

## APPENDIX 7.4

### SERVICES FOR THE USE OF RAIL FACILITIES OF COMBINED TRANSPORT WORKSHOPS (CTC)

- OFFER
- CONTRACTUAL FRAMEWORK

# CONTENTS

FOREWORD .....	3
- Purpose, publication and validity of the document.....	3
- Contact for ordering and carrying out regulated services.....	3
Contact for ordering regulated services .....	3
Contact for regulated services.....	4
PSEF Website .....	4
Purpose of the site .....	4
Updating principle .....	4
Free news subscription system.....	4
Glossary and abbreviations used in this document and its appendices.....	5
<b>1. Description of service facilities and regulated services.....</b>	<b>6</b>
1.1. Service facilities .....	6
1.2. UTI handling.....	6
1.3. Other CTC services .....	6
<b>2. How SNCF Réseau makes CTCs available to applicants.....</b>	<b>6</b>
2.1. The contract between the applicant and SNCF RÉSEAU .....	7
2.2. Conditions of use .....	7
<b>3. How to order the service.....</b>	<b>8</b>
3.1. The two stages of the order .....	8
3.2. Type of offer.....	9
3.3. Ordering process.....	10
3.4. Contract renewal .....	10
APPENDIX: National contract for the use of combined transport sites (CTC) ...	<b>Erreur ! Signet non défini.</b>
APPENDIX 1: Local order form.....	20
APPENDIX 2: Details of the contact persons on both sides appointed for the contract .....	20
APPENDIX 3: SEPA direct debit mandate form .....	21
APPENDIX 4: Bank details of SNCF Réseau .....	22

## FOREWORD

### Purpose, publication and validity of the document

The purpose of this document relating to combined transport sites is to define the nature and conditions under which SNCF RÉSEAU makes combined transport sites available to applicants, as defined by Article L.2122-11 of the Transport Code and in accordance with decrees n° 2003-194 modified by decree n° 2015-1040 of 20 August 2015 relating to access to the rail network and n° 2012-70 modified by decree n° 2016-1468 relating to access to service facilities connected to the rail network and to services and benefits provided by service facility operators and bearing various provisions relating to rail transport in force on the date of publication of the present offer for the 2025 timetable.

This document is published annually, in accordance with the provisions of article 17 of amended decree no. 2003-194 in force on the date of publication of this document.

This service offer is valid for the 2025 timetable for the combined transport sites described in Appendix 7.6. It may be revised as necessary, after it becomes effective, in the event of legislative or regulatory amendments or decisions by the Autorité de Régulation des Transports (ART). The updated document will be available on the SNCF Réseau website and on the Plateforme de Services aux Entreprises Ferroviaires (PSEF) website.

### Contact for ordering and carrying out regulated services

- Contact for ordering regulated services

The **Plateforme de Services aux Entreprises Ferroviaires (PSEF)** is the contact for applicants for all the services described in this document.

PSEF is the body responsible for:

- registering applicants' requests and orders,
- preparing and agreeing contracts,
- monitoring them.

Applicants must contact PSEF in **writing** (by letter or e-mail) for any request for information concerning the aforementioned services, as well as to order services.

No request made directly to another contact within SNCF Réseau will be taken into account.

#### **SNCF Réseau - Plateforme de Services aux Entreprises Ferroviaires**

12, rue Jean-Philippe Rameau  
CS 80001

93212 LA PLAINE SAINT DENIS Cedex

Telephone: +33 9 80 98 03 29

E-mail: [services.psef@sncf.fr](mailto:services.psef@sncf.fr)

Website: <http://www.psef.sncf-reseau.fr/>

PSEF is not a substitute for the operational contacts required to provide services or access to CTCs.

- **Contact for regulated services**

SNCF Réseau and the applicants exchange the list of their respective contacts (local manager, operations coordinator, etc.).

It must be possible to contact the designated contacts throughout the contractual relationship and to work in French (in writing and orally).

The applicant must notify PSEF and vice versa in the event of a change of contact in accordance with the conditions defined in the contract signed between it and SNCF Réseau for the service concerned.

It should be noted that the operational contacts provided as part of the contract must also enable SNCF Réseau to be contacted on an ongoing basis. If this is not the case, PSEF should be informed so that it can provide the relevant contacts as soon as possible.

