AHM 810 STANDARD GROUND HANDLING AGREEMENT SIMPLIFIED PROCEDURE

ANNEX B 1.0 – LOCATION, AGREED SERVICES AND CHARGES To the Standard Ground Handling Agreement (SGHA) of January 2008

having its principal office	e at:							
Postal Code:								
ID Number:								
VAT reg. number:								
Registered in:								
Represented by:								
Hereinafter referred to a	as "the Carrie	·Γ"						
And:								
having its principal office	e at:							
Postal Code:								
ID Number:								
VAT reg. number:								
Registered in:								
acting through:								
Hereinafter referred to a	as "Handling	Company"						
The Carrier and/or the H	landling Com	pany may here	inafter be refe	erred to as "th	e Party(ies)"			
This annex B 1.0								
Effective from:								
For the locations:								
Is valid from:								
Until:								
And replaces:	Ni	il						
PREAMBLE: This Annex	B 1.0 is prepared	ared in accorda	ance with the	simplified pro	cedure whereby	the Parties ag	 gree that the terr	ns of
the Main Agreement and								
as if the terms were re	•	•	gning this An	nex B 1.0, th	e Parties confir	m that they a	are familiar with	า the
aforementioned Main Aq								
The term 'Agreement' as	s used in this	3 Annex B shall	mean the Ma	ain Agreement	:, Annex A and t	his Annex B to	gether with any	

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schedules and/or appendices.

Between:

PARAGRAPH 1 - HANDLING CHARGES

For a single ground handling consisting of the arrival and the subsequent departure at agreed timings of the same aircraft, the Handling Company shall provide the following services of Annex A.

SECTION 1 - REPRESENTATION, ADMINISTRATION AND SUPERVISION

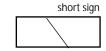
- 1.1 General
- 1.1.1 (a) provide
 - (b) arrange for

Guarantee or bond to facilitate the Carrier's activities

- 1.1.2 Liaise with local authorities
- 1.1.3 Indicate that the Handling Company is acting as handling agent for the Carrier.
- 1.1.4 Inform all interested Parties concerning movements of the Carrier's aircraft.
- 1.2 Administrative Functions
- 1.2.1 Establish and maintain local procedures
- 1.2.4 Maintain the Carrier's manuals, circulars, and other relevant operational documents connected with the performance of the services.
- 1.3 Supervision and/or Co-ordination of Services Contracted by the Carrier with Third Party(ies)
- 1.3.3 Liaise with the Carrier's designated representative
- 1.3.8 Note irregularities and inform the Carrier

SECTION 3 - RAMP SERVICES

- 3.1 Baggage Handling
- 3.1.8 Handle crew baggage
- 3.3 Parking
- 3.3.1 (a) Provide
 - (b) Position and/or remove wheel chocks.
- 3.3.2 Position and/or remove
 - (a) Landing gear locks (on request and extra charge)
 - (b) Engine blanking covers (on request and extra charge)
 - (c) Pilot covers (on request and extra charge)
 - (d) Surface control locks (on request and extra charge)
 - (e) Tailstands and/or aircraft tethering (on request only)
 - (f) Other items as specified in Annex B (safety cones)
- 3.3.3 (a) Provide
 - (c) Operate ground power unit 120 minutes included per turnaround on parking position where Handling Agent can use its own GPU)
- 3.5 Ramp to Flight Deck Communication
- 3.5.1 Provide headsets
- 3.5.2 Perform ramp to flight deck communication
 - (a) during tow-in and/or push-back.
 - (b) during engine starting.
 - (c) for other purposes
- 3.6 Loading and Unloading
- 3.6.1 (a) Provide
 - (c) Operate
 - (2) flight deck steps.



