

STANDARD GROUND HANDLING AGREEMENT
- SIMPLIFIED PROCEDURE -

Annex B 1.0 — Location(s), Agreed Services and Charges

to the Standard Ground Handling Agreement (SGHA) of January 2018

between:

Jihočeské letiště České Budějovice a.s.

Having its head office at: U Zimního stadionu 1952/2, 370 01 České Budějovice

VAT Registered No: CZ26093545

Company Registration Number: 26093545

and hereinafter referred to as “the Handling Company”

and:

Smartwings a.s., acting also for and on behalf of its affiliated companies from Attachment 1

having its principal office at: K Letišti 1068/30, 160 08, Praha 6

VAT Registered No: CZ25663135

Company Registration Number: 25663135

and hereinafter referred to as “the Carrier”

The Carrier and/or the Handling Company may hereinafter be referred to as “the Party(ies)”

effective from: 1st May 2023

This Annex B 1.0

for the location: JCL // LKCS

is valid from: 1st August 2023

Preamble

This Annex B is prepared in accordance with the simplified procedure whereby the Parties agree that the terms of the Main Agreement and Annex A of the SGHA of January 2018 as published by the International Air Transport Association shall apply to this Annex B as if such terms were repeated here in full. By signing this Annex B, the Parties confirm that they are familiar with the aforementioned Main Agreement and Annex A.

PARAGRAPH 1 HANDLING SERVICES AND CHARGES

1.1 Handling Services

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 at the rates specified in sub-paragraph 1.2 of this Annex.

SECTION 1: MANAGEMENT FUNCTIONS

Sub-section 1.1 Representation

- 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 schedules of the Carrier's aircraft.

Sub-section 1.2 Administrative Function

- 1.2.1 Establish and maintain local procedures
- 1.2.3 Prepare, forward, file and retain for a period specified in Annex B, messages/reports/statistics/documents and perform other administrative duties in the following areas:
 - (b) passenger Services
 - (c) ramp Services
 - (d) load control
 - (e) flight operations
 - (h) support Services
 - (i) security
- 1.2.4 Maintain the Carrier's manuals, circulars and other relevant operational documents connected with the performance of the services.
- 1.2.6 Effect payment, on behalf of the Carrier, including but not limited to:
 - (b) out-of-pocket expenses, accommodation, transport

Sub-section 1.3 Supervision and/or Co-ordination

- 1.3.3 Ensure that the third party(ies) is(are) informed about operational data and Carrier's requirements in a timely manner.
- 1.3.4 Liaise with the Carrier's designated representative
- 1.3.5 Verify availability and preparedness of personnel, equipment, Loads, documentation of third party(ies).
- 1.3.6 Meet aircraft upon arrival and liaise with crew.
- 1.3.9 Note irregularities and inform the Carrier.

SECTION 2: PASSENGER SERVICES

Sub-section 2.1 General

- 2.1.1 Inform passengers and/or public about time of arrival and/or departure of Carrier's aircraft and surface transport.
- 2.1.2 Make arrangements for transfer and transit passengers and their Baggage and inform them about Services available at the airport.
- 2.1.3 When requested by the Carrier,
 - (a) Provide

special equipment, facilities and specially trained personnel, for assistance to

- (1) unaccompanied minors (UMs)
- (2) persons with reduced mobility (PRMs)
- (5) deportees

2.1.4 (a) Provide

passenger assistance when flights are interrupted, delayed or cancelled. Such assistance shall include:

- (1) meal vouchers (to be re-invoiced to the Carrier)
- (5) personnel
- (b) Arrange for
- (3) transportation (to be re-invoiced to the Carrier)
- (4) hotel accommodation (to be re-invoiced to the Carrier)

2.1.6 (a) Notify the Carrier of complaints and claims made by the Carrier's passengers.

(b) Process such claims according to Carrier's instructions

2.1.7 Report to the Carrier any irregularities discovered in passenger and baggage handling.

2.1.8 (a) Provide

- (1) check-in counter(s)
- (4) lounge facilities (at extra charge)

2.1.9 Perform the following ticketing/sales functions:

(c) ancillary services

Sub-section 2.2 Departure

2.2.1 Perform pre-flight editing.

2.2.2 Check and ensure that tickets are valid for the flight(s).

At the following locations:

(a) check-in area

2.2.3 (a) Check travel documents for the flight(s) concerned within the booking. Handling

Company shall be liable for Immigration fines in the following cases:

- (1) Expired Passports/Visas or Passports/Visas without the minimum required validity at the day of entry
- (2) Non-Existence of Visa/Necessary Travel Document required by destination or transit station(s). (Excluding passports damaged or missing at point of transit or entry).

