

Terms of service 2012



Lentoasemat – Airports in Finland

-  Finavian reittiliikenteen lentoasemat,
Finavia's Airports (scheduled destinations)
-  Finavian muut lentoasemat,
Finavia's Other Airports
-  Muut lentoasemat,
Other Airports



Finavia OYJ

Terms of service

2012

General terms of
airport and air navigation services
for air carriers and other aircraft operators
including air traffic charges



| | |
|--|-----------|
| Definitions | 5 |
| 1. Introduction | 6 |
| 2. Terms of service: Application and validity | 6 |
| 3. Further information | 7 |
| 4. Airport operations | 7 |
| 4.1. Level of service | 7 |
| 4.2. Airport operating hours | 7 |
| 4.3. Slot coordination at Helsinki-Vantaa Airport | 7 |
| 4.4. Timetable coordination at other airports | 8 |
| 4.5. Licences and insurance required | 8 |
| 4.6. Right to prevent aircraft departure for flight safety reasons | 8 |
| 5. Environment | 8 |
| 5.1. Permitted aircraft noise emissions | 8 |
| 5.2. Reducing noise and air emissions in flight operations | 9 |
| 5.3. Reducing environmental impacts at airports | 9 |
| 6. Information to be provided to Finavia | 9 |
| 6.1. Basic details of the customer | 9 |
| 6.2. Information for the aeronautical season | 9 |
| 6.3. IATA Type B messages for the flights | 10 |
| 6.4. Passenger and freight information | 10 |
| 6.5. Sanctions for failing to provide information | 11 |
| 7. Air traffic charges | 11 |
| 7.1. Airport services and charges | 11 |
| 7.1.1. Landing charge | 11 |
| 7.1.1.1. Services included in the landing charge | 12 |
| 7.1.2. Parking charges | 12 |
| 7.1.3. Electricity charges | 13 |
| 7.1.4. Passenger charge | 14 |
| 7.1.4.1. Services included in the passenger charge | 15 |
| 7.1.4.2. Assistance service charge (PRM fee) | 15 |
| 7.1.5. Security charge | 15 |
| 7.1.6. Noise charge | 16 |
| 7.2. Air navigation services and charges | 17 |
| 7.2.1. Terminal navigation service | 17 |
| 7.2.2. Upgrade of service level from AFIS to ATC | 18 |
| 7.2.3. Charges for en-route services | 18 |
| 7.2.4. Services complementary to air navigation services | 19 |
| 7.3. Exemptions and reductions | 19 |
| 7.3.1. Season card | 19 |
| 7.3.2. Exemptions from landing and TN charges | 20 |
| 7.3.3. Exemptions from route charges | 21 |
| 7.3.4. Extended operating hours | 21 |
| 7.3.5. Extra opening | 21 |
| 7.4. Discounts for new routes | 21 |
| 8. Other charges | 22 |
| 8.1. Run-up area charge at Helsinki-Vantaa Airport | 22 |
| 8.2. De-icing handling fee | 22 |
| 8.3. Emergency preparedness charge | 23 |
| 9. Payment of charges and value added tax | 23 |
| 9.1. Methods of payment | 23 |
| 9.1.1. Advance payment | 24 |
| 9.1.2. Bank guarantee | 24 |
| 9.1.3. Payment on invoice | 24 |
| 9.2. Interest on late payment | 24 |
| 9.3. Value added tax | 24 |
| 10. Air transport supervision fee | 25 |
| 11. Finavia's liability | 25 |
| 12. Grounds for release from liability | 25 |
| 13. Settlement of disputes | 25 |
| 14. Contact details | 26 |

Definitions

Air carrier

A company operating air services with a valid operator's certificate or equivalent document.

Airport operating hours

ATS unit operating hours published by Finavia for each airport.

ATC

Air Traffic Control. The purpose of air traffic control service is to prevent collisions between aircraft and in the manoeuvring area between aircraft and obstructions, and to expedite and maintain an orderly flow of air traffic.

ATS

Air Traffic Service. A generic term meaning variously, flight information service, alerting service, air traffic advisory service, air traffic control service (area control service, approach control service or aerodrome control service).

AFIS

Aerodrome Flight Information Service. The purpose of AFIS is to provide information necessary for flight safety to aircraft operating at an uncontrolled aerodrome. / FIS: A service provided for the purpose of giving advice and information useful for the safe and efficient conduct of flights.

Certified noise levels

Noise levels in accordance with the aircraft noise certificate, measured at sideline, take off and approach noise measurement points as determined in Annex 16 to the Chicago convention (ICAO Annex 16).

Commercial air service

An air service performed by aircraft for the transport of passengers, cargo or mail for remuneration or hire. Commercial air services include scheduled, charter and air taxi operations.

Customer

Air carrier or other aircraft operator.

Estimated off-block time (EOBT)

The estimated time at which the aircraft will commence movement associated with departure.

GAT flights (General air traffic)

All flights conducted in accordance with the rules and procedures of ICAO.

International air service

An air service crossing a state border. An aircraft operated in international charter services shall be considered to be operating international air services also when flying collecting flights between domestic airports.

Landing

An aircraft landing or touch-and-go landing (TGL)

Landing time

The time recorded by air traffic control or flight information services or entered in the aircraft flight log, at which the aircraft lands on the runway.

Maximum certificated take-off weight (MTOW)

The maximum allowed and registered take-off weight of the aircraft. If the aircraft has a variable maximum take-off weight or several registered maximum take-off weights, only the highest registered MTOW will be considered.

Off-block time (OBT)

The time at which the aircraft commences movement associated with departure.

Parking time

The time during which an aircraft is parked at the stand assigned to it.

PASSENGER CATEGORIES

DOM

A passenger who leaves from a Finnish airport and ends his/her flight journey at a Finnish airport.

DOM-DOM

DOM-DOM transfer passenger, i.e. a transfer passenger who arrives on a scheduled flight from a Finnish airport and continues to another Finnish airport.

DOM-INT

DOM-INT transfer passenger, i.e. a transfer passenger who arrives on a scheduled flight from a Finnish airport and continues to a foreign airport.

INT

A passenger flying from Finland to a foreign country, or from a Finnish airport to another Finnish airport so that the flight immediately continues to a foreign airport after one or several intermediate landings, and the flight number is not changed (see 'transit passenger').

INT-DOM

INT-DOM transfer passenger, i.e. a transfer passenger who arrives on a scheduled flight from a foreign airport and continues to a Finnish airport.

INT-INT

INT-INT transfer passenger, i.e. a transfer passenger who arrives on a scheduled flight from a foreign airport and continues to another foreign airport, spending the time between the flights in the passenger terminal.

Transit passenger

A passenger who arrives at an airport by air and continues the journey immediately so that the flight number is not changed.

Service provider

Finavia Corporation

Take-off time

The time recorded by air traffic control or flight information services or entered in the aircraft flight log, at which the aircraft takes off from the runway.

1. Introduction

Finavia Corporation (hereinafter referred to as Finavia) provides airport and air navigation services in Finland. Finavia's airport network includes 25 airports, through which nearly 20 million passengers travel each year.

Finavia and its subsidiaries together form the Finavia Group. However, these contractual terms are not applicable to services provided by Finavia's subsidiaries or to ground handling services. A list of ground handling service providers at Finnish airports and their contact details can be found on the website: www.finavia.fi/airlines.

