Harbour Supervisor) mobile phone number (+372) 53 04 4446.
2.6.2. Harbour Master`s e-mail laaksaare.ylevaataja@saarteliinid.ee (for notices and applications accordance Port Rules).

2.7. REQUIREMENTS TO THE MOORED WATER CRAFT (PROHIBITIONS, OBLIGATIONS, RESTRICTIONS AND OTHER CONDITIONS)

2.7.1. All orders given by Harbour Master's Office and the Harbour Supervisor concerning laying the vessels and small craft shall be mandatory to their Masters. For the purpose to organize of safe water traffic, a harbour master has the right to demand compliance by persons staying in the port with the requirements arising from legislation, port rules and good seamanship.
2.7.2. Using an anchor on the port water area shall be approved by Harbour Master.
2.7.3. In case moored vessels use an anchor, the anchor chain shall be hauled down so that not to disturb the movement of other vessels.

2.7.4. The mooring ropes shall be fastened only to the mooring posts assigned for this purpose, the ropes shall be supplied with anti-rat shields.
2.7.5. Berthing of the small craft laying in the marina shall be assigned by Harbour Supervisor.
2.7.6. Vessels standing side-by-side at any quay is a subject of Harbour Master's permission.
2.7.7. Vessels standing alongside a quay shall not use propellers. As an exception, these are allowed to be used by vessels only by permission of Harbour Master.
2.7.8. Part of the crew, who can secure a safe laying of the vessel and are in case of necessity able to secure the vessel's fast leaving to the roadstead, shall always stay on board the vessel while standing alongside the quay.
2.7.9. The main engine, steering and anchor gears shall stay in working order. Any repair and maintenance work that may prolong the time necessary for readiness to depart as well as fire and abandon ship drills may only take place at the permission of Harbour Master.
2.7.10. The moored vessel shall have a safe gangway under which there is a protective net and a life buoy supplied with a heaving line. During the dark the gangway shall be lightened.
2.7.11. The board at the quay-side of a moored vessel shall be lightened.
2.7.12. Connection of the power cables of vessels and small craft to the port power system shall be done at the permission of Harbour Supervisor.
2.7.13. The crews of vessels shall keep the port land and water area clean.
2.7.14. The Master of vessels and Skippers of small craft shall secure a safe standing of these in the port at any weather condition, protection of the property on vessels as well as a safe embarkation and disembarkation of passengers.
2.7.15. Accidents with people or equipment on the port territory, any pollution of the port area, damages to ships or quays and venders shall immediately be reported to Harbour Supervisor.

2.8. DECK OPERATIONS ON MOORED WATER CRAFT (implementing work producing noise and litter, welding and other work with open fire, outboard work, launching boats and rafts, pumping ballast and washing tanks, repair of main engine)

2.8.1. Implementing work producing litter shall be allowed if the cleanliness of the port land and water area are guaranteed.
2.8.2. For welding and other work with open fire, the captain of a vessel shall apply in writing to the port administration. Upon obtaining the permission, Harbour Supervisor shall be informed on starting and completing such work.
2.8.3. Outboard work, fire and abandon ship drills, launching of boats and rafts shall be allowed only with the permission of the port administration.
2.8.4. Fire and abandon ship drills, launching of boats and rafts shall be allowed only with the permission of the Harbour Master.
2.8.5. The port administration shall be notified of a repair of the main engine and its estimated time of completion.
2.8.6. Vessels may pump water from ballast tanks of dry cargo vessels off board if ballast water does not include oil or any other environmentally hazardous substances. In the pumping process, the pumped water may not reach the quay.
2.8.7. Tanks may be washed only in case washing water does not reach the port area.

3. VESSEL TRAFFIC ON PORT WATER AREA

3.1. WATER CRAFT MOVING ON PORT WATER AREA (relocation, manoeuvring)

3.1.1. Vessels, except ferry boats serving ferry line, may move on port water area and channel only at the approval of Harbour Master's Office.
3.1.2. Upon moving on port water area, "International Rules for Avoiding Collision of Vessels" shall be applicable for all ships (incl. small crafts and other water crafts) and the rules of good seamanship should be followed.
3.1.3. Upon vessels simultaneously entering and leaving the port, the ferryboat sailing according to the established schedule and a boat leaving after that shall have the right of way, except for emergency cases.
3.1.4. On port water area a vessel shall move at a minimum speed at which it can maintain manoeuvrability. The operating regime of a vessel's propulsion devices shall be such that not to endanger other vessels laying at the quay. The steering, anchor and hauling gear of a vessel shall be in working order and ready for use.
3.1.5. Relocating a vessel on port water area shall only be allowed with the permission of Harbour Master's Office. Relocating a vessel compulsory for piloting, shall be piloted upon relocation. Shifting a vessel alongside a quay is permitted without a pilot.
3.1.6. In case of vessels moving in the channel, sports and small craft shall at their approach keep as far of the channel's centreline as is possible ensuring their own maritime safety.
3.1.7. The programme of sports events conducted on port water area shall be approved by Harbour Master.
3.1.8. Vessels shall perform turning manoeuvres in the respectively allocated manoeuvring areas.
3.1.9. Small crafts and other water crafts shall be registered in compliance with the legislation in force, their Skippers shall have a valid license.
3.1.10. Any kind of acrobatic riding and any towing for an amusement ride purpose is prohibited on port water area.
3.1.11. Small floating vessels and small craft may be launched from quays in respectively allocated places.
3.1.12. Small floating vessels and small craft shall not sail closer to quays or vessels laying at quays than 30 m, except for the cases of their own berthing.
3.1.13. There is a safe speed limit on the port water area and special attention should be paid for other ships and small crafts.

