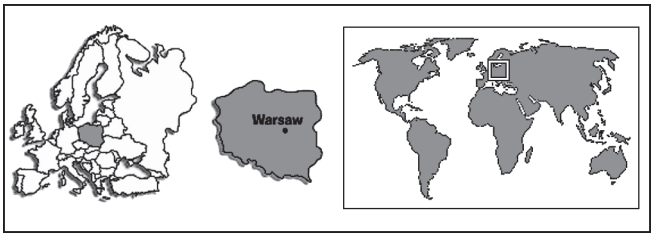
Poland (PL)
Amounts shown are expressed in Zloty (PLN)



0. General Information

- IATA Area : 2
- Capital : Warsaw (WAW)
- Local Time : GMT + 1
- Daylight Saving Time : GMT + 2: Starts on the last Sunday in March and ends on the last Sunday in October.
- ☎ Country Code : + 48
- Local Currency : Zloty (PLN)
- Bank Information : Closed on Saturday afternoon and Sunday.
- Public Holidays :

Date
01 Jan 2015
06 Jan 2015
05 Apr 2015
06 Apr 2015
01 May 2015
03 May 2015
24 May 2015
04 Jun 2015
15 Aug 2015
01 Nov 2015
11 Nov 2015
25 Dec 2015
26 Dec 2015

- **Cargo Claims Information**
  The following Protocols / Conventions have been ratified:
  1. Warsaw Convention (1929)
  2. Hague Protocol (1955)
  3. Montreal Convention MC99 (1999)

  For further details, explanation and how to apply these Protocols / Conventions see paragraph 2.1.5. (General Rules) including list of countries.

- **E-freight and e-AWB status of airports**
  For e-freight and e-AWB implementation status of airports please refer to chapter 6.4.

- **E-Customs**
  Advance Electronic Information (AEI) requirements
  - Status: Live
  - System name: Import Control System (ICS) and Export Control System (ECS)
  - Pre-registration to file data: Required
  - Scope: Import, Export, Transit, Transhipment cargo
  - Party responsible for filing: For imports, the incoming carrier. For exports, when an Exit Summary Declaration (EXS) is required, the outgoing carrier.
  - Deadline - shorthaul (imports): For flights less than four hours, the deadline is before take-off from foreign airport
  - Deadline - longhaul (imports): At least four hours prior to arrival
  - Deadline (exports): At least 30 minutes prior to departure
  - How to submit information: For imports, an Entry Summary Declaration (ENS) is sent electronically through the ICS. For exports, an AEI transmission of data for security risk assessment of cargo may be incorporated into the export declaration. If the security data has not been included in the export declaration, an exit AEI declaration (EXS) is required.
  - Further information: http://ec.europa.eu/ecip/

  Note:
  if data are not sent in advance, goods have to be declared immediately on arrival at the border, which can delay the customs clearance of consignments at the border pending the results of risk analysis for safety and security purposes.

  E-Customs information and Advance Electronic Information requirements are subject to change. Readers should check for the latest information available from relevant country authorities.

  For additional information on E-Customs and Advance Electronic Information, please refer to chapter 6.5.

- **Security**
  ACC3
  (EC Regulation 185/2010 on Cargo Security)

  Since February 1, 2012, all air carriers carrying cargo or mail from a non-EU country to the EU must be designated as an ‘’Air Cargo or Mail Carrier operating into the Union from a Third Country Airport” (ACC3) by an EU Member State. A list of exempted countries is relieved from this requirement.

  In order to obtain ACC3 designation, a carrier should
  - Ensure its security program integrates necessary EU security requirements for cargo and mail loaded onto its aircraft at any third country airport for carriage into the EU.
  - Nominate a person who has overall responsibility for implementation of cargo and mail security.
  - Submit a “Declaration of Commitments” to the appropriate EU Member State authority.

  ACC3 designation is to be obtained for every non-EU airport station from which the air carrier flies cargo and/or mail into the EU, unless an exemption applies.

  Carriers are responsible for ensuring all cargo or mail is screened or comes from a secure supply chain regulated agent (RA), known consignor (KC), account consignor (AC) before entering EU airspace.