In the event that the Handling Company does not have access to information that verifies visa validities and entry conditions for the passenger's final destination and transit point(s), the Handling Company will not have liability.

The Handling Company shall not be liable for immigration fines in the event of non-bona fide travel documents or other events, which are outside of their control. In the event an immigration fine is announced or raised against the Carrier, the Carrier will make available to the Handling Company all supporting documents to investigate the matter.

(b) Enter passenger and/or travel document information into Carrier's and/or government system at the following locations:

(1) check-in area

2.2.4 (a) Weigh and/or measure checked and/or cabin baggage

(b) Record baggage figures

- 2.2.1 for
(1) initial flight
at the following locations:
(i) check-in area
(iv) gate
- 2.2.5 Excess Baggage [REDACTED]
(a) Determine excess baggage
(b) Issue excess baggage ticket
(c) Collect excess baggage charges
(d) Detach applicable excess baggage coupons
at the following locations:
(1) check-in area
(4) gate
- 2.2.6 Tag
(a) checked baggage
for
(1) initial flight
at the following locations:
(i) check-in area
- 2.2.7 Effect conveyance of checked baggage to the baggage sorting area at the following locations:
(a) check-in area
- 2.2.8 Effect conveyance of Out of Gauge (OOG) checked baggage to the baggage sorting area at the following locations:
(a) check-in area
- 2.2.9 Collect airport and/or any other service charges from departing passengers at the following locations:
(a) check-in area
(d) gate
- 2.2.10 (a) Carry out the Carrier's seat allocation or selection system
(b) Issue boarding pass(es)
(c) Detach applicable flight coupons for
(1) initial flight
at the following locations:
(i) check-in area
(iv) gate
- 2.2.11 Handle
(a) Denied Boarding process
at the following locations:
(1) check-in area
(4) gate
- 2.2.12 Direct passengers
(a) through controls to departure gate
- 2.2.14 Handle standby list at the following locations:
(a) check-in area
(d) gate
- 2.2.15 At the gate perform
(a) verification of cabin baggage
(b) boarding process
(c) reconciliation of passenger numbers with aircraft documents prior to departure

- 2.2.16 (a) Collect
 - (b) Reconcile
 - (c) Handle and forward to Carrier transportation documents (flight coupons, or other flight related documents) uplifted from departing passengers.
- 2.2.17 Perform post-flight editing.

Sub-section 2.3 Arrival

- 2.3.1 (a) Perform (assistance only: thumb-up sign) opening/closing aircraft passenger doors.
- 2.3.2 Direct passengers
 - (a) from aircraft through controls
- 2.3.4 Handle lost, found and damaged property matters.
 - (a) Provide
 - (1) acceptance of baggage irregularity reports
 - (2) entering of data into baggage tracing system
 - (3) maintaining and monitoring baggage tracing system files for period specified in Annex B
 - (5) delivery of delayed baggage to passengers (to be re-invoiced to the Carrier)
 - (6) handling of communications with passengers

SECTION 3: RAMP SERVICES

Sub-section 3.1 Baggage Handling

- 3.1.1 Handle baggage in
 - (a) baggage sorting area
- 3.1.2 Segregate baggage as requested by the Carrier
- 3.1.3 Priority Baggage
 - (a) Provide
 - 1. Sortation of priority Baggage
 - 2. Load priority Baggage in accordance with Carrier's instructions
 - 3. Prioritise Delivery of priority Baggage to Claim area
- 3.1.4 Prepare for delivery onto flights
 - (a) bulk baggage
- 3.1.5 Establish the number and/or weight of
 - (a) bulk baggageand provide the load control unit with the information.
- 3.1.6 Offload
 - (a) bulk baggage
- 3.1.7 Deliver to claim area
 - (a) baggage
 - (b) Out of Gauge (OOG)
- 3.1.9 Handle crew baggage

Sub-section 3.2 Marshalling

- 3.2.1 (a) Provide marshalling at arrival and/or departure.

