APPENDIX 1

SMALL-SCALE LNG CARRIER - RELATED PROCEDURES

English translation for information.

Disclaimer

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This appendix is an operational appendix that applies without prejudice to the provisions of the General Terms and Conditions for Small-Scale LNG Carriers.

Capitalised terms in this appendix have the meanings given to them in the definitions of the General Terms and Conditions for Small-Scale LNG Carriers.

1 *Small-Scale LNG Carrier Scheduling at the Terminal*

The Shipper shall notify the name of the Small-Scale LNG Carrier in its Small-Scale LNG Carrier Monthly Schedule Request in accordance with paragraph 7.2 of the Small-Scale LNG Carrier General Terms and Conditions.

The Operator shall notify the Cargo Scheduling procedures with the notification of the Small-Scale LNG Carrier Monthly Schedule. The Cargo Scheduling procedures shall include: (i) the characteristics of the Cargo such as the Small-Scale LNG Carrier Window of Arrival, the estimated Energy Content to be loaded and (ii) the Small-Scale LNG Carrier Reception procedures.

The Small-Scale LNG Carrier Reception procedures shall consist of Small-Scale LNG Carrier safety inspections or operational and/or technical requirements of the Operator in order to ensure safety and smooth operations during Small-Scale LNG Carrier Port Calls, with the Operator acting as a Prudent and Reasonable Operator.

2 *Small-Scale LNG Carrier Approval*

Any Small-Scale LNG Carrier for which the Shipper requests access to the Terminal must meet the acceptability conditions described in the Approval Procedure in order to receive the Approval referred to in paragraph 8.1 of the Small-Scale LNG Carrier General Terms and Conditions. The "Ship Approval Procedure"
[1] is published on the Terminal Operator's website. It is established in line with the "LNG Ship Approval Procedure" produced by the GLE[2].
A Small-Scale LNG Carrier's Approval shall constitute a Specific Small-Scale LNG Carrier Service of the Contract.

The Shipper can request the Approval of a Small-Scale LNG Carrier at any time. The Operator shall register the request and specify its feasibility within the time frames required by the Shipper.

The Shipper shall be responsible for the Ship Owner's diligence for the Small-Scale LNG Carrier's Approval. The Operator shall make its best efforts to ensure smooth running of the procedure and that the Terminal information is passed on to the Ship Owner.

The Small-Scale LNG Carrier's Approval with the Terminal is completed when the Ship-Shore Safety Plan (SSSP, see article 4 of this appendix) is established and up to date.

The Small-Scale LNG Carrier's Approval shall mention the normative loading rate of the Small-Scale LNG Carrier.

The names of the Small-Scale LNG Carrier approved at the Terminal shall be published on the Operator's website.

The Shipper shall ensure that the Ship Owner complies with the necessary conditions to maintain the Small-Scale LNG Carrier's Approval.

The Small-Scale LNG Carrier's Approval at the Terminal may be reviewed at any time by the Operator, in accordance with the provisions of the "Ship Approval Procedure", in particular if the Small-Scale LNG Carrier changes name, flag, technical manager or Ship Owner, or if its pre-acceptance questionnaire has not been updated in at least two years.

The Operator shall reserve the right to check that all of the Small-Scale LNG Carriers comply with the approval conditions, in particular through inspections, and, in the event of non-compliance, the right to make continuance of its Small-Scale LNG Carrier Approval contingent on the implementation of corrective measures, refuse the Small-Scale LNG Carrier 's access to the Terminal or withdraw its Approval.

The Operator can, at any time, change the configuration of berth for safety or efficiency reasons. In these cases, the Operator shall inform the Shipper, with which it shall liaise, of the change.

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[1] Document in English only.

[2] Gas LNG Europe, group of European LNG terminal operators.

3 ***Operational conditions of Reception***

3.1 *Estimation of the time of arrival by the Shipper, notification of the ETA*

For each Small-Scale LNG Carrier Window of Arrival, the Shipper shall inform the Operator of the estimated time of arrival (ETA) of the Small-Scale LNG Carrierat the Pilot Boarding Station for access to the Terminal, in accordance with the information exchange procedure between the Small-Scale LNG Carrierand the Terminal described in paragraph 5.1 of this appendix.

