

**Regulations of the Unattended Paid Parking Lot**  
**LS Airport Services S.A. in Warsaw at ul. Wirażowa 35**

**§ 1.**

**Preliminary provisions**

1. The parking lot area is an integral part of LS Cargo Park –Terminal Cargo in Warsaw. The parking lot is managed by LS Airport Services S.A. with its registered office in Warsaw, entered in the register of entrepreneurs of the National Court Register kept by the District Court for the City of Warsaw in Warsaw, 14th Commercial Division of the National Court Register under KRS number: 0000355602, NIP (Tax Identification Number): 5222949523, REGON (statistical identification number): 142405221 (hereinafter: "LSAS")
2. These Regulations define the rules for use of the unattended paid Parking Lot at ul. Wirażowa 35 in Warsaw by:
  - 1) LS Airport Services S.A. employees;
  - 2) Commercial Space Lessees;
  - 3) other Lessees of parking spaces (who do not lease commercial space);
  - 4) entities that deliver and receive air shipments;
  - 5) remaining users of the unattended paid parking lot other than those listed in points 1) – 4) above.
3. Each User, by entering the parking lot area, concludes an agreement with LS Airport Services S.A. for short-term lease of a parking space and agrees to the conditions of use of the parking lot contained in these Regulations, confirms the fact of familiarization with its content and undertakes to strictly comply with their provisions.

**§ 2.**

**Definitions**

**The terms used in the Regulations mean:**

1. **Regulations** – these regulations that define the rules for use of the unattended paid parking lot at ul. Wirażowa 35 in Warsaw.
2. **Parking Lot** – the unattended paid parking lot at ul. Wirażowa 35 in Warsaw, managed by LS Airport Services S.A.
3. **Employee** – a natural person who provides work for LSAS under an employment contract.
4. **Associate** – a natural person who provides services for LSAS under a civil law contract.
5. **Parking Lot User** – any natural person who actually uses the parking lot (drives a vehicle) or a vehicle owner. If it is not possible to determine the identity of the vehicle driver, the user is specifically considered to be the person driving the vehicle at the time of entering the parking lot area.
6. **Parking Pass** – a paid right to use the Parking Lot for a period of one calendar month starting from the date of payment of the fee.
7. **Subscription Fee** – a fee for access to the Parking Lot, paid before the commencement of use of the Parking Lot; if paid at the parking payment machine or within 21 days from the date of the invoice in the case of payment made by bank transfer.
8. **Parking Pass Card** – a card that entitles its holder to enter the parking zone designated for parking in the Parking Lot, subject to payment of the subscription fee for use of the Parking Lot.
9. **Parking Ticket** – a document issued by the ticket machine.

10. **Price List for Parking Fees** – a document that regulates the fees for use of the Parking Lot, attached as Appendix No. 1 to the Regulations.
11. **Parking Lot Organization Map** – a document attached as Appendix No. 2 to the Regulations, showing the layout of parking zones for particular groups of Users.
12. **Commercial Space Lessees** – entities that lease commercial space from LSAS for the purposes of their activity.
13. **Rotary Parking Lot** – a Parking Lot zone designated orange on the Parking Lot Organization Map, intended for the Employees, Associates and Commercial Space Lessees, authorized to enter and park the vehicle following the payment of the Subscription Fee for the use of the Parking Lot.
14. **Other Users** – other persons who are not Employees and Associates, and entities other than those indicated in point 12 above, who use the Parking Lot.
15. **Exempt Vehicle** – vehicles of emergency services in action, vehicles of state services (the Police, Emergency Medical Services, Government Security Bureau, Internal Security Agency, Central Anti-Corruption Bureau, etc.) for official purposes, vehicles at the disposal of entities cooperating with LSAS in the provision of continuous operation of LSAS (waste collection, maintenance services of LSAS infrastructure, removal of failures, etc.) and single-track vehicles.
16. **Road Traffic Law** – the Act of June 20, 1997 – Road Traffic Law (consolidated text, Journal of Laws of 2022, item 988, as amended)
17. **Act on road transport** – the Act of September 6, 2001 on road transport (consolidated text, Journal of Laws of 2022, item 2201, as amended)