Finavia airports:

| | | |
|-----------------|---------------------|------------------|
| Helsinki-Vantaa | Kemi-Tornio | Rovaniemi |
| Helsinki-Malmi | Kittilä | Savonlinna |
| Enontekiö | Kokkola-Pietarsaari | Tampere-Pirkkala |
| Halli | Kuopio | Turku |
| Ivalo | Kuusamo | Utti |
| Joensuu | Lappeenranta | Vaasa |
| Jyväskylä | Maarianhamina | Varkaus |
| Kajaani | Oulu | |
| Kauhava | Pori | |

Finavia airports are divided into four different categories based on their service concept: the main airport, business airports, tourism airports and basic airports. The **main airport** is Helsinki-Vantaa Airport. The airports of Turku, Tampere-Pirkkala, Vaasa, Kuopio and Oulu operate in accordance with the **business travel** concept.

The **basic airports** are Kajaani, Joensuu, Savonlinna, Varkaus, Lappeenranta, Kemi, Kokkola-Pietarsaari, Mariehamn, Pori and Jyväskylä. At basic airports, the required service level is such that the airport is able to serve one passenger aircraft at a time within one hour. In addition, Helsinki-Malmi, Halli, Kauhava and Utti belong to the category of basic airports.

At **tourism airports**, capacity is increased during specifically determined seasons to a higher level than at basic airports. The tourism airports are Kittilä, Kuusamo, Ivalo, Rovaniemi and Enontekiö.

The airport manager shall be responsible for operations at each airport.

En-route services are provided by the Area Control Centre Finland (EFIN) (efes@finavia.fi).

2. Terms of service: Application and validity

The terms of service shall be interpreted in accordance with the Finnish law currently in force.

These terms of service are applied to air navigation and airport services offered by the service provider (hereafter referred to as Finavia) in Finnish airspace and at Finnish airports, unless otherwise agreed in writing between the customer and Finavia.

The terms of service and amendments thereto are published in the aeronautical information system. The terms and amendments shall enter into force on the date mentioned in the publication.

The charges listed in the terms of service shall enter into force as of 1.1.2012.

Finavia reserves the right to amend these terms of service.

This document is a translation from Finnish to English. Where the terms mentioned in this document are in conflict with the document in Finnish, the terms of Finnish document shall prevail.

3. Further information

More detailed information on and conditions for Finavia's services are published in the Aeronautical Information Publication (AIP Finland) <http://ais.fi> and in regulations issued by Finavia for each airport separately www.airportal.fi. The information and conditions published in the AIP and airport regulations form one entity with the terms of service contained in this document. Where the terms mentioned in this document are in conflict with the information and conditions contained in the AIP or with airport regulations, the terms of this document shall prevail.

Useful information for airlines can be found on Finavia's website www.finavia.fi/airlines.

4. Airport operations

4.1. Level of service

Service levels for airports are published in the Aeronautical Information Publication (AIP Finland). The level of service varies according to the airport concept.

At the following airports, Finavia's capability to provide services to commercial civil aviation is restricted:

- Helsinki-Malmi, Halli, Kauhava, Utti

Where necessary, the airport manager shall decide on the provision of services to commercial civil aviation at his/her airport.

Finavia reserves the right to change the level of service.

4.2. Airport operating hours

Airport operating hours are published in the aeronautical information system (see Aeronautical Information Publication, AIP Finland, <http://ais.fi/ais/bulletins/efinfi.htm>). Any changes to operating hours are announced by NOTAM bulletins.

Where services are required outside the airport operating hours notified by Finavia, they must be agreed upon separately in writing. To make such an agreement, the air carrier or other aircraft operator shall contact the airport ATC or briefing. If the airport is opened or airport operating hours extended on request, the requesting operator shall pay an extra charge for airport opening or extended hours of operation, plus any additional costs for security checking. However, Finavia reserves the right to refrain from opening the airport or extending its operating hours.

The pilot-in-command must ensure that border control authorities are present for non-Schengen flights, and customs authorities for non-EU flights.

4.3. Slot coordination at Helsinki-Vantaa Airport

Helsinki-Vantaa is a coordinated airport under the terms of Council Regulation (EEC) No 95/93 (Slot Regulation).

For take-off or landing, an air carrier or any other aircraft operator shall have a slot allocated by the coordinator, except for flights by state aircraft, emergency landings and humanitarian flights. Further information on slot coordination can be found on the website www.helslot.fi.

Finavia may reject a flight plan filed by an air carrier or any other aircraft operator, if it intends to land on or depart from a coordinated airport without a slot allocated by the coordinator.

4.4. Timetable coordination at other airports

The air carrier shall submit the schedules in accordance with paragraph 6.2. to Finavia at least 30 days before the estimated off-block time. If the schedules or any changes to them are submitted later, Finavia reserves the right to restrict the services available at the airports.

Finavia has the right to restrict air traffic where necessary with regard to the airport capacity available. The contact person for co-ordination of schedules is the manager of each airport (www.finavia.fi/airlines).

4.5. Licences and insurance required

The provision and use of Finavia's airport and air navigation services requires that the aircraft and its operator have all valid licences and approvals required by laws, regulations or aviation authorities for that type of flight operations. The aviation regulatory authority in Finland is the Finnish Transport Safety Agency (Trafi), further information www.trafi.fi.

For the use of an aircraft without third party liability insurance, or an aircraft insured for a smaller amount than required by law, Finavia has the right to collect the airport and air navigation charges tenfold.

4.6. Right to prevent aircraft departure for flight safety reasons

The airport manager, any person employed by the airport operator, or anyone having duties in air navigation services or in a maintenance organisation or ground handling organisation have the right to prevent an aircraft from departing:

- 1) when there is reason to believe that the aircraft at the time of its departure is not airworthy or properly manned;
- 2) when there is reason to believe that the provisions of the Aviation Act or any regulations issued by virtue of it and governing the flight have otherwise not been complied with; or
- 3) when the use of the aircraft for aviation is otherwise prohibited on the basis of the Aviation Act

and the deficiencies referred to above may seriously endanger flight safety.

5. Environment

Finavia offers airport and air navigation services under the terms of environmental permits granted for the operations. Finavia requires air carriers and other aircraft operators to comply with the provisions issued by it so as to reduce the adverse impacts of airport operation and air navigation services on the environment. In addition, air carriers must actively seek to reduce environmental impacts in their own operations.

5.1. Permitted aircraft noise emissions

The provision and use of Finavia's airport and air navigation services requires that the aircraft meets at least the noise standards in accordance with Annex 16 to the Convention on International Civil Aviation (ICAO Annex 16), Volume I, Part II, Chapter 3. On an exceptional basis, however, services can be provided at airports other than Helsinki-Vantaa also to those aircraft not meeting the standards, provided that the Finnish Transport Safety Agency has granted an exemption for the flight.

5.2. Reducing noise and air emissions in flight operations

Aircraft noise and atmospheric emissions can be reduced e.g. by using continuous descent approach (CDA) procedures and by simultaneously optimising engine power, configuration and speed. Air carriers shall also familiarise themselves with Finavia's airport-specific provisions, which have been published e.g. in AIP Finland paragraph 2.21, Noise abatement procedures.

5.3. Reducing environmental impacts at airports

At the airport, aircraft noise and atmospheric emissions can be reduced e.g. by taxiing with one engine off and by always using ground power instead of the Auxiliary Power Unit (APU). Finavia issues airport-specific provisions on the use of ground power.