Sub-Section 3.3 Parking

- 3.3.1 (a) Provide

- (b) Position and/or remove wheelchocks.
- 3.3.2 (a) Provide
- (b) Position and/or remove
- (6) Safety cones

Sub-section 3.4 Ancillary Items

- 3.4.1 (a) Provide
- (c) Operate
- (1) Ground Power Unit [REDACTED]
- (5) Air Start Unit (at additional charge)

Sub-section 3.5 Ramp to Flight Deck Communication

- 3.5.1 Provide headsets.
- 3.5.2 Perform ramp to flight deck communication
- (c) during engine starting

Sub-section 3.6 Loading and Unloading

- 3.6.1 (a) Provide
- (c) Operate
- (1) passenger steps
- 3.6.2 (a) Provide
- (1) passenger
- (2) crew
- transport (incl. walking corridor) between aircraft and airport terminal(s).
- 3.6.3 (a) Provide
- (c) Operate
- equipment for loading and/or unloading.
- 3.6.4 (a) Provide
- delivery and pick-up of
- (1) baggage
- (2) mobility devices
- at aircraft doors or other agreed points.
- 3.6.5 (a) Provide
- Assembly and transport of
- (1) baggage
- (6) company mail
- between agreed points on the airport
- 3.6.6 (a) Unload aircraft, returning lashing materials to the Carrier.
- (b) Load and secure Loads in the aircraft.
- (c) Redistribute Loads in aircraft.
- (d) Operate in-plane loading system.
- (e) Report final load distribution to the Load Control unit.
- 3.6.7 Open, close and secure aircraft hold doors.
- (a) aircraft lower deck
- 3.6.8 (a) Provide ballast (if required, at additional charge)

Sub-section 3.7 Safety Measures

- 3.7.1 (a) Provide
 - (1) Portable fire extinguisher on motorized/ self-propelled ramp equipment
 - (2) Ramp fire extinguisher
- 3.7.2 Perform visual external safety/ ground damage inspection of
 - (a) doors and panels and immediate surroundings
 - (1) immediately upon arrival
 - (2) immediately prior departureand communicate the results to flight crew or Carrier's representative
- 3.7.3 Check that all doors and access panels are properly closed and locked.

Sub-section 3.10 Interior Cleaning

- 3.10.1 Clean
 - (b) passenger and crew compartments (other than flight deck)
 - (1) empty ash trays
 - (2) dispose of litter
 - (3) clear waste from overhead stowage
 - (4) wipe tables
 - (5) seats, seat back pockets and passenger service units
 - (6) floors
 - (7) empty refuse bins
 - (8) surfaces in pantries, galleys (sinks, working surfaces, ovens and surrounds) and toilets (wash basins, bowls, seats, mirrors and surrounds)
 - (9) remove, as necessary, any contamination caused by airsickness, spilled food or drink and offensive stains
- 3.10.2 Remove and dispose of
 - (a) litter/waste
 - (b) food and food-related material (galley waste).
- 3.10.3 Perform cabin dressing
 - (b) Arrange seat belts

Sub-section 3.11 Toilet Service

- 3.11.1 (a) Provide
 - (1) Servicing (empty, clean, flush and replenish fluids)

Sub Section 3.12 Water Service

- 3.12.1 (a) Provide
 - (1) draining tanks
 - (2) Replenish tanks (water standard as specified in Annex B)
 - (3) water quality tests

Sub-section 3.15 Catering Ramp Handling

- 3.15.2 Transfer catering supplies on aircraft (on request)
 - (a) between lower holds and galleys and vice versa
 - (b) between galleys

Sub-section 3.16 De-Icing/ Anti-Icing Services and Snow/ Ice Removal (on request at additional charge)

- 3.16.2 Perform "Contamination Check" and inform flight crew or Carrier's representative of results.

- 3.16.3 If required, perform aircraft type specific checks (e.g. clear ice check, clean wing check, etc.).
- 3.16.4 (a) Provide anti-icing/de-icing equipment.
- 3.16.5 Provide de-icing/anti-icing fluids
- 3.16.6 Remove contamination from aircraft using de-icing fluid. The de-icing fluid to receive concentration and appearance inspection prior to use.
- 3.16.7 Apply anti-icing fluid to aircraft. The anti-icing fluid to receive concentration and appearance inspection prior to use.
- 3.16.8 Supervise performance of de-icing/anti-icing operations.
- 3.16.9 Perform the post de-icing/anti-icing check, any aircraft type specific checks, if required, and submit the anti-icing code to the flight crew.
- 3.16.10 Complete documentation as agreed.