## **PSEF website**

- **Purpose of the site**

The PSEF website is for applicants using or planning to use the National Rail Network and who wish to apply to SNCF Réseau for access or a service on its combined transport sites.

It includes all the relevant documentation for each service schedule.

- **Updating principle**

SNCF Réseau's offer for combined transport sites is updated on the PSEF website each time the NS is updated on this subject.

Information of a temporary nature (e.g. work causing the temporary unavailability of a facility) which does not lead to a change in the NS is published in the news section of the PSEF website (see below).

- **Free news subscription system**

For your information, you can subscribe to news alerts on the PSEF website by registering at the bottom of the left-hand menu in the "News Alert Registration" box, entering your name and e-mail address and ticking the type of alert you want. This means that any news update on the site will generate an information email.

## Glossary and abbreviations used in this document and its appendices

**"Applicant"**: A railway undertaking or an international grouping of railway undertakings or other persons or legal entities, such as competent authorities and shippers, freight forwarders and combined transport operators, with a public-service or commercial interest in procuring infrastructure capacity.

**"Combined transport terminals (CTC)"** A set of fixed facilities (including both rail and non-rail facilities such as handling areas, road access, etc.), belonging to SNCF Réseau, listed and described in the current NS, enabling UTIs to be transferred from rail to road and vice versa.

**"Local operating document"**: local document produced and managed by the operator of the site, specifying, for this site, the SNCF Réseau facilities available and their characteristics and the local conditions.

**"Network Statement (NS)"** This is a document drawn up by SNCF Réseau in application of article 17 of decree no. 2003-194 amended by decree no. 2015-1040 of 20 August 2015 on access to the rail network, broken down into seven (7) chapters and determining the conditions and procedures for access to the rail infrastructure.

**"RU"**: Any private or public sector undertaking which has obtained a licence and a safety certificate in accordance with the applicable legislation, whose main business is supplying goods and/or passenger transport services by rail, such undertakings also providing traction as a matter of obligation; this term shall also extend to those undertakings that only provide traction.

**"ICP"**: Joint preliminary inspection (compulsory visit under the Labour Code to identify any risks associated with joint activity on a site).

**« RS »**: Rolling stock.

**"Plateforme de Services aux Entreprises Ferroviaires (PSEF)"**: (Service Platform for Railway Undertakings) Body responsible, within SNCF RÉSEAU responsible for the commercialization of certain services offered in France to railway undertakings and applicants, excluding services provided in passenger stations.

**"RFN"**: Réseau Ferré National (National Rail Network); the content of the RFN is set out in decree no. 2002-1359 of 13 November 2002 establishing the content of the national rail network.

**"SNCF Réseau"**: Manager of the National Rail Network in accordance with Article L. 2111-9 of the Transport Code. All notifications and requests must be sent to the SNCF Réseau representative designated within the National Contracts.

**Intermodal Transport Unit (UTI)**: A term used to describe containers, swap bodies and semi-trailers that can be handled vertically using appropriate equipment (gantry cranes on rails or tyres, self-propelled cranes).

# SERVICES FOR THE USE OF COMBINED TRANSPORT SITES COMBINED TRANSPORT TERMINALS

## 1. Description of service facilities and regulated services

### 1.1. Service facilities

SNCF Réseau owns combined transport sites, hereinafter referred to as "CTC".

The list of CTCs and their technical characteristics can be found in Appendix 7.6 of the NS.

### 1.2. Use of rail facilities for handling UTIs

The use of a combined transport site for the purposes of rail-road transfer consists of allowing the applicant to use one (or more) track(s), the adjacent land required for handling the UTIs and its road access in order to switch from rail to road transport and vice versa.

### 1.3. Other CTC services

#### 1.3.1. UTI handling

These services, linked to the modal transfer of UTIs from wagon to lorry and vice versa, are offered by the beneficiaries of Availability Agreements (CMD) for handling areas.

The latter are obliged to provide UTI handling services to all CTC users in a transparent and non-discriminatory manner.

#### 1.3.2. Parking services on service roads

These services can be offered to railway undertakings that request them and when the facilities and the situation allow or require it, in addition to the use of the facilities.

Parking can be carried out after consultation, bearing in mind that handling operations have priority over parking. The local application contracts drawn up for the use of each requested site define these uses, where applicable.

#### 1.3.3. Rescheduling time slots

Applicants may request the rescheduling of time slots already granted (adding a time slot, moving a time slot in anticipation of or in response to a contingency).