	(2) crew transport between aircraft and airport terminals (on request and extra charge)
3.6.3	(a) Provide equipment for loading and/or unloading
3.6.5	(a) Provide(b) arrange for
	assemble and transport of
	(2) cargo
	(3) mail
	(4) documents
3.6.6	(a) Unload aircraft, returning lashing materials to the Carrier.
	(b) Load and secure Loads in the aircraft
	(c) Operate in-plane loading system
3.6.7	Redistribute Loads in aircraft.
3.6.8	Open, close and secure aircraft hold doors.
	(a) aircraft lower deck
	(b) aircraft main deck
3.7	Starting
3.7.1	(a) Provide
	(b) Arrange for
	(c) Operate air start unit (on request and extra charge)
3.8	Safety Measures
3.8.1	(b) Arrange for fire-fighting and other protective equipment (fire extinguisher)
3.9	Moving of Aircraft (on request at extra charge)
3.9.1	(a) Provide tow in and / or push-back tractor
3.9.2	(a) Towbar to be provided by the Carrie
3.9.3	(a) Tow in and/or push back aircraft (on request at additional charge)
	(b) Tow aircraft between other agreed points – under cooperation with the crew(on request at extra charge)
3.11	Interior Cleaning
3.11.1	Clean Flight deck (under the control of person authorised by the Carrier)
3.12	Toilet Service
3.12.1	(a) Provide or
0.12.1	(1) Servicing (empty, clean, flush toilets and replenish fluids) (on request
	(2) trituator/disposal service
3.13	Water Service
3.13.1	(a) Provide or
	(1) Draining water tanks (in the case that stay on apron exceed 6 hours)
	(2) Replenish of water tanks with drinking water
	(3) Water quality tests
3.17	De-Icing/Anti-Icing Services and Snow/Ice Removal (on request at additional charges)
3.17.3	(a) Provide or
	(b) Arrange for
	(1) anti-icing units.
	(2) de-icing units.
3.17.4	Provide de-icing/anti-icing fluids

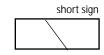
(a) Provide

3.6.2

- 3.17.5 Remove frost, ice and snow from aircraft using de-icing fluid. Fluids to receive purity and contamination inspection prior to use.
- 3.17.6 Apply anti-icing fluid to aircraft
- 3.17.7 Supervise performance of de-icing/anti-icing operations
- 3.17.8 Perform final inspection after de-icing/anti-icing operations and inform flight crew of results

SECTION 4 - LOAD CONTROL, COMMUNICATIONS AND FLIGHT OPERATIONS

- 4.1 Load Control
- 4.1.1 Convey and deliver flight documents between the aircraft and appropriate airport buildings
- 4.1.2 (a) Prepare
 - (b) Sign
 - (c) Distribute
 - (d) Clear/Process
 - (e) File documents, including but not limited to, loading instructions, loadsheets, weight and balance charts, Captain's load information and manifests where
 - (1) Load Control is performed by the Handling company
- 4.2 Communications
- 4.2.1 (a) Compile
 - (b) Receive, process and send all messages in connection with the services performed by Handling company, using the Carrier's originator code or double signature procedure
- 4.2.2 (a) Provide
 - (b) Operate means of communication between the ground station and the Carrier's aircraft.
- 4.3 FLIGHT OPERATIONS General
- 4.3.1 Inform the Carrier of any known project affecting the operational services and facilities made available to its aircraft in the areas of responsibility as specified in Annex B
- 4.3.2 After consideration of the Carriers instructions, suggest the appropriate action to pilot-in-command in case of operational irregularities, taking into account the meteorological conditions, the ground services and facilities available, aircraft servicing, possibilities and the overall operational requirements.
- 4.4. FLIGHT OPERATIONS Flight Preparation at the Airport of Departure
- 4.4.1 (a) Provide for meteorological documentation and aeronautical information for each flight
- 4.4.2 Deliver documentation to the aircraft
- 4.4.3 Analyse the operational conditions and
 - (d) make available the operational flight plan according to the instructions and data provided by the Carrier
- 4.4.4 (b) Request
 - (d) File
 - (e) Monitor
 - (1) the Air Traffic Services ("ATS") Flight Plan.
 - (2) The Carrier's slot time allocation with the appropriate ATS
- 4.4.5 Provide the crew with the required briefing.
- 4.4.8 Provide ground handling party(ies) with the required weight and fuel data
- 4.5 FLIGHT OPERATIONS Flight Preparation at a Point Different from the Airport of Departure
- 4.5.1 Arrange for the provision of the meteorological documents and aeronautical information.
- 4.6 FLIGHT OPERATIONS En route Flight assistance
- 4.6.1 Monitor movement of the flight



- (a) within VHF range
- 4.9 FLIGHT OPERATIONS Crew Administration (on request at extra charge)
- 4.9.2 Arrange hotel accommodation for crew layover (on request at extra charge)
 - (a) scheduled
 - (b) non-scheduled
- 4.9.3 (a) Provide for crew transportation (on reguest at extra charge)

SECTION 5 - CARGO AND MAIL SERVICES

- 5.1 Cargo and Mail Handling General
- 5.1.6 Take action to prevent theft or unauthorized use of, or damage to the Carrier's pallets, containers, nets, straps, tie down rings and other material in the custody of the Handling Company. Notify the Carrier immediately of any damage to or loss of such items.

