

**IATA STANDARD GROUND HANDLING AGREEMENT
(SIMPLIFIED PROCEDURE)**

**Annex B1.0 - Location(s), Agreed Services, and Charges
To the Standard Ground Handling Agreement (SGHA) of January 2018**

(The Handling Company's agreement internal number 24061)

Between: **UG Jet, s.r.o.**

Having its principal office at:

Václavské nám. 815/53
Praha 1 - Nové Město,
PSČ 11000 Registered: C 150712 vedená u Městského soudu v Praze
VAT number: CZ28878931

Hereinafter referred to as "the Carrier"

And: **Letiště Ostrava, a.s.**

Having its principal office at:

Mošnov č.p. 401
742 51 Mošnov
Czech republic

Hereinafter referred to as "the Handling Company"

the Carrier and the Handling Company may hereinafter be referred to as "the Parties".

This Annex: B1.0

For the Location(s): Ostrava (OSR / LKMT)

Is valid from: 1st May 2024

And replaces: None

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 are 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 Charges

1.1 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 following rates.

SECTION 1. MANAGEMENT FUNCTIONS

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.

1.2 Administrative Functions

- 1.2.1 Establish and maintain local procedures. (Documented in the Local Procedures Manual)
- 1.2.2 Take action on communications addressed to the Carrier.
- 1.2.3 Prepare, forward, file and retain for a period of **six (6) months**, messages/reports/statistics/documents and perform other administrative duties in the following areas.
 - (a) station administration
 - (b) passenger services
 - (c) ramp services
 - (e) flight operations
 - (h) support services
- 1.2.4 Maintain the Carrier's manuals, circulars, and other operational documents connected with the performance of the services.
- 1.2.5 (c) Forward
On behalf of the Carrier items including, but not limited to, invoices, supply orders, handling charge notes, work orders.

1.3 Supervision and/or Co-ordination

- 1.3.1
 - (a) Supervise
 - (b) Co-ordinate
services contracted by the Carrier with third party(ies)
- 1.3.2 Provide Turnaround coordinator (TRC)
- 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.
- 1.3.7 Decide on non-routine matters.
- 1.3.8 Verify dispatch of operational messages.

1.3.9 Note irregularities and inform the Carrier.

SECTION 2. PASSENGER SERVICES

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.

3. VIPs

(b) Arrange for

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

2. persons with reduced mobility (PRMs)

6. special medical transport

2.1.4 (a) Provide

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

(1) meal vouchers/catering (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.

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

2.2 General

2.2.12 Direct passengers

(a) through controls to departure gate

2.3 Arrival

2.3.2 Direct passengers

(a) from aircraft through controls

SECTION 3. RAMP SERVICES

3.1 Baggage Handling

3.1.1 Handle baggage in

(a) baggage sorting area.

3.1.2 Segregate baggage

3.1.4 Prepare for delivery onto flights

(a) bulk baggage

3.1.6 Offload

(a) bulk baggage

3.1.7 Deliver to claim area

(a) baggage

(b) Out of Gauge (OGG)

3.2 Marshalling

3.2.1 (a) Provide

(b) Arrange for

marshalling at arrival and/or departure.

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.

3.4 Ancillary Items

3.4.1 (a) Provide

(c) Operate

1. ground-power unit (60min included)

4. heating unit (on request) (available only for heating of external parts of aircraft)

5. Air Start Unit (on request at additional charge)

3.5 Ramp to Flight Deck Communication

3.5.1 Provide headsets.

3.5.2 Perform ramp to flight deck communication

(a) during push-back

(b) during tow-in

(c) during engine starting.

(d) for other purposes (upon arrival)

3.6 Loading and Unloading

3.6.2 (b) Provide (provided by the airport) in case of severe weather conditions

1. passenger

2. crew

transport 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
 - 5. documents
 - 6. company mail between agreed points on the airport

3.6.6 (a) Unload aircraft, returning lashing materials to the Carrier.

3.7 Safety Measures

3.7.1 (a) Provide

- 1. portable fire extinguisher on motorized/self-propelled ramp equipment
- 2. ramp fire extinguisher, if not provided by airport authority

(b) Arrange for

- 1. attendance of airport fire services at aircraft (on request)

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 departure

and 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.

3.8 Moving of Aircraft

3.8.1 (a) Provide

- 1. Tow-in and/or push-back of aircraft (1 pushback included in the rate)
- 2. towing of aircraft between agreed points.

3.8.2

(b) Towbar to be provided by the Handling Company

3.10 Interior Cleaning (on request)

3.10.2 Remove and dispose of

(a) litter/waste

3.11 Toilet Service

3.11.1 (a) Provide (on request)

- 1. servicing (empty, clean, flush and replenish fluids).
- 2. trituator /disposal service

3.12 Water Service

3.12.1 (a) Provide (on request)

- 2. Replenish tanks
- 3. Water quality tests

3.16 De-icing/Anti-icing Services and Snow/Ice Removal

- 3.16.1** Remove contamination such as snow, slush, ice, frost, rime or similar from aircraft without using de-icing/anti-icing fluid (snow removal without using de-icing/anti-icing fluid is performed only by blowing the surface of the aircraft with a special nozzle on the de-icing vehicle. In such a case, only the De-icing/anti-icing fee is charged without fluid and hot water fees. The staff of the handling company are not trained and authorized for any other method of mechanical snow removal).
- 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 OPERATIONS

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 (messages through Amadeus Altea)
- (b) Inform the Carrier's representative of the contents of such messages

4.2.3

- (a) Provide
 - (b) Operate
- means of communication between the ground station and the Carrier's aircraft.