## 2. How SNCF RÉSEAU makes CTCs available to applicants

Access to CTC rail facilities is subject to a contract being drawn up and duly signed before the start of the service. This contract is part of the ordering process described in § 3.

## 2.1. The contract between the applicant and SNCF RÉSEAU

The contractual framework authorising an applicant to access the rail facilities of a CTC is made up of a national contract and a local contract. Before entering a site for the first time, the applicant must return the signed national contract and local application contract for the site concerned to PSEF.

In the event of entry to or use of SNCF Réseau facilities without proper authorisation (i.e. contract in force or prior written authorisation in the event of an emergency), the offender is liable to prosecution and criminal penalties of six (6) months' imprisonment and a fine of €3,750 pursuant to Article L.2242-4 of the Transport Code, and in particular the provisions of 5°, which sanction: "*entry, travelling or parking on those parts of the railway or its outbuildings that are not used by public traffic without proper authorisation [...]*".

The contract (consisting of the national contract and one or more local contracts) is supplemented by appendices and operational and/or technical documents, which need to be signed for.

Before entering the site for the first time, the applicant, accompanied by SNCF Réseau, will take part in:

- an introductory visit to the site, during which a joint preliminary inspection may be carried out. At the applicant's request, the preliminary visit can be carried out before submitting their formal request to use the facilities. The corresponding local contract will then be amended accordingly,
- a joint inventory of fixtures on arrival.

During the presentation visit, SNCF Réseau and the applicant will provide each other with any information that may be useful for carrying out the services (specific needs of the applicant, names of the applicant's contacts, site opening hours, etc.) and for risk prevention. The SNCF Réseau representative shall comment all the operational and/or technical documents, including the local operating document applicable to the site, enabling SNCF Réseau facilities and equipment to be used safely.

A prevention plan is drawn up by the applicant specifying whether, in addition to complying with the safety rules set out in this technical and/or operational documentation, special measures must be taken to deal in particular with the risks of interference associated with the activity of SNCF Réseau agents on the site, but also with the risks associated with handling.

If the contract is renewed and there are no changes to the site's operating conditions or the applicant's own production processes, there is no need to carry out a new risk analysis. The parties undertake to inform each other of any such changes.

The applicant undertakes to inform SNCF Réseau immediately of the use of any service provider or subcontractor likely to have access to the CTCs and to usefully involve them in the risk analysis process (site visit, discussions on processes, submission of documents, etc.).

## 2.2. Conditions of use

On the site, the applicant is required to comply with, and to ensure that any service providers, subcontractors or customers likely to have access to the CTCs comply with, the regulatory provisions in force, as well as any safety document applicable to the installation.

Consequently, the applicant is required to provide them with all relevant information prior to their on-site visit.

The applicant undertakes to respect the time slots granted or the programming mechanisms set out in the contract. At the end of each period during which the CTCs are made available, no property used by the applicant (and/or any service providers, subcontractors or clients likely to work on site) may remain on the CTCs after the applicant has left.

The applicant undertakes to use the contracted CTCs in such a way that they will only have to withstand normal wear and tear in line with the activity carried out. If any damage is found to have been caused by the applicant or by any company or person working on the CTC on the applicant's behalf, the applicant will be invoiced for the work required to restore the CTC to its original state, after being informed.

In the event of an emergency, particularly in the event of an accident, any fault that renders the CTCs temporarily unusable or any other event that prevents them from being used under normal safety conditions, SNCF Réseau may, without prior notice, prohibit the use of the CTCs for the time necessary to restore them to working order or for the event that caused road or rail traffic to stop to disappear. SNCF Réseau shall inform the applicant of this and, in such a case, makes its best efforts to offer an alternative solution to the applicant where possible.

### **3. How to order the service**

The applicable language for any exchange or contact, whether written or oral, is French. In particular, the documents exchanged between the applicant and SNCF Réseau shall be drafted in French, where applicable in the format(s) requested by SNCF Réseau.

#### **3.1. The two stages of the order**

The service is ordered in two (2) stages:

- the national contract is signed,
- a local application contract is signed.

