

**Regulations governing the operation and use of parking lots and designated drop-off
and pick-up areas at ANA, S.A. airports**

Whereas:

- (i) ANA, S.A. is the entity legally responsible for the administration, management and operation of airport infrastructures and, in order to carry out its duties, has the powers and prerogatives of authority set out in Article 7 of Decree Law no. 254/2012 of 28 November and in Clauses 30 and 31 of the Airport Public Service Concession Contracts signed with the Portuguese State;
- (ii) ANA, S.A. is responsible for managing the use of airport infrastructure, namely parking lots and designated drop-off and pick-up areas at its network airports, in order to ensure the quality and safety of those areas and effectively coordinate those involved within the airport ecosystem;
- (iii) For this purpose, ANA, S.A. has the power to draw up and apply regulations of a general and abstract nature which may produce external legal effects;
- (iv) There has been a sharp increase in the number of passengers at ANA network airports, together with changing patterns in the use of road access routes to passenger terminals, by which these regulations shall establish the terms and conditions for the use of parking lots and designated drop-off and pick-up areas, and shall govern the behavior of users;
- (v) Such use of public domain requires the levying of a parking charge, pursuant to Article 40 of Decree Law no. 254/2012 of 28 November, which shall be payable in accordance with these regulations;
- (vi) The provisions of these regulations must be accompanied by effective mechanisms to ensure compliance, failing which they would be rendered ineffective in practice, the intent being to adopt a system of penalties which, whilst not constituting an administrative offence regime nor replacing the penalty regimes provided for by law, nevertheless forms part of the powers vested in ANA, S.A., as the concessionaire of the public airport service supporting civil aviation;
- (vii) Serious non-compliance with the obligations set out in these regulations, which affects the safety and smooth operation of parking lots and designated drop-off and pick-up areas, or which constitutes a breach of tax obligations, shall entitle ANA, S.A. to temporarily restrict or suspend users' access to such facilities, through the non-discriminatory, transparent and proportionate application of the penalties provided for herein;

(viii) The provisions of these regulations shall apply in an objective, transparent and non-discriminatory manner to all users of parking lots and designated drop-off and pick-up areas; Based on the above, and pursuant to Article 7(g) of Decree Law no. 254/2012, of 28 November, clause 31.1(f) of the Airport Public Service Concession Contract for Civil Aviation Support at airports located on mainland Portugal and in the Autonomous Region of the Azores, and clause 30(f) of the Public Airport Service Concession Contract for airports located in the Autonomous Region of Madeira, ANA, S.A. approves these regulations, which shall be governed by the following articles:

CHAPTER I

General Provisions

Article 1

(Definitions)

1. In these regulations and in other documents, the terms listed below, whether or not they begin with a capital letter and unless the context clearly indicates otherwise, shall have the meaning ascribed to them below, regardless of whether they are used in the singular or plural:
 - a) **Airport(s)** - the airports of Lisbon, Porto, Faro, Funchal, Porto Santo, Ponta Delgada, Horta, Santa Maria, Flores and the Beja Civil Terminal, whatever their designated names may be, to which these regulations shall apply;
 - b) **ANA, S.A.** - ANA - Aeroportos de Portugal, S.A., the concessionaire of the public airport service to support civil aviation at airports and the managing entity of these airports, pursuant to applicable legislation and the concession contracts entered into with the State;
 - c) **Permit** - a special scheme for paying the parking charge through the advance payment of a fixed amount linked to the vehicle's license plate;
 - d) **Credipark Card** - a prepaid parking card granting access to parking lots and/or designated drop-off and pick-up areas, subject to a minimum top-up amount and linked to a maximum number of vehicle license plates;

- e) **Concession contract** - the concession contract for the public airport service supporting civil aviation at airports located on mainland Portugal and in the Autonomous Region of the Azores, and the public service concession contract for airport services at airports located in the Autonomous Region of Madeira;
- f) **Technical specifications** - a document approved by ANA, S.A., relating to each parking lot and each drop-off and pick-up area, establishing its location, physical and operational characteristics, capacity, types of users, access and payment methods, and other specific conditions of use, and which is displayed on site and published on the ANA, S.A. website;
- g) **Parking lot** - a space within the public domain, with a clearly delimited and signposted area, intended for the temporary stopping and parking of vehicles, whose use shall be subject to the provisions of these regulations;
- h) **Permit-only parking lot** - a parking lot whose access is restricted exclusively to permit holders;
- i) **Open permit-only parking lot** - a parking lot whose access is restricted exclusively to permit holders, where new permits are available in addition to the existing ones;
- j) **Closed permit-only parking lot** - a parking lot whose access is restricted exclusively to permit holders, where new permits are not available in addition to the existing ones;
- k) **Mixed parking lot** - a parking lot offering access to users on a rotational basis and under a permit scheme;
- l) **Reserved parking lot** - a parking lot whose access is restricted to certain users, whose eligibility is determined at any given time by ANA, S.A.;
- m) **BUS parking lot** - a parking lot with marked spaces for heavy goods vehicles;
- n) **Service provider** - a natural or legal person contracted by ANA, S.A. to provide management services for parking lots and/or designated drop-off and pick-up areas;
- o) **User** - a passenger or any other person who accesses and/or uses parking lots and/or designated drop-off and pick-up areas in order to park their vehicle;
- p) **Staff user** - an employee of a company having a contract with ANA, S.A. or holding a license issued by ANA, S.A., for the use or exclusive occupancy of the

public airport domain, who regularly and continuously accesses a specific area of the public airport domain in order to carry out the duties to which they are bound;