3.2. REQUIREMENTS TO THE TRAFFIC OF WATER CRAFT UNDER REGULAR AND SPECIAL CONDITIONS (fog, strong wind, ice etc.), MANEOUVERING AND RELOCATING

3.2.1. Entering and leaving the port is prohibited at the wind exceeding 12 m/s and visibility is less than 100 meters. In case of necessity, entering and leaving the port shall be decided in each separate case by Harbour Master and the captain of a vessel together.

3.3. MOORING

3.3.1. During mooring Harbour Supervisor shall be present at the quay and assign the vessel's location to the embankment ramp or the processed cargo, takes into account the safety requirements.
3.3.2. The distance between the vessels moored at the quay shall secure the safety of vessels.

3.4. TOWING OF VESSELS

3.4.1. The port does not provide towing services.

3.5. TRAFFIC IN ICE-CONDITIONS

3.5.1. The port does not belong among the ports covered by ice-breaking service provided by the state of Estonia.
3.5.2. Upon mooring, breaking and pushing off the ice between the quay and the vessel shall be implemented at the expense of the vessel owner or possessor.

3.6. SPECIAL REQUIREMENTS DEPENDING ON THE CLASS OF A VESSEL OR CHARACTER OF CARGO

3.6.1. Special requirements shall be established by Harbour Master`s Office according to need.

4. PORT SERVICES PROVIDED AND THE RELATED SERVICES AND ARRANGMENT OF THEIR RENDERING

The following services are provided in the port: servicing the ferry lines, servicing cargo and fishing vessels, receiving bilge water and sewage, drinking water and power supply, servicing passengers, hobby seafarers and maritime tourists.

4.1. LOADING, UNLOADING AND STORING GOODS (incl dangerous goods)

4.1.1. The goods conveyed on ferry lines must be located on vehicles.
4.1.2. Loading and unloading goods shall take place in accordance with contracts with legal persons implementing loading and unloading operations of its goods in the port.

4.2. STEVEDORE WORK

4.2.1. The port does not implement stevedore´ s work.

4.3. WATER SUPPLY

4.3.1. Supplies of drinking water are available in the port. See Price List of Saarte Liinid Ltd.

4.4. RECEIVING SHIP'S WASTE

4.4.1. Receiving and delivery of ship's waste shall take place in compliance to requirements provided for in the Ports Act and "Plan for receiving and handling ship's waste" in the port of Laaksaare approved by the Environmental Board.

4.5. FUEL AND LUBRICANTS SUPPLYING

4.5.1. Fuel and lubricants can be supplied in the port, arranged by the owner or agent of a vessel.
4.5.2. The fuel to small crafts is not supplied.

4.6. DIVER'S WORK

4.6.1. The port does not implement diver's work.

4.6.2. For implementing underwater work, the manager of work shall apply for a permission to Harbour Master.
4.6.3. A diver-ship or transportable diver-unit shall have a radio communication with Harbour Master's Office. If VHF radio communication means are not available, a mobile phone can be used, the number of which shall be announced to Harbour Master's office.

4.7. REPAIR AND PAINTING WORK

4.7.1. Repair and painting work shall be implemented at an agreement with the Harbour Master`s Office.

4.8. CONNECTING A VESSEL TO COMMUNICATIONS, POWER AND OTHER ON-SHORE SYSTEMS

4.8.1. Connecting a vessel to the communications and power supply systems shall be implemented with the permission of Harbour Master.
4.8.2. Supply of electric power is available at all quays. See Price List of Saarte Liinid Ltd.

4.9. OTHER SERVICES PROVIDED IN THE PORT

4.9.1. Information of Port services provided calling The Harbour Administration (+372) 5304 4446.

5. PASSENGER SERVICE ARRANGEMENT IN THE PORT

5.1.1. The operator of the ferry line shall arrange the embarkment and disembarkment of passengers to and from ferry.
5.1.2. The ferry shall be handled at the quay assigned by Harbour Master.
5.1.3. The owner or operator of the ferry line shall arrange ticket sale to boats.
5.1.4. At the port area the passengers and drivers shall follow the traffic signs and marks. This area is governed by Traffic Code.
5.1.5. Passengers are prohibited to walk in the loading/unloading zone of cargo vessels.