Finavia gives provisions on ground handling for each airport separately, also aiming to reduce environmental impacts. Air carriers shall comply with Finavia's provisions e.g. with regard to deicing.

6. Information to be provided to Finavia

The air carrier or any other aircraft operator shall supply the information required in the AIP and in paragraphs 6.1 – 6.4 below to Finavia.

6.1. Basic details of the customer

Before operating, the following basic details about the customer must be submitted to Finavia at the address airtraffcinvoices@finavia.fi:

- aircraft maximum certificated take-off weight (MTOW) and any changes therein before the flight
- aircraft certificated noise levels and any changes therein
- copies of original documents concerning the information required above
- contact details for invoicing:
 - name of the payer
 - postal address
 - email address
 - business ID of the payer.

The customer is responsible for correctness of the information provided. If the customer fails to submit this information in due time or if the information is inadequate, Finavia will use publicly available information as a basis for invoicing.

6.2. Information for the aeronautical season

Before operating, the following information for the aeronautical season shall be sent by email to the address helcaxh@finavia.fi.

- Schedules of flights departing from or landing at a Finavia airport as SSIM files or using the form "Schedules information" or an equivalent format. The form intended for providing the schedules information is available in Finavia's extranet: www.airportal.fi.
- In case of a turn-around flight, combined flight numbers for arriving and departing flights to determine aircraft parking.
- Relation between flight number and call sign e.g. LH3110 = DLH7PL or AY741 = FIN741X.

- When commencing a series of flights with a new aircraft type at Helsinki-Vantaa Airport, aircraft dimensions must be notified for stand allocation purposes.

For any enquiries about the information required, please send email to helcaxh@finavia.fi.

6.3. IATA Type B messages for the flights

Airlines shall send the following IATA type B messages:

| Message | Intended use | Airports | Address | Enquiries |
|-------------------|--|----------|---|--|
| SSM ASM | STANDARD SCHEDULE MESSAGE ADHOC SCHEDULE MESSAGE Passenger information Arrivals and departures information on Finavia's website Staff scheduling at Finavia airports | All | SITA: HELCAHXH | helcaxh@finavia.fi |
| PSM PAL CAL | PASSENGER SERVICE MESSAGE PASSENGER ASSISTANCE LIST CHANGE ASSISTANCE LIST Service to passengers requiring assistance | All | SITA: HELCAHXH | efhk.apoc@finavia.fi |
| MVT | AIRCRAFT MOVEMENT MESSAGE Passenger information and Finavia's website. Aircraft registration for stand allocation and invoicing Reason for delay and time of delay for statistics | All | SITA: HELCAHXH | helcaxh@finavia.fi |
| LDM | LOAD MESSAGE: Number of passengers for verification of passenger charge | All | SITA: HELCAHXH | helcaxh@finavia.fi |
| PTM | PASSENGER TRANSFER MESSAGE Information on transfer passengers for passenger flow management | Helsinki | SITA: HELCAHXH | helcaxh@finavia.fi |
| BSM | BAGGAGE SORTING MESSAGE For baggage sorting BSM/SOR BSM/DEL | Helsinki | SITA: HDQILAY Amadeus: HELBSXH | helbsxh@finavia.fi |

Because the messages are handled automatically, they must absolutely comply with IATA (International Air Transport Association) standards, which are specified in the IATA Standard Schedules Information Manual and IATA Airport Handling Manual.

6.4. Passenger and freight information

Passenger and freight information must be submitted to Finavia in an electronic form as agreed or using Finavia's forms intended for the provision of passenger and freight information (Air Traffic Survey, ATS). The forms can be found in Finavia's extranet www.airportal.fi. Please send the completed forms by email to pax@finavia.fi.

Information to be provided:

Number of passengers by destination:

- Departing passengers DOM, INT
- Transfer passengers classified as
 - DOM-DOM
 - DOM-INT
 - INT-INT
 - INT-DOM passengers
- Arriving passengers

Cargo and mail by flight and destination:

- Amount of outbound cargo and mail in kilograms
- Amount of inbound cargo and mail in kilograms

Schedules:

- for departures and landings at Finavia airports on days 1st–15th of each month – by day 18th of that month; and
- for departures and landings at Finavia airports on days 16th–31st of each month – by day 3rd of the following month.

For any enquiries about the information required, please send email to pax@finavia.fi.

6.5. Sanctions for failing to provide information

If an air carrier or any other aircraft operator fails to provide the information listed above as required in these terms of service or within the times specified, Finavia may restrict the services available or refuse to provide any services.

The person/organisation submitting the information is responsible for ensuring that the information used for determining the charges is correct. If the customer has failed to provide the correct information in due time, Finavia will not reimburse for any payments of invoices based on incorrect or inadequate information.

7. Air traffic charges

7.1. Airport services and charges**7.1.1. Landing charge**

A landing charge is collected for each aircraft landing at an airport during its hours of operation. The landing charge is based on the aircraft maximum take-off weight (MTOW), which must be reported to Finavia within the time limit specified in these terms of service. If no report is submitted, invoicing will be based on the maximum take-off weight for the aircraft type in question. MTOW is rounded up to the nearest 1 000 kg.

To determine the landing charge, aircraft are divided into four categories based on their MTOW. The landing charge consists of a fixed sum specific to each MTOW category, and an additional charge for each ton by which the aircraft MTOW exceeds the lower limit of that category.

The landing charges are as follows:

| MTOW | EUR | | Lower limit |
|-----------------|--------------|----------------|-------------|
| | Fixed charge | Charge per ton | |
| 0-2 000 kg | 0.00 | 5.50 | |
| 2 001-5 700 kg | 11.00 | 0.89 | 2 tons |
| 5 701-35 000 kg | 14.57 | 4.20 | 6 tons |
| over 35 000 kg | 136.27 | 5.97 | 35 tons |

Examples of aircraft landing charges:

MTOW 3 900 kg: $11.00 + 0.89 \times (4 - 2) = 12.78$ EUR

MTOW 22 000 kg: $14.57 + 4.20 \times (22 - 6) = 81.77$ EUR

MTOW 55 400 kg: $136.27 + 5.97 \times (56 - 35) = 261.64$ EUR

However, the minimum charge per landing is:

| | EUR |
|---|-------|
| At Helsinki-Vantaa Airport during peak hours (MON-FRI 0700-0930 LMT and 1430-2000 LMT, SUN 1430-2000 LMT) | 55.00 |
| At Helsinki-Vantaa Airport at other times | 30.00 |

A complete list of exemptions and reductions, including season cards, is given in paragraph 7.3.

Services requested outside airport operating hours are charged in accordance with paragraphs 7.3.4 – 7.3.5.

7.1.1.1. Services included in the landing charge

The landing charge covers the services and functions listed below as a general description for information purposes. Details of the service provided may vary at different airports.

