

Pursuant to Article 56, paragraphs 2 and 3, Article 56b, paragraphs 8 and 9 and Article 57, paragraph 4 of the Maritime Code (Official Gazette 181/ 04, 76/ 07, 146/ 08) , 61/ 11, 56/ 13, 26/ 15, 17/ 19, 72/ 2021) and Article 38, paragraphs 2 and 3 of the State Administration System Act (Official Gazette 66/ 19), administration of SIGMA POSLOVODSTVO d.o.o., on 16.08.2021. brings

RULEBOOK ON MAINTENANCE OF ORDER IN THE PORT OF SPECIAL PURPOSE- MARINA NAUTICA

I GENERAL PROVISIONS

1. This Ordinance prescribes the conditions and manner of maintaining order in the port of special purpose- MARINA NAUTICA (hereinafter MN).
2. These rules apply to the entire area (land and sea) used by the MN in accordance with the Maritime Property Concession Agreement for the purpose of construction and use of a special purpose port- a nautical tourism port.
3. Ordinance on maintaining order in the port of MARINA NAUTICA will be displayed at the reception and other suitable places.
4. Order in the Marina is carried out by the Director in the Marina and persons authorized by it. The order in the Port is confirmed by the competent Port Authority. The Ordinance applies to all owners or users of vessels located in the territory of the Marina who are using the services provided by the Marina.

II RULES FOR CONNECTION USERS

1. DETERMINATION OF PLACES FOR MOORING VESSELS

1. The place for mooring a vessel (hereinafter: berth) is determined by the authorized person in MN.
2. For safety reasons, or some other justified reason, MN reserves the right to move the vessel without any prior consent of the shipowner/ manager.

2. VESSEL AND DEPARTURE OF VESSELS

1. A vessel entering or leaving shall not sail at a speed exceeding 3 knots in the entire sea area of the MN.
2. When entering or leaving the marina, vessels that are already on the waterway shall have priority.
3. At each entry into the MN, the master is obliged to announce his arrival: by phone, station on VHF channel 17 or direct contact with the crew in the marina, and MN staff will, if necessary, give instructions and orders for entry.
4. The master of the vessel is obliged to have a valid navigation license or vignette issued by the Harbor Master's Office and a list of persons and crew on board (crew list).
5. The master of the vessel is obliged to report his arrival to the MN reception without delay, with the presentation of personal documents, vessel documents and crew list on board and fill in the GUEST REGISTRATION form for each person on board, if there is a legal obligation to do so.
6. At each departure of the vessel for a period longer than one day, the master of the vessel is obliged to announce his departure/ return (in person, by phone or station). Otherwise MN is not obliged to guarantee a free berth.

3. ARRIVAL OF THE VESSEL BY LAND

1. Upon arrival in MN by land, towing vehicle and vessel on a trailer, the master of the vessel is obliged to report his arrival to the reception of MN.
2. The reception will, on the order of the master of the vessel at the reception, open a work order for lowering the vessel into the sea, ie accommodation on land.
3. The master of the vessel is obliged to obtain a navigation permit or vignette from the Harbor Master's Office, if the vessel is placed on the sea berth, he is also obliged to present all necessary documents at the reception and fill in the GUEST REGISTRATION form for each person, if there is a legal obligation to do so.
4. Before transporting the vessel to the marina by land, towing vehicle on a trailer or truck, the owner of the vessel is obliged to inform himself about the regulations related to bringing the vessel into the Republic of Croatia, and timely announce the arrival of the vessel in the marina for the preparation of customs documentation and referral to freight forwarding/ shipping/ freightage, if necessary

4. BINDING AND ANCHORING

1. Vessels are moored according to the mooring system installed in MN and they should be moored in a safe way, with correct ropes of appropriate dimensions.
2. Mooring ropes must not interfere with the navigation of other vessels. It is not allowed to place buoys on anchor ropes.
3. For the safety of all vessels, the use of mooring chains is expressly prohibited.

4. Anchoring of vessels is prohibited in MN. Exceptionally, the MN leader may allow temporary anchoring of the vessel, if there is a justified reason.