### **Detailed rules for the use of the Parking Lot**

#### **§ 3.**

1. The use of the Parking Lot is subject to the collection of a Parking Ticket or payment of a Parking Pass fee for the use of the Parking Lot, in the amounts specified in the Price List for Parking Fees, attached as Appendix No. 1 to the Regulations. The obligation to pay the fee does not apply to Exempt Vehicles.
2. The entry and parking of motorcycles and scooters in the zone designated for parking of motorcycles and scooters specified in § 5 section 1 letter f is not subject to the fee. The user of a motorcycle or scooter is not authorized to park in parking spaces designated for other vehicles. The violation of the above provision shall entitle LSAS to charge the User in violation of this obligation with an additional fee as specified in the Price List for Parking Fees.
3. A Parking Pass Card or Parking Ticket provides the right to park in one parking space. The person submitting the Parking Pass Card or Parking Ticket is deemed by LSAS to be authorized to drive the vehicle and to enter/exit the Parking Lot area.
4. If the Parking Pass Card or Parking Ticket is lost, LSAS shall be entitled to charge the User with an additional fee as specified in the Price List for Parking Fees.

#### § 4.

1. Vehicles may be parked only in parking spaces designated for this purpose in accordance with the parking zones specified in § 5 and 6 of the Regulations.
2. When a vehicle is parked in a parking space, it should be immobilized, with the ignition, lights, windows, doors and trunk closed. The User is obliged to turn off radio equipment left in the vehicle.
3. The Parking Fee is charged automatically on the basis of the Parking Ticket (time and date of entry) and payment at the automatic payment machine, taking into account that, on the basis of § 11 section 2 of the Regulations, the parking lot must be left within 30 minutes of payment.
4. A VAT invoice for parking is issued at the request of the Parking Lot User, submitted in accordance with section 4 below, no later than by the tenth day of the month following the month of payment.
5. A VAT invoice for parking is issued on the basis of the payment confirmation (receipt) printed at the automatic payment machine after payment for the parking ticket. In order to receive a VAT invoice, please report to the Customer Service Office, which is located: in Building A in the Cargo Terminal on the first floor in the main lobby, or sent a request in writing, attaching the receipt with invoice details to the address:  
LS Airport Services S.A.  
Customer Service Office  
ul. Wirażowa 35  
02-158 Warsaw,  
The receipt sent must be the original proof of payment. It is not possible to issue a VAT invoice on the basis of an email notification, a scan, a photocopy or a copy of the receipt. Any additional questions should be addressed to: [info-cargo@lsas.aero](mailto:info-cargo@lsas.aero)
6. In the case of monthly Parking Passes, the fee is charged at the automatic payment machine, for the given or the following calendar month, starting from the day the pass is recharged. In the event of the parking payment machine malfunction, it is possible to pay at the Customer Service Point, located in the Cargo Terminal building (building A).
7. In the area of the unattended parking lot, there are parking spaces excluded from general use, marked with horizontal and vertical road markings reserved exclusively for the vehicle of a disabled person.

#### § 5.

##### **Parking zones separated for different groups of Users**

1. Subject to sections 2 and 3 below, the Parking Lot is divided into parking zones intended for particular groups of Parking Lot Users, marked on the Parking Lot Organization Map with the following colors:
  - a) **Orange zone** – comprising the Rotary Parking with a maximum parking time of 25 out of 48 hours and is intended for LSAS Employees and Associates and Commercial Space Lessees.
  - b) **Blue zone** – intended for parking cars.
  - c) **Yellow zone** – intended for parking trucks and vans.
  - d) **Red zone** – operational zone for entities delivering and/or receiving air shipments.
  - e) **Green zone** – intended for the shared parking of vehicles transporting goods subject to the simplified customs clearance procedure at the Customs Office.
  - f) **Purple zone** – intended for parking of single-track vehicles.

