

## Riga Central Terminal

### REGULATIONS ON THE PASS REGIME

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## 1. General Rules

- 1.1. These Regulations on Pass Regime (hereinafter - the Regulations) establish uniform security and other measures for the movement of persons and vehicles within the territory of SIA "RĪGAS CENTRĀLAIS TERMINĀLS"<sup>1</sup> (hereinafter - RCT site), i.e. for crossing the RCT site, as well as during movement/stay in the RCT site (hereinafter - the Pass Regime).
- 1.2. The Regulations are based on the International Convention for the Safety of Life at Sea, 1974 (SOLAS Convention) and its amendments, and the International Ship and Port Facility Security Code (ISPS Code) referred to in Chapter XI-2 of the Convention, Regulation No 725 of the European Parliament and of the Council /2004 on enhancing ship and port facility security, the Law on Ports of the Republic of Latvia of 22 June 1994, the Customs Law of the Republic of Latvia of 2 June 2016, the Regulation of the Cabinet of Ministers of the Republic of Latvia of 27 July 2010 No 697 "Rules of the Border Crossing Point Regime" and other binding laws and regulations in force.
- 1.3. The purpose of the pass regime is to control the movement of natural persons, vehicles and goods within the RCT.
- 1.4. The Regulations and their requirements shall apply to all natural persons during their entry to and stay within the RCT.
- 1.5. Any change or extension of the validity of all types of passes for the RCT area must be made before 1 February of the current year.
- 1.6. The pass regime in the area is determined by RCT.
- 1.7. The pass regime in the area is provided by a security company authorised by RCT.
- 1.8. Control of entry and exit of persons and any vehicles shall be carried out at designated pass control points 24 (twenty-four) hours a day on the basis of RCT passes and Freeport of Riga Authority passes, as well as cargo accompanying documents, or on the basis of lists of persons/vehicles agreed with the Head of the RCT Control Department or PFSO.
- 1.9. The customs officers' endorsement on the accompanying documents of the goods to be imported/exported is required in accordance with European Union legislation and the operating instructions for the particular border inspection post.

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<sup>1</sup>The territory owned/used by Riga Port AS, single registration No 40103523241, group companies, including but not limited to RĪGAS CENTRĀLAIS TERMINĀLS SIA, single registration No 40103626836, consisting of the following immovable properties: land plots with cadastral number 01000130234 (address: Eksporta iela 15 k-38, Riga), cadastre number 01000130235 (address: Eksporta iela 15 k-37, Riga), cadastre number 01000130236 (address: Eksporta iela 15 k-36, Riga), cadastre number 01000130237 (address: Eksporta iela 15 k-42, Riga), cadastre number 01000130238 (address: Eksporta iela 15 k-30, Riga), cadastre number 01000130239 (address: none), cadastre number 01000130240 (address: none), cadastre number 01000130241 (address: none), cadastre number 01000130242 (address: Eksporta iela 15 k-13, Riga), cadastre number 01000130243 (address: Eksporta iela 15 k-1, Riga), cadastre number 01000130244 (address: Eksporta iela 15 k-10, Riga), cadastre number 01000130245 (address: Eksporta iela 15 k-21, Riga), cadastre number 01000130246 (address: Eksporta iela 15 k-5, Riga), cadastre number 01000132008 (address: Eksporta iela 15 k-9, Riga), cadastre number 01000122055 (address: Eksporta iela 15 k-8, Riga), cadastre number 0100 012 2057 (address: Kaķasēkļa dambis 1, Riga), cadastre number 0100 012 2056 (address: none), cadastre number 0100 012 0214 (address: Kaķasēkļa dambis 3, Riga), cadastre number 0100 013 0002 (address: Kaķasēkļa dambis 28a, Riga), buildings/structures and quays on the said plots of land with harbour master's designation: EO-6, EO-7, EO-8, EO-9, EO-10, EO-11, EO-12, EO-14, EO-15, PM-16, PM-17, PM-18, PM-19 (located in Riga, in the territory of the Freeport of Riga).