  For designation as ACC3, carriers should contact the appropriate authority, as follows:
  - For EU carriers - the Member State that issued the AOC.
  - For non-EU carriers - the Member State listed in the Annex to Regulation 394/2011 (ETS).
  - For non-listed carriers - the Member State in which you have your major base of operations in the EU.

  By July 1, 2014, air carriers need to
  - Ensure that on-site airport station verification of cargo and mail security measures has been carried out by an EU aviation security validator.
  - Ensure that its business relations with regulated agents and known consignors are independently validated by an EU aviation security validator, after which a database should be maintained with details of the RA, KC and AC they are accepting cargo from.
    This regulation includes additional measures for High Risk Cargo, defined as cargo originating from a list of specific countries.

  On-site validations will take place either at each airport from which the air carrier flies cargo or mail to the EU, or, with conditions applied, at a representative number of airports from which the air carrier flies cargo or mail to the EU. Each successful security validation will require revalidation on a 5 year cycle.

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7.3. Import/Transit/Export Regulations

7.3.2. Countries Alphabetically Listed

1. Airport Information

1.1. Customs Airports

- **Gdansk - GDN**
  Website: www.airport.gdansk.pl
  See paragraph 2.5.2. for cargo contact details.
- **Katowice - KTW**
  Website: www.katowice-airport.com
  See paragraph 2.5.2. for cargo contact details.
- **Kraków - KRK**
  Website: www.lotnisko-balice.pl
  See paragraph 2.5.2. for cargo contact details.
- **Lodz - LCJ**
  Website: www.airport.lodz.pl (main airport page)
  http://cargo.airport.lodz.pl/ (cargo page)
  See paragraph 2.5.2. for cargo contact details.
- **Poznan - POZ**
  Website: www.airport-poznan.com.pl
  See paragraph 2.5.2. for cargo contact details.
- **Rzeszów - RZE**
  See paragraph 2.5.2. for cargo contact details.
- **Szczecin - SZZ**
  See paragraph 2.5.2. for cargo contact details.
- **Warsaw - WAW**
  Website: www.chopin-airport.pl
  See paragraph 2.5.2. for cargo contact details.
- **Wroclaw - WRO**
  Website: www.airport.wroclaw.pl
  See paragraph 2.5.2. for cargo contact details.

1.2. Airport Facilities

1.2.1. Loading/Unloading equipment

Katowice
Forklifts up to 7000 kg. Pallet/container equipment. Highloader/lower, main, upper decks /7 t.

Kraków
Forklifts. Highloader for all types of aircrafts and pallets/containers.

Lodz
Forklifts:
- one up to 1500 kg.
- one up to 2500 kg.
- one up to 3500 kg.

Highloader, Airmarrel LAM 7000 up to 7000 kg.
Scales:
- ULD up to 7000 kg.
- Hand up to 1500 kg.

Poznan
Forklift up to 2000 kg. Pallet/container equipment (only 8”x125”).
Highloader lower deck /6 t.

Rzeszów
Forklifts:
up to 2000 kg. - 1 pc
up to 3200 kg. - 1 pc
up to 5500 kg. - 1 pc
Highloader - Trepel:
up to 14000 kg. lower platform (20 ft pallet)
up to 7000 kg. upper platform, 565 cm maximum range
Scales:
Truck scale up to 60000 kg.
ULD scale up to 3000 kg.
Hand scale up to 2000 kg.
ULD’s trolleys 20 pcs, Pallet’s trolleys 5 pcs, Pallets building up positions 4 pcs, Belt loaders - 2 pcs, Nets, Euro pallets etc.
Pushback - GOLDHOFER - AST - 2L200, GPU - 3 PCS, ASU - 1 PC

Szczecin
Highloader /6t. Pallet/container equipment. Forklift up to 2000 kg.

Warsaw
Forklift, max. 6000 kg.; Highloader for all types of aircraft and ULDs; cranes for high weights available on request.