SECTION 6 - SUPPORT SERVICES

- 6.3 Unit Load Device (ULD) Control
- 6.3.1 (a) Provide for storage space for ULDs
 - (2) cargo ULDs
- Take action to prevent damage, theft or unauthorised use of the Carrier's ULDs in the custody of the Handling Company. Notify the Carrier immediately of any damage or loss.
- 6.3.4 Prepare ULD exchange control documentation for all transfers of ULDs and obtain signature(s) of the transferring and receiving carrier(s) or approved third parties and distribute copies
- 6.3.5 Handle lost, found and damaged ULDs and notify the Carrier of such irregularities
- 6.5 Ramp Fuelling / Defuelling Operations
- 6.5.1 Liaise with ramp fuel suppliers
- 6.6 Surface Transport
- 6.6.1 (a) provide for the transport of
 - (3) cargo
 - (4) empty ULDs
 - Between
 - (c) separate terminals at the same airport
- 6.7 CATERING SERVICES Liaison and Administration
- 6.7.1 Liaise with the Carrier's catering supplier



- 1.2 Charges
- 1.2.1 For the services indicated in Sub-Paragraph 1.1 the Handling Company shall charge the Carrier the following list of rates:

Aircraft type	Price per turnaround
cargo version	

For invoicing in the total invoice amount in (i.e price per turnaround and price per service on request for the whole respective billing cycle) shall be converted to by exchange rate published by as of the day of the taxable supply and shall be reported by the Handling Company to the Carrier in written form on every respective invoice.

- 1.3 Handling in case of return to ramp will not be charged extra, provided that a physical change of load is not involved.
- 1.4 Handling in case of technical landing for other than commercial purposes will be charged at of the above prices in Sub-Paragraph 1.2.1, provided that a physical change of load is not involved.
- Handling in case of return to ramp involving a physical change of load will be charged as for handling in case of technical landing in accordance with Sub-Paragraph 1.2.1 of this Annex B.
- 1.6 In case a scheduled flight has to be cancelled on short notice, no handling charge will be raised provided that the Handling Company will be notified within three (3) hours before the scheduled time of arrival.
- 1.7 No extra charges will be made for providing the services at night, at weekends, on legal holidays, turnaround or overnight stops.
- 1.8 Any additional work resulting in additional costs must be pre-approved by the Carrier's local representative, in default of which acceptance of service shall be deemed approval of such additional costs.
- 1.9 Any charges/fees invoiced by the Handling Company according to this agreement will be increased by VAT (if applicable).

PARAGRAPH 2 – ADDITIONAL CHARGES

2.1 The Handling Company shall provide, on request, the services of Annex A listed below at the following prices:

Annex A	Service on request	
3.3.3	Ground Power Unit	
	per 30 minutes in addition to first 120 minutes per turnaround(120mins included free of charge)	
3.6.2	Crew transport - 1 trip (2 trips within apron area included free of charge)	
3.7.1	ASU per event - 400ppm	
3.9.1	Push back service (1 action included free of charge) Additional pushback from over MTOW	
3.9.3(b)	Towing the aircraft over MTOW	
3.17	Deicing service including Final Inspection – per operation	
3.17	Deicing fluid per 1 litre of 100% type I fluid	
3.17	Deicing fluid per 1 litre of 100% type II fluid	
3.17	The price for water consumption per m ³	

All other services and equipment not specifically listed in this Annex B will be charged for at the Handling Company's local rates prevailing at the time such services are performed or by current Handling Company's price list

PARAGRAPH 3 - DISBURSEMENTS

3.1 Any disbursements made by the Handling Company on behalf of the Carrier and with teprior approval of the Carrier will be reimbursed by the Carrier at cost price plus accounting surcharge of