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## 2. Terms and abbreviations

In addition to the following terms and abbreviations used elsewhere in these Regulations:

- 2.1. **RCT** - SIA "RĪGAS CENTRĀLAIS TERMINĀLS", single registration No 40103626836;
- 2.2. **Security Threat** - any suspicious act or circumstance that threatens the security of the RCT Area, the Port Facility or any vessel/port interface;
- 2.3. **Security Incident** - any unlawful act or circumstance which results in or has resulted in a breach of the security of the RCT, the Port Facility or any vessel/port interface;
- 2.4. **Security level** - a level that describes the risk of a security incident occurring or being attempted:
  - **Security Level 1** - the level at which a minimum of appropriate protective measures must be maintained at all times;
  - **Security Level 2** - the level at which additional protective measures to those specified in Security Level 1 must be maintained for a specified period of time in response to an increased risk of a security incident;
  - **Security Level 3** - the level at which additional protective measures to those in Security Level 2 must be maintained for a limited period of time when a security incident has occurred or is likely/imminent, although it may not be possible to identify the specific source and/or target of the threat.
- 2.5. **RAA**- a restricted access area, which is a part of the RCT area, the Port Facility, designated as particularly important for the safety and security of the Port Facility, including the safety and security of persons, vessels and cargo within the Port Facility;
- 2.6. **Carrier of Goods** - the person who brings the goods/goods into and/or out of the territory of the RCT;
- 2.7. **PFSO - Port Facility Security Officer** - the person designated at a port facility located within the RCT as responsible for the development, implementation, review and maintenance of the Port Facility Security Plan, as well as for liaison with Ship Security Officers and Company Security Officers;
- 2.8. **Port** - a delimited part of the land territory of Latvia, including artificially created embankments, and inland waters, including inner and outer raids and fairways on the approaches to the port, arranged for the service of ships and passengers, cargo, transport and forwarding operations and other economic activities;
- 2.9. **Port Facility** - an area within the territory of the Freeport of Riga that has been granted the status of a port facility. The port facility area is where ship/port interaction takes place and includes areas such as anchorages, berths and access from sea and land;
- 2.10. **Supporting documents** - bill of lading, cheque, receipt and/or CMR;
- 2.11. **Company** - ship agent, freight forwarder, lessee/sublessee of immovable property (land, building/structure, railway, quay) located in the territory of the RCT, or other person carrying out economic activity in the territory of the RCT;
- 2.12. **Service provider** - a company that has entered into a contract with RCT for the provision of services or goods;

- 2.13. **State institution** - Latvian Maritime Administration, State Police, State Fire and Rescue Service, State Revenue Service, Customs, Sanitary Border Inspection, Border Guard, etc;
- 2.14. **Associated companies** - AS "Riga Port Group", single registration No.40103523241, and its subsidiaries and associated companies.

### **3. Types of passes, their validity and areas of operation**

- 3.1. The following passes and certificates are valid for visiting the RCT site:
  - 3.1.1. Permanent identity and vehicle passes of the Freeport of Riga Authority staff;
  - 3.1.2. Latvian Maritime Administration staff service certificates;
  - 3.1.3. permanent passes for persons and vehicles issued by the Freeport of Riga Authority for visiting the Freeport of Riga, coordinated with the RCT PFSO and entered for identification in the electronic pass control system;
  - 3.1.4. Certificates of employees of security companies authorised by the RCT to provide and control the pass regime at the port facility;
  - 3.1.5. RCT issued permanent and one-time passes for persons and vehicles;
    - 3.1.5.1. permanent passes:
      - 3.1.5.1.1. for employees of affiliated companies;
      - 3.1.5.1.2. for company employees.
    - 3.1.5.2. single passes for single, short-term or fixed-term visits to the territory:
      - 3.1.5.2.1. for employees of public institutions;
      - 3.1.5.2.2. for employees of affiliated companies;
      - 3.1.5.2.3. for company employees;
      - 3.1.5.2.4. for business partners of the affiliated companies, Companies, visitors;
      - 3.1.5.2.5. for Service providers.
- 3.2. **The validity periods for passes and certificates to visit the RCT area are as follows:**
  - 3.2.1. Riga Freeport Authority employee certificates - until the expiry of the validity period of the certificate;
  - 3.2.2. Latvian Maritime Administration staff service certificates - until the expiry of the validity period of the certificate;
  - 3.2.3. RCT authorised security companies providing and controlling the pass regime in the secured area, employee cards - until the expiry of the validity of the card or the end of the authorisation (whichever is earlier);
  - 3.2.4. permanent passes - calendar year;
  - 3.2.5. permanent vehicle pass - calendar year;
  - 3.2.6. term passes - for a vehicle according to the validity period indicated on the pass, but not longer than 6 (six) months;

