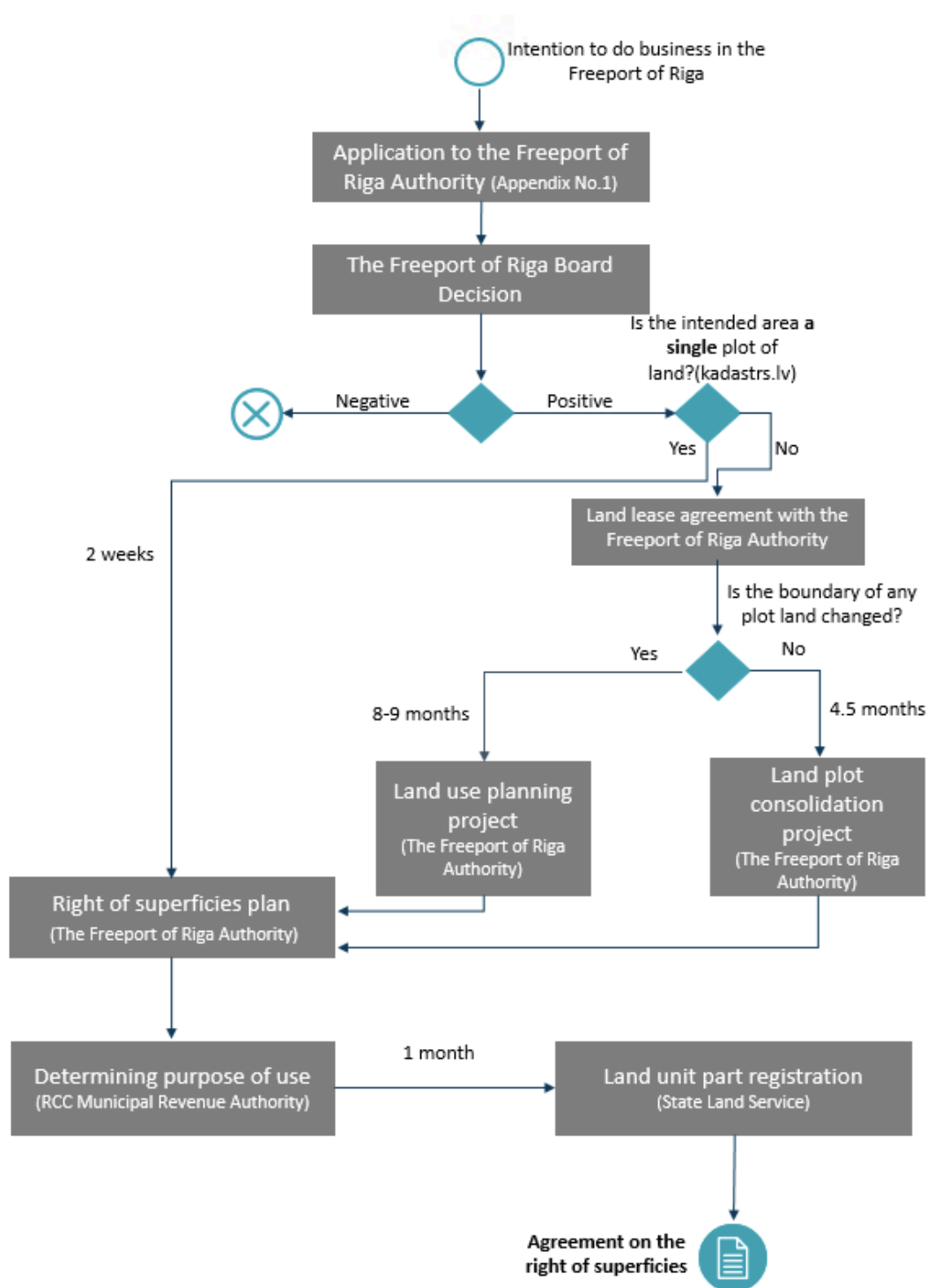


Conclusion of a land lease agreement and acquisition of the right of superficies in the Freeport of Riga

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The Freeport of Riga Authority. 12, Kalpaka boulevard, Riga, Latvia, LV-1010. Telephone: (+371) 67030800; fax: (+371) 67030835; e-mail: info@rop.lv. Working hours: on working days from 08:30 till 17:00.



Annex No.1

According to the existing Land Lease Methodology, when concluding a land lease agreement, the following documents shall be submitted:

1. An application, in which:
 - a natural person indicates name, surname, personal identification code, declared address of residence and other address where the person can be reached, address of the leased land plot and cadastral designation (if available), desired lease area and planned activity during land lease term;
 - a legal person shall indicate the name (company), legal address, registration number, address of the leased land plot and cadastral designation (if available) and the planned activity during land lease term.
2. In case a merchant plans to engage in commercial activities related to port functions in the territory of the Freeport of Riga, in addition to the application referred to in paragraph 1, a business plan (operational program) shall be submitted in accordance with the specified structure (Annex No.2), providing the amount of investments to be invested and the investment schedule (Annex No.4).
3. Commercial companies and natural persons, which plan to perform commercial activities not related to port functions in the territory of the Freeport of Riga, in addition to the application referred to in Paragraph 1, shall submit a business plan (operational program) in compliance with the specified structure (Annex No. 3).
4. Pursuant to Section 18, Paragraph one of the Law on Ports, when concluding agreements with a commercial company in a port, the port authority shall observe the precondition that the founders and shareholders of the commercial company shall have good reputation and a stable financial position, therefore, the following additional documents shall be submitted: a statement from the credit institution (not older than 15 days), which confirms that the financial resources of the commercial company correspond to the transactions to be performed; information on the shareholders and founders which justifies their stable financial position and good reputation.
5. The Freeport of Riga Authority may additionally request information and documents in connection with the issue of land lease.