- **How to sign the national contract**

The request can be made at any time and, at the latest, at the same time as the first request for a local application contract for the timetable (see § 2 of the ordering process below). To do this, applicants must:

1. inform PSEF in writing (by post or e-mail) of the purpose of the request ("request for a national contract for the use of CTCs") as well as any data or information useful for processing the request, such as the information on the form available on the PSEF website (<http://psef.sncf-reseau.fr/>);
2. keep the acknowledgement of receipt from PSEF (sent by e-mail) confirming that the application has been registered and/or, where applicable, provide any additional information required by PSEF to ensure that the application is processed correctly;
3. validate its request by returning to PSEF, within one month of sending it, the signed national contract, for which PSEF will have sent it a preliminary project stipulating the

terms and conditions for organising and carrying out the Service of using the facilities concerned.

- **Procedures for signing the local application contract**

Any order for the use of a CTC's facilities by an applicant must be made by sending PSEF a duly completed order form (included in the appendix to the national contract or available on the PSEF website). Applications must be submitted for each site.

Each order form received is the subject of a specific study by SNCF Réseau's departments, generating an instruction period before PSEF sends the applicant the draft contract. The processing timetable is set out in § 7.3.3.6 of the NS.

Once the order has been processed by PSEF, a local application contract is sent to the applicant. The applicant has one (1) month from the date of dispatch of this document to return the local application contract to PSEF by registered letter. Failing this, the facilities, which are the subject of the order, shall be deemed to be free and may be reserved by other applicants.

- **Confidentiality in talks**

The SNCF Réseau staff responsible for processing requests for services and carrying them out shall respect the confidentiality of the industrial or commercial information communicated to them by the applicant. This obligation has also been reinforced. Since 25 April 2017, SNCF Réseau has adopted and implemented a confidential information management plan, in accordance with Decree no. 2015-139 of 10 February 2015 on the confidentiality of data held by the rail infrastructure manager and the rail transport system ethics commission .

Reciprocally, the same requirement applies to an applicant who would have information of the same nature.

However, if an applicant wishes to formally cover the pre-contractual exchanges it will have with PSEF, it may ask PSEF to sign a confidentiality agreement.

### **3.2. Type of offer**

Given the needs of the applicants, two offers are proposed:

- the "*firm*" offer is based on the determination, at the start of the contract, of the day(s) and time slots firmly allocated to the applicant. These can be adapted (moving the slot, adding a slot) at the request of the applicant, subject to the availability of the facility,
- the "*open*" offer is based on the possibility for the applicant to request the use of the CTCs three working days in advance, but with no guarantee that they will be available on the date requested (10 time slots maximum per month).

### 3.3. Ordering process

#### 1. Registration of the applicant's national contract request by SNCF Réseau (PSEF)

The applicant sends its request for a national contract to PSEF by any means *via a standard order form* available on the PSEF website, with the list of elements necessary for SNCF Réseau to be able to process the request. The national contract is sent within five (5) working days, and the applicant has one (1) month to sign and return it.

#### 2. Registration of the applicant's local application contract by SNCF Réseau (PSEF)

The applicant sends its request for a local application contract to PSEF *via the order form attached to the local contract*, with the list of elements necessary for SNCF Réseau to be able to process the request. PSEF registers the order once it has been checked to ensure it is complete.

*Note: this step may be performed at the same time as step 1.*

#### 3. Contract proposal from SNCF RÉSEAU (PSEF) to the applicant

PSEF will send the applicant *a draft local contract* within a maximum of one (1) month.

#### 4. Signature of the contract by the applicant

From the date of transmission of the draft contract by SNCF Réseau, the applicant has a maximum period of one (1) month to study and accept this draft.

After this date, the offer will no longer be valid.

If the applicant accepts SNCF Réseau's draft contract, it must date, sign and return it to PSEF. It must be returned no later than eight (8) calendar days before the first planned operation date.

Without a signed contract, the applicant will not be able to access the CTC.

#### 5. Site presentation visit, implementation of the risk analysis process on the site and inventory of fixtures (simultaneous or not)

*Note: at the applicant's request, the site visit may take place before a local contract is ordered.*

#### 6. Carrying out the service

### 3.4. Contract renewal

With regard to requests for renewal of the national contract, the BENEFICIARY is advised as far as possible to make its request at least three (3) months before the expiry date of the contract, to facilitate the processing of the request.

