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dated 9 March 2023)

RULES FOR THE PROVISION OF BASIC AND/OR ADDITIONAL SERVICES RELATED TO RAIL TRANSPORT PROVIDED AT RAILWAY SERVICE FACILITIES MANAGED BY THE MANAGER OF THE PUBLIC RAILWAY INFRASTRUCTURE DURING THE PERIOD OF VALIDITY OF THE 2022-2023 OFFICIAL TRAIN SCHEDULE

Document versions

Date	Version No.	Description of updates
09-03-2023 ĮS(INFRA)-39/2023	1	The rules were supplemented with information about the new service (use of railway tracks for the provision of railway service facilities) in the text. The description of the service is provided in clauses 102–112 of these rules.
		Sub-clause 13.2 was moved to Clause 14.4.
		Clauses 44, 50, 60, 70, 78, 85, 94 were supplemented with information on the link to rates.
		Clause 55 was revised.
		Clause 56 was revised.
		Clause 57 was revised.
		The condition regarding the rounding of the distance in Sub-clause 58.2 was deleted.
		Clause 66 was supplemented with information on the procedure when an inaccurate service order is submitted or provided.
		Sub-clause 68.1 was supplemented by specifying the conditions in Clause 66.
		Clause 73 was revised by specifying the procedure for ordering the service.
		The definition of the service in Clause 79 was revised.
		Clause 82 was revised.
		Sub-clauses of Clause 83, which specify the requirements for payment, were revised.
		Clause 84 was revised.
		Annex 1 was revised.
		Annex 2 was revised.
		Annex 3 was revised.

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CHAPTER I
GENERAL PROVISIONS

1. The Rules for the Provision of Basic and/or Additional Services Related to Rail Transport Provided at Railway Service Facilities Managed by the Public Railway Infrastructure Manager During the Validity Period of the 2022-2023 Official Train Schedule (hereinafter – the **Rules**) determine the procedure and conditions for the provision of basic and/or additional services related to rail transport (hereinafter – the **basic and/or additional services**), accounting and determination of payment for the use of these services provided in railway service facilities (hereinafter – **RSF**) owned by the manager of the public railway infrastructure (hereinafter – the **Manager**).

2. The Rules were prepared in implementation of the provisions of the Railway Transport Code of the Republic of Lithuania (hereinafter – the **RTC**) and Commission Implementing Regulation (EU) 2017/2177 of 22 November 2017 on the possibility of using railway service facilities and railway-related services (hereinafter – the **Regulation**)

3. The Rules apply to the provision of the following services provided at RSF managed by the Manager:

3.1. Providing basic services:

3.1.1. In passenger railway stations, their buildings and other facilities, in places suitable for the provision of travel information publication and ticket purchase service:

3.1.1.1. Service of using passenger railway stations, their buildings and other facilities;

3.1.1.2. Service of using ticket sales spaces;

3.1.2. In aggregate tracks, train forming and shunting facilities:

3.1.2.1. Service of access to railway tracks connected to RSF;

3.1.2.2. Service of using railway rolling stock forming and shunting facilities;

3.1.2.3. Service of using RSF for the storage of railway rolling stock;

3.1.2.4. Service of using the wagon distribution hill;

3.1.2.5. Service of using the track change mechanism;

3.1.2.6. Service of using railway tracks for the provision of services at RSF;

3.1.3. In technical support facilities:

3.1.3.1. Service of accident liquidation at RSF;

3.2. Providing an additional service:

3.2.1. The traction current service (in the invoices, the fees for this service are indicated separately from the fees for the use of electricity supply facilities).

4. During the validity period of the 2022-2023 official train schedule, the Manager does not provide auxiliary services related to railway transport.

5. The Rules do not apply to the provision of services in Vilnius and Kaunas intermodal terminals managed by the Manager and loading yards managed by the Manager.

6. During the validity period of the 2022-2023 official train schedule, non-discriminatory access to RSF managed by the Manager, where basic and/or additional services are provided, is provided together with the basic and/or additional services in accordance with the contract for the provision of services at railway service facilities (hereinafter – the **Contract for the provision of services at RSF**), therefore RSF usage contracts are not concluded separately.

7. The Rules are valid from 11 December 2022 at 00^{00} o'clock until 9 December 2023 at 24^{00} o'clock.

CHAPTER II
CONCEPTS

8. The following concepts are used in the Rules:

8.1. "**InfraGo" portal** – Manager's e-services portal located at https://infrago.ltginfra.lt, intended to submit applications for allocating public railway infrastructure capacities (hereinafter - **application for capacity allocation**), last-minute applications for allocating public railway infrastructure capacities (hereinafter – **last-minute application**), requests for railway transport traffic breaks, ordering services provided at RSF and receiving information about Manager's decisions to allocate public railway infrastructure capacities or refusal to allocate them.

8.2. **Service Recipient** – a railway company (carrier), a company that shunts or a company that travels to and from the place of construction, repair and/or technical maintenance of railway infrastructure objects, having the right to use the public railway infrastructure in accordance with the procedure laid down in Article 28 of RTC, planning to enter or having entered into a Contract for the Provision of Services at RSF.

8.3. **Request to provide basic and/or additional services** – it is a request of the Service Recipient who concluded a Contract for the Provision of Services at RSF with the Manager, submitted to the Manager in the ways specified in the Rules, in which the Service Recipient indicates which basic and/or additional services from the list of services specified in the Contract for the Provision of Services at RSF it wishes to receive at a certain time and submits another information specified in the Rules which is necessary for the provision of the service.

9. Other concepts used in the Rules are understood as they are defined in the Regulation, RTC, other legal acts of the Republic of Lithuania and local legal acts adopted by the Manager, published on the Manager's website.

CHAPTER III
PROCEDURE FOR CONCLUDING A CONTRACT FOR THE PROVISION OF SERVICES AT RSF

10. The Service Recipient, in order to conclude a Contract for the Provision of Services at RSF with the Manager, no later than 2 (two) months before the start of the term of the basic and/or additional service, through the "InfraGo" portal, or if this is not possible, in writing or by e-mail info@ltginfra.lt submits a request to enter into a contract for the provision of services at RSF (the form of a request to enter into a contract for the provision of services at RSF is provided in Annex No. 1 of the Rules). The Service Recipient must register itself on the "InfraGo" portal by filling out the registration form on the web or from the Service Recipient's software through the interface, providing information in accordance with the railway technical interoperability specification standard. After the Service Recipient registers on the "InfraGo" portal, a user account is created and login data to the "InfraGo" portal is sent to the e-mail address specified in the registration form. The Service Recipient ensures that the access data of the user account created on the "InfraGo" portal will be used only by persons with the relevant authorizations of the Service Recipient and is responsible for the correctness of the data provided in the user account of the "InfraGo" portal. Instructions for using the "InfraGo" portal are published on the Manager's website in the "Client Portal" section.

11. The Service Recipient may enter into a Contract for the Provision of Services at RSF only if it has concluded a Contract for the Use of Public Railway Infrastructure, except for cases where the Service Recipient only performs shunting work at railway stations (in that case, the for the use of public railway infrastructure may be concluded without a Contract for the Use of Public Railway Infrastructure).