Annex Nr.2

OPERATIONAL PROGRAM STRUCTURE

for preparing an application for land lease and for commercial activities in the Freeport of Riga
(commercial activities related to port functions)

No.	Section	Description	Information to be included
	Title page	Basic information about the business plan	Company name Business plan (project) name Date of development Business plan term (for a period of 5 years)
	Table of contents	Summary of sections included in the business plan and page numbering	Section titles with page numbers
	Summary	A concise summary of the most important information of the business plan, which provides a clear picture of the company, its current and / or planned activities in the Freeport of Riga.	Company name Operational profile, performance indicators Objectives, planned operation, development in the Freeport of Riga
1.	Company information	Brief description of the company's history, current structure and operational profile, the most important operating results (cargo turnover, financial indicators during the last 3-5 years)	Company name Form of enterprise Date of establishment Company address Company owners Registered capital, its distribution by owners Company management, number of employees Organization chart The most important operating results during the last 2-3 years (cargo turnover, net financial turnover, net profit / loss after taxes, equity, book value, etc.) The company's most important clients
2.	General description of the industry	Brief analysis of the macroeconomic situation in the company's field of operation, the most important development trends in the region in recent years	Industry description (products, services) Key macroeconomic indicators of the industry Development trends in the industry over the past 3-5 years
3.	Assessment of the market	Market description in general and the company's main competitors, evaluation of their operation	General market description The main competitors, comparison of their services with the company's services

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No.	Section	Description	Information to be included
	and competitors		
4.	Company strategy, objectives	Description of the company's business strategy and identification of objectives	Long - term / short - term objectives Planned activities for implementation of investment objectives
5.	Planned development	The section shall describe the projected development and the expected economic impact	Planned sea freight turnover or increase in production volumes in the next 5 years Expected socio-economic benefits (new jobs, increase in turnover, other indicators)



Annex Nr.3

OPERATIONAL PROGRAM STRUCTURE

for preparing an application for land lease in the Freeport of Riga

(for legal and natural persons, whose main activity is not related to the provision of port services)

No.	Section	Description	Information to be included
	Title page	Basic information about the business plan	For a legal person - Company name For a natural person – Name , last name Business plan (project) name Date of development Business plan term (for a period of 5 years)
	Table of contents	Summary of sections included in the business plan and page numbering	Section titles with page numbers
	Summary	A concise summary of the most important information of the business plan, which provides a clear picture of the legal or natural person, its current and / or planned activities in the Freeport of Riga	For a legal person - Company name For a natural person – Name , last name Operational profile, performance indicators Objectives, planned operation, development in the Freeport of Riga
1.	Information on a legal or natural person	Brief description of the company's history, current structure and operating profile, the most important operating results (cargo turnover, financial indicators during the last 3-5 years)	For a legal person - Company name For a natural person – Name , last name Form of enterprise Date of establishment Address of a legal / natural person Owners of a legal entity Registered capital, its distribution by owners Company management, number of employees Organization chart
2.	Operational objectives of the legal / natural person	Description of the operational strategy of the legal / natural person and identification of objectives	Long-term / short-term objectives Planned activities for implementation of investment objectives
3.	Planned development	The section shall describe the development and the expected economic impact	Planned business operation and production volumes in the next 5 years Expected socio-economic benefits (new jobs, increase in turnover, other indicators)

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No.	Section	Description	Information to be included
4.	Environmental impact	The main risks and the expected environmental impact of the project shall be briefly identified	Identification of major environmental risks Current and expected impact of business on the environment.
	Annexes	The section shall include significant additional information that explains or complements the calculations, etc.	Annex No.1 Annex No.2



Annex No.4.

Commercial Company's Investment Plan

Investment object / Sum in EUR (without VAT)	20__	20__	20__	20__	20__
Design, approval phase, EIA					
Production buildings and structures					
Administrative buildings and structures					
Cargo warehouses					
Cargo areas					
Tanks					
Terminal facilities, equipment and machines					
Berths					
Dredging at berths					
Railway, railway access roads					
Freight wagon unloading station					
Road, access roads					
Engineering structures and communications *					
Territory improvement					

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Technologies and patents					
Licenses and software					
* All structures that do not have the characteristics of a building - ports and shipping lanes, berth embankments, port water area structures, dams, main water supply pipelines, main communication lines, main power transmission lines, gas distribution systems, fences, etc.					