- 3.2.7. short-term passes issued to persons with/without a vehicle - according to the validity period indicated on the pass, but up to a maximum of 6 (six) months, in exceptional cases of necessity the short-term pass is extended until the completion of the work in question;
- 3.2.8. one-time passes for persons with/without a vehicle for single, short-term or fixed-term visits to the RCT area until the end of a single visit to the RCT area;
- 3.3. Pass and certificate areas:
- 3.3.1. The licences of the Freeport of Riga Authority employees are valid for entering the territory of RCT to perform their duties. The right of the Freeport of Riga Authority's employees to be in the designated RAAs shall be determined by the Port Security Officer of the Freeport of Riga Authority;
- 3.3.2. The service licences of the Latvian Maritime Administration employees are valid for entering the RCT site with or without a vehicle to perform their duties. Latvian Maritime Administration employees have the right to be present in any RAA;
- 3.3.3. Permanent, single-use passes determine the right of persons, with or without a vehicle, to visit RCT areas in common areas and RAAs, according to the RAA designation on the passes;
- 3.3.4. Single-use passes determine the right of persons, with or without a vehicle, to be present in the common areas and RAAs of the RCT site, provided that the passes bear the appropriate RAA designation.
- 3.4. Any type of identity badge or employee card must be in the possession of the person to whom it is issued and must be presented at the first request to RCT authorised security company personnel or RCT Control Department personnel.
- 3.5. The right to visit the territory of the RCT with a vehicle is granted by a permanent pass issued by the RCT for the vehicle in question or a one-time pass issued to a person with a vehicle, a permanent pass for a vehicle of an employee of the Riga Freeport Authority, which is valid only when presented together with the permanent pass, or a one-time pass indicating the make of the vehicle and the state registration number. The vehicle pass must be placed in a visible position on the windscreen of the vehicle.
- 3.6. A vehicle pass is issued to persons under the same conditions as the person's personal pass and the authorisation granted by the PFSO to stay in certain RAAs.
- 3.7. Vehicles are only allowed to move around the RCT site and park in designated vehicle parking areas in accordance with the RAA signs posted in the RAA, as well as in accordance with the RAA permitted according to the vehicle and person pass.
- 3.8. Vehicle speeds in the RCT area must not exceed 30 km/h. but in areas where loading operations are in progress or port machinery or production equipment is in operation, not more than 5 km/h.
- 3.9. For personal identification at the Checkpoint, original identity cards, original passports and for vehicle identification, original vehicle/trailer registration certificates must be presented. Copies of these documents cannot be used to identify a person or a vehicle.
- 3.10. Identification of Latvian Maritime Administration, State Security and law enforcement officers is based on their service cards. In certain cases, the Director of the Control Department or

the PFSO may decide on a case-by-case basis whether the service cards of other authorities are valid for personal identification purposes.

#### **4. Procedure for ordering, processing and issuing permanent passes**

##### **Ordering permanent passes:**

- 4.1. In order to obtain a permanent pass to visit RCT or the Affiliates located in the territory, the Company shall submit the following documents to RCT:
  - 4.1.1. application:
    - 4.1.1.1. the application must be on a form and be certified by an official whose signatory powers are registered with the Register of Enterprises;
    - 4.1.1.2. the application must state the grounds for the passes (premises rental agreement no., cooperation agreement no., etc.), the number of persons and vehicles applying for passes;
    - 4.1.1.3. when applying for person/vehicle passes, the application must guarantee payment of the amount specified in the Regulations for each person/vehicle pass requested;
    - 4.1.1.4. the e-mail address to which invoices issued in accordance with the Regulations are to be sent.
  - 4.1.2. a personal pass application (Annex 1), providing the following information for each person requiring a pass to visit the RCT site:
    - 4.1.2.1. the type of pass requested;
    - 4.1.2.2. name and surname;
    - 4.1.2.3. personal identification number (date of birth and nationality for foreign nationals without a personal identification number);
    - 4.1.2.4. area to be visited - RCT;
    - 4.1.2.5. the name of the company (pass applicant);
    - 4.1.2.6. position in the company;
    - 4.1.2.7. RAAs to be visited in the RCT site.
- 4.2. Vehicle pass application (Annex 2) if a vehicle will be used to visit the RCT site, with the following information for each vehicle unit:
  - 4.2.1. the type of throughput requested - permanent;
  - 4.2.2. the name of the driver or the name of the company if the vehicle is to be driven by several employees of the company;
  - 4.2.3. state registration number of the vehicle;
  - 4.2.4. make/model of vehicle;
  - 4.2.5. area to be visited - RCT;
  - 4.2.6. permitted parking in the RCT;
  - 4.2.7. RAAs to be visited in the RCT.

- 4.3. The decision to issue a permanent pass shall be taken by the Director of the RCT Control Department or the PFSO.
- 4.4. The Director of the RCT Control Department or the PFSO shall approve the pass applications and make them available to the RCT Human Resources Management Department.

