

Minimum requirements for towing service providers

The Port of Helsinki Ltd grants a permission to provide services in the port area governed by the Port of Helsinki Ltd under EU degree 2017/352 of the European Parliament and Council, and requires the following from the service providers and their subcontractors, who apply to provide vessel **towing** services in the area of the Port of Helsinki Ltd.

The Port of Helsinki Ltd will make its decision based on the notifications submitted by the companies. The notifications delivered to the Port of Helsinki Ltd must describe how the company will arrange its operations and demonstrate that it fulfils the following minimum requirements. Documents proving that the company fulfils the minimum requirements set forth later on in this document must be attached to the notification.

1. General minimum requirements

- 1.1. The company must follow laws and decrees, be registered in the Finnish Trade Register or other company register in the EU region, the Prepayment Register in accordance with the Finnish Prepayment Act, the Employer Register, and the VAT register as defined in the Finnish Value Added Tax Act, and it must have paid its social security and pension insurance payments and taxes. The company must register with the tilaajavastuu.fi service or otherwise prove quarterly through certifications that they have fulfilled their public obligations.

2. Minimum requirements related to towing

- 2.1. The company will commit to providing towing services in the area governed by the Port of Helsinki Ltd in a reliable and fair manner to all vessels according to demand. The company providing the services will invoice the services directly to the shipping company or its representative.
- 2.2. It is required that all those participating in the work are provided with a work orientation and follow the applicable parts of the occupational safety and security instructions and the terms of the authority permits valid in the port area. A sufficient number of personnel must be allocated to the work to maintain an adequate service level and occupational safety.
- 2.3. The towing services must be designed and produced in a manner that ensures the vessels using the service or other port traffic do not need to wait due to the service.
- 2.4. The company providing the towing services must prepare for potential accidents by taking out liability insurance, which will cover any potential damage to the Port of Helsinki Ltd and its customers.
- 2.5. The company providing the towing service must report any quay damage and other accidents that may occur in connection with providing the service, to the Port of Helsinki Ltd.

3. Appeal procedure and terminating operations

- 3.1. The service provider may appeal the decision made by the Port of Helsinki Ltd in accordance with what is stated in laws and regulations.
- 3.2. The service provider is obligated to demonstrate that it adheres to the established minimum requirements, upon the Port of Helsinki Ltd's request. The Port of Helsinki Ltd may withdraw the right to provide services if the service provider does not rectify its operations to meet the minimum requirements within four weeks of the Port of Helsinki Ltd's written notice.
- 3.3. The Port of Helsinki Ltd has the right to prohibit the service provider's operations in the port area immediately if the service provider, deliberately or grossly violates the terms and obligations determined in the minimum requirements.
- 3.4. The service provider must report any service area change defined in section 2.1 above to the Port of Helsinki Ltd at least [one (1) month] before the change comes into effect.
- 3.5. The service provider must notify the Port of Helsinki Ltd if it intends to stop providing towing services in the port area. This notification must be provided at least [one (1) month] before the services are to be terminated.

4. Application Processing

- 4.1. The processing time for applications is 2 months.
- 4.2. Applications are valid for 2 years.