12. In its request to enter into a Contract for the Provision of Services at RSF, the Service Recipient must indicate which basic and/or additional services it wishes to receive during the validity period of the 2022-2023 official train schedule. The Service Recipient can request as many basic and/or additional services as it wishes.

13. The Service Recipient submits a copy of the safety certificate (parts A and B) or the general safety certificate to the Manager together with the request to enter into a Contract for the Provision of Services at RSF.

14. The Manager may request that the Service Recipient also provide the information necessary for the conclusion of the Contract for the Provision of Services at RSF:

14.1. A list of traction or self-propelled rolling stock available and/or used;

14.2. A list of railway station tracks or access tracks belonging to them, where the Service Recipient wishes to receive services provided at RSF;

14.3. A copy of the description of the Service Recipient's railway traffic safety management system;

14.4. A copy of the certificate of compulsory civil liability insurance that meets the requirements set out in Article 10^1 of the RTC;

14.5. Other necessary information.

15. The Contract for the Provision of Services at RSF is concluded with the Service Recipient for the validity period of no longer than one official train schedule.

16. Upon receiving the Service Recipient's request to conclude a Contract for the Provision of Services at RSF, the Manager confirms to the Service Recipient that it has received this request and assesses whether it is correctly filled out.

17. If the Service Recipient's request to enter into a Contract for the Provision of Services at RSF is filled out correctly, the Manager informs the Service Recipient in writing or by e-mail about the possibility of concluding a Contract for the Provision of Services at RSF and asks it to submit the information required for the conclusion of the Contract for the Provision of Services at RSF, specified in Clause 14 of the Rules, no later than within 5 (five) working days.

18. The Manager, having determined that the request submitted by the Service Recipient to enter into a Contract for the Provision of Services at RSF does not meet the requirements of Clauses 10–13 of the Rules, informs the Service Recipient in writing or by e-mail about the identified deficiencies and sets a deadline of no less than 2 (two) working days to eliminate the deficiencies.

19. If the Service Recipient does not respond to the Manager within the deadline set in accordance with the procedure specified in Clause 18 of the Rules, it is considered that the Contract for the Provision of Services at RSF cannot be concluded with the Service Recipient. The Manager informs the Service Recipient in writing or by e-mail about the fact that it is not possible to conclude a Contract for the Provision of Services at RSF no later than within 5 (five) working days from the end of the deadline for submitting a response, established in accordance with the procedure specified in Clause 18 of the Rules.

20. If the Service Recipient eliminates the identified deficiencies within the time limit set in accordance with the procedure specified in Clause 18 of the Rules, it is considered that the Contract for the Provision of Services at RSF with the Service Recipient can be concluded. The Manager informs the Service Recipient about the possibility of concluding a Contract for the Provision of Services at RSF and asks to provide the information required for the conclusion of a Contract for the Provision of Services at RSF, specified in Clause 14 of the Rules, in accordance with the procedure set out in Clause 17 of the Rules.

21. The Manager, after evaluating the information provided by the Service Recipient, necessary for the conclusion of the Contract for the Provision of Services at RSF, prepares and submits to the Service Recipient, in writing or by e-mail, a draft of the Contract for the Provision of Services at RSF no later than within 5 (five) working days. The form of the Contract for the Provision of Services at RSF is presented in Annex No. 2 of the Rules.

22. The Service Recipient cannot transfer the rights and obligations arising from the Contract for the Provision of Services at RSF to other persons.

CHAPTER IV
GENERAL PROVISIONS OF THE PROCEDURE FOR SUBMITTING REQUESTS TO PROVIDE THE BASIC AND/OR ADDITIONAL SERVICE

23. The request to provide the main and/or additional service is submitted in the ways indicated in Table No. 1.

Table No. 1

Serial no.	Basic and/or additional service	Method of submission of the request
1.	Use of passenger railway stations, their buildings and other facilities	The request to provide the service is submitted by submitting an application for capacity allocation or a last-minute application in accordance with the procedure and deadlines established by RTC, by filling in the form provided in the Network Regulations, and in these applications providing information about the need

		for this service and the desired passenger train stops and their duration. The use of passenger railway stations, their buildings and other facilities is coordinated with the Service Recipient at the time of signing the Contract for the Provision of Services at RSF.
2.	Use of ticket sales spaces	Areas and premises intended for the installation of ticket sales cash registers or devices for automatic ticket sales are coordinated with the Service Recipient at the time of signing the Contract for the Provision of Services at RSF. The use of ticket sales spaces is coordinated with the Service Recipient at the time of signing the Contract for the Provision of Services at RSF.
3.	Access to railway tracks connected to RSF	The request to provide the service is submitted by filling out the Service Order Form on the “InfraGo” portal. The Service Order Form is not mandatory when the service is intended to be used for the transportation of the Service Recipient’s locomotives without wagons, other rolling stock without wagons that perform the function of a locomotive, or special railway rolling stock (SRRS). In this case, the request for the provision of the service is submitted to the employee of the railway station orally via shunting or GSM-R radio communication. The detailed procedure for requesting this service is specified in Clauses 52–62 of the Rules.
4.	Use of rolling stock forming and shunting devices	The request to provide the service is submitted by filling out the Service Order Form on the “InfraGo” portal. The detailed procedure for submitting a request to provide this service is specified in Clauses 63–71 of the Rules.
5.	Use of RSF for the storage of railway rolling stock	The request to provide the service is submitted to the employee of the railway station verbally by shunting or GSM-R radio communication, and if this is not possible – by e-mail. The detailed procedure for submitting a request to provide this service is specified in Clauses 72–78 of the Rules.
6.	Using the wagon distribution hill	The request to provide the service is submitted by filling out the Service Order Form on the “InfraGo” portal. During the formation of sets (groups of wagons) over the crest of the hill, together with the completed Service Order Form, the Service Recipient must also submit an uncoupling sheet. An example of an uncoupling sheet can be found in the instructions for organizing the work of the distribution hill of the Station Book. The detailed procedure for ordering this service is provided in Clauses 79–87 of the Rules.
7.	Using the track change mechanism	The request to provide the service is submitted to the employee of the railway station verbally by shunting or

		GSM-R radio communication, and if this is not possible – by e-mail. The detailed procedure for ordering this service is provided in Clauses 88–94 of the Rules.
8.	Service of accident liquidation at RSF	The service of accident liquidation at RSF can be ordered after coordinating the place and time of the service by phone (8 669 57697) or by e-mail evc@ltginfra.lt.
9.	Traction current provision service	The request to provide the service is submitted by submitting applications for capacity allocation or last-minute applications in accordance with the procedure and deadlines established by RTC according to the form provided in the Network Regulations, indicating in these applications information about the need for the traction current provision service. Traction current provision service is coordinated with the Service Recipient at the time of signing the Contract for the Provision of Services at RSF.
10.	Service of using railway tracks for the provision of services at RSF	The request to provide the service is submitted by filling out the Service Order Form on the “InfraGo” portal. The Service Order Form is not mandatory when the service is intended to be used for the transportation of the Service Recipient’s locomotives without wagons, other rolling stock without wagons that perform the function of a locomotive, or special rolling stock (SRRS). In this case, the request for the provision of the service is submitted to the employee of the railway station orally via shunting or GSM-R radio communication. The detailed procedure for requesting this service is specified in Clauses 102–107 of the Rules.