**Permanent passes:**

- 4.5. Permanent passes are recorded electronically and the following information is entered in the database:
  - 4.5.1. For a personal pass:
    - 4.5.1.1. pass registration number;
    - 4.5.1.2. photograph;
    - 4.5.1.3. Company name;
    - 4.5.1.4. name and surname of the person;
    - 4.5.1.5. personal identity number;
    - 4.5.1.6. position;
    - 4.5.1.7. area to be visited - RCT;
    - 4.5.1.8. permitted RAAs in the RCT;
    - 4.5.1.9. the dates of issue and validity of the pass.
    - 4.5.1.10. the right to visit the RCT area with or without a vehicle.
  - 4.5.2. For a vehicle pass:
    - 4.5.2.1. the registration number, it is recorded in the database of issued vehicle passes;
    - 4.5.2.2. Company name;
    - 4.5.2.3. the name of the driver or the name of the company if the vehicle is to be driven by several employees of the company;
    - 4.5.2.4. state registration number of the vehicle;
    - 4.5.2.5. vehicle make/model;
    - 4.5.2.6. area to be visited - RCT;
    - 4.5.2.7. permitted parking in the RCT area;
    - 4.5.2.8. permitted RAAs in the RCT.
    - 4.5.2.9. pass validity period.
- 4.6. The permanent pass contains the data according to the pass templates.
- 4.7. The attendance of persons with permanent passes is recorded electronically by an electronic pass reader. If the pass control points are not equipped with an electronic pass reader or are not functioning due to technical or other problems, the visits shall be recorded in the Visitors'

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Register, indicating the person's name, surname, personal identification number, national registration number of the vehicle and the time of the visit.

**Procedure for issuing permanent passes:**

- 4.8. Based on the approval of the RCT Director of Control or PFSO on the pass application, the RCT Human Resources Management Department issues the pass according to the data provided in the application.
- 4.9. Passes shall be issued to the person in whose name the pass is issued or to the responsible person of the undertaking (pass applicant). In certain cases, passes may be issued to the PFSO for further action.
- 4.10. The recipient of the pass shall acknowledge receipt of the pass by signing the pass application.

**5. Procedure for ordering, processing and issuing single-use passes**

**Ordering of single passes for persons with/without a vehicle for a single visit to RCT:**

- 5.1. Affiliated undertakings and companies shall submit to the Director of the Control Department of RCT or to the PFSO a list of officials and employees authorised to order single-use passes and/or authorised to sign applications for removal of tangible property from the territory of RCT, specifying the names, titles and telephone numbers of the officials or employees on the list. The lists shall be approved by the Director of the RCT Control Department or the PFSO.
- 5.2. Once the submitted lists have been approved, employees of affiliated companies and companies will be given access to the single pass ordering website.
- 5.3. If an employee of a listed affiliate or company has terminated employment, the affiliate/company must immediately notify the RCT Director of Control Department or the PFSO.
- 5.4. Affiliated companies and companies guarantee payment in the amount specified in the Regulations for each single pass issued by employees authorised by RCT's Customer Service Department or Human Resources Management Department.
- 5.5. In order to obtain a single-use pass, the person wishing to visit the RCT area shall notify the official authorised to order the single-use pass of the reason for visiting the RCT area, the date and other information necessary for ordering the single-use pass.
- 5.6. A person who has obtained a single-use pass to visit the RCT area is obliged to observe the rules of work safety and organisation of pedestrian and vehicular traffic in the port facility area and the RAA.
- 5.7. The person to whom the single-use pass is issued is the person who ordered the pass.
- 5.8. An RCT official or employee authorised to order a single-use pass shall issue a single-use pass via the RCT pass ordering website, with the following information:
  - 5.8.1. name and surname of the visitor;
  - 5.8.2. personal identification number or date of birth;
  - 5.8.3. vehicle make/model;
  - 5.8.4. state registration number of the vehicle, if any;
  - 5.8.5. person to be visited;



- 5.8.6. company to be visited;
  - 5.8.7. date or period (from - to) of the visit;
  - 5.8.8. reason for visit.
- 5.9. Employees of state security and law enforcement agencies are issued with one-time passes upon presentation of a state security or law enforcement agency employee card.