1.2.2. Storage

Gdansk
Cold storage: Available (-2° - 6° C.)
Refrigerated storage: Available up to -20° C.
Safe for valuables: Available.
No storage facilities for human remains, live animals and radio-active material.

Katowice
At Katowice Airport Warehouse. Time limit 30 days.
Cold storage: Available (0-4 degrees Celsius).
Refrigerated storage: Available (-20 degrees Celsius).
Safe for valuables: Available.
Room for radio-active material: Temporary not available.
Storage facilities for human remains and live animals, possible only after prior request.
Storage for arms and ammunition: Available
Perishable food storage: Samples only
Plants and Live animals: Phytosanitary and veterinary inspection possible only after prior request.

Kraków
At Kraków Airport Warehouse. Time limit 20 days, thereafter the goods will be liable for transfer to Customs Depot or destruction.
Cold storage (0 - 8 degrees Celsius): Available.
Refrigerated storage (-20 degrees Celsius): Available.
Safe for valuables: Available.
Room for radio-active material: Available.
Room for human remains: Available.
Room for live animals: Not available (veterinary inspection must be arranged by consignee).
Room for human remains: Available
Plants and plant material: Phytosanitary inspection not available (possible via WAW only).

Lodz
Temperature controlled (+15° C. - +25° C.) 85m³
Cold and refrigerated storage: Under construction (please ask about availability).
Dangerous Goods Storage: Available (excluding radio-active).
No storage facilities for valuables, human remains and live animals.

Poznan
Cold storage: Available (0° - 8° C.) - 10m³
Refrigerated storage: Available (-20° C.) - 10m³
Safe for valuables: Available.
Room for radio-active material: Available.
Room for human remains: Available.
Room for live animals: Available.
Veterinary inspection possible at POZ
Phytosanitary inspection possible only via WAW.

Rzeszów
Warehouse:
1. 139 m²
2. 458 m²
3. 13 m² (radioactive materials)

Freezers:
1. 32 m² (+2 and more, 64 m³)
2. 32 m² (-18 and more, 64 m³)
3. 4,5 m² (+2 and more, 9 m³)

Szczecin
Cold storage(up to 200 l): Available.
Room for radio-active material: Available.
Dangerous Goods are accepted for import/export handling.

Warsaw
At Warsaw Airport Warehouse. Time limit 30 days. Thereafter goods are auctioned or destroyed.
Cold storage (0-4 degrees Celsius): Available.
Refrigerated storage (-20 degrees Celsius): Available.
Safe for valuables: Available.
Room for radio-active material: Available.
Room for human remains: Available.
Room for live animals: Available.
Room for diplomatic consignments: Available.

1.2.4. Customs hours and Clearance

Kraków, Katowice, Warsaw
Monday through Saturday 08.00 - 20.00 hrs.
Clearance outside Customs hours possible in urgent cases.
Clearance in KTW outside customs hours - to be paid 25% extra.

Lodz
24 hours 7 days.

Poznan
Monday through Saturday 08.00 - 16.00 hrs.
Clearance outside Customs hours possible in urgent cases.

Szczecin
Monday through Saturday 06.00 - 24.00 hrs.
Clearance outside Customs hours possible in urgent cases.

1.2.5. Delivery

Cleared goods:
- By air: to Gdansk, Katowice, Krakow, Lodz, Poznan, Rzeszow, Szczecin, Wroclaw.
- By rail: to all larger towns.
- By mail: to any place in Poland where a Post Office exists.
- By truck: to any place in Poland.

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1.2.6. (Re)-Forwarding
Uncleared goods: Possible in bond by air, rail, by truck or mail to any place in Poland where Customs facilities exist.

2. Import

2.1. General
2.1.1. Packing
When hay or straw is used, special conditions apply (consignee should be advised).
2.1.4. Language on Documents
English, French, German or Polish.
2.1.5. Other requirements
For some articles a Certificate of Quality is required.

2.2. Documentary Requirements
2.2.1. Commercial consignments
1. **Importation from EU-member states:**
   It is regulated by European Union Law.
2. **Importation from non EU-member states:**
   - 1 original commercial invoice (legalised by Consulate or Legation, if required).
   - Import Licence from Ministry of Foreign Trade, if required; all information about Import Licence requirements to be obtained from Polish Consulates or Chamber of Commerce.