2. A parking space for the exclusive use of LSAS is a separate area in the parking lot designated for the parking of vehicles marked with the LSAS logo located in the blue and orange zones referred to in § 5 section 1 letters a and b, and § 6 of the Regulations.
3. The User entitled to park in the zone reserved for LSAS pursuant to section 2 above, is the User of an LSAS company car or the User permitted by LSAS to park in this zone. Leaving a vehicle in the LSAS reserved areas referred to in section 2 by an unauthorized User shall result in LSAS imposing an additional fee as specified in the Price List for Parking Fees.
4. Each User of the Parking Lot is obliged to park in the zone designated for their group (as specified in section 1). A vehicle left in another zone will result in an additional fee charged by LSAS, according to the Price List.

## § 6.

### Rotary Parking

1. Users using parking spaces located in the **orange zone** are entitled to use the Parking Lot subject to payment of the Parking Pass fee for use of the Parking Lot.
2. The maximum time for leaving a vehicle in the Parking Lot for Users authorized to park in the orange zone is 25 out of 48 hours. A vehicle left for more than 25 hours will result in a fee charged as specified in the Price List for Parking Fees.
3. Users who use parking spaces located in the orange zone (Rotary Parking), may not transfer Parking Pass Cards to third parties. A violation of the prohibition referred to in the first sentence will result in the Parking Pass Card being taken away from the violating User.
4. Rules for the use of parking spaces located in the **orange zone** by Employees and Associates:
  - a) Parking spaces are intended for Employees and Associates performing work on the premises of LS Cargo Park or using the amenities on the premises of LS Cargo Park;
  - b) a parking space is made available on the basis of a parking space request submitted by an Employee or Associate and approved by LSAS.
5. Rules for the use of parking spaces located in the **orange zone** by Commercial Space Lessees:
  - a) Priority use of parking spaces is provided in the order of designation of entities: state institutions, air carriers, other commercial space lessees;
  - b) Commercial Space Lessees will be offered parking spaces in the Rotary Parking Lot, subject to the following ratio:
    - per 10 m<sup>2</sup> of office space – 1 parking space;
    - 100 m<sup>2</sup> of storage space – 1 parking space.
  - c) The use of the Parking Lot in excess of the limit of spaces specified under letter b entitles LSAS to charge the Commercial Space Lessee with a fee in accordance with the Price List for Parking Fees.

## § 7.

1. The use of parking spaces covered by the **blue and yellow zones** requires the payment of the fee specified in the Price List for Parking Fees.
2. Parking spaces located in the blue zone, in addition to the clearly marked spaces designated, i.e., for LSAS and in the yellow zone, may be used by Lessees other than those described in § 5 section 2 (i.e., who do not lease commercial space).

### § 8.

The use of parking spaces covered by the **red zone** is permitted only by entities delivering or receiving air shipments and requires payment of the fee specified in the Price List for Parking Fees.

### § 9.

The use of parking spaces covered by the **green zone**, together with the adjacent maneuvering area, is intended exclusively for the shared parking of vehicles transporting goods subject to the simplified customs clearance procedure at the Customs Office. The parking spaces referred to in the first sentence are provided with vertical and horizontal markings.

### § 10.

1. The Parking Lot is open 24 hours a day, seven (7) days a week, all days of the year.
2. In particularly justified cases, LSAS has the right to decide to temporarily exclude the Parking Lot or a part thereof from use or to change the opening hours of the Parking Lot, and Parking Lot Users shall not be entitled to any claims against LSAS on this account.