24. When submitting a request to provide the services specified in Clauses 3, 4, 6, 10 of Table No. 1 (services that are ordered by filling out the Service Order Form on the “InfraGo” portal), the Service Rrecipient must submit the completed Service Order Form to the Manager no later than 1 (one) hour before the start of the requested basic service. The Service Order Form is filled out on the “InfraGo” portal, and if this is not possible, the Service Order Form provided in Annex No. 3 of the Rules is filled in in Excel format, which is sent to the employee of the railway station by e-mail specified in the Contract for the Provision of Services at RSF.

25. When filling out the Service Order Form provided in Annex No. 3 of the Rules, the following details must be specified:

25.1. Date and number of the request to provide the basic service;

25.2. The date and number of the Contract for the Provision of Services at RSF on the basis of which the Service Order Form is provided;

25.3. Name and legal entity code of the Service Recipient submitting the Service Order Form;

25.4. The name, phone number and e-mail address of the Service Recipient’s manager or his authorized person;

25.5. date of provision of the basic service(s) to be ordered, its name, name of the railway station where this service is provided, place of provision of the basic service(s) (railway track number), preliminary start time of the service(s) execution, train number (if known), railway rolling stock numbers (the series and number of the locomotive performing shunting must be indicated), the name of the other company and the series and number of the rolling stock used by it, if the Service Recipient used another company, the quantyti of wagons (units), numbers of wagons.

26. Upon receiving the Service Order Form, the Manager evaluates the content of the Service Order Form and, if not all the details are specified in the Service Order Form or the specified details are inaccurate, returns the Service Order Form to the Service Recipient via the “InfraGo” portal, or if not possible, by e-mail specifying the reason for return of the Service Order Form.

27. The Service Recipient, upon receiving the returned Service Order Form, immediately (but no later than within 10 (ten) minutes from the return of the form) revises it and submits it to the Manager via the “InfraGo” portal, or, if not possible, by e-mail. If, after the deadline specified in this Clause of the Rules, the Service Recipient does not submit a revised and/or supplemented Service Order Form, the Manager rejects the Service Order Form.

28. If, after submitting the Service Order Form, the details specified in this form changes, the Service Recipient shall inform the Manager by e-mail or telephone as soon as possible, but no later than before the execution of the ordered basic services begins.

29. The request is satisfied when the Manager’s responsible employee sends the approval via the “InfraGo” portal, or if this is not possible, by e-mail to the representative of the Service Recipient who submitted the Service Order Form.

30. The request to provide the services specified in Clauses 2, 5, 7 – 9 of Table No. 1 (services for which ordering of services is not mandatory) is submitted in accordance with the procedure specified in Chapter VI of the Rules.

CHAPTER V
PROCEDURE FOR COORDINATION OF REQUESTS TO PROVIDE BASIC AND/OR ADDITIONAL SERVICES

31. The Manager, upon receiving a request from the Service Recipient to provide a basic service, submitted in accordance with the procedure set forth in Clause 23 of the Rules, which is incompatible with a request for providing a basic service submitted by another Service Recipient or is related to an already assigned RSF capacity (hereinafter – **Incompatible Request**), initiates the coordination procedure.

32. Upon receiving an Incompatible Request, the Manager shall immediately, but not later than within 20 (twenty) minutes of receiving the Incompatible Request, contact the Service Recipient who submitted the Incompatible Request and, if possible, propose:

32.1. A different date of provision of the basic service than specified in the Incompatible Request;

32.2. Other time of provision of the basic service than specified in the Incompatible Request;

32.3. A different scope of provision of the basic service than specified in the Incompatible Request.

33. If the Service Recipient agrees with the Manager’s proposals to change the date, time and/or scope of the provision of the basic service specified in the Incompatible Request, it shall immediately inform the Manager of its decision. In this case, the Service Recipient’s request to provide the basic service is considered to be agreed and the basic service is provided according to the changed date, time and/or scope of provision.

34. If the Service Recipient does not agree with the Manager’s proposals to change the date, time and/or scope of the provision of the basic service, the Manager, in order to reconcile all incompatible requests and coordinate actions with related Service Recipients, may also contact other Service Recipients who have submitted requests to provide the basic service, which are incompatible with the Incompatible Request or whose request to provide the basic service is granted, offering to change the date, time and/or scope of the basic service requested by them.

35. If at least one of the Service Recipients, who were addressed in accordance with the procedure set out in Clause 34 of the Rules, agrees to change the date, time and/or scope of the requested basic service, the requests to provide the basic service are considered coordinated and the Manager informs the relevant Service Recipient who submitted the Incompatible Request.

36. If, after performing the actions specified in Clauses 31–34 of the Rules, the needs of the Service Recipients cannot be reconciled (the Service Recipient, who was addressed for changing the date, time and/or scope of the basic service provision, does not agree), the Manager provides

services to the Service Recipient who previously submitted a request to provide the basic service in accordance with the procedure established by Chapter VI of the Rules.

37. If, after completing the actions specified in Clauses 31–34 of the Rules, the Manager cannot satisfy the request to provide the basic service, the Manager can provide alternatives to provide the service on the same route or on alternative routes, if such alternatives are available. If it is not possible to provide alternatives to provide the basic service on the same route or on alternative routes, the Manager refuses to fulfill the Incompatible Request.

38. The Manager informs the Service Recipient of the decision taken not to satisfy the Service Recipient's Incompatible Request immediately, but no later than before the start of the requested basic service, stating the reasons for the refusal and justifying why, after completing the coordination procedure specified in Chapter V of the Rules, the Incompatible Request cannot be satisfied.

CHAPTER VI
SPECIAL PROVISIONS OF THE PROCEDURE FOR SUBMITTING REQUESTS TO PROVIDE THE BASIC AND/OR ADDITIONAL SERVICE, ACCOUNTING FOR THESE SERVICES AND DETERMINING THE PAYMENT FOR THE USE OF THESE SERVICES

FIRST SECTION
SPECIAL PROVISIONS OF THE PROCEDURE FOR SUBMITTING REQUESTS TO PROVIDE THE BASIC SERVICE, ACCOUNTING FOR THESE SERVICES AND DETERMINING THE PAYMENT FOR THE USE OF THESE SERVICES

Service of using passenger railway stations, their buildings and other facilities

39. When submitting a request to provide the service of using passenger railway stations, their buildings and other facilities, the Service Recipient is given the opportunity to use passenger railway station buildings (their public spaces), travel information stands (lightboards) and audio equipment (except for the use of ticket sales spaces).

40. The request to provide the service for the use of passenger railway stations, their buildings and other facilities is submitted in accordance with the procedure set out in Clause 1 of Table No. 1.