2.2.2. Sample consignments
- Pro Forma Invoice. AWB must state that samples have no commercial value.
- Import Licence, if required.

2.2.3. Gift consignments
- Pro Forma Invoice.
- Import Licence depending on the nature of goods.

2.3. Restrictions
2.3.1. General
Entry Summary Declaration ENS/ Import Control System ICS
In accordance with **EU Regulation 1875/2006** when Poland is the first country in the custom territory of European Union, to which the goods from third country arrive, the Entry Summary Declaration ENS must be filed to Import Control System ICS.
The operator/ carrier which bring the goods to the first airport of entry into the EU is responsible for ICS messaging which must be fully electronic. For details please contact carrier or see paragraph 8.3. INFORMATION BY CARRIER.
2.3.2. Live animals
Dogs, cats and ferrets *for none-commercial movements from third countries except Andorra, Switzerland, Iceland, Liechtenstein, Monaco, Norway, San Marino, Vatican City State*
1. Pets from third countries such as: Ascension Island, Antigua and Barbuda, Bonaire / St. Eustatius / Saba, Curaçao, St. Maarten, Australia, Aruba, Barbados, Bahrain, Bermuda, Canada, Fiji, Falkland Islands, Croatia, Jamaica, Japan, Saint Kitts and Nevis, Cayman Islands, Montserrat, Mauritius, New Caledonia, New Zealand, French Polynesia, Saint Pierre et Miquelon, Singapore, Saint Helena, United States of America, Saint Vincent and the Grenadines, Vanuatu, Wallis and Futuna, Mayotte must be accompanied by:
   - Veterinary Certificate for domestic dogs, cats and ferrets entering the European Community for non-commercial movements. The certificate is valid for 4 months after signature by the official veterinarian or endorsement by the competent authority, or until the date of expiry of the vaccination shown in Part IV, whichever is earlier. The certificate should be drawn up at least in the language of the Member State of entry and in English,
   - Either a clearly readable tattoo or an electronic identification system (transponder),
   - Anti-rabies vaccination - the rabies vaccine used must be an inactivated vaccine produced in accordance with OIE standards.
2. Pets from third countries another than listed above must fulfil the same conditions like animals above, but additionally have undergone a neutralising antibody titration carried out on a sample taken by an authorised veterinarian at least 30 days after vaccination and three months before being moved.

Dogs, cats and ferrets *for none-commercial movements from Member States and Denmark, including Greenland and Faroe Islands, Spain, including the continental territory Balearic Islands and Canary Islands and excluding Ceuta-Melilla, France, including French Guiana, Guadeloupe, Martinique and Réunion, Gibraltar, Portugal, including the continental territory Azores and Madeira, Andorra, Switzerland, Iceland, Liechtenstein, Monaco, Norway, San Marino, Vatican City State except United Kingdom, Ireland, Sweden and Malta,*
Must be accompanied by:
- Either a clearly readable tattoo or an electronic identification system (transponder),
- A passport issued by veterinarian authorised by the competent authority certifying valid anti-rabies vaccination.

Dogs, cats and ferrets *for commercial trade from third countries,*
Must be accompanied by:
- Veterinary certificate for domestic dogs, cats and ferrets entering the European Community for commercial movements in accordance with Commission Decision 2004/595.

Hoofed mammals, birds, aquaculture animals, apes (simiae and prosimiae), bees (apis melifera), hares and rabbits, ferrets, minks, foxes, and for commercial trade dogs and cats can be imported without permission of Polish Chief Veterinary Officer only from third countries or parts of territories, which are provided on lists of the European Community.

Other animals can be imported to Poland as State of terminal destination, only if are accompanied by permission issued by Polish Chief Veterinary Officer, and consignment of animals is accompanied by original health certificate issued by official veterinarian of origin.