### § 11.

1. When entering the Parking Lot, the User is required to:
  - a) stop in front of the barrier at the parking payment machine that is also provided with a Parking Pass Card reader;
  - b) activate the barrier by collecting the Parking Ticket or by approximating the paid Parking Pass Card to the magnetic card reader or by automatically reading the license plate (for vehicles registered in the parking system);
  - c) please note that the barrier closes immediately after the passage of the car. Simultaneous passage of two cars is prohibited (unlawful entry) and may be associated with damage to the car and the Parking system. LSAS has the right to charge the User for each case of unlawful entry into the Parking Lot with an additional fee in accordance with the Price List for Parking Fees.
2. When leaving the Parking Lot, it is mandatory to:
  - a) pay the fee at the payment machine located at the entrance to the Cargo Terminal on the IMPORT side. After payment for the Parking Ticket, the User has 30 minutes to exit the Parking Lot area. If the aforementioned time limit is exceeded, another hour of parking will be charged in accordance with the applicable Price List for Parking Fees,
  - b) stop in front of the barrier at the ticket/license plate reader,
  - c) activate the barrier by approximating the Parking Ticket or by approximating the paid Parking Pass Card to the magnetic card reader or by automatically reading the license plate (for vehicles registered in the parking system),
  - d) remember that the barrier closes immediately after each passage of the car. Simultaneous passage of two cars is prohibited (unlawful exit) and may be associated with damage to the car and the Parking system. LSAS has the right to charge the User for each case of unlawful exit from the Parking Lot with an additional fee in accordance with the Price List for Parking Fees.
3. The paid Parking Pass Card, when applied to the reader at the entry/exit, opens the barrier.

## **§ 12.**

### **Safety rules**

1. In the event of a declared alarm, all obstacles in the Parking Lot are dismantled until further notice, barriers are raised and the Parking Lot staff indicates and allows the appropriate services to reach the scene of the action.
2. In the area of the Parking Lot, access roads and internal roads, the rules for vehicle traffic in accordance with the provisions of the Road Traffic Law and a speed limit of 10 km/h shall apply.
3. The vehicle User is obliged to respect the traffic signs in the Parking Lot and the access roads to the Parking Lot, the rules for traffic organization and other conditions of use of the Parking Lot contained in these Regulations. The vehicle User is also obliged to comply with the instructions of the Parking Lot staff and other persons authorized in this regard.

## **§ 13.**

1. The following actions are absolutely forbidden in the Parking Lot area:
  - a) entry of vehicles carrying flammable, corrosive, explosive and other similar materials and substances that can pose a danger to persons and property, except for vehicles with LSAS approval;
  - b) alcohol consumption;
  - c) smoking and using open fire;
  - d) driving without lights on;
  - e) riding on skateboards, rollerblades, electric scooters;
  - f) parking on lawns, sidewalks, outside parking spaces or in spaces designated for parking another type of vehicle;
  - g) ramp entry without LSAS approval;
  - h) carrying out any loading/transshipment operations on the premises of the Parking Lot for shipments not handled by LSAS;
  - i) undertaking activities that are inconsistent with OH&S and fire safety regulations.
2. It is strictly prohibited to leave trailers/semi-trailers in the Parking Lot area without identifying the owner. The prohibition applies to any situation where a trailer/semi-trailer is left unattended in the Parking Lot area, including a situation where a trailer/semi-trailer has been transported to the Parking Lot by a User authorized to enter and park in the Parking Lot area (regardless of the purpose of parking) and abandoned in the Parking Lot area.
3. In particular, repairing, washing, vacuuming the car, replacing operating fluids, refueling, as well as polluting or littering the Parking Area or undertaking any other activities that interfere with the use of the Parking Lot Area by other users is prohibited in the parking spaces, internal roads, entry and exit ramps.
4. For each violation of the prohibitions described in section 1–3 above, LSAS has the right to charge the User with an additional fee in accordance with the Price List for Parking Fees.
5. For a violation of the prohibition described in § 13 section 1 letter f), LSAS is entitled to notify the appropriate services to tow the vehicle at the expense and risk of the User.
6. The prohibition referred to in § 13 section 1 letter a) above does not apply to vehicles performing road transport or being forwarded under the Act on road transport.

#### **§14.**

Any damage to vehicles during maneuvering should be immediately reported to the Police and Security personnel at **+48 22 206 94 38**.

#### **§15.**

The vehicle User shall protect independently the vehicle from unauthorized entry and theft, in particular, they shall be obliged to use the security systems installed in the vehicle. LSAS shall not be liable for items left inside a vehicle.