41. The division of passenger railway stations into category I and II passenger railway stations is presented in Table No. 2.

Table No. 2

Category	Criterion	Cities with passenger railway stations assigned to the respective category
I	Passenger railway stations where, on average, 40 or more passengers get off or get on one train per day	Vilnius, Kaunas, Šiauliai, Klaipėda.
II	Passenger railway stations where, on average, less than 40 passengers get off or get on one train per day	Akmenė, Alytus, Alksnėnai, Alvitas, Bagotoji, Baisogala, Bajorai, Baltamiškis, Bebruliškė, Bezdonys, Bygailiai, Būdviečiai, Dotnuva, Dūkštas, Durpynas, Dūseikiai, Elektrodepas-1, Elektrodepas-2, Gaižiūnai, Garliava, Gerkonys, Gimbogala, Giruliai, Gudžiūnai, Gustonys, Ignalina, Jašiūnai Jiesia, Joniškis, Jonava, Juodšiliai, Jūrė, Kaišiadorys, Kalnėnai, Kalotė, Kalvarija, Kalviai, Karčiupis, Kariotiškės, Karsakiškis, Kaugonys, Kazlų Rūda, Kėdainiai, Kena, Kidarai, Kybartai, Kyviškės, Klepočiai, Kretinga, Kretingalė, Kukorai, Kūlupėnai, Kirtimai, Kupiškis, Kuršėnai, Kutiškiai, Kužiai, Laba, Labučiai, Lazdėnai, Lentvaris, Lieplaukė, Livintai, Lobiniai, Lukšiai, Mankiškiai, Marcinkonys, Marijampolė, Matuizos, Mauručiai,

Category	Criterion	Cities with passenger railway stations assigned to the respective category
		Mažeikiai, Meškučiai, Meškuičiai, Mickūnai, Miliai, Miškiniai, Mockava, Naujiena, Naujoji Vilnia, Oro uostas, Pabališkiai, Pabradė, Pagėgiai, Pagiriai, Pailgis, Pakenė, Pakretuonė, Palemonas, Pamerkiai, Pamieris, Panemunėlis, Paneriai, Panevėžys, Papilė, Parudaminys, Pavenčiai, Pavilnys, Pažeimenė, Pilviškiai, Plungė, Pravieniškės, Priekulė, Radviliškis, Radžiūnai, Raudėnai, Rimkai, Rykantai, Rokiškis, Rūdiškės, Santaka, Sausiai, Senieji Trakai, Skapiškis, Skersabaliai, Sodai, Stasylos, Stoniškiai, Subačius, Suvalkėliai, Šateikiai, Šeduva, Šeštokai, Šilainiai, Šilėnai, Šilutė, Škleriai, Švenčionėliai, Tarvainiai, Tauragė, Telšiai, Terešiškės, Tindžiuliai, Tytuvėnai, Trakai, Tryškiai, Turgalaukis, Turmantas, Utena, Vaidotai, Valčiūnai, Valkininkai, Varėna, Venta, Viduklė, Viekšniai, Vievis, Vilkaviškis, Vilkyčiai, Vinčai, Visaginas, Vokė, Voveriškiai, Zervynos, Žasliai, Žeimena, Žeimiai.

42. The service of using passenger railway stations, their buildings and other facilities is accounted for by calculating the stops of each passenger train, during which it is possible to board (disembark) passengers (at arrival, departure and intermediate stops), at passenger railway stations of each category specified in Clause 41 of the Rules. The number of stops includes the starting and ending railway stations. Information related to the movement of trains is published on sound devices, lightboards and billboards. Advertising material is not published.

43. The fee for the use of passenger railway stations, their buildings and other facilities is calculated according to the formula:

$$K_p = A_{st} \times k_{st1} + B_{st} \times k_{st2}, \text{ where:}$$

K_p– fee for the use of passenger railway stations, their buildings and other facilities (EUR);

A_{st} – actual number of stops of passenger trains, during which it was possible to disembark and board passengers, at category I passenger railway stations (units);

k_{st1} – price of a stop of a passenger train, during which it was possible to disembark and board passengers, at a railway station of category I passengers (EUR/unit);

B_{st} – actual number of stops of passenger trains, during which it was possible to disembark and board passengers, at category II passenger railway stations (units);

k_{st2} – price of a stop of a passenger train, during which it was possible to disembark and board passengers, at a railway station of category II passengers (EUR/unit).

44. Rates or reference to rates for the use of passenger railway stations, their buildings and other facilities (k_{st1}, k_{st2}) in category I and II railway stations are published in RSF descriptions "Category I passenger railway stations, their buildings and other facilities, places suitable for the provision of travel information publication and ticket purchase service" and "Category II passenger railway stations, their buildings and other facilities, places suitable for the provision of travel information and ticket purchase services", which are published on the Manager's website in the section „Railway service facilities".

Service for using ticket sales spaces

45. When submitting an application for the provision of the service for using ticket sales spaces, the Service Recipient is provided with an area or premises at the railway station for the installation

of ticket cash registers or devices for automatic ticket sales.

46. The request to provide the service for the use of ticket sales spaces is submitted in accordance with the procedure set forth in Table No. 2.

47. The request to change the size of ticket sales spaces by renouncing part of the space or premises for the entire period of validity of the 2022-2023 train schedule must be submitted by the Service Recipient no later than 3 months before the requested date of the Contract change. The agreement on changing the size of the ticket sales spaces shall come into force on the first day of the calendar month in which the 3-month term specified in this clause expires. If the 3-month term specified in this clause expires later than the first day of a calendar month, the agreement on changing the size of the ticket sales spaces comes into force from the first day of the following month.

48. The fee for the service of using ticket sales spaces is calculated based on the area provided for the installation of cash registers or facilities for ticket sales (calculated in square meters).

49. The fee for using the ticket sales space service is calculated according to the formula:

$$K_{kp} = A_{kp} \times k_{kp1} + B_{kp} \times k_{kp2}, \text{ where:}$$

K_{kp} – fee for using the service of ticket sales spaces (EUR);

A_{kp} – used area in category I passenger railway stations (sq. m);

k_{kp1} – service price for one square meter at a category I passenger railway station per month (EUR/sq. m);

B_{kp} – used area in category II passenger railway stations (sq. m);

k_{kp2} – price of the service per one square meter at a category II passenger railway station per month (EUR/sq. m).

50. Rates or reference to rates for using the ticket sales service (k_{kp1}, k_{kp2}) in railway stations of category I and II, is published in RSF descriptions “Railway stations of category I passengers, their buildings and other facilities, places suitable for the provision of travel information publication and ticket purchase service” and “Category II passenger railway stations, their buildings and other facilities, places suitable for providing travel information announcement and ticket purchase service”, which are published on the Manager’s website in the section „Railway service facilities”.

51. The categories of passenger railway stations are specified in Table No. 2 of the Rules.

Service of access to railway tracks connected to RSF

52. By submitting a request for access to railway tracks connected to RSF (hereinafter - **Access**), the Service Recipient is provided with a service during which the Service Recipient pulls wagons back and forth on the railway tracks connected to RSF controlled by the Manager from the beginning of the railway track connected to RSF managed by the Manager to the end of this track.