- **runway and taxiway infrastructure**
 - runways
 - taxiways
 - shoulders
 - service roads
- **aprons**
 - aprons, including their summer and winter maintenance
 - guidance and lighting systems
 - apron use planning
 - prevention of adverse environmental impacts at apron
 - aircraft parking for max 2 hours¹
 - marshalling services²
- **de-icing**
 - de-icing infrastructure and co-ordination
- **rescue services**
 - buildings for rescue services
 - rescue equipment
 - control of birds and animals at airport
- **The charge does not include:**
 - aircraft electric infrastructure service, for which a separate charge is collected (paragraph 7.1.3)
 - de-icing handling fee (paragraph 8.2) for de-icing operators.³

7.1.2. Parking charges

A parking charge is collected for an aircraft parked for over 2 hours in the movement area of the airport. Parking charges are collected during airport operating hours.

A. Parking charges at Helsinki-Vantaa Airport

(i) Parking for up to 24 hours:

For parking for more than two and up to five hours, the parking charge is 1.31 EUR for each 1000 kg or part thereof of the aircraft MTOW. The minimum charge is, however, 5.22 EUR.

For parking for more than five and up to ten hours, the parking charge is 2.61 EUR for each 1000 kg or part thereof of the aircraft MTOW. The minimum charge is, however, 10.44 EUR.

For parking for more than ten and up to 24 hours, the parking charge is 3.92 EUR for each 1000 kg or part thereof of the aircraft MTOW. The minimum charge is, however, 15.67 EUR.

¹ Separate charge for parking for more than 2 hours (see paragraph 7.1.2)

² Only available at Helsinki-Vantaa Airport

³ The fee is collected from deicing service provider based on the amount (in litres) of deicing fluid used.

Night time (2130–0600 LMT) is free of parking charge, and night time is not included in the total parking time when the aircraft is parked for less than 24 hours.

| Parking charge | | | Minimum charge |
|--------------------|--------|------------------|-----------------|
| Parking time Lower | Upper | EUR per MTOW ton | EUR per parking |
| over 2 hrs | 5 hrs | 1.31 | 5.22 |
| over 5 hrs | 10 hrs | 2.61 | 10.44 |
| over 10 hrs | 24 hrs | 3.92 | 15.67 |

(ii) Parking for over 24 hours:

For parking for more than 24 hours, the parking charge is 5.22 EUR for each 1 000 kg or part thereof of the aircraft MTOW, and it is collected for each period of 24 hours or part thereof. The minimum charge is, however, 15.67 EUR for each 24-hour period or part thereof.

B. Parking charges at other airports

(i) Parking for up to 24 hours:

For parking for more than two and up to 24 hours, the parking charge is 2.16 EUR for each 1 000 kg or part thereof of the aircraft MTOW. The minimum charge is, however, 8.60 EUR.

Night time (2200–0600 LMT) is free of parking charge, and night time is not included in the total parking time when the aircraft is parked for less than 24 hours.

| Parking charge | | | Minimum charge |
|--------------------|--------|------------------|-----------------|
| Parking time Lower | Upper | EUR per MTOW ton | EUR per parking |
| over 2 hrs | 24 hrs | 2.16 | 8.60 |

(ii) Parking for over 24 hours:

For parking for more than 24 hours, the parking charge is 2.16 EUR for each 1 000 kg or part thereof of the aircraft MTOW, and it is collected for each period of 24 hours or part thereof. The minimum charge is, however, 8.60 EUR for each 24-hour period or part thereof.

A complete list of exemptions and reductions, including season cards, is given in paragraph 7.3.

C. Charge for long-term storage of aircraft

Each airport may make its own agreements with regard to aircraft long-term parking charges, applying other prices than those listed above. The contact person in this issue is the airport manager, see www.finavia.fi/airlines.

7.1.3. Electricity charges

Electricity infrastructure charge at Helsinki-Vantaa Airport

An electricity infrastructure charge is collected at Helsinki-Vantaa Airport for aircraft having used a parking stand where an electricity source is provided by the airport. The electricity infrastructure charge is based on the maximum take-off weight (MTOW) of the aircraft, rounded up to nearest 1 000 kg. The unit price is 0.25 EUR per ton. However, the minimum charge is 4 EUR.

Electricity charges at other airports

At airports other than Helsinki-Vantaa, the electricity infrastructure charge is included in the parking fee. The electricity infrastructure charge only covers the general electricity used for ground power units.

7.1.4. Passenger charge

A passenger charge is collected for each passenger departing from an airport terminal on board an aircraft in commercial air service. Within the time limit specified in these terms of service, a passenger information form must be submitted to Finavia for invoicing and verification of passenger details. In case a passenger information form is not submitted, the number of passenger seats specific to each aircraft type may be used for calculating the passenger charge. The amount of passenger charge depends on the airport, passenger category and aircraft maximum take-off weight. Transfer passenger charge can only be applied if the air carrier reports the number of transfer passengers to Finavia on the passenger information form.

However, the separate low-cost terminals at Turku and Tampere-Pirkkala Airports are exceptions to this rule. Service charges for these terminals are available on the website www.airpro.fi.

The passenger charges are as follows:

| Aircraft MTOW over 15 000 kg | EUR |
|--|------|
| Helsinki-Vantaa, Oulu and Rovaniemi *) | |
| DOM | 4.83 |
| INT | 7.68 |
| DOM-INT | 3.65 |
| INT-INT | 4.46 |
| Other airports | |
| DOM | 4.57 |
| INT | 7.12 |
| DOM-INT | 3.65 |
| INT-INT | 4.46 |
| Aircraft MTOW 0 – 15 000 kg | EUR |
| DOM | 2.42 |
| INT | 4.61 |
| DOM-INT | 3.65 |
| INT-INT | 4.46 |

*) Passenger bridges and/or apron buses are available at these airports.

Passenger charges are not collected for:

1. children under the age of two;
2. transit passengers;
3. DOM-DOM-transfer passengers who arrive at the airport from another Finnish airport and continue to a third Finnish airport, when the departure time is within 4 hours of arrival according to the schedule. However, the flight may not be the return portion of a round-trip;
4. INT-DOM-transfer passengers who arrive from a foreign airport and continue to a Finnish airport, when the departure time is within 4 hours of arrival according to the schedule. However, the flight may not be the return portion of a round-trip;
5. flights which are to be regarded exclusively as ambulance or search and rescue flights;
6. passengers on sightseeing flights.

The basis for the exemption must be indicated on the flight ticket. On request, the air carrier or passenger handling agent must be able to show sufficient documentation regarding the basis for the exemption to a Finavia representative.

If passengers of non-commercial flights use the terminal, the compensation shall be separately negotiated with the airport in question. The contact person in this issue is the airport manager, see www.finavia.fi/airlines.

7.1.4.1. Services included in the passenger charge

The passenger charge covers the services and functions listed below as a general description for information purposes. Details of the service provided may vary at different airports.

Passenger services include:

- access to the airport (surface traffic infrastructure and its maintenance)
 - road network
 - traffic signs
 - terminal yards, green areas
- passenger service infrastructure and its maintenance
 - terminals
 - waiting areas and public premises (incl. facilitation of movement, such as lifts, escalators)
 - signs
 - sanitation, incl. toilets for disabled
- passenger bridges/apron bus transports⁴ in charge category 1
- baggage infrastructure and its maintenance
 - premises for baggage handling and delivery
 - baggage handling system
 - baggage sorting system
- other customer services and systems etc.
 - airport operations centre
 - FIDS
 - public address system
 - advice and guidance
- CUSS kiosks⁵
 - Common Use Self Service (CUSS); equipment for self check-in
- CUPPS⁶
 - Common Use Passenger Processing System (CUPPS), enables smooth and flexible use of facilities for different airlines on the same service desk.