# NATIONAL CONTRACT FOR THE USE OF RAIL FACILITIES OF THE COMBINED TRANSPORT SITES (CTC)

## CONTENTS

- 1. Purpose ..... 14
- 2. Applicable documents ..... 15
- 3. Scope of application..... 15
- 4. Documentation and information..... 15
- 5. Identification of services..... 15
- 6. Facility operating procedures ..... 15
- 7. Provisions prior to access to railway facilities..... 16
- 8. Programming ..... 17
- 9. Duration ..... 17
- 10. Charging ..... 17
- 11. Invoicing ..... 17
- 12. Regulations ..... 18
- 13. Transport of dangerous goods..... 18
- 14. Effective date of duration..... 18
  
- APPENDIX 1: LOCAL ORDER FORM..... 20
- APPENDIX 2: DETAILS OF THE CONTACT PERSONS ON BOTH SIDES APPOINTED FOR THE CONTRACT ..... 20
- APPENDIX 3: SEPA DIRECT DEBIT MANDATE FORM..... 21
- APPENDIX 4: BANK DETAILS OF SNCF RÉSEAU ..... 22

*PSEF reference:*

BETWEEN THE UNDERSIGNED:

**SNCF Réseau SA**, a limited liability company with share capital of €621,773,000, entered on the trade and companies register under number 412 280 737, with registered headquarters at 15-17, rue Jean-Philippe Rameau, , CS 80001, 93418 La Plaine Saint-Denis Cedex, represented by [...], as [PSEF Director, duly authorised for the purposes hereof,

Hereinafter referred to as "**SNCF RÉSEAU**",

On the one hand,

**AND**

The company [...] registered in the [...] Trade and Companies Register under no. [...] (SIREN no. [...]) with its registered office at [...], represented by [...], title, duly authorised for the purposes hereof,

Hereinafter referred to as "**the applicant**",

On the other hand,

SNCF RÉSEAU and the BENEFCARY being hereinafter referred to as the "Parties" collectively and a "Party" individually.

## **FOREWORD**

In order to meet the operational needs of the users of the national rail network for their combined transport activity, SNCF Réseau allows them to use the railway facilities of the Combined Transport Sites belonging to SNCF Réseau to carry out operations related to this activity.

Any use of a Combined Transport Site is governed by the "**Contractual Conditions Common to Contracts for the Use of Service Facilities**", by this "**National Contract for the Use of the railways facilities of the CTCs**" and by one or more "**Local Contracts**" that specify, supplement or derogate, where applicable, from the Common Contractual Conditions and the National Contract respectively.

This document constitutes SNCF Réseau's National Contract for the Use of **the railways facilities of the** Combined Transport Sites.

SNCF Réseau underlines that its decision to enter into a contract with the BENEFCIARY was based on the rail activity that the latter intends to develop on the CTC(s) for which use has been authorised. This clearly stated intention on the part of the BENEFCIARY constitutes an essential and determining condition in SNCF Réseau's commitment to the latter.

## IT IS IN THESE CIRCUMSTANCES THAT THE PARTIES HAVE AGREED AS FOLLOWS:

### Definitions

The definition of the terms used in this National Contract is included in the Common Contractual Terms and Conditions. It is completed by:

**"Contract for the use of a combined transport site:** the set of rules governing the use by an applicant of all or part of an SNCF Réseau combined transport site, as defined in article 3 hereof.

**"Local contract"**: contract for the use of all or part of a combined transport site drawn up in application of this document and valid on a given site. It may not be valid for more than one working day.

**"Combined transport terminals (CTC)** "A set of fixed facilities (including both rail and non-rail facilities such as handling areas, road access, etc.), belonging to SNCF Réseau, listed and described in the current NS, enabling UTIs to be transferred from rail to road and vice versa.

**"Local operating document"**: local document drawn up and managed by the site operator specifying, for this site, the consistency and characteristics of SNCF Réseau's installations and local particularities.

**"Working days"**: Monday to Friday, excluding French public holidays.

**"Plateforme de Services aux Entreprises Ferroviaires (PSEF)"**: (Service Platform for Railway Undertakings) Body responsible, within SNCF RÉSEAU responsible for the commercialization of certain services offered in France to railway undertakings and applicants, excluding services provided in passenger stations.

**Intermodal Transport Unit (UTI):** Term used to describe containers, swap bodies and semi-trailers that can be handled vertically using appropriate equipment (gantry cranes on rails or tyres, self-propelled cranes)

### 1. Purpose

The purpose of this national contract is to authorise the Applicant to use the railway facilities made available to it to enable the road-rail transfer of UTIs as defined in section 6 of this contract, the framework for which is set out in Appendix 7.4 of the current NS.