53. The request to grant Access is submitted in accordance with the procedure set forth in Clause 3 of Table No. 1, and is examined in accordance with the procedure set forth in Clauses 24–29 of the Rules.

54. If the Service Recipient pulls wagons from an access track that is not controlled by the Manager to railway station tracks and vice versa, when this access track connects directly with the railway station track, the Service Recipient must submit a Service Order Form on the “InfraGo” portal requesting Access. In this case, it is considered that the distance of pulling the wagons is equal to 0 (zero). Submission of the Service Order Form is mandatory, as the data specified in this form will affect the accounting of the services specified in Clauses 63 and 72 of the Rules.

55. A request to grant Access to locomotives without wagons, other rolling stock without wagons that perform the function of a locomotive, or special rolling stock (hereinafter – SRRS) can be submitted verbally to a railway station employee by shunting or GSM-R radio communication. The employee of the railway station informs the Service Recipient about the decision made by shunting or GSM-R radio communication.

56. Access volume accounting indicators are the distance in kilometers traveled by a wagon or rolling stock performing the function of a wagon on a railway track connected to RSF. When including data on the granted Access in the accounting, it is considered that the Service Recipient was granted Access to use the entire distance of the railway track connected to RSF managed by the Manager, except for the cases specified in Clauses 54 and 57 of the Rules.

57. In the cases specified in this clause, when the data on the granted Access are included in the accounting, it is considered that the Service Recipient was granted Access to use not the entire distance of the railway track connected to the Railway Station managed by the Manager:

57.1. If the Service Recipient pulls wagons from an access track controlled by a non-Manager to another access track controlled by a non-Manager, through a part of the railway track connected to RSF controlled by the Manager, it shall be considered that the Access provided to the Service Recipient to use the railway track controlled by the Manager connected to RSF, and the distance of this part is calculated from the fork at which the Service Recipient enters the railway track managed by the Manager, connected to RSF, to the fork at which the Service Recipient leaves the railway track managed by the Manager, connected to RSF (from the boundary of one approach railway track not controlled by the Manager to the boundary of another approach railway track not managed by the Manager);

57.2. If the Service Recipient, having disconnected the wagons to a certain part of the railway track managed by the Manager, connected to RSF, transfers them to another Service Recipient, who must disconnect these wagons to the final place of pulling the wagons, the distances traveled by these Service Recipients are calculated as follows:

57.2.1. It is considered that the Service Recipient, having cut off the wagons to the place of transfer of wagons, has used the entire distance of the railway track connected to the Railway Station managed by the Manager, including the distances of all the railway tracks connected to RSF, which used to pull the wagons to the place of transfer of wagons, and the distance of the railway track connected to RSF, managed by the Manager, where the transfer of wagons is carried out (hereinafter referred to as the Wagon Transfer Track);

57.2.2. It is considered that the Service Recipient, who disconnected the wagons from the place of transfer of the wagons to the final place of pulling the wagons, used:

57.2.2.1. The entire distance of the Wagon Transfer Track and

57.2.2.2. The distance of the railway tracks managed by the Manager, connected to the TP, on which the wagons were drawn from the Wagon Transfer Track to the final point of wagon withdrawal.

57.3. If the wagons are driven to the final point of carriage located on a railway track that connects to an intermediate station and is accessible via a railway track connected to RSF, the driving distance is calculated by including the entire distance of the railway track connected to RSF managed by the Manager, excluding the driving distance at the intermediate station. Driving distance equal to 0 if the access track not owned by the Manager connects directly to the intermediate station.

58. Fee for Access when it is used for a locomotive, other rolling stock performing the function of a locomotive and SRRS (used to carry out repair works of railway infrastructure structures, objects or devices, transport for persons related to the maintenance, repair or construction of railway infrastructure, mechanisms, spare parts, materials for the upper structure of the railway track and other means intended for the maintenance, repair or construction of railway infrastructure) driving, is not applicable.

The following requirements apply to the calculation and payment of fees for Access:

58.1. This fee applies to the pulling of wagons or rolling stock performing the function of wagons for any purpose through the railway tracks managed by the Manager and connected to RSF;

58.2. This fee is paid by the Service Recipients who are responsible for pulling the respective railway wagons to their destination and back.

59. Fee for using Access is calculated according to the formula:

$$K_v = \sum_{n=1}^{\infty} S_{kn} \times k_{vkn}$$

, where:

K_v – fee for Access (EUR);

S_{kn} –distance by which the n-th wagon or rolling stock performing the function of a wagon is pulled back and forth on the railway tracks managed by the Manager, connected to RSF;

k_{vkn} –price of pulling the n-th wagon 1 kilometer (EUR/km) (hereinafter – the **rate for Access**).

60. The rate or a reference to the rate for Access is published in the RSF description “Collective tracks, train forming and shunting devices”, which is published on the Manager’s website in the

section "Railway service facilities".

61. When submitting a request for Access, the Service Recipient must independently ensure that all work required for this service is completed. The Service Recipient takes care of pulling the railway wagons back and forth.

62. When providing Access, pulling (pushing) the train structure or its parts, taking into account the technological features, is carried out in accordance with the normative technical documents published on the Manager's website in the section „Normative technical documentation".

Service of using railway rolling stock forming and shunting facilities

63. When submitting a request for the provision of the service for the use of railway rolling stock forming and shunting facilities, the Service Recipient is given the opportunity to divide the train set into groups of wagons or arrange the wagons for a new train set, providing access to the railway station tracks, switches, signaling devices and other facilities (with the exception of cases where rolling stock forming and shunting devices are used for a locomotive without wagons, other rolling stock without wagons that perform the function of a locomotive, and SRRS), when rolling stock is driven to or from the railway station and/or approach tracks and/or when wagons are brought from or taken to an intermediate station.

64. When a train arrives from an intermediate station or departs an intermediate station, the service of using railway rolling stock forming and shunting facilities is applied only to that group of wagons, which is ready to carry out the division of wagon groups or the addition of the set with accumulated wagons.

65. The request to provide the service for the use of railway rolling stock forming and shunting facilities is submitted according to the procedure set out in Clause 4 of Table No. 1 of the Rules, and is examined according to the procedure set out in Clauses 24–29 of the Rules.

66. If a request for the use of rolling stock forming and shunting facilities is not submitted, or in the case of an unclear or imprecise request, the employee of the railway station shall contact the Service Recipient by e-mail or shunting or GSM-R radio communication regarding the submission or clarification of the request for the provision of the service for the use of rolling stock forming and shunting facilities. If the Service Recipient does not submit a request to provide the service of using rolling stock forming and shunting facilities or its clarification, the employee of the railway station has the right to allow use or decide whether the Service Recipient has used the service of using rolling stock forming and shunting facilities. In this case, the employee of the railway station informs the Service Recipient by e-mail (specified in RSF contract) about the service provided, specifying the railway station track, locomotive number and wagon numbers.