3.2 *Adjusted* Small-Scale LNG Carrier *Arrival Slot*

The Shipper may at any time request to have the Small-Scale LNG Carrier arrive before the start or after the end of the Small-Scale LNG Carrier Window of Arrival determined in accordance with the provisions of article 7 of the General Terms and Conditions.

If possible, the Operator shall define an Adjusted Arrival Slot as soon as possible according to the Terminal Scheduling availability.

3.3 *Notice of Arrival and berthing*

A Notice of Arrival, drafted according to the form indicated in paragraph 5.2 of this appendix, shall be sent by the Master to the Operator at the address of the Terminal, as soon as all of the conditions below have been met:

- **(i)** the Small-Scale LNG Carrier has reached the Pilot Boarding Station,
- **(ii)** the Master has obtained from the Port Authorities all of the authorisations required to enter the port and to berth at the Terminal's dock,
- **(iii)** the Master has obtained from its Ship Owner and from the Shipper all of the authorisations required to perform Loading,
- **(iv)** the Master has received an Adjusted Small-Scale LNG Carrier Arrival Slot from the Operator, where applicable,
- **(v)** the Master has ordered the Port Services necessary for the berthing of the Small-Scale LNG Carrier,
- **(vi)** the Small-Scale LNG Carrier is ready to berth.

All Small-Scale LNG Carriers are required to issue a Notice of Arrival within their Small-Scale LNG Carrier Window of Arrival, scheduled in accordance with the provisions of article 7 of the General Terms and Conditions, or within their Adjusted Small-Scale LNG Carrier Arrival Slot notified in accordance with paragraph 3.2 of this appendix.

When the Notice of Arrival is issued, the Operator shall give its agreement to the Master and to the GPMM's Port Authorities to accommodate the Small-Scale LNG Carrier alongside the Terminal berth as soon as possible. The authorisation for the Small-Scale LNG Carrier to berth at the Terminal's dock is given by the Port Authorities.

3.4 *Loading and Operating Record*

Once the Master has all of the rights to proceed, the Loading can take place when:

- **(i)** the Master and the Operator have filled in and validated without reservation the SSSP and the regulatory Ship-Shore Checklist (« *Check-list* »),
- **(ii)** the Cargo inspection has been carried out by the Small-Scale LNG Carrier, in the presence of the Operator.

The Cargo inspection indicates, in particular, the pressures at the top of the Small-Scale LNG Carrier’s tanks and the liquid phase temperatures in each of the tanks, which must comply with the requirements specified in paragraph 3.5 of this appendix.

The Operator shall then take all appropriate measures for the Loading, in accordance with the procedures described in the SSSP in article 4 of this appendix.

The Small-Scale LNG Carrier shall be required to leave the dock as soon as the Loading Service and Small-Scale LNG Carrier Specific Services are completed, unless otherwise agreed with the Operator or as specifically instructed by the Port Authorities.

The Operator, in its capacity as a Prudent and Reasonable Operator, shall reserve the right to not start or suspend the Loading and require the Small-Scale LNG Carrier to be removed from the Terminal in the following cases:

- **(iii)** if requested to do so by the Port Authorities,

(iv) not obtaining all administrative and customs authorisations by the Small-Scale LNG Carrier to perform the Loading within a maximum period of one Hour after the validation of the Ship-Shore Checklist or within a maximum of six Hours after mooring,
(v) violation of or non-compliance with the regulations of the Port Authorities, or the rules set out in the Contract, **(vi)** non-compliance with the Ship-Shore Checklist or with the SSSP,
(vii) endangerment of the safety of property and/or people and in particular that of the Small-Scale LNG Carrier, its crew, the Operator's staff or the surrounding area,
(viii) occurrence of a circumstance referred to in articles 13 or 15 of the Small-Scale LNG Carrier General Terms and Conditions,
(ix) the Small-Scale LNG Carrier or its crew does not meet the performance requirements communicated to the Operator by the Shipper at the time of the scheduling of the Loading.

The times, equipment used, events and any useful information shall be indicated in the Terminal's operating record, a template of which is provided in paragraph 5.3 of this appendix. The operating record shall be signed by the Small-Scale LNG Carrier's Master and by the Operator at the beginning and at the end of the Loading.