PARAGRAPH 5 – LIMIT OF LIABILITY

5.1 The limit of liability referred to in Sub-Article 8.5 of the Main Agreement shall be as follows:

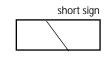
Aircraft type	Limit (per incident)
Cargo version	

PARAGRAPH 6 - COMMUNICATION

6.1 The Handling Company shall be entitled to use the Carrier's originator code in all messages dispatched on behalf of the Carrier

PARAGRAPH 7 – HANDLING REQUIREMENTS AND AUDITING

- 7.1. The Handling Company must possess all necessary permits, licenses and authorizations to perform aircraft ground services at the
- 7.2 It will be the Handling Company's responsibility to pay all social contributions (e.g. etc.) resulting from social legislation, labour and foresight of the Handling Company's directors, officers, agents, servants, employees, subcontractors etc. including insurance and work accidents.
- 7.3 The Carrier shall have the right to plan joint audits (conducted by the Carrier and the Handling Company) or independent audit.



PARAGRAPH 8 – TRAINING REQUIREMENTS

- 8.1. The Handling Company shall ensure that all operational personnel must receive initial and recurrent training as per the requirements commensurate with their duties and responsibilities. It is the objective of both parties to ensure that the Handling Company's employees providing the services must be fully trained to meet the relevant Safety and operational requirements in accordance to the specifications of IATA AHM 560 last edition.
- 8.2. All Handling Company employees ("employees") working in following areas shall receive a basic Dangerous Goods Regulations training and need to be DGR certified in regard to their respective responsibilities.
- 8.3 Detailed training-records shall be kept, ensuring that all staff is called for basic or recurrent trainings in due timings.
- 8.4.1 Security Staff Training

All employees shall be trained to undertake the security duties to which they will be assigned and shall be certified by the appropriate authority.

PARAGRAPH 9 - LEGAL / EU - OPS COMPLIANCE

9.1 The Handling Company shall comply with all applicable aviation legislation, following as required by the applicable national law, the rules and recommendations set out by ICAO, the Joint Aviation Authorities, National Aviation Authorities, IATA rules, and European Commission directives.

PARAGRAPH 10 – ADJUSTMENT OF CHARGES

- 10.1 The handling charges mentioned under Sub-Paragraph 1.1.2 of this Annex B remain fix and firm during first 12 months contract validity, after this period can be adjusted on yearly basis according to the CPI factor (All Urban Consumers) of the previous twelve months.
- 10.2 Should the Airport Authority introduce any fees which are unknown at present and beyond control of the Handling Company (e.g.: BRS, check-in counters fee, concession fee etc.) the Handling Company reserves the right to recharge those fees to the Carrier at cost and on transparency basis with 30 days previous notice to the Carrier.

PARAGRAPH 11 - SETTLEMENT

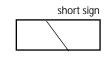
11.1 The Handling company will invoice Carrier on a monthly basis with each Invoice to be paid within 30 days from issuance of the respective invoice.

The payments shall be made in the currency in which the respective invoice is issued.

Invoices issued in shall be paid in and in favour of the below listed Handling company's bank account denominated in only.

Payments in are acceptable by mutual consent of the Parties and prior to the issuance of the respective invoice in and shall be made in favour of the Handling company's bank account denominated in only.

Handling Company's Bank Account details:



- 11.2 The Parties shall mutually approve the Monthly summary of rendered services to the 15th day of every month where the quantity of executed services, the costs of the services and the total amount of the services shall be specified. In case of overpayment of the services made by the Carrier, the remaining amount is enlisted as advance payment for servicing the following flight, in contrary to the case that the due amount shall be invoiced to the Carrier by the Handling Company. Each such invoice shall be paid within 15 days from issue. Payment shall be made in favour of the Handling Company or the Carrier.
- 11.3 Each Party shall bear their own expenses and bank fees related to the wire transfer.
- 11.4 In case of delay in payment the Handling Company is entitled to claim interest of the late payment from the respective sum of the invoice for every delayed day.
- In case of any breach of terms of payment by the Carrier, the Handling Company reserves the right to provide handling including all other related services only upon cash or credit card payment for every single turnaround and / or pre-payment for handling services until all debts are settled up.
- In case it becomes obvious that the Carrier will not honor its payment obligation, which shall be under the sole discretion of the Handling Company, (insolvency, bad reputation regarding payment behavior etc.) the Handling Company is entitled to refuse to provide handling services. In this case the Handling Company shall provide handling services only upon cash or credit card payment for every single turnaround and / or pre-payment for handling services.
- 11.7 In case of credit card payment a surcharge of from collected amount will apply to cover related banking fees.