The passenger service charge does not include:

- services to passengers requiring assistance (PRM), for which a separate fee is charged (paragraph 7.1.4.2.).

7.1.4.2. Assistance service charge (PRM fee)

An assistance service charge is collected for passengers departing from an airport terminal on board an aircraft in commercial air service. The fee is based on the EC Regulation (No 1107/2006) concerning the rights of disabled persons and persons with reduced mobility when travelling by air.

The assistance service charge is 0.20 EUR per departing passenger. Assistance service charge is not collected for passengers for whom no passenger charge is collected (see paragraph 7.1.4.).

An air carrier and the airport may, between themselves, agree that the airport provides assistance of a higher standard than that required by EC Regulation 1107/2006 to the passengers transported by that air carrier. For such service, the airport collects an additional, cost-related charge from the air carrier.

7.1.5. Security charge

The security charge covers the services required by EC Security Regulation (No 300/2008). This is a general description of the services for information purposes only.

⁴ Passenger bridges are available at HEL, RVN and OUL airports.

⁵ CUSS is used at HEL and OUL airports.

⁶ CUPPS will be gradually introduced at airports during 2011-2012.

- Passenger security screening
 - screening of passengers
 - screening of baggage, including hold baggage
 - control of baggage and right of access e.g. at the gate
 - security screening infrastructure (e.g. screening premises and x-ray equipment).
 - costs for guarding the premises inside the terminal and within the airport security fence, as required by authorities.
- Staff security screening
 - screening of the staff of Finavia and other companies operating at the airport
 - screening of company transports
 - related infrastructure.
- Access control
 - costs resulting from access control and access control systems
 - airport fences around the security restricted area
 - camera surveillance system.
- The charge does not include:
 - guarding of aircraft
 - premises which are in the companies' own use in accordance with specifically agreed conditions and enable access to security restricted areas
 - use of Priority security lines at Helsinki-Vantaa Airport. For the use of Priority security lines, the air carrier must make a separate commercial agreement with Finavia.

Security charge is collected for each passenger departing from an airport passenger terminal on board an aircraft in commercial air service.

The security charge is 3.93 EUR per departing passenger.

Security charge is not collected for:

- DOM-INT transfer passengers in international traffic
- passengers carried on aircraft with MTOW not exceeding 8 000 kg, if they do not use the passenger terminal
- passengers for which no passenger charge is collected (see paragraph 7.1.4.).

If the airport is opened or airport operating hours extended on request, Finavia has the right to collect any additional costs for security checking from the requesting operator.

7.1.6. Noise charge

Noise charge is collected for jet aircraft departures and landings at Helsinki-Vantaa Airport between 2300–0600 LMT. The charge is calculated from noise levels indicated in the aircraft noise certificate on the basis of take-off noise measurements in accordance with ICAO Annex 16 Volume I, Part II. For those aircraft not having a noise certificate in accordance with ICAO Annex 16, noise charges will be calculated in accordance with FAR Part 36 stage 3.

Aircraft which are unable to show certificated noise levels in accordance with the above mentioned documents will be charged at the highest take-off noise rate of a similar ICAO aircraft type in accordance with the flight plan.

Note: Noise charges for landing aircraft are also calculated based on take-off noise levels.

Charges of less than 10.00 EUR will not be collected. Noise charge for one take-off and landing is calculated according to the following formula:

$$\text{Charge} = \text{Cd} * 10^{[(\text{Ld}-\text{Td})/10]}$$

Ld = average of certified take-off noise levels measured at sideline and take-off noise measurement points as specified in ICAO Annex 16.

Td = noise threshold at take-off equalling 82 EPNdB.

Unit prices (Cd)

| Time | Take-off | Landing |
|-------------|----------|---------|
| 23.00-00.29 | 3.50 | 3.50 |
| 00.30-05.29 | 7.00 | 9.00 |
| 05.30-06.00 | 3.50 | 3.50 |

Esimerkki:

Example: Aircraft B737-600 landing at 01.30

Average of take-off noise levels $L_d = (90.4 + 82.8) / 2 = 86.6$ EPNdB

Charge = $9.00 \times 10^{[(86.6 - 82) / 10]} = 25.96$ EUR

7.2. Air navigation services and charges

Air navigation charges collected for aircraft operating in Finnish airspace are based on EC regulations on the common charging scheme for air navigation services and on the Conditions of Application of the Route Charges System and Conditions of Payment as published by Eurocontrol.

The air navigation services consist of terminal navigation services and en-route services as specified below and any auxiliary services supplementing them.

The level of air navigation services provided by Finavia and any changes thereto are published in the Aeronautical Information Publication (AIP Suomi-Finland) and other aeronautical information service (AIS) publications.

7.2.1. Terminal navigation service

Terminal navigation service covers the following services:

| Service | Description | Airspace |
|---|---|--|
| Aerodrome Control Service | Air traffic control service for aerodrome traffic. | Control Zone |
| Approach Control Service | Air traffic control service for arriving and departing controlled flights. | Terminal Control Area, Military Control Area |
| Aerodrome Flight Information Service (AFIS) | Service with the purpose of providing information necessary for flight safety to aircraft operating at an uncontrolled aerodrome. | Flight Information Zone |

A terminal navigation charge is collected for each approach of an aircraft to an airport during its hours of operation. The charge is based on the aircraft maximum take-off weight (MTOW) rounded up to the nearest 1 000 kg. Aircraft MTOW must be reported to Finavia within the time limit specified in these terms of service. If no report is submitted, invoicing will be based on the maximum take-off weight for the aircraft type in question.

The charge is calculated according to the formula:

$$T = w \times p,$$

where T is the charge in euros and w is the weight factor with an accuracy of two decimals. The weight factor w is calculated using the formula:

$$w = \left(\frac{MTOW_{ton}}{50} \right)^{0.7}$$

The category of an airport providing terminal navigation services and the unit price p are determined on the basis of service level as follows:

| Service level | Airport category | Unit price p EUR | Airports |
|---|------------------|------------------|--|
| Air traffic service is provided in the form of aerodrome and approach control services based on the use of ATS surveillance systems. | ATS1 | 128.45 | Helsinki-Vantaa |
| Air traffic service is provided depending on air traffic needs either in the form of 1. combined aerodrome and approach control service; or 2. aerodrome control service, and approach control service based on an ATS surveillance system. | ATS 2 | 128.45 | Halli, Jyväskylä, Kauhava, Kuopio, Oulu, Rovaniemi, Tampere-Pirkkala |
| Air traffic service is provided in the form of combined aerodrome and approach control service. | ATS 3 | 120.00 | Helsinki-Malmi, Ivalo, Joensuu, Kemi-Tornio, Kokkola-Pietarsaari, Lappeenranta, Maarianhamina, Pori*), Turku*), Utti, Vaasa*) and all AFIS airports when ATC service is provided |
| Air traffic service is provided in the form of Aerodrome Flight Information Service. | AFIS | 75.00 | Enontekiö, Kajaani, Kittilä, Kuusamo, Savonlinna, Varkaus |

*) These airports will be transferred to category ATS 2 during year 2012. Information on the transition schedule is available on Finavia's website www.finavia.fi/airlines.

Example:

Landing at Helsinki-Vantaa Airport by an aircraft used for commercial air services, with an MTOW of 16 100 kg.