3.5 *Management of evaporations during Loading and consequences*

The thermodynamic state of the liquid and vapour phases in each of the Small-Scale LNG Carrier's tanks must comply with the following requirements for each tank to be loaded :

- the pressure of the vapour phase, in thermodynamic equilibrium with the liquid phase, is less than 1,100 mbar absolute;
- it is possible to detect LNG and :
  - for membrane type tanks, the average temperature of the vapour phase is colder than minus 130°C (not taking into account the two (2) top temperature sensors in each tank),
  - for Moss Rosenberg spherical tanks, the temperature of the vapour phase is colder than minus 115°C at the equatorial region of the tank,
  - for IMO type C tanks, the average temperature of the vapour phase is colder than minus 140°C, o for the other type of tanks, the temperature set point of the vapour phase is assessed on a case by case basis by the Operator.

The operating conditions of the Terminal and/or Small-Scale LNG Carrier (in particular the thermodynamic state of the liquid and vapour phases of the Small-Scale LNG Carrier's tanks) may make it momentarily impossible to reincorporate the evaporations. According to the conditions stated in paragraph 8.3 of the Small-Scale LNG Carrier General Terms and Conditions, there shall be a reduction in the rate of Loading, or flaring of the evaporations that cannot be reincorporated.

3.6 *Small-Scale LNG Carrier Port Call Duration*

The Small-Scale LNG Carrier Port Call shall include the following operations:

1. First mooring line ashore,
2. Connection of arms, security procedures and Cargo inspection,
3. Loading, procedures, purging, Cargo inspection and reheating,
4. Supplies,
5. Arms disconnection,
6. All mooring lines cast off forunberthing.

The Shipper may perform supplies operations while on Small-Scale LNG Carrier Port Call at the Terminal. Nevertheless, it must request the prior authorisation of the Operator within the time frames provided for in paragraph 5.1 of this appendix and obtain authorisation from the Port Authorities. The Operator shall accept these operations provided that the Small-Scale LNG Carrier Port Call Duration is complied with and if permitted by the Terminal's operations.

For supplies purposes, the Shipper may ask the Operator for authorisation to extend the Small-Scale LNG Carrier Port Call Duration. The Operator shall accept if such extension does not interfere with the subsequent Scheduling of the Terminal.

The Operator shall authorise, under the Shipper's responsibility, third parties to have access to the berth.

Bunkering operations shall be carried out as per article 6 of this appendix.

Small-Scale LNG Carrier Port Call Duration is equal to : 10 + Q/ D :

- Q being the volume of LNG loaded (in cm of LNG)
- D being the nominal Loading rate as mentioned in Form C of the Small-Scale LNG Carrier

The Small-Scale LNG Carrier Port Call Duration must not exceed 24 Hours for the Loading of a Cargo.

The Operator may refuse a Scheduling request that would result in a Small-Scale LNG Carrier Port Call Duration of more than 24 Hours.

Any event that may extend the Small-Scale LNG Carrier Port Call beyond the Small-Scale LNG Carrier Port Call Duration, in particular related to the Small-Scale LNG Carrier's Loading capacity or the Terminal's Reception capacity, irrespective of the cases referred to in paragraph 3.4 of this appendix, must be notified to the other Party as soon as possible.

4 ***Ship-Shore Safety Plan (SSSP) and Preliminary Meeting***

The SSSP (Ship-Shore Safety Plan), referred to in paragraph 8.5 of the Small-Scale LNG Carrier General Terms and Conditions, is specific for each operation, each Small-Scale LNG Carrier and each Terminal.

It gathers all technical, operational, safety, security information pertaining to the Small-Scale LNG Carrier and the Terminal, and applicable when the Small-Scale LNG Carrier is within the Port area or alongside, to ensure safe operations. Information included in the SSSP are also an input for the regulatory Ship-Shore Checklist before starting Cargo transfer operations.

It shall notably include information shared between the Small-Scale LNG Carrier and the Terminal:

- Description of nautical and port environment and instructions
- Description of terminal facilities
- Small-Scale LNG Carrier general information and design
- Contact list of persons responsible / involved in the Call
- Mooring
- Small-Scale LNG Carrier - shore communication
- Access on board
- Cargo transfer procedures
- Safety instructions and operating limits
- Firefighting equipment
- Cargo Transfer emergency shutdown procedures
- Emergency shutdown procedures in the event of an accident or incident
- Instructions for additional operations.