PARAGRAPH 12 - DURATION AND TERMINATION

12.1 Notwithstanding Art 11.5 of the Main Agreement, this Annex B shall be valid and effective as of the date stated on the first page hereof and will be valid until terminated by either Party giving 30 (thirty) days prior written notice to the other Party on the terms and conditions set in this Agreement.



12.2 Any modification to the present Annex B 1.0 will be made in writing and signed by both Parties.

PARAGRAPH 13 - CONFIDENTIALITY AND DATA PROTECTION

- 13.1 Unless disclosure is required by law, judicial action, governmental authority or agency or other regulatory authority, neither Party shall disclose to any third party any information contained in, or related to, this Annex B 1.0, without first obtaining the written consent of the other Party.
- 13.2Without prejudice to the generality of Sub Paragraph 13.1 above, the Handling Company hereby agrees and undertakes not to make, issue or dispatch any public announcement or communication (including, but not limited to responding to inquiries by any press, radio, television or other media) relating to the subject matter of this Annex B 1.0 or any aspect of the Carrier's business or operations (including, but not limited to, the number of
 - without the prior consent of the Carrier, except responding to inquiries by authorities conducting an official investigation where the Handling Company is required by law to make such statements. In the case of any such disclosure to regulatory authorities, the Handling Company will notify the Carrier in advance of such disclosure and consult with the Carrier over the need for and scope of any such disclosure and where disclosure is required, the Handling Company shall seek to impose a confidentiality requirement where the confidential information is not subject to statutory restrictions on disclosure by the recipient. The Handling Company will be responsible for any breach of the foregoing provision by its employees, officers, representatives, agents or subcontractors.
- 13.3 The confidentiality obligations in this PARAGRAPH 13 shall continue to bind the Parties for 2 (two) years after the termination of this Annex B 1.0, for whatever reason.
- Handling Company hereby agrees and accepts that with regard to any and all personal data (i.e. data relating to identified or identifiable individuals) which has been collected by or on behalf of the Carrier, Handling Company shall:
- (a) process the personal data in accordance with the Amendment to Some Acts
- (b) keep such personal data secure and not to disclose it to any third parties other than as authorized by Carrier;
- (c) act in conformity with any directive, order or request for information from that authority responsible for Data Protection
- (d) act only on instructions received from Carrier;
- (e) implement appropriate technical and organizational measures to protect the personal data that is processed against accidental destruction or loss or unlawful forms of processing thereby providing an adequate level of security that gives regard to the: i. technical possibilities available; ii. cost of implementing the security measures; iii. special risks that exist in the processing of personal data; and, iv. Sensitivity of the personal data being processed;
- (f) respond immediately to every request for verification submitted by the Carrier in relation to processing of personal data and to inform immediately the Carrier with: i. requests for personal data by individuals (right of access requests) and also from third parties, including requests from law enforcement authorities; and, ii. any accidental loss or unauthorized access to personal data and any legal proceedings initiated on the basis of an alleged breach of any law relating to data protection;
- (g) take reasonable steps to ensure the reliability of I who have access to such personal data of Carrier; and
- (h) use such personal data solely for the purposes of this Annex B 1.0 and will not make copies, or otherwise reproduce personal data processed on behalf of Carrier, unless this is necessary for the purposes of this Annex B 1.0.

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PARAGRAPH 14 - MISCELLANEOUS

14.1 The Parties hereby agree that the following text of this Annex B 1.0 forms a Trade Secret within the meaning of Section 504 of Act No. 89/2012 Coll., Civil Code, as amended: specific identification of the Carrier and the charges in any of the provisions hereof, all amounts mentioned in section 1.2 Charges, 2.1 Additional Charges and 3.1 Disbursement Parties hereby jointly declare their obligation to protect a trade secret specified hereinabove appropriately