6. MEDICAL AID IN THE PORT

6.1. Medical aid to the port customers shall be provided by health care institutions of Tartumaa County.
6.2. Emergency care is available at the emergency phone 112.

7. FIRE SAFETY REQUIREMENTS IN THE PORT AND COORDINATION OF RESCUE WORK

7.1.1. Ensuring fire safety on port area takes place in accordance with the requirements provided for in the current Fire Safety Act.
7.1.2. Fire fighting and rescue equipment of a vessel standing in the port shall be in working order.
7.1.3. For welding and other work with open fire, the Master of a vessel shall apply in writing to the Harbour Master`s Office. Upon obtaining the permission, Harbour Supervisor shall be informed on starting and completing such work.

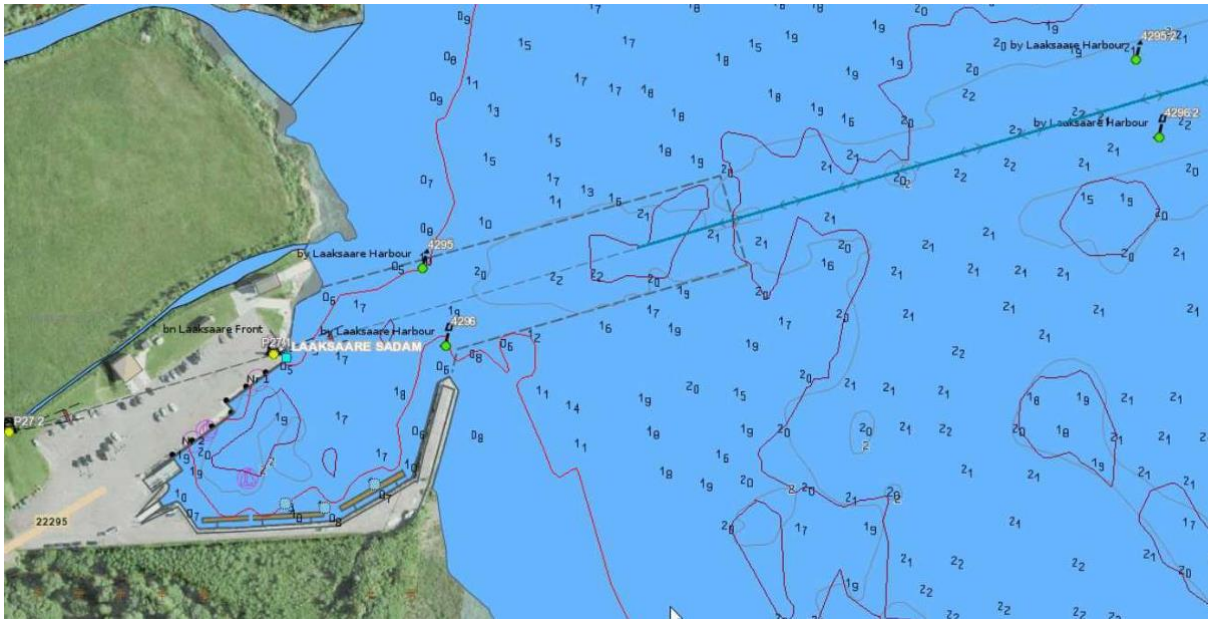
7.1.4. The Master of a vessel or the person replacing him shall supervise fire extinguishing on the vessel.
7.1.5. Implementing work with open flame is prohibited on port area.
7.1.6. All quays shall be equipped with rescue posts (life buoy with heaving line and boat-hook) on sight and accessible.
7.1.7. Primary fire extinguishing equipment is located in the harbour building.
7.1.8. In case of fire in the port or on a vessel standing in the port, all other vessels shall get ready the fire fighting and rescue equipment and the main engine for providing help at fire extinguishing operations. On the vessels standing nearby general alarm shall be announced.
7.1.9. In case of an emergency situation (petroleum leakage, fire etc.) in the port, it must immediately be reported to the Rescue Service phone 112, Harbour Supervisor, Police and Border Guard Administration and depending on the character of a situation also to other respective agencies.
7.1.10. In case of a pollution arising from a vessel, the crew shall immediately apply measures for stopping and localising the pollution.
7.1.11. Harbour Master shall coordinate the elimination of pollution on port area, involving other required institutions. The port shall have the right to claim the pollution elimination related costs from the polluter.
7.1.12. Instructions for activity and the list of pollution abatement equipment and their location for eliminating pollution are provided in the Spill Contingency Plan of Laaksaare Port.

8. WAY OF CALLING RESCUE SERVICE AND ORGANISATIONS PROVIDING OTHER KIND OF HELP OR PERFORMING SUPERVISION

Special services may be called independently or via the port:
1) Rescue Service: 112
2) Police: 112

9. PRICELIST

www.saarteliinid.ee

Annex 1

Port layout and Location plan of navigation marks and signs