The SSSP takes the form of the Terminal Handbook and the ship's documents collected during the Ship Approval Procedure. For each Port Call, it is accompanied by the specific operations plan for the Port Call and the Ship Check List in force.

In order to finalize the Small-Scale LNG Carrier's Approval and jointly approve the SSSP, the Operator can organize a ship/shore interface meeting with the Small-Scale LNG Carrier's Ship Owner (meeting at the Terminal or conference call according to Operator's requirements) prior to the first Port Call of the Small-Scale LNG Carrier.

During the pre-transfer meeting before the Cargo transfer of each Port Call of the Small-Scale LNG Carrier at the Terminal, the SSSP is reviewed, updated where necessary and jointly approved by the designated representatives of the Operator and of the Ship Owner. SSSP's prescriptions are implemented throughout the Small-Scale LNG Carrier Port Call.

The SSSP is updated by the Operator and by the Ship Owner, in particular:

- in case of modification of the information in the SSSP;
- further to review of good practices related to operations issued by SIGTTO[3] or OCIMF for instance;
- at any time for safety reasons regarding the Small-Scale LNG Carrier or the Terminal.

[3] Society of International Gas Tankers and Terminal Operators

If no agreement is reached between the Operator and the Ship Owner on the SSSP, the Approval status as defined in paragraph 8.1 of the Small-Scale LNG Carrier General Terms and Conditions shall not be granted or shall be withdrawn by the Operator.

A safety drill may be organized with the Small-Scale LNG Carrier when calling at the Terminal.

5 ***Information exchanged relating to the Small-Scale LNG Carrier Port Call***

5.1 *General*

The following information shall be exchanged by letter or any other agreed means, and shall specify the name of the Small-Scale LNG Carrier, the Cargo number, and the date and time of sending.

All of the dates and times indicated must be given in Coordinated Universal Time (UTC).

LOCATION, DATE, CIRCUMSTANCES	NATURE	AUTHOR(S)	RECIPIENT(S)
During Approval Procedure and prior to the first Small-Scale LNG Carrier Port Call	**SSSP**	Operator and Ship Owner	Operator and Master
Prior to the Small-Scale LNG Carrier Port Call	Drawing up of a **Declaration Of Safety** (DOS) if applicable	Operator and Master	Operator and Master
Prior to the Port Call Small-Scale LNG Carrier	If applicable, organisation of a SIRE Inspection: Request for access of inspector(s) on board	Operator	Operator, Ship Owner and Shipper
No later than 5 days before the start of the Small-Scale LNG Carrier Window of Arrival	ETA Forecast value of the following characteristics (volume, quality, temperature) of the Small-Scale LNG Carrier's tanks upon arrival at the Terminal	Shipper	Operator
No later than 5 days before the start of the Small-Scale LNG Carrier Window of Arrival	If applicable, requests for Specific Services related to the Small-Scale LNG Carrier	Master and Shipper	Operator
	If applicable, requests for Specific Services related to the Cargo that are not included in the Monthly Schedule, mentioning the estimated duration of each operation	Shipper	Operator
5 days, 48 hours, 24 hours & 6 hours before the start of the Small-Scale LNG Carrier Window of Arrival	Update of the Small-Scale LNG Carrier's position and its ETA. Mean temperature of the LNG, mean temperature and pressure of the vapour phase in each tank of the Small-Scale LNG Carrier. LNG volume in each tank.	Master	Operator

24 hours before the start of the Small-Scale LNG Carrier Window of Arrival	▪ Crew list ▪ Visitor's list	Master	Operator
At the entrance to the fairway, when passing the Omega buoy	**Position and ETA**	Master	Operator
At the Pilot Boarding Station before the Small-Scale LNG Carrier Port Call	**Notice of Arrival**	Master	Operator
	Agreement for accommodating the Small-Scale LNG Carrier for berthing	Operator	Port Authorities and Master
At the dock, before and during the Loading	**SSSP**, including **Ship-Shore Checklist**	Operator and Master	Operator, Master and Port Authorities
At the dock, before and after the Loading	**Operating record** (« *Time Sheet* »)	Operator and Master	Operator and Master

And if applicable:

LOCATION, DATE, CIRCUMSTANCES	NATURE	AUTHOR(S)	RECIPIENT(S)
At sea in case of a change to the ETA, i.e. modification of the forecast ETA in relation to the last forecast sent to the Operator by the Master during sea passage, greater than: ▪ 3 Hours for forecasts of 7 days, 48 Hours and 24 Hours before arrival ▪ 1 Hour for a forecast of 6 Hours before arrival	Update of the Small-Scale LNG Carrier's position and its new ETA, reason for the change	Master and Shipper	Operator
At any time	Any event affecting the Shipper, the Small-Scale LNG Carrier or the Operator, their equipment or all or part of the Cargo that may affect the safety of operations or their smooth running	Operator, Shipper or Master	Operator, Shipper and Master
At any time	Any other information that is missing or necessary for ensuring the smooth operation of the Small-Scale LNG Carrier Port Call	Operator, Shipper or Master	Operator, Shipper and Master

5.2 *Avis d'Arrivée / Notice of Arrival*

NAVIRE/*VESSEL*

CARGAISON N° / *CARGO #*

DATE (JJ/MM/AA) / *DATE (DD/MM/YY)*: HEURE / *TIME (hh:mm)*:

EMETTEUR (Navire) / *FROM (Vessel)*:

DESTINATAIRE / *TO*: Terminal Méthanier de Fos Cavaou/ Fos Cavaou LNG Terminal

COPIE / *COPY TO*:

En accord avec l'article 3 de l'Annexe 1 du Contrat, nous vous informons que :

- o le Navire a rejoint la Zone d'Embarquement du Pilote des bassins Ouest du GPMM,
- o le Navire a réuni de la part des Autorités Portuaires du GPMM toutes les autorisations nécessaires pour pénétrer dans le port et venir s'amarrer au quai du Terminal,
- o le Navire a réuni de la part de son Armateur et de l'Expéditeur toutes les autorisations nécessaires pour effectuer le Déchargement ou le Rechargement,
- o le Navire a reçu de la part de l'Operateur une Plage d'Arrivée Micro-Méthanier Ajustée le cas échéant,
- o le Navire est prêt à accoster, le Capitaine ayant commandé les Services Portuaires nécessaires à la mise à quai.

Restrictions connues empêchant le Navire de respecter la Durée d'Escale Micro-Méthanier (à compléter le cas échéant par le Capitaine) :

In accordance with article 3 of appendix 1 of the Contract, we hereby inform you that the Vessel:

- reached the Pilot Boarding Station of the West harbours of the Grand Port Maritime de Marseille-Fos, and
- gathered from the GPMM's Port Authorities all necessary authorisations to enter the port and come to berth in the Terminal,
- gathered from its Owner and Shipper all necessary authorisations to carry out the Cargo's Unloading or Reloading,
- received from the Operator an Adjusted Arrival Slot, if applicable,
- is ready to berth after the Master has ordered all the Port Services required for berthing.

Known restrictions preventing the Vessel from complying with the Port Call Duration (to be completed by the Master, if applicable):

Nous vous informons que les principales caractéristiques thermodynamiques de la Cargaison pour chacune des cuves du Navire sont les suivantes.
We hereby inform you that the main thermodynamic characteristics of the Cargo are the followings for each of the Vessel's tanks.

N° cuve *Tank #*	Température moyenne du GNL *LNG average temperature* (°C)	Température de la phase gaz *Gas phase temperature* (°C)	Pression de la phase gaz *Gas phase pressure* (mbar abs)	Volume GNL *LNG quantity* (m^3 LNG)
1				
2				
3				
4				
5				
6				

Le Capitaine du Navire
Vessel Master

Accusé de réception de l'Opérateur
Acknowledgement of receipt by the Operator

5.3 *Relevé d'opérations / Time sheet*

At the beginning of the Small-Scale LNG Carrier Port Call, the Operator shall provide a Time Sheet that includes at least the following information:

NAVIRE / *VESSEL*	**DATE / *DATE***
CARGAISON N° / *CARGO #*	**ESCALE PRECEDENTE** ***LAST PORT OF CALL***

ORDRE DU JOUR DE LA REUNION PREALABLE / *PRELIMINARY MEETING AGENDA*

	DESCRIPTION DE L'OPERATION / OPERATION DESCRIPTION	REMARQUES / *COMMENTS*	HEURE / *TIME* (hh:mm)
A	Avis d'Arrivée envoyé / *Notice of arrival sent*		
B	Réception de l'Avis d'Arrivée par l'Opérateur une fois pilote à bord / Notice of Arrival received by the Operator once p*ilot on board*		
C	Bord à quai / *Side alongside*	Bâbord à quai / *Port side* ☐ Tribord à Quai / *Starboard side* ☐	
D	1ère amarre à terre / *First line ashore*		
E	Fin d'amarrage / *All fast*		
F	Accès à bord établi / *Ship/shore access fitted*		
G	Réunion Préalable / *Preliminary Meeting*	Début / *start* Fin / *end*	
H	Branchement liaison terre-Navire *Ship-shore link connected*	Liaison PYLE / *PYLE link* ☐ Liaison Optique / *Optical link* ☐	
I	Test des communications / *Communication tests*		
J	Test de l'arrêt d'urgence Navire à chaud / *Warm ESD test*		
K	Bras de transfert connectés et utilisés *Transfer arms connected and used*		
L	Test d'étanchéité et purge *Tightness test and purging*	Oui / *YES* ☐ Non / *NO* ☐	
M	Les paramètres du Chargement sont détaillés dans le relevé d'opérations pour chaque Escale Micro-Méthanier, en fonction du Terminal, du Navire et des conditions opérationnelles ; il s'agit par exemple de la quantité à transférer, de la pression des cuves du Navire, des réservoirs du Terminal impliqués dans le transfert, du débit de mise en froid des bras, du débit des pompes, etc. The transfer parameters are detailed in the Time Sheet specific to each call, depending on the Terminal, of the Vessel and of the operational conditions, such as the quantity to be transferred, the Ship tank pressure, the Terminal tanks involved in the cargo transfer, the arms cooling down rate, the pump flow rate, etc.		
N	Reconnaissance initiale de Cargaison *Cargo initial inspection*	Début / *start* Fin / *end*	
O	Signature de la Liste de Contrôle Terre-Navire *Signature of the Ship-Shore Checklist*		
P	Mise en froid des collecteurs du Navire *Cooling down of deck piping*	Début / *start* Fin / *end*	
Q	Début de la mise en froid des bras *Starting of arms cooling down*		
R	Fin de la mise en froid des bras et début du transfert *Ending of arms cooling down and starting of LNG transfer*		

Visa Réunion Préalable / *Preliminary Meeting validation*

Le Capitaine du Navire
Vessel Master

L'Opérateur
The Operator

ORDRE DU JOUR DE LA REUNION DE CLOTURE / *CLOSING MEETING AGENDA*			
DESCRIPTION DE L'OPERATION / *OPERATION DESCRIPTION*		REMARQUES / *COMMENTS*	HEURE / *TIME* (hh:mm)
S	Pompes disponibles en service *Available pumps running*		
V	Début de la descente en débit *Start of ramp-down*		
W	Fin du transfert *End of LNG transfer*		
X	Vidange, purge et, le cas échéant, réchauffage des bras *Draining, purge and, if necessary, warming up of arms*	Début / *start*	
		Fin / *end*	
Y	Reconnaissance finale de Cargaison *Cargo final inspection*	Début / *start*	
		Fin / *end*	
Z	Fin de déconnexion des bras liquide *Liquid arms disconnected*		
AA	Fin de déconnexion du bras gaz *Vapour arm disconnected*		
BB	Appareillage programmé / *Sailing scheduled*		
CC	Avitaillement *Ship stores*	Début / *start*	
		Fin / *end*	
DD	Soutage *Bunkering*	Début / *start*	
		Fin / *end*	
EE	Autres (début et fin) */ Other (start and end)* - -		
FF	Observations, en particulier : tout événement ayant eu un impact sur la Durée d'Escale Micro-Méthanier (début et fin) *Comments, in particular any event impacting the Small-Scale LNG Carrier Call duration (start and end)*		

Visa réunion de clôture / *Closing meeting validation*

Le Capitaine du Navire
Vessel Master

L'Opérateur
The Operator

6 GENERAL RULES FOR BUNKERING

The following rules apply for carrying out bunkering operations during the Small-Scale LNG Carrier Port Call.

The request for such operations shall be done by using the below form (see also paragraph 3.6 of this appendix).

Bunkering of LNG Carriers – GENERAL RULES

Bunkering of LNG carriers alongside at the Terminal is permitted according to the following rules. These general rules aim to ensure safe and smooth bunkering operations, without interfering in any way with LNG commercial operations.