5. STAY IN MARINA NAUTICA

1. The master of the vessel is responsible for the correctness of his vessel, as well as for the safety and navigability of navigation, in the entire area of the MN, for the entire period of his stay in it.
2. During the stay in the MN, the vessel must be marked in a visible place with the name and registration number. Any change of name and registration number must be entered in the vessel's documents and reported to the MN reception.
3. The master of the vessel, who has concluded an agreement with MN on the use of berths, upon each arrival on board is obliged to report his arrival to the reception, where he presents personal documents of the entire crew, to register the stay of guests.
4. The master of the vessel may connect the connections of the vessel to electrical and plumbing installations only if the vessel has the correct installations adapted to the Croatian standard and if he or one of the crew is on board. During the temporary absence of the crew from the vessel, while the vessel is in the MN, the connections must be disconnected.
5. The master of the vessel is obliged to equip the vessel with fire-fighting equipment that will work effectively on the vessel itself.
6. Works on the vessel (sanding, painting, etc.), for the protection of other vessels, are allowed only in certain places marked for that purpose in the MN.

6. DEPARTURE FROM NAUTICA MARINA

1. When the master of the vessel leaves the MN, he is obliged to disconnect the connections of the vessel from the electrical and plumbing installations.
2. Also, the master of the vessel is obliged to close all valves on the openings located on the underwater part of the hull of the vessel.
3. At each departure from the MN, the master of the vessel is obliged to leave the correct/ accurate/ functional berth.
4. If the vessel remains on a permanent berth in the MN, the master of the vessel must hand over the spare keys to the MN reception. Only in emergencies, when the vessel is in danger or endangered by another vessel, MN is allowed to use these keys to enter the vessel, in order to reduce potential damage.
5. When leaving MN by land, all operations of lifting the vessel and loading said vessel on the vehicle are performed by the marina crew or external associates engaged by the marina.

III RULES FOR ALL SERVICE USERS

1. HOUSE RULES

In MARINA NAUTICA it is forbidden:

1. To weld, light an open fire on the shore or on a vessel and mooring devices.
2. Swimming, diving, speedboating, surfing, windsurfing, skiing or learning to ski, and fishing..
3. Release the dogs freely, without a leash, as well as disturbing other clients by continuous barking. The owner is obliged to clean any animal waste.
4. Hanging laundry in the area.
5. Washing dishes in the toilets.
6. Keeping auxiliary boats, surfboards, etc. moored to the vessel.
7. Mounting and holding any items on the piers and the rest of the MN area.
8. Damaging the operational shore- piers and land area by placing various objects and equipment (antennas, various boxes and containers, floor coverings, carpets, etc.), drive wedges into the shore, perform any other action that damages the operational shores and threatens security.
9. Placing signs, advertisements and other messages, and using any MN space for commercial purposes.
10. Disturbing the peace of other guests.
11. To make noise from 10pm to 8am.
12. Movement in the service area.

13. Parking the vehicle in the service area, under someone else's vessel on land and outside the areas marked for parking the vehicle.
14. Obstruction of the movement of vehicles and hydraulic trolleys on traffic roads.
15. Leaving gas or electrical appliances and plumbing connected, without the presence of users.
16. Operating vessel engines and generators, except for entry and exit.
17. Moving vessels to another berth without the consent of the MN leader.
18. To hire third parties to inspect, maintain or service the vessel, without the prior consent of the MN.
19. Perform actions on the boat or ship that may endanger human lives, cause fire, pollute the sea or cause damage to ships, boats, coast, port facilities, devices and facilities.
20. Use of own racks for vessels on dry berth.
21. Parking of passenger cars, trailers, caravans, buses, trailers, motorcycles, bicycles and other means of transport, except in marked parking spaces.
22. Camping.
23. Borrowing a parking card.
24. Disabling access to mooring devices.
25. Attaching vessels to navigation and other markings, and devices that are not intended for mooring and moving on them.
26. Unauthorized placement, relocation, alteration, removal or damage to navigational and other markings or mooring devices.
27. Having a 220V cable plugged into the power outlet while the crew is not on board. When leaving the vessel, the cable must be disconnected from the socket.
28. Incineration of waste on a vessel.
29. Endanger the safety of navigation, human life and the environment in any way.
30. Refueling or fuel overflow.
31. Polluting the air by releasing dust, smoke and other gases above the permitted quantities determined by special regulations.
32. Storing flammable and explosive substances and substances with a strong and unpleasant odor in any area of the marina (vessel, next to the vessel, dry berth, etc.).

