

**Date :** 06.06.2024

**Addressees:** JSC Poti Sea Port Corporation/ APM Terminals Poti Customers/ Forwarding companies/  
Vehicle proprietors/ owners

**Subject:** Time and rules for the withdrawal of vehicles transported to the place of delivery to consumers

As you know, after the customer completes the relevant procedures in the Customs Clearance Zone "Poti" and **JSC Poti Sea Port Corporation (ID 215080999)** (hereinafter referred to as the "**Port**") Customer Service Center, takes his/her place in the queue for the transportation of vehicle to the Port Customs Warehouse ( address: N32 Javakhishvili Street, Poti, Georgia), the place of delivery of vehicles to customers, from where the customer either takes out the vehicle himself/herself or after the inspection, at the request of the customer, the vehicle is transported by the Port forklift to the Customs Warehouse checkpoint.

Unfortunately, there are cases when customers require the transfer of one or more vehicles to the place of delivery, but the vehicles are not taken out of the customs warehouse immediately or within a reasonable time, but within a few hours or days, which leads to overcrowding of the place of delivery, reduces the area of movement of equipment and parking of vehicles to be handed over to customers, creates a danger of damage to them or pedestrians moving in the specified area, inhibits operational processes in the customs warehouse and increases the waiting time for other customers.

JSC Poti Sea Port Corporation / APM Terminals Poti, the company strictly focused on safety and quality of services, with high responsibility, taking into account all the above and in order to adjust the current situation/reduce risks, introduces new rules that will come into force **as of July 06, 2024**, namely:

- ✓ **The vehicle transported to the place of delivery to the customer shall leave the Customs Warehouse of JSC Poti Sea Port Corporation within 90 minutes from the moment it is parked at the specified place;**
- ✓ **Otherwise, the vehicle will be returned to the parking lot from the place of delivery and the customer will have to queue repeatedly and request transportation;**
- ✓ **In addition, in such cases, the vehicle shall be delivered to the customer only after full reimbursement of the costs of returning the vehicle from the place of delivery to the parking lot by a forklift and re-transferring to the place of delivery, in accordance with the tariff already in force in JSC "Poti Sea Port Corporation" and publicly published;**

**Tariff for using the forklift:**

**'2.5. Handling vehicles in CY (Container Yard):**

**2.5.3. Additional lifting using a forklift - a unit (one lifting -moving) GEL 30 excluding VAT."**

- ✓ **If, during the inspection of the vehicle at the place of delivery, the customer discovers damage/loss and starts the procedure for filling out the claim letter and/or it is necessary to call a surveyor or take other measures or further, if the withdrawal of vehicles from the warehouse is delayed due to the Port, the 90-minute restriction on withdrawal and the specified rules shall not apply to the said vehicle;**

- ✓ **If the customer takes several vehicles from the Port Customs Warehouse that shall be loaded later at the same time on the car carrier, the customer will have the opportunity to place the vehicles taken out of the customs warehouse free of charge for a limited period of time, and then , subject to compensation at the appropriate rate, in a paid parking lot arranged by Georgian Work Force Ltd adjacent to the Customs Warehouse, temporarily, however, vehicles shall not be placed in non-parking areas of JSC Poti Sea Port Corporation, including near a checkpoint (gate) in order to avoid traffic congestion and dangerous movements, as well as vehicles shall not remain in a parking lot designated for temporary parking for a long time.**

This information **shall be published publicly**, at the Port Customs Warehouse and the surrounding area / in the Administration building, as well as on the company's website and all stakeholders will have the opportunity to get acquainted with the established rules in advance.

With the same letter, forwarding companies are kindly requested to immediately share this information with the relevant vehicle owners/your customers.

Thank you for your cooperation!

We believe that together we will improve and create the best standards of cooperation, taking into account the legitimate interests of all stakeholders!

Sincerely Yours,

Julian Andres Fernandes Rodriguez

Managing Director