**Issue of single passes:**

- 5.10. Single passes are issued by a security guard at a pass control point on the basis of a single pass application on the website. A person wishing to visit the RCT area must produce proof of identity and a vehicle registration document, or a consignment note (in the case of a delivery).
- 5.11. To obtain a single pass, persons shall present the following documents:
- 5.11.1. **To enter or leave the RCT site:**
    - 5.11.1.1. proof of identity - passport or identity card and, if the pass application includes vehicles, registration certificate for the vehicle and trailer (if applicable);
    - 5.11.1.2. certificate of a security or law enforcement authority employee;
  - 5.11.2. **to enter the RCT site with or after cargo:**
    - 5.11.2.1. proof of identity - passport, identity card, registration certificates for the vehicle and trailer (if applicable)
    - 5.11.2.2. documents accompanying the cargo and a power of attorney certifying the person's right to import/export the cargo, in accordance with the requirements of customs and other binding regulations.
- 5.12. If the single-use pass is issued for a short-term, fixed-term visit to the RCT site, the person shall present the documents specified in Article 3.9 of the Regulations each time before entry/departure when obtaining the single-use pass.
- 5.13. If the registration of single-use passes cannot be carried out electronically, for technical or other reasons, single-use passes shall be recorded in the single-use pass issue log.
- 5.14. The single-use pass shall be issued only to the person in whose name the single-use pass application is made on the website.
- 5.15. When issuing a pass to a person, the security officer shall indicate the number of the pass in the application for the pass application site.
- 5.16. A person who has received a one-time pass is obliged to identify the issued pass by attaching it to the card reader when entering/leaving the RCT site.

**6. Procedure for returning the passes**

- 6.1. After a single visit to the RCT site, the visitor is obliged to authorise the single-use pass in the turnstile and hand it to the security guard when leaving the security post.

- 6.2. If a single-use pass for a visit to the RCT is issued for a temporary or fixed period of time specified in the single-use pass application, the person is obliged to return the pass to a security guard each time he/she leaves the RCT site.
- 6.3. Upon expiry of the validity period of the permanent pass, in case of damage or cancellation of the pass, as well as in case of termination of employment, the Company/Affiliated Company and the pass user are responsible for transferring the permanent pass to the RCT Human Resources Department or PFSO.
- 6.4. Information on issued passes shall be stored in the database and in the RCT archives for not less than 3 (three) years.

### **7. Pass payment procedure**

- 7.1. There is no charge for RCT issued electronic passes for employees of Affiliates/Companies and Service providers.
- 7.2. The fee for the RCT issued standard permanent vehicle passes for Affiliates and Companies shall be EUR 160.00 (one hundred and sixty EUR and 00 cents), exclusive of applicable VAT, per pass per year.
- 7.3. Affiliated companies and Companies that have concluded a lease agreement for immovable property (land, buildings/structures, railways, quays) located on RCT site will be issued two permanent vehicle passes free of charge each year for the duration of the lease agreement.
- 7.4. RCT employees are issued free of charge with a standard permanent vehicle pass.
- 7.5. The fee for the issuance of one-time passes of the specified model to Affiliates, Companies and their business partners/visitors shall be EUR 1.00 (One Euro, 00 cents), excluding the applicable VAT rate, for each pass, if the one-time pass is issued to a person for entering the RCT site, and to a person visiting the RCT site by road - EUR 4.00 (Four Euro), excluding the applicable VAT rate, for each pass. **The fee applies only if the pass is issued to the Affiliate/Company or their employees/co-operation partners by an RCT authorised person/employee.**
- 7.6. RCT shall invoice Affiliates and Companies within 14 days of receipt of an application for the issuance of the said passes for the payment of the RCT-issued standard permanent personal/vehicle Passes.
- 7.7. RCT shall invoice Affiliates and Companies (including for one-time passes issued to their business partners/employees) by the 10th of the following month for payment of one-time passes issued during the calendar month.
- 7.8. Affiliates/Companies shall pay the fees set out in Clauses 7.2, 7.5, 8.2, 8.3, 8.4 of these Regulations within 10 days of receipt of the invoice.
- 7.9. RCT issues invoices electronically. An invoice shall be deemed to be issued (sent) in electronic form and shall be treated as the submission of the original invoice referred to in the Contract without the requisite "signature", provided that RCT specifies in the invoice the particulars required by the Accounting Law as well as other particulars for the invoice to be treated as a tax invoice within the meaning of the Value Added Tax Law and sends it to the Affiliated Company, Company at the e-mail address specified in the Pass Application. The invoice shall be deemed to have been received on the date on which it is sent by RCT.