#### **§16.**

1. LSAS shall not be liable for any damage to parked vehicles, in particular loss, damage, destruction, theft (burglary, assault and robbery, etc.), robbery of motor vehicles located in the Parking Lot area, as well as items left in them and their equipment.
2. LSAS shall not be liable in any way for traffic and parking damage to vehicles and persons using the Parking Lot.
3. LSAS shall not be liable for the consequences resulting from force majeure and the failure of entities using the Parking Lot to comply with the provisions of these Regulations.

#### **§ 17.**

1. The vehicle User shall be liable for any damage caused by them to LSAS, third parties and other users of the Parking Lot on its premises.
2. The vehicle User shall be liable for any damage caused by the vehicle or arising in connection with the use of the Parking Lot, for damage due to contamination of the surface of the Parking Lot as a result of leakage of fluid from the vehicle (oil, brake fluid, coolant, etc.), littering of the area or destruction of equipment.
3. The vehicle User shall be obliged to immediately inform the Parking Lot staff about the occurrence of damage to the vehicle, which occurred during the use of the LSAS Parking Lot, but no later than before leaving the Parking Lot.

#### **§ 18.**

##### **Complaints**

1. Users have the right to submit complaints concerning matters relating to the use of the Parking Lot via email: [parking@lsas.aero](mailto:parking@lsas.aero) or in writing to LS Airport Services S.A. ul. Wirazowa 35, Warsaw (02-158), with the note Cargo Branch Secretary's Office.
2. A reply to the complaint will be sent within 30 days from the date of its receipt in writing or via electronic mailbox.
3. In particularly complicated cases making it impossible to consider the complaint and reply within the time limit specified above, LSAS will inform the complainant about the delay and provide a possible next date for sending a reply.

#### **§ 19.**

##### **Final provisions**

1. The Regulations, along with the Appendices, are posted on information boards located at the entry to the Parking Lot and are available on the website at: [www.lsas.aero](http://www.lsas.aero).

2. The Company has the right to amend the Regulations or Appendices hereto at any time without the consent of the User. LSAS shall report the amendment by making the amended Regulations available on information boards and the website [www.lsas.aero](http://www.lsas.aero) not later than 3 days before the entry into force of the amendments.
3. In the cases not stipulated in these Regulations, the relevant provisions of the Polish Law shall apply.
4. The common court having jurisdiction over the Company's registered office shall be competent to resolve the claims relating to the use of the Parking Lot.



## Appendix No. 1 Price List for Parking Fees

Hourly parking passes		Gross price*
Cars with a height of less than 2 m	the first 60 minutes of use of the parking lot on a given day	free
	Each subsequent hour started	PLN 9
Cars with a height of 2 m to 3.3 m	the first 4 hours of use of the parking lot on a given day	free
	each subsequent hour started	PLN 14
Cars with a height of more than 3.3 m	the first 6 hours of use of the parking lot on a given day	free
	each subsequent hour started	PLN 18
Single-track vehicles	unlimited	free