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.

4.3.2 (a) Provide (on request)

UGJ Initials	OSR Initials

meteorological documentation and aeronautical information

1. at the airport location as defined 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

1. at the airport location as defined in Annex B

SECTION 6. SUPPORT SERVICES

6.5 Ramp Fuelling/Defuelling Operations

6.5.1 Liaise with ramp fuel suppliers.

6.5.3 Supervise fuelling – defueling operations

6.7 Catering Services – Liaison and Administration

6.7.1 Liaise with the Carrier's catering supplier.

SECTION 7. SECURITY

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 (b) Arrange for

1. screening of checked baggage.
3. screening of mishandled baggage
4. physical examination of checked, transfer and mishandled baggage.
5. identification of security cleared baggage.

7.1.3 (b) Arrange for

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.

1.1.1 xxx

Paragraph 2 - Additional Services and Charges

2.1 xxx

Paragraph 3. Disbursements

3.1 xxx

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)
All Aircraft Types	xxx

Paragraph 5. Transfer of Services

5.1 The Handling Company subcontracts the services of Annex A, Section(s)

5.2 The Handling Company has to inform the Carrier directly and immediately if any change of Sub-contractors takes place. Any new sub-contractor needs the written agreement by the Carrier

5.3 The Handling Company will be accountable for all agreed services mentioned in this Annex B and the Carrier shall have the right to audit the sub-contractors at same conditions as stated in Paragraph 5 of this Annex B.

Paragraph 6. Standard of Work

6.1 The Handling Company agrees to take all possible steps to ensure that, the agreed quality standards, will be met.

Paragraph 7. Settlement

The Parties establish the following payment terms:

7.1 Notwithstanding Sub-Article 7.2 of the Main Agreement, payment of account shall be effected no later than thirty (30) days after the date of invoicing.

Handling Company will charge Carrier all provided services according rates in Paragraph 1, Paragraph 2 of this Annex B and airport charges (landing and parking fee, airport tax, services on request) on the basis of ground handling charge note per each flight.

The invoice will be issued on monthly basis at the beginning of current month for all flights performed during previous month.

Invoice will be charged in CZK.

Handling Company will send invoices to:
via email to: xxx

7.2 In the event the Carrier disputes any charge or fee set forth in any invoice, Carrier shall pay the undisputed portion and notify the Handling Company of the discrepancy in billing. Both parties shall then seek in good faith to resolve the disputed amount(s). Upon the resolution of any disputed amount the Carrier shall promptly pay the balance due to the Handling Company.

Paragraph 9. Duration, Modification and Termination

9.1 Duration

9.1.1 Notwithstanding Sub – Articles 11.4 and 11.5 of the main agreement, both parties agree that this Annex B shall remain in force for three years, commencing from: 1st May 2024 to: 30th April 2027

9.2 Termination

9.2.1 Notwithstanding Sub-Paragraph 9.1.1 of this Annex B, this Annex B may be terminated in case the Handling Company consistently fails to comply with the agreed quality standards. The carrier reserves the right to give to the handling company a notice, requesting for corrective actions. If after the agreed period the handling company fails to meet the agreed standards, then the carrier may terminate the agreement with a thirty (30) days written notice

9.2.2 Notwithstanding Sub- Article 11.11 of the main agreement, the rates contained in Paragraph 1.2 shall be fixed for the whole duration of the contract

9.3 Modification

9.3.1 Any modification to this Annex B shall be made by a written amendment signed by both Parties.

9.4 Publication

9.4.1 The Parties have agreed the Handling Company is entitled to let the handling rates according hereto to be entered into, or this Agreement to be entered into the Register of Agreements established by the Ministry of Interior in accordance with the Act No. 340/2015 Coll., on special conditions of some agreement efficiency, the agreements publication in the Register of Agreements (the Act on Register of Agreements), and they express their consent with the publication including publication of personal data in the meaning of the Act No. 110/2019 Coll., on personal data processing.

9.4.2 The both Contracting Parties state the covenant regarding the price is a business secret of the both Contracting Parties in the meaning of § 504 Act No. 89/2012 Coll., Civil Code, and it is excluded from publication in the Register of Agreements in accordance with § 5 Par. 6, Section 8 of the Act No. 340/2015 Coll

9.4.3 The Contracting Parties identically state the data provided in the Paragraph 1, Sub - paragraph 1.2.1, 1.2.2, 1.2.3, 1.2.4, Paragraph 2 and Paragraph 3 contain business secret and protected confidential information and, as such, they shall be excluded from any publication.

Paragraph 10. Governing law

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

Paragraph 11. Notification

11.1 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:

To Carrier:

xxx
GOM
UG Jet, s.r.o.
xxx
Czech Republic
M xxx
xxx

To Handling Company:

Letiště Ostrava, a.s.
Mošnov č.p. 401
742 51 Mošnov, Czech Republic
xxx
xxx
Attn xxx – Handling Specialist
and
xxx
xxx
Attn xxx – Business Unit Manager

Paragraph 11. Governing Law

11.1 In accordance with Article 9 of the Main Agreement, this Annex B shall be governed by and interpreted in accordance with the laws of Czech republic.

11.2 In accordance with Article 9 of the Main Agreement, courts for the resolution of disputes shall be the Courts of Nový Jičín.

Signed the:	Signed the:
At: Prague	At:
for and on behalf of: UG Jet, s.r.o.	for and on behalf of: Letiště Ostrava, a.s.
By: xxx GOM	By: Mr. Jaromír Radkovský Chairman of the board Mr. Michal Holubec Vicechairman of the board