67. Accounting indicators of the service volume of using rolling stock forming and shunting facilities are the amount of rolling stock formed in rolling stock forming and shunting facilities.

68. The following requirements apply to the calculation and payment of the fee for the use of the service of rolling stock forming and shunting facilities:

68.1. This fee is applied to the forming and shunting of the railway rolling stock specified by the Service Recipient in the Service Order Form or to the forming and shunting of the Service Recipient's railway rolling stock under the conditions described in Clause 66 of the Rules, when the Service Recipient performs:

68.1.1. Distribution of train sets into groups of wagons;

68.1.2. Arrangement of the wagons accumulated for the new train set.

68.2. This fee is paid by:

68.2.1. The Service Recipient who has submitted an application for the provision of the service for the use of rolling stock forming and shunting facilities (Service Order Form) and at whose request rolling stock is driven to the railway station and/or access tracks, or who has brought wagons from an intermediate station or taken them to an intermediate station, or

68.2.2. The Service Recipient who used the services under the conditions described in Clause 66 of the Rules.

69. The fee for the use of rolling stock forming and shunting facilities is calculated according to the formula:

$K_f = V_f \times k_f$, where:

K_f – fee for the use of rolling stock forming and shunting facilities (EUR);

V_f – number of wagons and rolling stock performing the wagon function that are formed (units);

k_f – price of forming one wagon or one railway vehicle performing the function of a wagon (EUR/unit).

70. The rate or a reference to the rate for the use of rolling stock forming and shunting facilities service (k_f) is published in RSFI description "Collective tracks, train forming and shunting facilities", which is published on the Manager's website in the section „Railway service facilities".

71. The service of using rolling stock forming and shunting facilities includes providing access to and rights to use the rolling stock. The Service Recipient must independently ensure that all work required for this service is completed. The Service Recipient takes care of the formation of railway rolling stock itself.

Service of using RSF for the storage of railway rolling stock

72. When submitting a request for the provision of the service of using RSF for the storage of the railway rolling stock, the Service Recipient is given the opportunity to store the rolling stock on the tracks of the railway station.

73. The request for the provision of the service of using RSF for the storage of railway rolling stock shall be submitted in accordance with the procedure established in Clause 5 of Table 1 of the Rules. The request to provide this service is submitted before the requested service is provided. The request to provide the service is submitted to the employee of the railway station verbally by shunting or GSM-R radio communication, and if this is not possible – by e-mail.

74. The employee of the railway station informs the Service Recipient of the decision by shunting or GSM-R radio communication or by e-mail, if the request for the service was received by e-mail.

75. The accounting indicators of the service scope of using RSF for the storage of rolling stock are the storage time of rolling stock in hours at RSF managed by the Manager.

76. The following requirements apply to the calculation and payment of the fee for the service of using RSF for the storage of railway rolling stock:

76.1. This fee begins to be applied when rolling stock is kept on the tracks of the railway station for more than 24 (twenty-four) hours, counting from the arrival of the rolling stock from the intermediate station, pulling (pushing) from the loading, inspection, preparation, repair or parking place or other purpose access track to railway station track; the storage period is not interrupted if rolling stock is moved from one railway station track to another railway station track;

76.2. This fee does not apply when locomotives, SRRS performing the function of a locomotive and other railway rolling stock without wagons that perform the function of a locomotive are stored in RSF;

76.3. The service of using RSF for the storage of rolling stock is not provided on the access tracks managed by the Manager;

76.4. After rolling stock is returned from the approach railway track to the railway station, the time of storage of these rolling stock at the railway station starts counting again;

76.5. The storage of rolling stock on the tracks of the railway station is calculated in hours in whole numbers rounded up (for example, if the rolling stock was parked for more than 24 hours, i.e. 25 hours and 1 minute, a fee of 2 hours is applied);

76.6. This fee is paid by the Service Recipient, who is responsible for pulling (pushing) rolling stock from the railway station, regardless of whether these rolling stock were pulled to an intermediate station or to the approach railway track; in cases when railway rolling stock brought to the railway station from the intermediate station or from the approach track is not taken from the railway station to the approach track or to the intermediate station for more than 1440 (one thousand four hundred forty) hours (1441 one thousand four hundred forty one hours and more), the full fee is paid by the Service Recipient who brought the rolling stock to the railway station from the intermediate station or from the approach track until the rolling stock brought to the railway station from the intermediate station or from the approach track is taken out of the railway station to the

approach track or to the intermediate station;

76.7. After recording that the rolling stock is stored for more than 1440 (one thousand four hundred and forty) hours, the payment for this period is calculated from the next reporting month, and for the subsequent period – every other month until the rolling stock is removed from the railway station to an intermediate station or to access track (the Service Recipient is billed every month for the number of days the wagon was stored that month).

77. The fee for the service of using RSF for the storage of rolling stock is calculated according to the formula:

$$K_{rl} = T_{rl} \times k_{rl}, \text{ where:}$$

K_{rl}– fee for the service of using RSF for the storage of railway rolling stock (EUR);

T_{rl}– actual time of storage of rolling stock in RSF exceeding the time planned for the performance of the relevant operation (hour);

k_{rl} – price of one hour (EUR/hour) for the storage of railway rolling stock at RSF, after the end of the time allotted for the relevant operation (first 24 hours) (hereinafter – **rate for the wagon storage service**).

78. The rate or a reference to the rate for the wagon storage service (k_{r1}) is published in the RSF description "Collective tracks, train forming and shunting devices", which is published on the Manager's website in the section „Railway service facilities".

Service of using the wagon distribution hill

79. By submitting a request for the provision of the service of using the wagon distribution hill, the Service Recipient is given the opportunity to use the distribution hill (including the distribution hill switch) to form and shape train sets, by uncoupling wagons with the help of its staff and to perform shunting between the accumulation tracks using the distribution hill switch. The service is not charged for locomotives without wagons, other rolling stock without wagons that perform the function of a locomotive, or special rolling stock (hereinafter – SRRS)

80. The request to provide the service of using the wagon distribution hill is submitted according to the procedure set out in Clause 6 of Table No. 1 of the Rules, and is examined according to the procedure set out in Clauses 24–29 of the Rules.

81. The employee of the railway station informs the Service Recipient of the decision via the "InfraGo" portal, or if this is not possible – by e-mail.

82. The accounting indicator of the volume of using the wagon distribution hill is the number of wagons distributed on the distribution hill (including the distribution hill switch) and driven between the accumulation tracks (using the distribution hill switch).

83. The following requirements apply when calculating and paying the fee for the service of using the wagon distribution hill:

83.1. This fee is applied when the Service Recipient, using the wagon distribution hill (including the distribution hill switch), disassembles (forms) the train structure with its own traction, unhooks the wagons with the help of its staff and performs shunting between the accumulation tracks (using the distribution hill switch);

83.2. This fee is not applied when the distribution hill (including the distribution hill switch) is used for locomotives, SRRS and other railway vehicles that perform the function of a locomotive, for shunting without wagons and for pulling trains or shunting groups from/to the accumulating tracks using the distribution hill switch;

83.3. This fee is paid by the Service Recipient who:

83.3.1. In accordance with the submitted application for the provision of the service of the use of the wagon distribution hill, will perform the formation/disassembly procedures of the formations using the wagon distribution hill (including the distribution hill switch);

83.3.2. In accordance with the submitted application for the provision of the service of using the wagon distribution hill, performs shunting between the accumulation tracks (using the distribution hill switch).