SECTION 4: LOAD CONTROL AND FLIGHT OPERATION

Sub-section 4.1 Load Control

- 4.1.1 Deliver load control related documents between aircraft and airport buildings and vice versa.
- 4.1.2 (a) Process
(b) Sign documents and information, including but not limited to, loading instructions, load and trim sheets, Captain's load information and manifests where:
 - 1. Load Control is performed by the Handling Company

Sub-section 4.2 Communications

- 4.2.1 Inform all interested Parties concerning movements of the Carrier's aircraft.
- 4.2.2 (a) Compile, receive, process and send all messages in Connection with the services performed by the Handling Company. The Handling Company is authorized to use Carrier's originator code or double signature procedure.
- 4.2.3 (a) Provide
(b) Operate
Means of communication between the ground station and the Carrier's aircraft

Sub-section 4.3 Flight Operations

- 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.
- 4.3.3 (a) Provide
Delivery of flight operations related documentation to the aircraft and obtain signature of the pilot-in-command, where applicable
- 4.3.7 Provide the crew with a briefing.

SECTION 6: SUPPORT SERVICES

Sub-section 6.2 Automation/Computer Systems

- 6.2.1 (a) Provide
(c) Operate
computer hardware and other equipment (as specified in Annex B) to enable access to
2. Handling Company's system
- 6.2.2 Perform the following functions in

(b) Handling Company's system for

1. Training.
3. Passenger service
4. Baggage reconciliation.
6. Operations, load control.

(a) Carrier's system

5. Baggage tracing

Sub-section 6.5 Ramp Fuelling/Defuelling Operations

- 6.5.2 Inspect fuel vehicles and/or appliances for contamination. Perform water detection checks.
- 6.5.3 Supervise fuelling operations.
- 6.5.4 Prepare aircraft for fuelling.
- 6.5.6 Provide
 - a. Fueling
 - b. Fueling services and Into-Plane Fuelling Procedures in accordance with Carrier's Aircraft Fuelling Manual (latest issue).
- 6.5.7 Fuel aircraft with quantities of products requested by the Carrier's designated representative
- 6.5.8 Check and verify the delivered fuel quantity
- 6.5.9 Deliver the completed fuel order to the Carrier's designated representative
 - a. Delivery into Carrier's Aircraft tanks ("into-plane delivery").
 - b. The Handling Company shall ensure prompt refuelling of Carrier's scheduled Aircraft and take all reasonable measures not to delay Carrier's aircraft departure. If Carrier's scheduled aircraft arrives ahead of its scheduled time of arrival, or late, or is operating a regular non-scheduled flight, the Handling Company shall endeavour to promptly refuel the Carrier's aircraft.
- 6.5.10 Fuel type
 - a. Jet A-1 fuel according to AFQRJOS (latest issue) and to ASTM Standard Specification D 1655 for Aviation Turbine Fuels Jet A / Jet A-1 (latest issue).

SECTION 7: SECURITY

Sub-section 7.1 Passenger and Baggage Screening and Reconciliation

- 7.1.1 (a) Provide
 - (1) matching of passengers against established data
 - (2) security questioning.
- 7.1.2 (a) Provide
 - (1) screening of checked baggage
 - (2) screening of transfer baggage
 - (3) screening of mishandled baggage
 - (4) physical examination of checked, transfer and mishandled baggage
 - (5) identification of security cleared baggage.
- 7.1.3 (a) Provide
 - (1) screening of passengers
 - (2) screening of cabin/unchecked baggage
 - (3) physical examination of passengers and cabin/unchecked baggage.
- 7.1.4 (a) Provide
 - (1) identification of passengers prior to boarding
 - (2) reconciliation of boarded passengers with their baggage
 - (3) positive baggage identification by passengers
 - (4) offloading of baggage for passengers who fail to board the aircraft.

Handling Charges

Sub-section 7.4 Ramp

- 7.4.1 (a) Provide control of access to
- (1) aircraft
 - (2) designated areas

Aircraft Type

A/C Handling Rate per Turnaround

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

1.2 Handling Charges

[REDACTED]

Aircraft Type Boeing 737 serie / A320 family	A/C Handling Rate per Turnaround
Live in / Live out	[REDACTED]

1.3 Handling in case of technical landing for other than commercial purposes will be charged at [REDACTED] of the above rates provided that a physical change of load is not involved.