### **8. In case of loss, damage and cancellation of passes**

- 8.1. In the event of loss or damage to a permanent or single-use pass, the user must notify the RCT Director of Control Department and the PFSO by submitting an application for loss or damage to a previous pass. Damaged passes must be handed over to the PFSO.
- 8.2. In the event of loss or mechanical damage to a permanent or single-use pass requiring renewal, the pass user shall pay a renewal fee of EUR 10.00 (ten euros and 00 cents), exclusive of the applicable VAT rate.
- 8.3. If a permanent or single-use personal pass is stolen, the fact of the theft can be documented by the pass user (police report, copy of report) and renewal is required, the pass user shall pay a renewal fee of EUR 5.00 (five euros and 00 cents), excluding the applicable VAT rate.
- 8.4. In the event of loss or theft of a permanent vehicle pass and the need to renew it, the user of the pass shall pay a renewal fee of EUR 10.00 (ten euros and 00 cents), exclusive of the applicable VAT rate.
- 8.5. The processing and issuing of a new permanent pass for a person and a vehicle shall follow the same procedure as for the processing and issuing of the first pass.
- 8.6. If a pass is found that was reported as lost, it must be surrendered to the PFSO. Renewal fees paid in advance are non-refundable.
- 8.7. Permanent and single-use passes for persons and/or vehicles may be cancelled if the user of the pass does not comply with the internal rules of the RCT site and/or the requirements of these Regulations.
- 8.8. If the vehicle pass is cancelled, it must be surrendered to the PFSO. Vehicle passes paid in advance are non-refundable.
- 8.9. Passes issued shall also be cancelled if the premises lease or cooperation agreement with the company expires or is terminated early, the service contract with the service provider expires or is terminated early. Vehicle passes paid in advance are non-refundable.
- 8.10. The decision to revoke a pass shall be taken by the Director of the RCT Control Department or the PFSO in consultation with the RCT Management Board.

### **9. Procedures for crew members and cruise ship passengers crossing the land border of a port area**

- 9.1. Seafarers may cross the land border of the port area in accordance with the Immigration Law of the Republic of Latvia of 31 October 2002 and the Convention on National Identity Cards for Seafarers adopted on 13 May 1958.
- 9.2. For the purpose of crossing the land border of the port area, the master of the ship, a person authorised by the master, an agent shall submit a copy of the ship's roll, guest list, passenger list with the following information to the relevant pass control point:
  - 9.2.1. name of the vessel, flag state;
  - 9.2.2. the name of the shipping company and/or agent;
  - 9.2.3. the date of arrival/departure of the vessel;
  - 9.2.4. the name and surname of each person;

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- 9.2.5. the date and place of birth of each person;
- 9.2.6. the nationality of each person;
- 9.2.7. the position of each person on board (seafarers);
- 9.2.8. the type and number of each person's travel document.
- 9.3. The ship's roll, guest list, passenger list must be stamped with the individual stamp of the border guards.
- 9.4. In cases where a seafarer is refused entry to the Republic of Latvia, the border-crossing endorsement in the ship's roll shall be supplemented by the code entry NK - do not disembark.
- 9.5. If a seafarer is posted to another ship in the port area, he shall have the right to enter the RCT site on presentation of a letter of assignment from a legal person - shipping company, agent or seafarers' placement company - proving his identity.
- 9.6. Crew members and guests are allowed to cross the border of the RCT site and move within the RCT site on the basis of the ship's roll, guest list.
- 9.7. Entry of cruise ship passengers into the RCT site is based on:
  - 9.7.1. proof of identity - passport or identity card;
  - 9.7.2. a passenger list approved by border guards;
  - 9.7.3. the ship's passenger ID card.

#### **10. Procedures for entry/exit of Operational Services to/from RCT site**

- 10.1. Vehicles and crew members of state operative services - emergency medical aid, state fire and rescue service, environmental protection service, state police, etc., in case of a fixed call, are allowed to enter the territory of the RCT unhindered without inspection and without a pass. Vehicles and crew members of these emergency services are checked on departure in the normal way, except for ambulances with seriously ill patients.
- 10.2. State Border Guard officers escorting a detainee assume responsibility for security during the convoy within the RCT territory. Persons escorted are not issued passes.
- 10.3. Emergency situations within RCT shall be reported to the PFSO and/or the Director of the RCT Control Department, who shall proceed in accordance with the Port Facility Emergency Plan and Notification Schemes. If necessary, inform the Riga Harbour Master.
- 10.4. Information on the need for access to the RCT site by the State Operational Services is provided to the pass control points by the Director of the RCT Control Department, the PFSO or the responsible officials.
- 10.5. Visits by State Operational Services shall be recorded in the Visitors' Register at the specific pass control point.