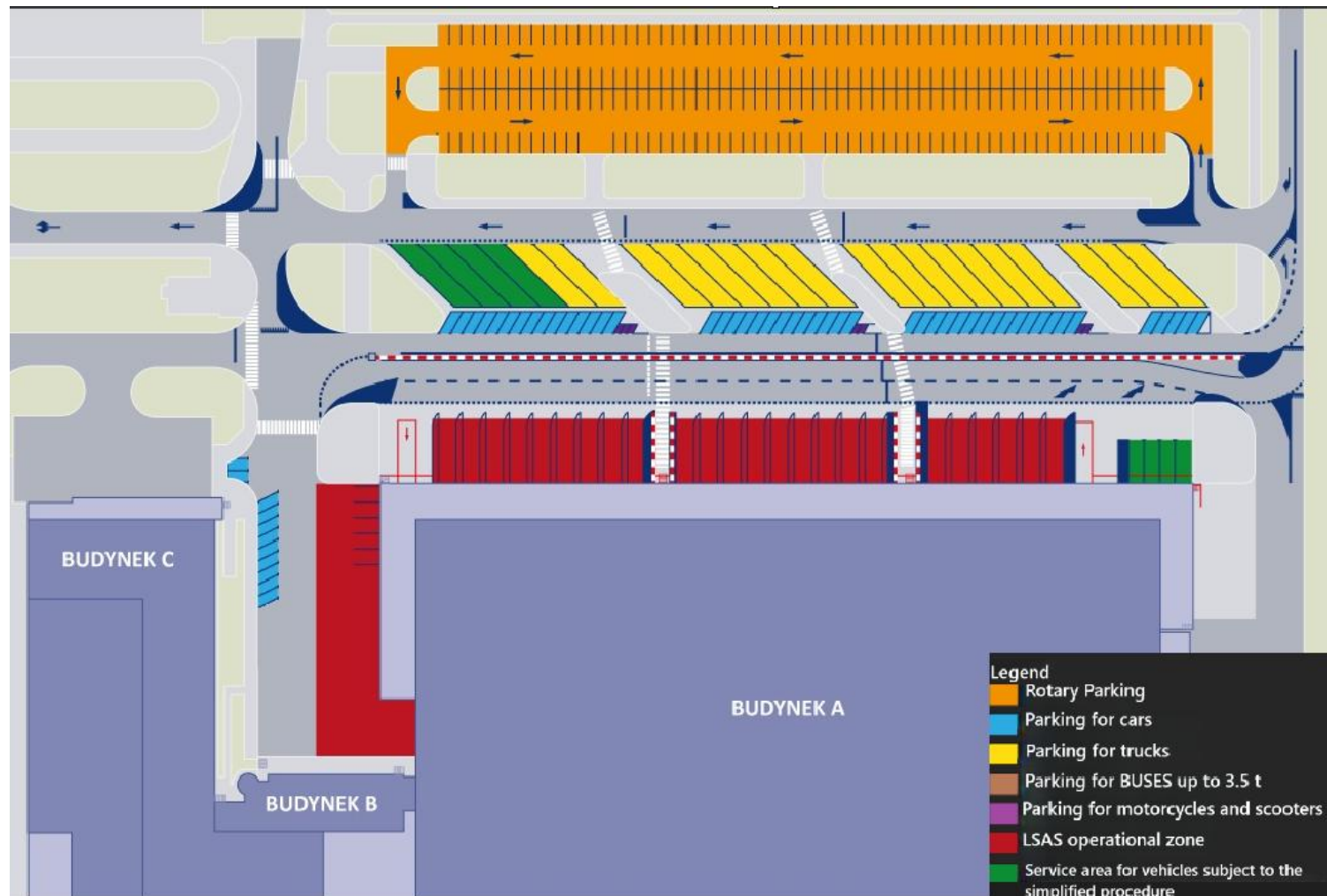
Monthly parking passes	Gross price*
Car with a height of up to 2 m (orange and blue zone)	PLN 240
Cars with a height of up to 2 m at the disposal of LSAS Associates and Commercial Space Lessees (Rotary Parking – orange zone)	PLN 123
Cars with a height of up to 2 m at the disposal of Employees (Rotary parking – orange zone)	PLN 35
Cars with a height of 2 m to 3.3 m	PLN 400
Cars with a height of more than 3.3 m	PLN 550

Additional fees	Gross price*
Card issue	PLN 50
Loss of a parking pass card or parking ticket	PLN 300
Parking on spaces marked as reserved for a particular group of Users referred to in § 5 and 6 of the Regulations, or on spaces marked as excluded from public access.	PLN 200
Parking by unauthorized vehicles in the space designated for parking only for parking lot users with the right to clear goods at the Customs Office in accordance with the simplified procedure (§ 5 section 1 letter 1 e in conjunction with § 9 of the Regulations)	PLN 500