### 2. Applicable documents

The use of a combined transport site is governed, in descending order of priority, by:

1. the current NS, and in particular Appendix 7.4 "Use of combined transport sites";
2. the Common Contractual Conditions;
3. this contract forming a national umbrella contract;
4. the local and its appendices;
5. the local operating document and the prevention plan where applicable;

6. any technical documents.

Any reference to the contract for the use of the railway facilities of a CTC shall be construed as a reference to all the documents referred to above.

This contract in the version signed by the parties (for documents requiring signature) takes precedence over all documents and correspondence previously exchanged between the parties.

### 3. Scope of application

This document is a national contract valid for all the facilities listed in Appendix 7.6 of the current NS.

### 4. Documentation and information

The PSEF contact details are as follows :

- Telephone: +33 9 80 98 03 29
- PSEF e-mail: services.psef@sncf.fr;
- Postal address:  
12, rue Jean-Philippe Rameau  
CS 80001  
93212 LA PLAINE SAINT DENIS Cedex

The contact details of the person in charge of the contract on behalf of the applicant are:

- Name: .....
- Postal address: .....
- E-mail: .....
- Telephone: .....

### 5. Identification of services

The use of a CTC site for the purposes of rail-road transfer consists of allowing the applicant to use one (or more) rail track(s), the adjacent land required for handling the UTIs and its road access in order to switch from rail to road transport and vice versa.

### 6. Facility operating procedures

Only the applicant is authorised to access the facilities covered by a local contract. However, by way of derogation, any subcontractors, agents or employees of the applicant may access the facilities under the applicant's responsibility.

The applicant is required to comply with, and to ensure that any service providers, subcontractors or customers likely to have access to the facilities comply with the regulatory provisions in force, as well as any local operating document.

Any storage of equipment or goods is prohibited under this contract on SNCF Réseau premises, except for the time strictly necessary for the trans-shipment included in the definition of time slots. The applicant and/or any of its subcontractors, agents or

representatives are under no circumstances authorised to carry out any works, constructions or installations on SNCF Réseau property under this contract. In the event that the applicant is legally obliged (in particular under employment law) to provide facilities for its staff close to the contracted facilities, it will contact PSEF to study the possibilities of meeting its needs.

## 7. Provisions prior to access to railway facilities

Before any first access, the applicant must order the use of each facility it wants from PSEF using the order form (available on the PSEF website). Requests must be submitted for each site. Any order received on a medium other than the order form or which is incomplete will not be processed. Once the order has been processed by PSEF, a local contract is sent to the applicant. The latter has one (1) month from the date of dispatch of this document to return it by recorded delivery to PSEF. Failing this, the facilities covered by the draft local contract will be deemed free and may be reserved by other applicants.

Once the local contract has been returned signed, and before any first access to a site's facilities, the applicant must jointly visit the facilities on site with SNCF Réseau. During this introductory visit, a joint preliminary inspection may be carried out.

A prevention plan is drawn up if, over and above compliance with the safety rules set out in this technical and/or operational documentation, special measures need to be taken, particularly to deal with interfering risks linked to the activity of SNCF Réseau agents on the site.

Applicants may not access facilities covered by a local contract until the prevention plan, where applicable, has been drawn up and signed.

Applicants may not access the facilities until they have received a receipt for the local site operating document.

However, if the local contract is renewed without interruption and if the site's operating conditions or the applicant's own production processes are not changed, the applicant will be able to use the facilities without a new site visit and ICP. Exceptions to this principle may be made in the local contract at the request of the applicant.

For each installation, the applicant chooses between a "firm" offer (reservation of a number of access trains as soon as the local contract is signed, with the possibility of modifications subject to conditions) and an "open" offer (reservation possible until D-3). This choice is shown on the local order form for the CTC requested.

## 8. Programming

- *The "firm" offer* allows the applicant to reserve a number of accesses defined in the local contract, which is then firmly granted and invoiced.

Apart from reservations, the applicant may request the use of the desired facilities either by requesting the relocation of the accesses requested, or by requesting additional accesses to the facilities, up to a limit of ten (10) additional accesses per month. The facilities are then made available to the applicant, for the accesses

requested, subject to the prior agreement of SNCF Réseau according to the following programming process:

Applicants may request additional access to PSEF facilities by sending an e-mail to **services.psef@sncf.fr** with a minimum of three (3) working days' notice before the desired day, indicating in the subject line " **[local contract reference]** - *request for open programming* ", and specifying whether additional access is required. SNCF Réseau will examine the request and respond positively or negatively (depending on the expected availability of facilities) by e-mail. In the event of a positive response, access is granted and invoiced.