1.4 Ferry-In/ Live-Out or Live-In/ Ferry Out flights will be charged at [REDACTED] of the rate stated in Sub-Paragraph 1.2.

1.5 Handling in case of return to ramp will not be charged extra provided that a physical change of load is not involved.

1.6 Handling in case of return to ramp involving a physical change of load will be charged at 50% of the above rates.

1.7 No extra charges will be made for providing the services at night, weekends or on legal holidays.

1.8 JET A1 fuel charges for calendar year 2023 will be applied as shown in below table. Fuel rates starting from 1.1.2024 to be mutually agreed.

Uplift up to 500 l	[REDACTED]
Uplift 501-3.000 l	[REDACTED]
Uplift more than 3.000 l	[REDACTED]

PARAGRAPH 2 ADDITIONAL SERVICES AND CHARGES

2.1 All additional services not included in Paragraph 1 and not listed in below table will be charged at 80% of current local rates and fully covered by a duly completed work order or other relevant documentation signed by an authorized representative of the Carrier which will be attached to the invoice.

PARAGRAPH 3 PAYMENT

3.1 According to Sub-Article 7.1 and 7.2 of the Main Agreement, The Handling Company will invoice the Carrier twice a month (at the middle and at the end of the month), amounts of account shall be affected within 14 days from receiving date of invoice. Payment shall be made in favour of the Handling Company by the Carrier. The Handling Company will send the invoice

Services on request	
Service	Rate
ASU unit	[REDACTED]
Firefighter dpt. assistance	[REDACTED]
Push back	[REDACTED]
DE-ICING	[REDACTED]
Liquid 1	[REDACTED]
Liquid 2	[REDACTED]

PARAGRAPH 3 DISBURSEMENTS

3.1 Any disbursements made by the Handling Company on behalf of the Carrier will be reimbursed by the Carrier at cost price plus an accounting surcharge of [REDACTED]. In order to claim such disbursements, the Handling Company shall provide receipts, invoices or any reasonable evidence substantiating such disbursements.

PARAGRAPH 4 LIMIT OF LIABILITY

4.1 The limit of liability referred to in sub-article 8.5 of the Main Agreement shall be as follows:

Aircraft type:	Limit per incident:
B737 series, A320 family	[REDACTED]

In the event that an aircraft type is not listed above or in any ame [REDACTED]
[REDACTED]
[REDACTED]

PARAGRAPH 5 TRANSFER OF SERVICES

5.1 In accordance with Sub-article 3.1 of the Main Agreement, the Handling Company may subcontract services with prior agreement of the Carrier to its affiliated or to other companies.

5.1.1 Aircraft Load Control (4.1.2(1)) will be provided by [REDACTED] as subcontracted service to the Handling Company.

5.1.2. Aircraft cleaning (Sub-Section 3.10) will be provided by [REDACTED] as subcontracted service to the Handling Company.

PARAGRAPH 6 PAYMENT

6.1 Notwithstanding Sub-Article 7.1 and 7.2 of the Main Agreement, The Handling Company will invoice the Carrier twice a month (in the middle and at the end of the month), settlement of account shall be affected within 14 days from receiving date of invoice. Payment shall be made in favour of the Handling Company by the Carrier. The Handling Company will send the invoice

to Carrier's email address(es): finance@smartwings.com (for contacts to other Group members please see Attachment 1)

- 6.2 All banking charges arising from and related to the transfer of money shall be borne by the payer.

Interest of delay

- 6.3 In case of delay in payment, the Handling Company is entitled to claim interest of the late payment 0.05% from the respective sum of the invoice for every delayed day.
- 6.4 If the invoice is not paid in full by the due date, the invoice is considered as not to be properly paid. Any invoice complaint must be made by the end of the due date at the latest.
- 6.5 Any invoice under the claim is not considered as a due and/or unpaid.
- 6.6 In case of delay in payment or in case of improperly paid invoice The Handling Company is entitled to require payment of all debts and following services in cash or by credit card before each individual departure or by mutual agreement of both parties. If the provided services are not paid according to the previous provision, the Handling Company is entitled to refuse to provide agreed services. In this case, the Handling company shall notify the carrier at least 24hours before the flight.
- 6.7 The Handling Company will not bear the liability for any damage occurred by refusing services with reference to the Sub-Article 6.6.