<b>Parking of the User of a motorcycle or scooter in parking spaces designated for cars or in maneuvering yards (§ 3 section 2 in conjunction with § 5 section 1 letter f of the Regulations)</b>	<b>PLN 200</b>
<b>Parking on lawns, sidewalks (§ 13 section 1 letter f of the Regulations) outside designated parking spaces, in spaces designated for another type of vehicle</b>	<b>PLN 200</b>
<b>Entering the ramp without LSAS approval (§ 13 section 1 letter g of the Regulations)</b>	<b>PLN 200</b>
<b>Repairing, washing, vacuuming the car, replacing operating fluids, refueling, as well as polluting or littering the parking area and undertaking any other activities that interfere with the use of the Parking Lot by other users in parking spaces, internal roads and entrance and exit ramps (§ 13 section 3 of the Regulations)</b>	<b>PLN 500</b>
<b>Unlawful entry (§ 11 section 1 letter c)) or unlawful exit (§ 11 section 2 letter d of the Regulations)</b>	<b>PLN 500</b>
<b>Leaving a semi-trailer or trailer unattended (§ 13 section 2 of the Regulations)</b>	<b>PLN 500</b>
<b>System disruption and fraud</b>	<b>PLN 500</b>
<b>Departure using the ticket of another vehicle</b>	<b>PLN 500</b>
<b>Removal from the list blocking entry to parking lots (for frauds and gross violations of the Regulations)</b>	<b>PLN 1000</b>

\* Gross price includes value added tax (VAT)

## Appendix No. 2 – Parking Lot Organization Map



## **Appendix No. 3 – Information clause for personal data processing**

### **INFORMATION CLAUSE CONCERNING PERSONAL DATA PROCESSING FOR THE USE OF UNATTENDED PAID PARKING LOT BY USERS**

Pursuant to Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation) (OJ L 119, 4.05.2016) (hereinafter referred to as the “**GDPR**”), please be informed that:

#### **1. Personal Data Controller:**

Your data are controlled by LS Airport Services S.A. with its registered office in Warsaw, at ul. J. Gordona Bennetta 2B, 02-159 Warsaw, entered in the Register of Entrepreneurs of the National Court Register kept by the District Court for the Capital City of Warsaw in Warsaw, 14th Commercial Division of the National Court Register, under KRS number: 0000355602, NIP (Tax Identification Number): 522-294-95-23, share capital of PLN 40,440,020.00 (fully paid-up) (hereinafter referred to as the “**Company**”).

#### **2. Personal Data Protection Officer:**

If you have any questions, please contact the Company's Data Protection Officer via email address: [iod@lsas.aero](mailto:iod@lsas.aero) or mailing address: LS Airport Services S.A., Inspektor Ochrony Danych, ul. J. Gordona Bennetta 2b, 02-159 Warszawa.

#### **3. Purposes and basis for processing:**

The Controller processes Users' personal data in order to enable the use of the Parking Lot, to issue the Parking Pass Card and the Users' use of the Parking Lot, to receive and handle complaints relating to the use of the Parking Lot and to issue invoices for the Parking Lot. The Controller implements the above-mentioned purposes on the basis of Article 6 section 1 letter 1 f, which is the legitimate interest of the Controller. Data of Users may also be processed for the purpose of possible establishment, assertion of or defense against claims, pursuant to Article 6(1)(f) of the GDPR which is the Controller's legitimate interest to secure information in case of a legal need to prove facts.

#### **4. Data storage period:**

Your personal data will be stored for the period of using the Parking Lot and for the period during which claims relating to the use of the Parking Lot may be revealed, taking into account the periods of limitation of claims specified in the generally applicable provisions of law.

#### **5. Recipients of data:**

Your personal data may be disclosed to entities authorized under the applicable provisions of law, employees/associates of the Company and contractors/subcontractors of the Company, e.g. legal, IT, video surveillance maintenance and administration companies and insurance claims adjusters.

**6. Rights of the data subjects:**

You have the right to inspect your data, delete them and restrict their processing. Your right to inspect data may be limited in justified cases such as protection of personal data of other persons covered in the monitoring area or investigation of claims and proceedings by authorities authorized by the provisions of law. You have the right to object on grounds relating to your particular situation to the processing of your data for the purpose of the Company's legitimate interests. You have the right to lodge a complaint to the President of the Office for Personal Data Protection (ul. Stawki 2, 00-193 Warsaw).

**7. Data transfer:**

Data transfer is voluntary, however, it is a requirement for entry to the Parking Lot area