2. PRESERVATION OF THE ENVIRONMENT

1. Plan for acceptance and handling of waste from vessels in a special purpose port- MARINA NAUTICA is an integral part of this Ordinance.
2. MN shall, in accordance with Art. 77 of the Ordinance on the conditions and manner of maintaining order in ports and other parts of the internal sea waters and territorial sea of the Republic of Croatia (OG 72/ 2021) collect indirect fees for the delivery of waste from boats and yachts.
3. The use of ship toilets and emptying of the black tank is prohibited in the MN.
4. Waste oil and filters, oil, detergent residues, municipal and other waste, must be disposed of according to the type of waste in ecological containers at designated locations in the MN.
5. Any spillage and throwing/ outpouring into the sea is severely punishable.
6. In order to preserve the cleanliness of the sea and the environment, and in order to avoid unintentional pollution, the use of automatic pumps for emptying bilges is prohibited.
7. The master of the vessel is obliged to put eco- sponges in the bilge of the vessel.
8. Only biodegradable detergents may be used in MN.
9. In case of major pollution, the MN will identify the cause, take measures to prevent pollution through employees in charge of this type of activity, remove the vessel to protect the environment, people and vessels, and inform the competent captaincy and other competent state bodies and charge the causative agent for the incurred costs.

3. PARKING

1. Loss of the annual ownership card is charged in accordance with the valid price list.
2. Abuse of parking cards is charged in accordance with the valid price list.
3. For not having a parking card when paying for parking, the price for four (4) weeks of parking in MN will be charged.
4. Parking of vehicles in the parking lot of MN is at your own risk and MN is not responsible for any damages.

IV OPERATION AND HANDLING OF VESSEL LIFTING AND TRANSPORTATION MEANS

1. Work with the means for lifting and transporting the vessel is performed in the operational area with visibly marked signs.
2. Means for lifting and transporting vessels are handled exclusively by a professionally qualified person by the MN, respectively a professionally qualified person of another company, authorized by the Management Board of MN.

3. Movement and work within the operational space requires the mandatory wearing of legally prescribed protective equipment.
4. Before taking off from the sea, the master of the vessel or the leading person of the vessel shall warn the person operating the crane operation of the equipment on the underwater part of the vessel and provide accurate information on its position. In the absence of the above information, MN cannot be charged for potential damages.
5. Orders for crane services are announced at least one day in advance at the MN reception.
6. The master of the vessel as well as other persons who are not authorized MN are not authorized in any case to access the operational area and it is strictly forbidden to stay within the working range of the machines.
7. MN reserves the right to cancel the announced raising/ lowering of the vessel if due to weather conditions, characteristics of the vessel and other circumstances there is a risk of damage, both for the vessel and for MN.
8. Prohibition of stay on the vessel during the operations of lowering, lifting and transport of the vessel.

V SERVICE

1. All maintenance, repair or modification of vessels in the marina shall be performed by employees of the MN, or external associates hired by them.
2. It is not allowed to hire third parties in the marina for supervision, maintenance or servicing of vessels, without the prior consent of the MN Administration (including service works).
3. Cleaning and maintenance of vessels and their equipment may be performed exclusively on the marked part of the MN plateau, respectively within the "service zone".
4. For all damages to neighbouring vessels, devices or equipment that are the property of MN, and for pollution of the territory or waters of the marina, MN will charge the owner of the vessel on which the work was performed during which the damage was caused.
5. MN may issue an order to suspend the performance of works on a vessel, if it establishes the possibility of damage to the property of MN or third parties, or pollution of the territory or waters of MN.
6. It is obligatory to use personal protective equipment, and appropriate technical equipment, tools and devices when performing works, in order to protect the environment and human lives.
7. It is strictly prohibited perform actions on the vessel that may endanger human lives, cause fire, pollute the sea or cause damage to other vessels, coast, port facilities, devices and facilities.

VI MANNER OF CONTROL

1. Control over the application of this Ordinance shall be performed by the Management Board or a person authorized by it.
2. Due to non- compliance with the provisions of this Ordinance, MN is authorized by the competent authority to stop providing its services and collect any damage from the responsible user of the service, except for official fines, which will be collected by the Port Authority.
3. Control of entry, docking, mooring, anchoring and departure of boats and ships in the MN is performed by the crew.
4. The control referred to in the previous paragraph of this Article shall be performed from 0 to 24 h visually, by VHF and video surveillance.
5. Supervision over the implementation of order in the port and over the implementation of this rulebook is carried out by the Port Authority of PULA.

VII FINAL PROVISIONS

1. All changes and additions, resulting from changes of the amendment of legal regulations shall be announced on the bulletin boards of the MN and shall form an integral part of this Ordinance.
2. On the day this Ordinance enters into force, the previous Ordinance on the MARINE NAUTICA Port Order shall cease to be valid.
3. This Ordinance shall enter into force upon obtaining the consent of the Port Authority of PULA.

In accordance with the regulations of the Republic of Croatia, Marina, by adopting this Ordinance, as a user of the nautical tourism port, therefore as the body managing the port, has fulfilled its obligation to prescribe order in the port.

SIGMA POSLOVODSTVO I.I.c.