PARAGRAPH 15 – EASA IMPLEMENTING RULES COMPLIANCE

- 15.1 The Handling Company acknowledges that the Carrier is obliged to comply with the harmonized European safety regulations as laid down by EASA which is more particularly described in "EASA Implementing Rules as laid out in Commission Regulation (EU) No. 965/2012 of 5 October 2012 as amended by Commission Regulation (EU) No. 800/2013 of 14 August 2013(or any subsequent amendment). This EASA safety requirement cannot be subcontracted to the Handling Company however the Handling Company shall ensure compliance with Sub-Paragraphs 14.1 to 14.9 of this Annex B 1.0.
- 15.2 The Handling Company shall ensure that all personnel assigned to, or directly involved in, the services are properly instructed, have demonstrated their abilities in their particular duties and are aware of their responsibilities and the relationship of such duties to the operation as a whole. The Handling Company shall maintain all its employees training records throughout the term of validity of this Annex B 1.0 and will make these records available to the Carrier when so required.
- 15.3 The Carrier may at its own cost, by prior written notice to the Handling Company, engage the Handling Company for the purpose of auditing at the location(s) designated in this Annex B 1.0. Such notice shall contain a description of the area(s) to be audited.
- 15.4 The Handling Company agrees to be subject to the Carrier's quality audits and will meet all relevant EASA requirements. Failure of any such audit may be regarded as a material breach of this Agreement. The Handling Company will make available a copy of all procedures relating to EASA for review at any time by the Carrier's representatives.
- The Handling Company shall at all times be in compliance with IATA AHM590 (2011) "Load Control procedures and Loading Supervision responsibilities and IATA AHM 611 (2011) "Airside Personnel: Responsibilities, Training and Qualifications". Where AHM requirements are upgraded, the annual revision and latest standard shall be applied by Handling Company.
- 15.6 The Handling Company will, at its own cost and expense, establish and maintain initial and recurrent training programs in accordance with IATA Dangerous Goods Regulations (section 1.5). All recurrent and/or replacement training (e.g. DGR) costs shall be borne by the Handling Company.
- 15.7 The Handling Company will at all times during the provision of the services subject matter of this Annex B 1.0 comply with the most current available copy of the IATA Dangerous Goods Manual.
- 15.9 Notwithstanding Sub-Article 5.2 of the Main Agreement, the Handling Company will carry out all services in accordance with the Carriers operating instructions. The Carrier shall make available all Carrier specific manuals to the Handling Company with the relevant operating instructions. The Handling Company shall be responsible for the provision of current non Carrier specific manuals to be held at the location(s) including but not limited to IATA AHM, IATA Dangerous Goods Manual.

PARAGRAPH 16 - ENVIROMENTAL POLICIES

16.1 The Handling Company shall maintain compliance with the most current environmental laws and regulations at the location(s) concerned with this Annex B 1.0.

PARAGRAPH 17 - CONTRACTUAL NOTIFICATION

17.1 In accordance with Sub-article 11.3 of the Main Agreement, any notice or communication to be given hereunder shall be addressed to the respective Parties as follows:

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PARA	GRAPH 14 - GOVERNING LAW
14.1	
14.2	
14.3	The Parties hereby agree that no Annex B1.0 whatsoever will be entered by means of confirmation letter or by acceptation of an annex draft with amendment or modification even though such amendment or modification does not significantly modify this Annex B 1.0. This Annex B 1.0 in order to be effective under this procedure has to be concluded in writing by both Parties and fully executed by authorized representatives thereof and delivered to the other Party. The Handling Company shall have no legal obligation to the Carrier unless the Annex B 1.0 has been duly executed by the authorized representatives of the Carrier.
14.4	The Parties hereby agree that this Annex B 1.0 contains any and all rights, duties and obligations of the Parties and no other such rights or duties arising from relationship of obligation due to the business practice (trade usage) prevalent in a particular part of business shall apply to them. In relation to the above Section 545 of the Civil Code shall not apply to this Annex B 1.0.
14.5	The Parties hereby agree that all expressions and terminology used in this Annex B 1.0 shall be interpreted according to the meaning usually attributed to it by a person being in the same position as a person to whom the expression is addressed. There for the Parties hereby expressly agree that Section 557 of the Civil Code shall not apply.
Sign	ed the: Signed the:
Annex	Page 12 of 13 B to IATA SGHA 2008 / short sign

by
Jiří Jarkovský
Chairman of the Board of Directors
by
Michal Soukup
Vice Chairman of the Roard of Directors