84. The fee for the use of the service of the roller coaster is calculated according to the formula:

$$K_{sk} = V_{sk} \times k_{sk}, \text{ where:}$$

K_{sk}– fee for the service of using the wagon switchboard (EUR);

V_{sk}– number of wagons distributed with the help of the distribution hill (including the distribution hill switch) or wagons pulled during shunting between the accumulation tracks (units);

k_{sk} – price of one wagon (EUR/unit) (hereinafter –**rate for using the wagon distribution hill**).

85. Rate or a reference to a rate for using the wagon distribution hill (k_{sk}) is published in the RSF description "Collective tracks, train forming and shunting devices", which is published on the Manager's website in the section „Railway service facilities".86. The service of using the wagon distribution hill is provided at the railway stations of Bugeniai, Draugystė, Klaipėda, Kaunas (Palemonas), Paneriai, Radviliškis and Vaidotai.

87. The service of using the wagon distribution hill includes the provision of access to RSF and the rights to use this RSF. The Service Recipient must independently ensure that all work required for this service is completed.

Service of using the track change mechanism

88. By submitting a request for the provision of the service of using the track change mechanism, the Service Recipient is given the opportunity to pull rolling stock with width-changing wheels through the track change mechanism at the Mockava railway station.

89. The request to provide the service of using the track change mechanism is submitted in accordance with the procedure established in Clause 7 of Table No. 1 of the Rules. The service is ordered at least 1 (one) hour before the desired service is provided.

90. The employee of the railway station informs the Service Recipient of the decision by shunting or GSM-R radio communication, or by e-mail, if the request to provide the service was received by e-mail.

91. Accounting indicators of the scope of the service using the track change mechanism are the number of rolling stock for which the axle width is changed.

92. The following requirements are applied when calculating and paying the fee for the service of using the track change mechanism:

92.1. This fee applies only to rolling stock equipped with SUW-2000 type bogies;

92.2. When determining the number of rolling stock for which the axle width is changed, all rolling stock is included, regardless of how many rolling stock with SUW-2000 bogies will be used.

93. The payment for the service of using the track change mechanism is calculated according to the formula:

$$K_k = V_k \times k_k, \text{ where:}$$

K_k– fee for the service of using the track change mechanism (EUR);

V_k– number of rolling stock for which the axle width is changed (units);

k_k – cost of changing the axle width of one railway rolling stock (EUR/unit) (hereinafter – **the rate for the service of using the track change mechanism)**.

94. A rate or a reference to a rate for the service of using the track change mechanism (k_k) is published in the RSF description "Collective tracks, train forming and shunting devices", which is published on the Manager's website in the section „Railway service facilities".

Service of accident liquidation at RSF

95. When submitting a request for the provision of the service of accident liquidation at RSF, the Service Recipient is provided with assistance in liquidating the consequences of railway transport disasters, railway transport traffic accidents and railway transport faults on the Manager's railway tracks.

96. The request to provide the service of accident liquidation at RSF is submitted according to the procedure set out in Clause 8 of Table No. 1 of the Rules.

97. The following requirements are applied when calculating and paying the fee for the service of accident liquidation at RSF:

97.1. The salary is calculated each time based on individually assessed components, taking

into account the time spent on going to the scene, preparing for work, collecting equipment after finishing work and arriving at the place of permanent storage of the auxiliary train, which is located at Vilnius, Kaunas, Šiauliai or Klaipėda railway stations;

97.2. The fee is paid when the Manager uses its available technical capabilities (auxiliary trains, whose permanent storage location is Vilnius, Kaunas, Šiauliai and Klaipėda railway stations) to perform the following liquidation (restoration) works of the consequences of the events:

97.2.1. Lifting rolling stock with KRC and EDK model railway cranes, lifting equipment Hesch or other;

97.2.2. Collection and loading of rolling stock, their parts, cargo with KRC and EDK model railway cranes (after coordination of possibilities with the Manager);

97.2.3. For other liquidation (restorative) works of the consequences of the events (after coordinating the possibilities with the Manager):

97.2.3.1. For sealing tanks;

97.2.3.2. For metal welding (cutting);

97.2.3.3. For collecting liquid materials with pumps into tanks;

97.2.3.4. For collecting bulk materials in containers;

97.2.3.5. For neutralization of oil products with the help of sorbents;

97.2.3.6. For cooling railway rolling stock (after a fire, in the event of a risk of overheating);

97.2.3.7. For environmental management with a bulldozer and other equipment;

97.2.3.8. For unloading (loading) railway gratings, turns and sleepers with the help of KRC model railway cranes;

97.2.3.9. For unloading (loading) railway gratings, turns, laying on the track with the help of KRC model railway cranes.

98. The service is provided only on railway tracks managed by the Manager (intermediate stations, railway station tracks, railway station approach tracks, etc.).

99. Taking into account the fact that the liquidation of accidents is different each time depending on the consequences caused, the payment for the provision of the service of accident liquidation at RSF is calculated each time individually, according to a formula equal to the sum of the following components:

$$Pk = (V_i \times V_{sk}) + S_i + (M_i \times Q_i) + (K_i \times Q_i) + (E_i \times Q_i) + T_i + (K_{ti} \times Q_i) + N + V,$$ where:

Pk – fee for the service of accident liquidation at RSF (EUR);

V_i – hourly rate of an employee providing services;

V_{sk} – number of service hours;

S_i – percentage of social security contribution from $(V_i \times Vsk)$;

Mi – price of the material used at the time of service provision;

K_i – price of fuel and lubricants valid at the time of service provision;

E_i – price of electricity used at the time of service provision;

T_i – depreciation of assets used during service provision;

K_{ti} –valid price of other costs incurred during the provision of the service;

Q_i – amount of costs incurred during the provision of the service;

N – indirect costs;

V – operating costs;

A – The reasonable profit rate, which is calculated as the ratio of the product of RSF own capital at the end of the past reporting period and the weighted average cost of capital to the cost price of RSF services (EUR).

100. The method of determining the payment for the service of accident liquidation at RSF is also published in the RSF description “Technical support devices”, which is published on the Manager’s website in the section „Railway service facilities”.

101. The liquidation of the consequences of railway transport accidents, railway transport traffic accidents, railway transport malfunctions that have occurred in the territory of the Manager is organized by the Manager in an urgent manner, if necessary, in accordance with the procedure established in the service provision contracts of the public utility company, using the help of railway companies (carriers) and using their traction vehicles or other railway vehicles.