This modification offer is limited to ten (10) accesses per month.

- *The "open" offer* allows applicants to make a commitment only three working days in advance. It then requests access to the desired facilities in the following way:

The applicant requests access to the PSEF facilities by e-mail to **services.psef@sncf.fr** with a minimum of three working days' notice before the desired day, indicating in the subject line " **[local contract reference]** - *open scheduling request* ", and specifying whether this is a new request or a request to move access that has already been scheduled.

SNCF RÉSEAU will examine the request and respond positively or negatively (depending on the expected availability of facilities) by e-mail. In the event of a positive response, access is granted and invoiced.

This offer is limited to ten (10) accesses per month.

## 9. Duration

This contract is concluded for a maximum of one working day. Local contracts specify the duration for each facility used.

## 10. Charging

The fares for the services are defined in the local contract on the basis of the information published in Appendix 7.9 of the current NS.

## 11. Invoicing

In the case of "firm" contracts, the fee is payable monthly in arrears, at the beginning of each month of the year and for the first time from the date on which the local contract takes effect. For the period between the effective date and the end of the current calendar month, and likewise for the period between the beginning of the current calendar month and the end of the local contract, the applicant will pay the basic monthly fee calculated on the basis of the time accrued for the fraction of the month. Any time slot changes or additional time slots will be invoiced in arrears.

In the case of "open" contracts, the fee is payable monthly in arrears. In the event of cancellation of a time slot scheduled under an open contract, or of an additional time slot

under a firm contract, more than three (3) working days before the scheduled date of performance, only the scheduling fees will be invoiced. If there are less than three days, the time slot will be invoiced.

In the case of a local contract comprising a firm part and an open part, invoicing is broken down and organised according to the rules set out above. If necessary, the local contract will specify this point.

## 12. Regulations

Invoices are sent by SNCF Réseau to the following address:

To:

Address:

Intra-Community VAT: FR

SIRET:

BUPO (if necessary):

### Further information:

*Invoicing department:*

*Contact name:*

*Email address:*

*Tel:*

## 13. Transport of dangerous goods

The transport of dangerous goods is authorised on the facilities unless prohibited by the Local Contract. The term "hazardous materials" has the meaning set out in the current Network Reference Document.

## 14. Effective date and duration

### *Entry into force*

- Either from the first day of the relevant service timetable if it is signed before that date, or
- Either from the date of signature if it is signed after the first day of the service timetable in question, or

### *End*

- At the end of the last day of the relevant service timetable

\_\_\_\_\_, on \_\_\_\_\_

in two originals copies, initialled on each page.

For SNCF Réseau	For the railway undertaking
<p><b>Name:</b> <i>Director of PSEF</i> <i>Stamp</i></p>	<p><b>Name:</b> <i>Position:</i> <i>Stamp</i></p>

## APPENDIX 1: LOCAL ORDER FORM

Available on the PSEF website and printable as a blank version (<http://www.psef.sncf-reseau.fr/pages/bons-de-commande>)

## APPENDIX 2: DETAILS OF THE CONTACT PERSONS ON BOTH SIDES APPOINTED FOR THE CONTRACT

### APPLICANT

Entities / Addresses	Name/Position	Contact details

### SNCF RÉSEAU

Plateforme de Services aux Entreprises Ferroviaires (PSEF) 12, rue Jean-Philippe RAMEAU CS 80001 93212 LA PLAINE SAINT DENIS Cedex	<b>PSEF</b> <i>(open from 08:00 to 17:00, Monday to Friday, excluding French public holidays)</i>	<b>+33 9 80 98 03 29</b> <b>services.psef@sncf.fr</b>
--	--	--



## APPENDIX 4: BANK DETAILS OF SNCF RÉSEAU

The SNCF RÉSEAU bank details are:

Account holder: SNCF RESEAU péages

Address: PARIS OPERA

Bank code: 30003

Account number: 03620 00020216907

RIB: 50

IBAN: FR76 30003 03620 00020216907 50

BIC ADDRESS SWIFT: SOGEFRPPHPO