MTOWtons = 17 and p = 128.45 EUR

$T = (17/50)^{0.7} \times 128.45 \text{ EUR} = 0.47 \times 128.45 \text{ EUR} = 60.37 \text{ EUR}$.

7.2.2. Upgrade of service level from AFIS to ATC

At an airport with a mixed AFIS/ATC system, if the operator needs ATC service at a time specified as AFIS time, the operator must agree on the provision of ATC service with the airport sufficiently in advance.

The charge collected from the operator for ATC service provided during AFIS time will be determined according to the direct extra cost incurred. However, the minimum charge is 200 EUR.

For landing flights, the normal landing charges (paragraph 7.1.1.) and TN charges (paragraph 7.2.1.) will also be collected.

7.2.3. Charges for en-route services

En-route service consists of the following services:

| Service | Description | Airspace |
|-------------------------------------|---|---|
| Area Control Service | Air traffic control service provided to controlled flights operated under ICAO Rules of the Air (GAT flights) in Control Areas. | Controlled airspace, excluding certain control zones, terminal control areas and military control areas, where service is provided by the aerodrome control tower or approach control office in question. |
| Airspace Management Service | Handling of airspace reservations. Reservations of airspace. Information service on airspace reservations. | Controlled airspace Danger areas Restricted areas Temporary Segregated Areas Temporary Reserved Airspace Gliding areas |
| Air Traffic Flow Management Service | Optimisation of air traffic control capacity. Management of air traffic flow with regard to the capacity available. | Specifically defined part of controlled airspace. |

A route charge is collected for each aircraft operated under instrument flight rules (IFR) in the flight information region of Finland, determined by the following formula:

$$\text{charge} = t \times d \times p,$$

where t is the unit rate of charge and d is the distance factor and p is the weight factor.

The rate of charge per service unit (t) in Finland is 50.14 EUR. The unit rate consists of the national rate 50.00 EUR and Eurocontrol's administrative charge of 0.14 EUR. Route charges are collected by Eurocontrol on behalf of Finavia.

The distance factor d is obtained by dividing by one hundred (100) the great circle distance (km) between:

- the aerodrome of departure or the point of entry into the flight information region of Finland; and
- the aerodrome of first destination in Finland or the point of exit from the flight information region of Finland.

The great circle distance is reduced by twenty kilometres (20 km) for each take-off from and landing in Finland.

The weight factor p is the square root of the quotient obtained by dividing by fifty (50) the number of metric tons in the maximum take-off weight of the aircraft as shown in the certificate of airworthiness, the flight manual or any other equivalent official document.

$$p = \sqrt{\frac{MTOW_{ton}}{50}}$$

7.2.4. Services complementary to air navigation services

Finavia provides airspace users with the following services complementary to terminal navigation services and en-route services, included in the terminal navigation charge and route charge:

1. Alerting service
2. Aviation search and rescue service
3. Briefing service
4. Aeronautical information service
5. Flight information service
6. Aviation meteorological service
7. Technical air navigation services, e.g. navigation systems.

7.3. Exemptions and reductions

7.3.1. Season card

For aircraft with an MTOW not exceeding 2 000 kg, the landing, TN and parking charges can be paid in advance by buying a season card for 1–6 months. Alternatively, an annual season card can be bought for the calendar year 2012. The annual season card is only valid from the date on which it is purchased.

Note! Regardless of the date of purchase, the season card is valid no longer than until 31 December 2012.

A season card is valid during the airport hours of operation for scheduled air traffic. However, if the flight operation requires other operating hours, the requesting operator shall negotiate with the airport about any extra hours and additional charges.

The basic charge (including VAT 23%) for a season card is determined according to aircraft MTOW and period of validity. The basic season card is valid at all airports except Helsinki-Vantaa and Helsinki-Malmi.

Basic season card prices

The basic season card is valid at all airports except Helsinki-Vantaa and Helsinki-Malmi.

| Incl. 23 % VAT | MTOW (kg) | | | | | | | |
|----------------|-----------|---------|-----------|-------------|-------------|-------------|-------------|-------------|
| Months | 0–700 | 701–900 | 901–1 100 | 1 101–1 300 | 1 301–1 500 | 1 501–1 700 | 1 701–1 900 | 1 901–2 000 |
| 1 | 78.62 | 104.56 | 125.78 | 161.17 | 202.24 | 266.34 | 323.90 | 397.79 |
| 2 | 104.82 | 139.41 | 167.71 | 214.88 | 269.65 | 355.13 | 431.87 | 530.39 |
| 3 | 157.23 | 209.11 | 251.57 | 322.32 | 404.47 | 532.70 | 647.79 | 795.59 |
| 6 | 314.46 | 418.24 | 503.14 | 644.64 | 808.96 | 1 065.39 | 1 295.58 | 1 591.18 |
| Annual | 524.10 | 697.05 | 838.56 | 1 074.42 | 1 348.24 | 1 775.65 | 2 159.30 | 2 651.97 |

Season card prices at Helsinki-Malmi Airport

The season card for Helsinki-Malmi is valid at all airports except Helsinki-Vantaa.

| Incl. 23 % VAT | MTOW (kg) | | | | | | | |
|----------------|-----------|----------|-----------|-------------|-------------|-------------|-------------|-------------|
| Months | 0–700 | 701–900 | 901–1 100 | 1 101–1 300 | 1 301–1 500 | 1 501–1 700 | 1 701–1 900 | 1 901–2 000 |
| 1 | 196.55 | 261.41 | 314.47 | 402.92 | 505.62 | 665.90 | 809.78 | 994.53 |
| 2 | 262.06 | 348.55 | 419.31 | 537.23 | 674.16 | 887.88 | 1 079.71 | 1 326.04 |
| 3 | 393.10 | 522.81 | 628.95 | 805.85 | 1 011.24 | 1 331.81 | 1 619.55 | 1 989.07 |
| 6 | 786.19 | 1 045.64 | 1 257.91 | 1 611.69 | 2 022.48 | 2 663.61 | 3 239.11 | 3 978.13 |
| Annual | 1 310.32 | 1 742.73 | 2 096.51 | 2 686.16 | 3 370.77 | 4 439.35 | 5 398.52 | 6 630.22 |

The season card is valid from the date of purchase or from a later date chosen by the purchaser. This later date must, however, be within two months of the date of purchase. A season card cannot be granted retroactively. The card holder is responsible for ensuring that the card is valid. For aircraft without a valid season card, the charges in accordance with paragraphs 7.1. and 7.2. will be collected.

A season card will not exempt its holder from charges for any extended operating hours, extra opening or upgrade of service level (see paragraphs 7.2.2., 7.3.4. and 7.3.5.).

Change of aircraft owner or operator does not affect the privileges of the season card.

If an aircraft is removed from register or is demonstrably not airworthy, and a season card has been paid in advance, Finavia may, on application, refund the sum paid for the full months remaining. The price of the season card will not be refunded for any other reason.

Season cards can be ordered on Finavia's website www.finavia.fi/palvelut_ilmailijoille or <http://www.finavia.fi/C/palaute-ja-lomakkeet/kausikortti/kausikorttihakemus>.