Service of using railway tracks for the provision of services at RSF

102. When submitting an application for the provision of the service of using railway tracks for the provision of services at RSF (**hereinafter – service of the use of railway tracks)**, during which the Service Recipient is granted access to the railway access and/or connecting tracks managed by the Manager, which do not perform the function of a railway connected to RSF (**hereinafter – railway access and/or connecting tracks managed by the Manager**), to perform shunting. This service does not apply on railway station tracks managed by the Manager.

103. The request to provide the service of the use of railway tracks is submitted according to the procedure set out in Clause 10 of Table No. 1, and it is examined according to the procedure set out in Clauses 24– 29 of the Rules.

104. If the Service Recipient pulls wagons from an access track, which is not managed by the Manager, to railway station tracks and vice versa, when this access track connects directly with the railway station track, the Service Recipient must submit a Service Order Form on the "InfraGo" portal, requesting to provide Access service (the description of the Access service is provided in Clauses 52–62 of the Rules).

105. A request to provide the service of the use of railway tracks for locomotives without wagons, other rolling stock without wagons that perform the function of a locomotive, or special rolling stock (hereinafter – SRRS) can be submitted verbally to a railway station employee by shunting or GSM-R radio communication. The employee of the railway station informs the Service Recipient about the decision made by shunting or GSM-R radio communication.

106. Accounting indicators of the service scope of using railway tracks are the distance traveled in kilometers by a wagon or railway rolling stock performing the function of a wagon on the railway access and/or connecting track managed by the Manager. When including data in the accounting about the provided service of the use of railway tracks, it is considered that the Service Recipient was given access to perform shunting actions using the entire distance of the railway access and/or connecting track managed by the Manager.

107. In the cases specified in this clause, when including data on the provided service of the use of railway tracks in the accounting, it is considered that the Service Recipient was provided with the service of the use of railway tracks to use not the entire distance of the railway access and/or connecting track managed by the Manager:

107.1. If the Service Recipient pulls wagons from an access track, which is not managed by the Manager, to another access track, which is not managed by the Manager, through a part of the railway access and/or connecting track managed by the Manager, it is considered that the Service Recipient has been provided with the service of the use of railway tracks, and the distance is calculated from the turn at which the Service Recipient enters the railway access and/or connecting track managed by the Manager to the turn at which the Service Recipient exits the railway access and/or connecting track managed by the Manager;

107.2. If the Service Recipient, on the railway access and/or connecting track managed by the Manager, transfers the wagons to another Service Recipient, who has to disconnect these wagons to the final place of pulling the wagons, the distances traveled by these Service Recipients are calculated as follows:

107.2.1. It is considered that the Service Recipient, having used the access to perform shunting actions to the place of transfer of wagons, has used the distances of all the railway access and/or connecting tracks managed by the Manager, on which it performed shunting actions to the place of transfer of wagons, and the access and/or connecting track managed by the Manager, in which the transfer of wagons (hereinafter referred to as the Wagon Transfer Track) is carried out at a distance;

107.2.2. It is considered that the Service Recipient, who has used access to perform shunting actions from the place of transfer of wagons to the final place of pulling wagons, has used:

107.2.2.1. The entire distance of the Wagon Transfer Track and

107.2.2.2. At the distance of the access tracks and/or connecting tracks managed by the Manager, on which it performed shunting actions to the final place of pulling the wagons;

107.3. If shunting operations are performed in order to enter a place located on a railway track that connects to an intermediate station and is accessible via a railway access and/or connecting

track managed by the Manager, the distance is calculated by including the entire distance of the railway access and/or connecting track managed by the Manager, excluding the distance intermediate station. The distance is equal to 0 if the access track not owned by the Manager connects directly to the station.

108. Fee for the service of using railway tracks, when it is used for the locomotive, other rolling stock that performs the function of a locomotive, and SRRS (mechanisms used to carry out repair works of railway infrastructure structures, objects or devices, to transport persons related to the maintenance, repair or construction of railway infrastructure, for spare parts, materials for the upper structure of the railway track and other means for the maintenance, repair or construction of the railway infrastructure, transport) for running, does not apply.

109. The fee for the service of the use of railway tracks is applied when shunting wagons or rolling stock performing the function of wagons for any purpose on railway access and/or connecting tracks managed by the Manager.

110. The fee for the service of the use of railway tracks is calculated according to the formula:

$$K_{NGK} = \sum_{N-1}^{\infty} \quad S_{NGK} \times k_{NGK}, \text{ where}$$

K_{NGK} – fee for the service of the use of railway tracks (EUR);

S_{NGK} – the distance at which the n-th wagon or railway rolling stock performing the function of wagons performs shunting actions on the railway access and/or connecting tracks managed by the Manager;

k_{NGK} – 1 kilometer price of the n-th wagon or railway vehicle performing the function of a wagon (Eur/km) (hereinafter – **the rate for the service of the use of railway tracks)**.

111. The rate or a reference to the rate for the service of the use of railway tracks is published in the RSF description “Collective tracks, train forming and shunting devices”, which is published on the Manager’s website in the section „Railway service facilities”.

112. When submitting a request for the provision of the service of the use of railway tracks, the Service Recipient must independently ensure that all the works that require this service are completed. The Service Recipient takes care of the shunting of wagons or rolling stock itself.

113. When providing the service of the use of railway tracks, shunting actions of the train structure or its parts, taking into account the technological features, are carried out in accordance with the normative technical documents, which are published on the Manager’s website in the section “Normative technical documentation”.

SECTION TWO
ADDITIONAL SERVICES PROVIDED AT RAILWAY SERVICE FACILITIES, ORDERING PROCEDURE, ACCOUNTING AND DETERMINING THE PAYMENT FOR THE USE OF THESE SERVICES

Traction current provision service:

114. When submitting a request for the provision of the traction current service, electricity is transferred to the Service Recipient from the traction substations to the locomotives.

115. The request to provide the traction current provision service is submitted in accordance with the procedure set forth in Clause 9 of Table No. 1 of the Rules.

116. The fee for the traction current provision service is calculated based on the actual readings of the meters that use the traction current during one calendar month (kWh):

$$E = Re\ x\ e, \text{ where:}$$

E – traction current supply fee (EUR);

Re – the amount of electric energy, consumed active, consumed reactive, generated reactive and power components required to ensure the traction of railway rolling stock (kWh);

e – the amount of electric energy, consumed active, consumed reactive, generated reactive and power components, required to ensure the traction of railway rolling stock, price of one kilowatt hour, determined by electricity suppliers (EUR/kWh) (hereinafter – **the rate for the traction current**

provision service).

117. Information about the price for the traction current provision service (E) is published on the Manager's website in the section "Railway service facilities".

CHAPTER VII
FINAL PROVISIONS

118. The information provided by the Service Recipient to the Manager is stored *mutatis mutandis* in accordance with the requirements for the protection of commercial and professional secrets set forth in Article 291, Part 10 of the RTC.

119. Complaints regarding the decisions made by the Manager regarding the provision or refusal to provide basic and/or additional services to the Service Recipients, as well as regarding the restriction of the right to use these services for the Service Recipients, are examined by the railway transport market regulator in a mandatory prior out-of-court procedure.