Animals and products derived from animals from non EU (European Union) countries.
Importation of animals, animal products and feedstuffs require inspection on arrival in the EU. The first port of entry to EU must be registered for veterinary inspection.
In Poland the registered port is the Warsaw Fryderyk Chopin Airport (WAW) where veterinary check is executed. The list of live animals, animal products, animal products for human consumption and feedstuffs are laid down in announcement of Minister of Agriculture and Rural Development published in Polish Government Publication: Monitor Polski number 57, position 900, dated 22 December 2003.
Any further information shall be available at any Polish Embassy or Consulate and also
at Graniczny Inspektorat Weterynarii
w Warszawie
02-158 Warszawa ul. Wirazowa 35
tel/fax +48 (0) 22 650 28 08.
Veterinary inspection is subject to charge, obligatory to be shown on AWB for transshipment as per 3.5.5.

According to the Act on **Veterinary Border Inspection** every shipment, which is a subject to veterinary control at Warsaw Airport must be pre advised by an email to the **Veterinary Border Inspectorate in Warsaw**. The message should be sent to: okecie.griw@wetgiw.gov.pl
This rule is obligatory for shipments imported to Poland from non-EU countries. The list of animals and products which are subject to veterinary inspection is available on
EU web side: http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2007:116:0009:0033:EN:PDF
2.3.3. Plants and plant material
Health Certificate issued 20 days before shipment which must accompany consignment and contain: Declaration that goods and packing material are free from certain diseases, plagues and weeds, all particulars mentioned on Import Licence, country of origin.
Import Licence from Ministry of Agriculture. Inspection on arrival.

2.4. Prohibitions
Counterfeit paper money and securities; dyes with a base containing arsenic; fabrics or printed materials dyed with colours containing an arsenic base; foreign lottery tickets; heroin and its salts; narcotics; precious metals (not processed); certain kinds of vegetable products. Contact Polish Consulate for up-to-date List.

2.5. Charges
2.5.1. General
Charges are subject to VAT.
2.5.2. Handling
Handling charges are subject to concerned handling agent announcement.
Specific information shall be obtained from:

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7.3. Import/Transit/Export Regulations

7.3.2. Countries Alphabetically Listed

Gdansk
PORT LOTNICZY GDANSK - TROJMIASTO Sp. z o.o.
80-298 80-298 GDANSKA, ul. SLOWACKIEGO 200
E-mail: cargo@airport.gdn.pl
Website: www.airport.gdansk.pl
Tel.: +48 (0)58/348 11 54 / 348 13 61
Fax: +48 (0)58/345 32 83

Katowice
GORNOSLASKIE TOWARZYSTWO LOTNICZE - LOT USLUGI LOTNISKOWE Sp.z.o.o.
41-960 Ozarowice, ul.Wolnosci 90, Katowice - Pyrzowice
E-mail: handling@gtlot.com.pl
Tel.: +48 (0) 32/284 50 53
Fax: +48 (0) 32/284 50 53

Kraków
KRK Airport Services sp. z.o.o.
Port Lotniczy Kraków, 32-083 Balice, p123
Tel.: +48 (0) 12/285 51 18
Fax: +48 (0) 12/285 51 18
E-mail: biuro@lhc.pl
cargo@lhc.pl

Lodz
Lodz Airport SP. Z.O.O.
ul. Gen.S.Maczka 35, 94-328 Lodz,
E-mail: lcj.cargo@cargo.airport.lodz.pl
Tel.: +48 785 650 442
Sita: LCJFFXH
Opening hours Monday to Saturday 8:00 to 24:00 Local time (on request 24 hrs. without extra costs)

Poznan
POZ AIRPORT SERVICES Spólka z o.o.
60-190, POZNAN, ul.Bukowska 285, parter,
E-mail: gromcargo@interia.pl
Tel.: + 48 (0) 61/849 23 26
Fax: + 48 (0) 61/0849 23 29