7.3.2. Exemptions from landing and TN charges

Landing and TN charges are not collected for:

- 1) search and rescue flights authorised by the appropriate competent body;
- 2) aircraft returning to the airport of departure for technical reasons or due to adverse weather conditions;
- 3) aircraft which the Finnish Transport Safety Agency has classified as
 - a) sailplanes or powered sailplanes (I/A register, group G),
 - b) hot air balloons (I/A register, group B) or
 - c) vintage aircraft (I/A register, group L and group H with note M in column 3 (usage), M = vintage);
- 4) gliders or hang gliders. NOTE! Glider operations at aerodromes defined in section 2(16) of the Aviation Act or within their control zones require a permit from the aerodrome manager or his/her representative. If the nature or scope of flight operations changes from the original permit, the terms must be agreed separately before the operations are commenced.⁷

⁷ Aviation Regulation, PART 2. Private flight operations, OPS M2-9, paragraph 3.3.1.

Exemptions 3) and 4) do not apply at Helsinki-Vantaa Airport.

Note: For the exemption of a vintage aircraft from charges, a specific application must be submitted to Finavia (see paragraph 14, Contact details > Invoicing details).

7.3.3. Exemptions from route charges

In accordance with the common charging scheme for air navigation services, Eurocontrol will not collect route charges for the following flights in the flight information zone of Finland:

1. flights performed by aircraft of which the maximum take-off weight authorised is less than two metric tons;
2. mixed VFR/IFR flights in the charging zones where they are performed exclusively under VFR and where a charge is not levied for VFR flights;
3. flights performed exclusively for the transport, on official mission, of the reigning Monarch and his immediate family, Heads of State, Heads of Government, and Government Ministers. In all cases, this exemption must be indicated by an appropriate status notification or remark on the flight plan;
4. search and rescue flights authorised by the appropriate competent body;
5. military flights performed by military aircraft of an Eurocontrol state;
6. training flights performed exclusively for the purpose of obtaining a licence, or a rating in the case of cockpit flight crew, where this is substantiated by an appropriate remark on the flight plan. Such flights must be performed solely within the airspace of the Member State concerned; flights must not serve for the transport of passengers and/or cargo, nor for positioning or ferrying of the aircraft;
7. flights performed exclusively for the purpose of checking or testing equipment used or intended to be used as ground aids to air navigation, excluding positioning flights by the aircraft concerned;
8. flights terminating at the airport from which the aircraft has taken off and during which no intermediate landing has been made;
9. VFR flights.

7.3.4. Extended operating hours

If airport operating hours are extended on request to provide air navigation or airport maintenance services for a landing or departing aircraft, the requesting operator must pay an hourly charge for the extended hours of operation.

The time to be charged is counted from the published closing time of the airport. If the flight is able to land or take off within 15 minutes of the published closing time, no extra charge is collected. The charge is to be paid irrespective of whether the services are used or not.

The charge for extended operating hours is 400 EUR for an hour, unless otherwise agreed with the airport for a special reason. For landing flights, the normal landing charges and TN charges will also be collected.

7.3.5. Extra opening

If the airport is opened on request to provide air navigation or airport maintenance services for a landing or departing aircraft, the requesting operator must pay an hourly charge for the extra opening. The charge is to be paid irrespective of whether the services are used or not.

The charge for an extra opening is 800 EUR for the first hour, unless otherwise agreed with the airport for a special reason. If the airport is held open on request for several hours, a charge of 400 EUR will be collected for every subsequent hours. For landing flights, the normal landing charges and TN charges will also be collected.

7.4. Discounts for new routes

To promote new connections, Finavia offers discounts on landing and passenger charges for new routes. Discounts are granted to scheduled services and inbound charter flights. To be regarded as a scheduled service, the weekly number of landings must be at least two or a charter flight series must consist of at least five flights. The discounts can only be granted if the information required in paragraph 6 has been provided within the specified time limit.

The discounts are not applicable during night time (23.00 – 06.00 LT) or during peak hours at Helsinki-Vantaa Airport (14.30 – 17.00 LT), considering the actual time of flight. Discounts will not be granted for traffic outside the airport operating hours.

Discounts for new routes are granted for a maximum period of three years. A new route means a connection between two cities with no previous scheduled services.

Discounts on passenger charges are not applicable to the separate low-cost terminals at Turku and Tampere-Pirkkala airports. The service charges and discounts for these terminals are explained on the website www.airpro.fi.

Discounts at Helsinki-Vantaa Airport

| | 1st year | 2nd year | 3rd year |
|------------------------------|----------|----------|----------|
| Discount on landing charge | 90% | 70% | 50% |
| Discount on passenger charge | 70% | | |

Discounts at airports other than Helsinki-Vantaa

| | 1st year | 2nd year | 3rd year |
|------------------------------|----------|----------|----------|
| Discount on landing charge | 90% | 70% | 50% |
| Discount on passenger charge | 70% | 50% | |

All discounts shall be agreed in writing with Finavia Marketing Department:

Finavia
Marketing
Lentäjätie 3
FI-01530 VANTAA
Finland

E-mail: airlinerelations@finavia.fi

8. Other charges

8.1. Run-up area charge at Helsinki-Vantaa Airport

The run-up area charge at Helsinki-Vantaa Airport is 100 EUR per hour or part thereof. The charge is collected according to the time reserved, even if the total time has not been used.

8.2. De-icing handling fee

De-icing operators are required to pay a separate de-icing handling fee, which is based on the amount of glycol (as delivered from factory) used in litres. The charge is 0.53 EUR per litre of glycol fluid used.

Finavia invoices the operators monthly based on the amounts reported. This applies only to those airports where Finavia has arranged the recovery of glycol (Helsinki-Vantaa, Kuopio, Oulu and Tampere-Pirkkala).

Every de-icing operator is required to give a monthly report on the amount of de-icing fluid used during each month with de-icing operations. The report must, on a daily basis, include the types of glycol used, the amounts in litres and the number of treatments in each de-icing area, as well as per aircraft type in each de-icing area. The consumption of type I fluid must be reported as undiluted fluid (glycol content 80%).

In addition, the operators must retain the information on individual treatments for the purpose of any assessment of environmental impacts. For Helsinki-Vantaa Airport, the reporting of glycol amounts used is described in the airport de-icing regulation, which is published every year. The operators shall use the area definitions contained in the de-icing regulations in their reporting.

The operators shall, on request, be able to show reliable, audited records on the use of de-icing glycol. Statistical data on the use shall be retained for 6 calendar years in accordance with the accounting legislation. The information on de-icing fluid used shall be sent each month, by the 5th day of the following calendar month, to Finavia for invoicing and environmental reporting purposes. The relevant e-mail addresses are:

laskutus@finavia.fi (= Finavia invoicing)

glykoli@laskutus.fi (= glycol reports to Finavia and Helsinki-Vantaa Airport)

8.3. Emergency preparedness charge

In accordance with Finnish Aviation Regulation AIR M1-12, aircraft refuelling may under certain conditions (e.g. in a hangar, with certain types of fuel, engines running) only be commenced if a rescue vehicle is on site. The pilot-in-command shall call the rescue vehicle via ATC. Finavia will invoice the operator for this emergency preparedness in accordance with a separate price list.

9. Payment of charges and value added tax

The terms of payment for route charges are determined in the Eurocontrol publication “Conditions of Application of the Route Charges System and Conditions of Payment” (see paragraph 7.2.3.).

The aircraft owner, possessor and operator are jointly responsible for paying the costs of services provided to them by the airport operator or service provider for the time of their right of ownership, possession or use, and during the period for which they are listed in the aircraft register as owners, possessors or operators.