PARAGRAPH 7 DURATION, MODIFICATION AND TERMINATION

- 7.1 Notwithstanding Sub-Articles 11.4 and 11.5 of the Main Agreement this Annex B shall be valid until **30th April 2024**. Thereafter Sub-Article 11.6 of the Main Agreement applies.
- 7.2 Notwithstanding Sub-Articles 11.11 and 11.12 of the Main Agreement the rates contained in Sub-Paragraph 1.2 shall remain unchanged during the validity of this Annex B.
- 7.3 Any modification to this Annex B shall be made by a written amendment signed by both Parties.
- 7.4 Notwithstanding Sub-Paragraph 7.1 of this Annex B, this agreement may be terminated by either party giving 7 days prior notice in the event of breach of any material condition or obligation set out in this Agreement.

PARAGRAPH 8 NOTIFICATION

- 8.1 In accordance 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:

Handling Company: Jihočeské letiště České Budějovice a.s.:

Address: U Zimního stadionu 1952/2, 370 01 České Budějovice
Phone: [REDACTED]
Email: [REDACTED]
Attn: [REDACTED]

Carrier: Smartwings, a.s.

Address: K Letišti 1068/30, 160 08, Praha 6
Phone: [REDACTED]
Email: [REDACTED]
Attn: [REDACTED]

PARAGRAPH 9 GOVERNING LAW

9.1 In accordance with Article 9 of the Main Agreement, this Agreement shall be governed by and interpreted in accordance with the laws of the Czech Republic. Courts for the resolution of disputes shall be the Courts of the Czech Republic.

PARAGRAPH 10 QUALITY STANDARDS

10.1 In accordance with Sub-Article 5.8 of the Main Agreement a consistent satisfactory level of service shall be defined in a separate Service Level Agreement as Attachment to this Annex B.

For the Handling Company (signature)

Date: 9/5/23
Place: České Budějovice

For the Carrier (signature)

Date: 02/05/2023
Place: Praha

Smartwings, a.s.

K Letišti 1068/30, 160 08 Praha 6
Česká republika
IČ: 25663135, DIČ: CZ25663135
④

Jihočeské letiště | České Budějovice[®]

Jihočeské letiště České Budějovice a.s.
U Zimního stadionu 1952/2
370 01 České Budějovice
IČ 260 93 545 DIČ CZ26093545

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J I H O Č E S K É L E T I Š Ť Ě Č E S K É B U D Ě J O V I C E a . s .
 U Zimního stadionu 1952/2, 370 01 České Budějovice

ATTACHMENT 1



Effective from 30JUL20

SMARTWINGS GROUP - Invoicing Details								
ICAO code	IATA code	Company name	VAT ID No.	Register ID No.	Principal office	Financial Department		
						Phone number	E-mail address	Delivery address
TVS	QS	Smartwings, a.s.	CZ25663135	256 63 135	K Letbš 1068/30 160 08 Prague 6 Czech Republic	+420 233 091 588	finance@smartwings.com	K Letbš 1068/30 160 08 Prague 6 Czech Republic
Affiliated companies								
TVQ	6D	Smartwings Slovakia, s.r.o.	SK2024137610	47880627	Ivanska cesta 30/B 821 04 Bratislava Slovak Republic	+420 233 091 588	finance@smartwings.com	K Letbš 1068/30 160 08 Prague 6 Czech Republic
TVP	3Z	Smartwings Poland Sp. z o.o.	PL5222978306	0000385545	ul. J. Gordona Bennetta 2B 02-159 Warsaw Poland	+420 233 091 588	finance.pl@smartwings.com	K Letbš 1068/30 160 08 Prague 6 Czech Republic
TVL	70	Smartwings Hungary Kft.	HU12577002	01-09-693315	Ilka street 25, Building B, 4th floor 408 1143 Budapest Hungary	+361 46 10 490	finance.hu@smartwings.com	Ilka street 25, Building B, 4th floor 408 1143 Budapest Hungary

Any invoice shall contain the correct **company name** and **principal office address**.
 Any invoice shall be delivered via e-mail (preferred option) and/or via mail/courier to the appropriate Financial Department.