#### **11. Liability and prohibitions**

- 11.1. Persons entitled to order single-use passes are responsible for ensuring that pass applications are made in good time on the pass ordering website.
- 11.2. The PFSO shall be responsible in accordance with the ISPS Code and these Regulations for:
  - 11.2.1. RAA allocation in the RCT area, Port facility;

- 11.2.2. drawing up a scheme for the division of the RCT area, the Port Facility RAAs and submitting it to the pass control points;
- 11.2.3. granting appropriate permits to persons with or without a vehicle for the right to stay in designated RAAs.
- 11.3. Management Board of RCT departments, companies and affiliates is responsible for informing employees, visitors, cargo carriers and employees of the Port Facilities Services under its authority about the pass regime and the necessary actions to comply with it.
- 11.4. The staff of the pass control points shall be responsible for issuing passes of a specified model to persons, with or without a vehicle, in accordance with the provisions of these Regulations and the PFSO's confirmation of the right of the persons concerned to stay within the territory of the designated RAA RCT.
- 11.5. Pursuant to the provisions of these Regulations, individuals are prohibited to:
  - 11.5.1. transfer the pass obtained for visiting the RCT site to another person;
  - 11.5.2. be in the RAA of the RCT site without being accompanied by an RCT staff member or without an appropriate mark on the personal or one-time pass;
  - 11.5.3. without being accompanied by an RCT officer or an appropriate mark on the vehicle or a one-time pass, to drive the vehicle in the RAA of the Port facility and to park it in the designated parking areas;
  - 11.5.4. violate the RCT site's internal rules of order and other requirements of binding normative documents in force;
  - 11.5.5. stay in the RCT site for more than 30 minutes after the end time of the visit.
- 11.6. Any person discovering or recording violations of the requirements of the RCT site internal order regulations, these Regulations and other binding normative documents in force, or receiving information about them, is responsible for informing the RCT Control Department Director, PFSO or RCT authorised security company(ies), service(s) or security organisation(s) staff.
- 11.7. The Companies and their business partners shall be responsible for the prompt payment in full of the invoices referred to in the clauses of these Regulations. Otherwise, RCT reserves the right to suspend the issuance and operation of the passes issued to the company or business partner until all obligations have been met.

## **12. Restricted areas, special regime premises and description of restricted areas**

### **Restricted access areas, special regime facilities:**

- 12.1. The territory of the port facility shall be subject to the regime of the closed area of the border crossing point in accordance with the Regulation of the Cabinet of Ministers of the Republic of Latvia No 697 of 27 July 2010 "Regulations Regarding the Border Crossing Point Regime".
- 12.2. In accordance with the ISPS Code, the area of the Port Facility is divided into RAAs.
- 12.3. RAAs are marked on the Port Facility Protection Plan, on the RAA allocation diagram with their assigned sequential numbers for persons (1;2;3, etc.) and designations in capital letters of the Latin alphabet for short stay vehicle areas (X;Y;Z) and vehicle parking areas (A;B;C, etc.).

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- 12.4. Permission to be in a RAA is granted by an appropriate marking on all types of passes for persons and vehicles, except for RAA No.8, which is a common area open to all persons and vehicles within the terminal area.
- 12.5. In exceptional cases, where the entry of persons, with or without a vehicle, into a RAA, special regime premises is related to the national interest, approval of the PFSO is required.
- 12.6. Passes marked RAA No.0 give unrestricted access to all RAAs within the terminal area.
- 12.7. Passes marked for a specific RAA shall give access to that RAA and to other RAA in ascending order of assigned serial numbers, except RAA 3 and 5 (e.g. a pass marked for RAA 2 shall give access to RAA 2, 4, 6, 7 and 8 but not to RAA 1) for work duties in that RAA.
- 12.8. Access to RAA 3 or 5 is restricted to persons holding a personal pass marked RAA 0 or whose direct duties are related to activities in RAA 3 or 5 (e.g. IT specialists may stay in the server rooms, electricians and electrical engineers may stay in the electrical cabinet rooms, customs officers may stay in the special regime facilities in the customs control area).
- 12.9. In addition to the approval of the PFSO, the visit of persons to RAA 1 requires the approval of the master of the ship or the ship's security officer.
- 12.10. Vehicle passes marked with a specific RAA - Short Stay Vehicle Zone - give access to the specific zone and are issued to persons - vehicle users - for the performance of their work duties in the RAA in accordance with the person's authorisation to stay in the RAA.
- 12.11. Vehicle passes marked with a specific RAA - Vehicle Parking - give permission to park in that particular car park and other car parks, according to the description of the restricted access areas.
- 12.12. RCT authorised security company staff must check that the passes issued to persons and vehicles in the terminal area and the RAA designations on them comply with the requirements of the pass regime.

