

**Information bulletin for agents, shippers and consignees
on cargo special categories handling conditions at "Cargo Terminal Pulkovo" (CTP) JSC**

1. Handling of weapons and ammunition for it are carried out in the following order:

1.1 The shipment of weapons and ammunition for it should be previously agreed with the airlines.

1.2 The request indicating the characteristics of a special cargo must be sent to the e-mail: aftn@pulkovo-cargo.ru at least 3 days before the arrival/departure of the cargo.

The request shall contain the following information:

- subject "request for cargo handling approval of (cargo name)".
- full contact details of the consignee/shipper;
- air waybill number;
- date and number of scheduled delivery/receipt;
- point of departure and destination;
- the number of pieces and the cargo weight, the nature of the cargo;
- copies of permits from the Ministry of Internal Affairs of the Russian Federation indicating the number of weapons or ammunition.

The carriage of this category of cargo by air can be performed only after getting the confirmation from the airlines, approval of departure/ arrival with the CTP and in the presence of all the required documents.

1.3 The handling conditions of the specified cargoes category for arrival / departure are:

- the written confirmation from the consignee to be ready to receive the cargo within 12 hours from the moment of its arrival without storing.

Processing of weapons and ammunition only in the status of EAEU goods, i.e. already cleared by the customs with delivery from a warehouse without storing, immediately after the A/C arrival.

- The storage of weapons and ammunition at the temporary storage warehouse at GTP is temporarily not available;
- delivery of cargo to the Customs Control Zone (CCZ) for the flight not earlier than at 6 hours before the scheduled time departure of the A/C.

Storing of weapons and ammunition at the temporary storage warehouse of Cargo Pulkovo Terminal (CTP) JSC has been temporarily suspended due to the termination of the validity period of the Permit for the storage of weapons and Ammunition issued by the Central Committee of the State Guard of Rosgvardiya in St. Petersburg and Leningrad areas.

Weapons and ammunition which handling is possible without storage, "released" in customs terms (in the status of EAEU goods), with a minimum time of storage.

2. The handling of excisable alcoholic beverages (no diplomatic cargo) is carried out in the following order:

2.1 **The shipment of excisable alcoholic beverages must be previously agreed with the airlines.**

2.2 A handling request indicating the characteristics of a special cargo must be sent to: aftn@pulkovo-cargo.ru at least 3 days before the arrival/departure of the cargo.

The request must contain the following information:

- subject "request for cargo handling approval of (cargo name)".
- full contact details of the consignee/shipper;
- air waybill number;
- date and number of scheduled delivery/receipt;

- point of departure and destination;
- the number of pieces and the weight of the cargo, the nature of the cargo.

Transportation of this category of cargo can be carried out only after receiving confirmation from the airline, coordination of delivery/ receipt with the CTP.

2.3 The terms of handling of goods of the specified category on arrival / departure are:

- the written confirmation from the consignee about his readiness to receive the cargo from the CCZ within 12 hours from the moment of arrival of the aircraft without placing the cargo in storage.
- Exception:** products intended for display as samples at exhibitions and for certification, in the amount of not more than 5 units for each corresponding name;
- delivery of cargo to the CCZ for the flight not earlier than 6 hours before the scheduled A/C departure.

3. Handling of live animals (AVI) is carried out in the following order:

3.1 The shipment of live animals must be previously agreed with the airlines.

3.2 A notification indicating the characteristics of the special cargo must be sent to: aftn@pulkovo-cargo.ru at least one day before the arrival / departure of the cargo.

The request must contain the following information:

- subject "request for approval of cargo handling (cargo name)".
- full contact details of the consignee/shipper;
- air waybill number;
- date and number of scheduled delivery/receipt;
- point of departure and destination;
- the number of seats and the weight of the cargo, the nature of the cargo.

3.3 The terms of service of goods of the specified category on arrival / departure are:

- the written confirmation from the consignee about his readiness to receive the cargo within 12 hours from the moment of arrival of the aircraft without placing the cargo in storage;
- delivery of cargo for the flight no earlier than 6 hours before the scheduled A/C departure.

4. Dangerous goods (DG) handling, including radioactive materials, is carried out in the following order:

4.1 The delivery of DG must be previously agreed with the airlines.

4.2 A notification for DG handling indicating the characteristics of the special cargo must be sent to: aftn@pulkovo-cargo.ru at least one day before the arrival / departure of the cargo.

The request must contain the following information:

- subject "request for DG cargo handling approval (cargo name)".
- full contact details of the consignee/shipper;
- air waybill number;
- date and number of scheduled delivery/receipt;
- point of departure and destination;
- the number of pieces and weight of the cargo, the nature of the cargo, its proper shipping name;
- scanned copy of the DG declaration;
- a copy of the air waybill.

4.3 The condition for radioactive cargo handling is:

- availability of a valid license and a registered permanent power of attorney indicating the number of the current license for handling radioactive substances during their transportation.

5. Heavy loads handling (HEA) is carried out in the following order:

5.1 The transportation of heavy loads over 200kg. must be previously agreed with the airlines.

5.2 A request for HEA over 200kg handling. with BULK loading indicating the characteristics of the special cargo must be sent to: aftn@pulkovo-cargo.ru at least one day before the arrival / departure of the cargo.

The request must contain the following information:

- subject "request for cargo handling (name) approval;
- full contact details of the consignee/shipper;
- air waybill number;
- date and number of scheduled delivery/receipt;
- point of departure and destination;
- the number of pieces and the weight of the cargo, the nature of the cargo.

5.3 The condition for cargo handling of the specified category upon arrival/ departure is:

- the presence of securely fixed rigging handles on the HEA cargo areas, allowing for manual transshipment of cargo by several employees.