The airport operator may, by refusing to provide services or by any restraining facilities or structures, prevent the aircraft from departing until the charges due for payment have been paid or a security given. The measures needed to prevent the aircraft from departing shall be proportioned and implemented so as not to endanger life or health or cause damage to parked aircraft.

Finavia may refuse to provide services, if service charges have not been paid.

9.1. Methods of payment

The air carrier shall agree on the method of payment with Finavia before the estimated off-block time.

Unless otherwise agreed with Finavia, the charges will fall due for payment immediately after the service has been provided, and shall be paid to Finavia before the off-block time on an airport operated by Finavia.

In general, Finavia requires advance payment or a bank guarantee of all air carriers who have not been Finavia’s invoice customers for the last 12 months or who have had any earlier disruptions of payment. The advance payment or bank guarantee must be delivered to Finavia before the off-block time for the first flight.

To ensure the payment of charges, Finavia may also otherwise decide to require an advance payment or acceptable bank guarantee.

9.1.1. Advance payment

The advance payment must cover all air traffic charges for the series of flights. Please notice that prepayment is only an estimation of the future charges. In case the advance payment does not cover all charges, an additional payment is required. Overpayments will be credited to the operator after the series of flights has ended. The invoices are sent to the operator for book-keeping. Finavia pays no interest on advance payments.

9.1.2. Bank guarantee

The bank guarantee must cover all air traffic charges for the series of flights. If the duration for the series of flights is more than three months, the guarantee must cover air traffic charges for at least three months. Moreover, the bank guarantee must be valid for at least three months after the series of flights ends. If the series of flights continues for an undetermined time, the bank guarantee covering the charges for three months must be valid at least for the next six months from the beginning of the series of flights. After six months, Finavia re-evaluates the amount of bank guarantee needed. Finavia may also require that the guarantee must be valid for an undetermined time.

Finavia's specific acceptance for the bank guarantee must always be obtained before the flight or series of flight begins. The bank guarantee must be an irrevocable, i.e. first demand guarantee⁸, and the issuing bank must have an Investment Grade credit rating (Moody's/S&P/Fitch rating) and an official correspondent bank located in Finland. Finavia reserves the right to accept or reject the guarantee offered. When Finavia has received an acceptable bank guarantee, air traffic charges can be collected afterwards by invoice.

9.1.3. Payment on invoice

Air traffic charges can be paid afterwards by invoice only if agreed in advance with Finavia.

The invoices are sent two times per month to the address provided by the air carrier or other aircraft operator. The sum must be paid to Finavia's bank account by the due date, which is 14 days from the date of the invoice.

If the services or flights are, at the air carrier's or aircraft operator's request, divided on two or more invoices (e.g. different address, different payer etc.), a supplemental invoicing charge of 50 EUR is added.

Any remarks on invoices must be made within 6 months of the date of the invoice.

9.2. Interest on late payment

In case of delayed payment, a penal interest is charged for the time of delay. In other than consumer relations, the rate of interest is two percentage units higher than the current interest rate specified in the Interest Act.

9.3. Value added tax

Value added tax will be added to the charges in accordance with the Value Added Tax Act. As an exception, the prices of season cards include VAT in this price list.

In accordance with the main rule in the Value Added Tax Act, air traffic charges and other payments for services supplied to aircraft are subject to tax.

The supply of services to satisfy the direct needs of an aircraft or of its cargo for an entrepreneur who operates for reward mainly on international routes is exempt from tax.

The air carrier bears the burden of proof for showing that the airline mainly operates commercial air services on international routes.

⁸ A guarantee that is to be paid immediately on demand, and the bank cannot refuse from paying after receiving a correctly formulated demand. When this kind of guarantee is used, the bank is obliged to pay the guaranteed amount at the request of the beneficiary, without determining whether the person/organisation guaranteed has committed a contractual breach or omission.

10. Air transport supervision fee

For the purpose of financing flight safety oversight and public administrative duties in the aviation sector, an air transport supervision fee is collected by the state of Finland (Act on the Air Transport Supervision Fee, 29.12.2005/1249). This is a tax-like fee collected and supervised by the national aviation authority, the Finnish Transport Safety Agency.

In accordance with section 4 of the Act on the Air Transport Supervision Fee, the fee charged is 1.20 EUR for every passenger of at least 2 years of age departing from each airport on a commercial air transport flight.

Finavia collects the supervision fee from airlines on behalf of the Finnish Transport Safety Agency as a separate fee in connection with the air traffic charges, and transfers the payments to the Agency.

11. Finavia's liability

Finavia is liable for any direct damages resulting from the provision of services listed in this document, which can be demonstrated to have been caused by Finavia's intentional or negligent acts.

Finavia is not liable for any consequential or indirect damage resulting from the provision of services, nor for pure economic losses or any such damage that Finavia could not have reasonably anticipated.

Compensation for damage must be claimed from Finavia within one month of detecting the error on which the claim for compensation is based, or within one month of the time when the error should have been detected.

12. Grounds for release from liability

Finavia is released from its obligations and liability for damages, if the breach of obligations or failure to meet them was due to specific grounds for release. As sufficient grounds for release from liability (force majeure) are considered such unusual events affecting the operations, which Finavia could not have foreseen, which are beyond Finavia's control, or the impact of which could not have been reasonably avoided or overcome. Such an event can be e.g. war, riot, foreign exchange restrictions, legal provisions and orders from authorities, export prohibitions, natural catastrophe, weather conditions, interruption of general traffic, data communications or energy distribution, shortage of means of transport, general lack of material, limitations of power availability, labour dispute, fire, or other unusual event with similar effect beyond Finavia's control, including any error or delay in a subcontractor's delivery due to the above mentioned reasons.

If the performance of Finavia's obligations is delayed for one of the reasons mentioned above, the time for meeting the obligations is extended as far as considered reasonable with regard to all circumstances affecting the case.

13. Settlement of disputes

Any disputes arising from the provision of services mentioned in this document will be settled by Helsinki District Court.

14. Contact details

| SUBJECT | EMAIL | FAX | ADDRESS |
|---|--------------------------------|------------------|---|
| Advance information on flights | helcaxh@finavia.fi | | Finavia Oyj Flight Information Unit Lentäjäsentie 3 FI-01530 Vantaa Finland |
| Passenger information | pax@finavia.fi | | Finavia Oyj Flight Information Unit Lentäjäsentie 3 FI-01530 Vantaa Finland |
| Marketing | airlinerelations@finavia.fi | | Finavia Oyj Marketing Lentäjäsentie 3 FI-01530 Vantaa Finland |
| Invoicing details | airtrafficingvoices@finavia.fi | +358 20 708 2095 | Finavia Oyj Air Traffic Charges Unit Lentäjäsentie 3 FI-01530 Vantaa Finland |
| Payments, arrangements for payment, advance payments, price estimates | payments@finavia.fi | +358 20 708 2092 | Finavia Oyj Credit Control Lentäjäsentie 3 FI-01530 Vantaa Finland |
| Provision of en-route services | efes@finavia.fi | | |



FINAVIA

P.O. Box 50, FI-01531 Vantaa, Finland

Street address: Lentäjätie 3, Vantaa

Tel. 020 708 000

Fax 020 708 2099

info@finavia.fi

www.finavia.fi