1. A formal request for bunkering shall be sent to the Terminal at least 5 days before the arrival of the vessel according to the attached request form. Bunkering request shall be confirmed by the Shipper (customer of the Terminal).
2. Bunkering request may be accepted by Elengy only if the ship arrives at the beginning of her allocated window of arrival.
3. It is the ship responsibility to obtain any other authorization from Port Authority.
4. Bunkering shall be performed within the laytime notified to the vessel. Laytime may be extended provided that the Shipper agrees in advance to pay call extension fees. Unscheduled last-minute laytime extension will be submitted to inflated laytime extension fees.
5. Bunkering operations shall never be rushed against safety.
6. Bunkering operations shall be carried out from a bunkering barge alongside the LNG carrier.
7. The vessel shall comply with all operational and safety procedures and other requirements from the Port Authority, the Terminal and any regulation in force, and shall implement all required safety means.
8. At any step of the call, bunkering may be allowed by the Terminal only if there is enough time to complete bunkering operations smoothly and safely within the allocated laytime, based on current progress of commercial operations and bunkering operations schedule provided by the vessel:
   - 8.a) Bunkering timing will be discussed during ship/shore pre-transfer meeting prior to LNG transfer operations, especially regarding consequences of any unexpected delay and as per agreement signed between parties prior to arrival. Bunker barge cast off time and LNG carrier departure schedule shall be agreed with Terminal during the meeting.
   - 8.b) Bunkering shall start once LNG transfer operations completed, and after green light is given by the Terminal and Port Authority. Bunkering barge may come alongside during draining/purging of transfer arms or during stores/provision handling, provided that the Terminal permission has been granted and sufficient staff is available onboard for performing simultaneous operations safely.
   - 8.c) Should the bunker barge still be alongside at scheduled LNG carrier unmooring time, then vessel departure shall be postponed and updated time of sailing shall be re-scheduled as soon as possible, whatever the option chosen by the Shipper in the request form.
9. At any time, the Terminal may decide to cancel a scheduled bunkering operation or to stop an ongoing bunkering operation for safety or operational reasons.
10. Any breach of the rules by the ship or her service providers shall lead to the permanent refusal by the Terminal of future bunkering operations for this LNG carrier.
11. In any case, the Shipper is strictly liable for bunkering operations. Elengy accepts no liability whatsoever for any damages and/or costs due to bunkering operations. Thus, the Shipper undertakes to indemnify Elengy against any potential damages and/or costs and against any claims by third parties due to bunkering operations.

1/2

LNG Terminal	LNG carrier	
	Vessel name:	IMO:
	Operator:	Charterer:
	Ship agency:	Contact (phone #):

1 Bunkering request *(to be filled by ship representative)*

LNG carrier ETA (day, time): Bunker supplier name: Bunker barge name: Type of bunker fuel: Quantity to be bunkered (MT): Overall estimated duration for bunkering (hours):	**Ship representative name** **Date** **Signature & stamp**
Ship representative comments:	

2 Elengy's agreement *(to be filled by Elengy)*

Berthing scheduled date (day, time): Initial laytime without bunkering (hours): Estimated laytime extension for bunkering (hours): Bunkering request: ☐ accepted ☐ rejected	**Elengy representative name** **Date** **Signature & stamp**
Elengy representative comments / conditions:	

3 Shipper's agreement *(to be filled by Terminal's customer)*

☐ Agrees with above schedule & bunkering conditions. In case of unexpected delay disturbing above schedule, following option shall apply: ○ No further laytime extension, bunkering quantity to be reduced within above schedule. ○ No further laytime extension, bunkering to be cancelled. ○ Further laytime extension to bunker a minimum of ..... MT. ○ Further laytime extension within max. ..... hours, quantity bunkered to be adapted consequently. ☐ Does not agree with bunkering request & conditions. *If laytime extension, the Shipper shall bear additional fees according to Specific Services and shall have to face any consequences whatsoever (damages and/or costs) of laytime extension, including but not limited to, indemnify Elengy against any claims by third parties.*	**Shipper representative name** **Date** **Signature & stamp**
Shipper representative comments:	

Port Authority instructions in force and their updates (available on Port Authority website) but also, General Rules attached, are strictly applicable to bunkering operations.

2/2