Rzeszów
"Rzeszow - Jasionka" Airport Ltd.
Jasionka 942, 36-002 Jasionka
Poland
Website: www.rzeszowairport.pl
Tel.: + 48 17 717 8669
+ 48 17 717 8680
Fax: + 48 17 852 5412
Sita RZECPXH
E-mail: g.brzeski@rzeszowairport.pl
m.niemiec@rzeszowairport.pl
miroslaw.niemiec@rzeszowairport.pl
cargorze@rzeszowairport.pl
Cargo handling open from 06.00 to 22.00 local (24 hrs. on request)
Customs office open from 06.00 to 22.00 local (24 hrs. on request)

Warsaw
LS Airport Services S.A. Oddzial Warszawa Cargo
02-158 Warszawa, ul.Wirazowa 35

Manager on Duty
Tel:. +48 22 206 94 10
+48 695 667 198
Fax: +48 22 206 94 71
E-mail: mod-cargo@lsas.aero
SITA: WAWFFXH, WAWIEXH

Cargo Export
Tel.: +48 22 206 94 23
Fax: +48 22 206 94 86
E-mail: s.sygula@lsas.aero
manifest-cargo@lsas.aero
SITA: WAWIDXH

Cargo Import
Tel.: +48 22 206 94 17
E-mail: import-cargo@lsas.aero
SITA: WAWIAXH

Tracing Import / Export
Tel.: +48 22 206 94 21
E-mail: tracing-cargo@lsas.aero
SITA: WAWIAXH

AVI, VAL, HUM pre-alert messages SITA: WAWIEXH

Wroclaw
WRO-LOT - USLUGI LOTNISKOWE Sp.z.o.o.,
54-530 Wroclaw-Strachowice, ul.Skarzynskiego 36
Tel.: +48 (0) 71/358 13 19
Fax: +48 (0) 71/353 77 65

2.5.6. Storage
Specific information shall be obtained from handling agents concerned.
Contacts the same as per 2.5.2.

2.5.7. Disassembly
Specific information shall be obtained from handling agents concerned.
Contacts the same as per 2.5.2.

2.5.10. Others
Animal care, valuable shipment escort, destruction of shipments etc.
Specific information shall be obtained from handling agents concerned.
Contacts the same as per 2.5.2.

3. Transhipment/Transit

3.5. Charges

3.5.5. Transhipment

No charges assessed on a shipment in transit except:

- **VAL** shipments in transit via WAW.

  Escort charge from aircraft 304.00
  Escort charge to aircraft 304.00

  Equivalent in local currency of these charges (total amount PLN 608.00) must be shown on AWB and will accrue to the transferring carrier for payment to Warsaw handling agent. Coding **VBC**.
- **Veterinary inspection** charge, when WAW is the first port of entry to EU.

  Commodity - live animals

  Per each live animal 226.00

  Commodity - products derived from animals

  Per each Air waybill 226.00

  Equivalent in local currency of this charge must be shown on AWB and will accrue to the transferring carrier for payment to Warsaw airport veterinary post. Coding **LGC**.
- **Charge for animal care** in transit via WAW

  1. Live animals - cleaning of stalls/pens:

     First 2 items 100.00
     Each next item 25.00

     Service is obligatory, shall be ordered 24 hours before shipment arrival. See 2.5.2. Warsaw.
     Equivalent in local currency of this charge must be shown on AWB and will accrue to the transferring carrier for payment to Warsaw handling agent. Coding **LIC**.
  2. Live animals - hotel:

     First 6 hours (scheduled ATA and ATD) ..... free of charge
     After 6 hours, per each commenced 24 hours 162.00

     Equivalent in local currency of this charge must be shown on AWB and will accrue to the transferring carrier for payment to Warsaw handling agent. Coding **LEC**.

4. Export

4.5. Charges

4.5.1. General
Charges are subject to VAT.

4.5.2. Handling
Specific information shall be obtained from handling agents concerned.
Contacts the same as per 2.5.2.

4.5.4. Documentation

All airports

AWB fee international 20.00
AWB fee domestic 10.00

4.5.6. Storage
Specific information shall be obtained from handling agents concerned.
Contacts the same as per 2.5.2.

4.5.10. Others
Specific information shall be obtained from handling agents concerned.
Contacts the same as per 2.5.2.

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