#### **Description of restricted areas:**

- 12.13. The location of the RAAs is indicated in the Port Facility Protection Plan, RAA allocation diagram:
- 12.13.1. Access to the following RAAs in the Port facility is indicated by numbers on the passes of employees, visitors, cargo suppliers, etc:
- 0** - unrestricted access to the RAA terminal area;
  - 1** – ship;
  - 2** – ship berths, coastal area;
  - 3** – control rooms for the Vessel Traffic Management Centre control systems, navigation and defence systems, server rooms, electrical, telephone and radio communications, heating, water supply and sewerage, as well as other special regime rooms for the technical support of the operation of the Port facility;
  - 4** – closed warehouses for goods dangerous to human health, flammable substances, poisonous substances and explosive substances and objects;
  - 5** – special regime rooms for ship personnel, passengers and visitors in the border and customs control area;
  - 6** – freight yards, open and closed warehouses;

**7** – administrative buildings;

**8** – common area.

12.13.2. The following letters on the vehicle passes indicate the vehicle parking areas within the terminal:

**A** - parking for the management of affiliated companies, employees of administrative buildings and guests (VIP) - parking is also allowed in parking lots B, C, D, E and F;

**B** - RCT service vehicle parking; parking is also allowed in car parks C, D, E and F;

**C** – parking for specialised vehicles (machinery, stacking equipment), workshops;

**D** – parking for visitors' vehicles;

**E** – parking for employees of affiliated companies; parking also allowed in car parks D and F;

**F** – parking for company employees, company business partners, visitors; parking also allowed in parking lots D.

12.13.3. Short-stay parking spaces are indicated on vehicle passes with the following letters:

**X** – handling and storage facilities for goods dangerous to human health, flammable substances, poisonous substances and explosive objects;

**Y** – handling and storage areas for various equipment, substances, objects;

**Z** – ship berths, coastal area.

### 13. Final provisions

13.1. Version 4.0 of the Pass Regulations shall be approved by the RCT Board and shall enter into force on the 5th day following its approval. Version 3.0 of the Regulations shall cease to have effect upon the entry into force of version 4.0.

13.2. The Director of the RCT Control Department shall supervise compliance with the requirements of the Regulations.

13.3. Suggestions for amendments and additions to the Regulations should be sent to the Director of the RCT Control Department, who will, if necessary, prepare and submit for approval an updated version of the document.

13.4. Document status and history of previous versions:

Date of revision	Serial No of the new version.	Description of changes	Reviewer
27.04.2022	3.0	Completely revised version of the Regulations	
01.02.2023	4.0	In point 1.2.14 the details of the parent company have been changed; 2. on page 2 in the explanatory information (Foot note No 1) the cadastral numbers are changed.	





**PERSONAL PASS APPLICATION**

<b>No.</b>	<b>Type of pass</b>	<b>Name, surname</b>	<b>Personal identity number</b>	<b>Site to be visited</b>	<b>Company</b>	<b>Position</b>	<b>RAA</b>
1.	Completed by the pass applicant	Completed by the pass applicant	Completed by the pass applicant	RCT site	Completed by the pass applicant	Completed by the pass applicant	Completed by PFSO
2.	Completed by the pass applicant	Completed by the pass applicant	Completed by the pass applicant	RCT site	Completed by the pass applicant	Completed by the pass applicant	Completed by PFSO
3.	Completed by the pass applicant	Completed by the pass applicant	Completed by the pass applicant	RCT site	Completed by the pass applicant	Completed by the pass applicant	Completed by PFSO

Name of the Company  
Position  
Name, surname \_\_\_\_\_  
(signature)

**APPROVED:**  
RCT  
Position  
Name, surname \_\_\_\_\_  
(signature)

**VEHICLE PASS APPLICATION**

No.	Type of pass	Driver of the vehicle	Registration number	Make	Site to be visited	Parking area	RAA
1.	Completed by the pass applicant	Completed by the pass applicant	Completed by the pass applicant	Completed by the pass applicant	RCT site	Completed by PFSO	Completed by PFSO
2.	Completed by the pass applicant	Completed by the pass applicant	Completed by the pass applicant	Completed by the pass applicant	RCT site	Completed by PFSO	Completed by PFSO
3.	Completed by the pass applicant	Completed by the pass applicant	Completed by the pass applicant	Completed by the pass applicant	RCT site	Completed by PFSO	Completed by PFSO

Name of the Company \_\_\_\_\_  
 Position \_\_\_\_\_  
 Name, surname \_\_\_\_\_  
 (signature)

**APPROVED:**  
 RCT  
 Position \_\_\_\_\_  
 Name, surname \_\_\_\_\_  
 (signature)