- q) **Designated drop-off and pick-up area** - an area adjacent to the airport terminal, containing spots designated for the pick-up and drop-off of users by public, private, official and emergency road transport.
- 2. Any terms used in these regulations which are not defined above shall, where applicable, be interpreted pursuant to relevant legislation.

Article 2

Purpose and scope

- 1. These regulations shall govern the organization, functioning and conditions of use by users, including staff, of parking lots and designated drop-off and pick-up areas.
- 2. These regulations apply to all existing and future parking lots and designated drop-off and pick-up areas in the public airport domain.

Article 3

Organisation of airport perimeter

- 1. ANA, S.A. shall provide and organize the areas within the airport perimeter used as parking lots and designated drop-off and pick-up areas, specifying their location, characteristics, conditions of use and applicable parking charges.
- 2. For the purposes of the above paragraph, ANA, S.A. shall draw up technical specifications relating to parking lots and designated drop-off and pick-up areas, which will be displayed at each of these locations and published on its official website.

Article 4

Administration and operation of parking lots and designated drop-off and pick-up areas

- 1. ANA, S.A. shall exercise, pursuant to the law and the concession contracts, the powers of administration, management and operation of parking lots and designated drop-off and pick-up areas.
- 2. For the purposes of the above paragraph, ANA, S.A. shall publish, in each parking lot and in each designated drop-off and pick-up area, as well as on its official website, the conditions of use for parking lots and designated drop-off and pick-up areas, per the current technical

specifications.

3. ANA, S.A. shall determine, at any given time, the parking lot capacity allocated to each type of user and may amend this allocation in accordance with operational and/or commercial criteria.
4. ANA, S.A. shall levy the parking charge due, pursuant to the law and these regulations.
5. ANA, S.A. may contract service provider(s) to administer and manage parking lots and designated drop-off and pick-up areas, notwithstanding the application of these regulations.

Article 5

Road signage

1. Parking lots and designated drop-off and pick-up areas shall have road signage in accordance with legal requirements, indicating parking areas, stopping areas and no-parking zones, areas where a parking charge applies, vehicle and pedestrian exits, prohibited directions, mandatory changes of direction, existing obstacles and, where applicable, areas designated for customer service.
2. Parking spaces will also be demarcated using white boundary lines.
3. Notwithstanding the above paragraph, the boundary lines of parking spaces may be of different colors depending on whether they are intended, in particular, for heavy passenger vehicles, for vehicles displaying a parking permit for people with disabilities (marked with the international symbol of accessibility) or for vehicles carrying pregnant women or those accompanying infants, vehicles used in the service of certain organizations, or electric vehicles.

Article 6

Access to parking lots and designated drop-off and pick-up areas

1. Access by users and their vehicles to parking lots and designated drop-off and pick-up areas shall be public, subject to the conditions of these regulations.
2. The following types of vehicles shall be prohibited from accessing parking lots and designated drop-off and pick-up areas:
 - a) Vehicles whose size exceeds the limit set for each location, where applicable;
 - b) Vehicles powered by liquefied petroleum gas or compressed and liquefied natural gas which do not meet the legal requirements for parking in enclosed areas;
 - c) Motorcycles, mopeds, tricycles and quadricycles, except where duly authorized pursuant to the technical specifications in force.

Article 7

Obligations of users of parking lots and designated drop-off and pick-up areas

1. Users of parking lots and designated drop-off and pick-up areas must fulfil the following obligations:
 - a) To comply with rules governing the use of parking lots and designated drop-off and pick-up areas;
 - b) To comply with the Highway Code and related legislation;
 - c) To refrain from starting fires, or using blowtorches or any other materials, instruments and/or tools that may pose a risk of fire or explosion;
 - d) To refrain from transporting any flammable, explosive or toxic goods, utensils, materials or substances, in particular containers of fuel, oils, gases and volatile substances;
 - e) To keep the vehicle's engine running solely for the purpose of driving or maneuvering when parking;
 - f) To stop or park the vehicle only in areas designated for this purpose;
 - g) To park the vehicle within the limits of the designated space, respecting the parking boundary lines;
 - h) To refrain from using any kind of cover on the parked vehicle;

- i) To comply with instructions from ANA, S.A. and its service providers regarding the management, safety, maintenance, upkeep and cleaning of the premises;
 - j) To refrain from any washing, lubrication, servicing or repair work on the vehicle, except where strictly necessary for the purposes of entering and exiting the vehicle;
 - k) To pay the parking charge due;
 - l) To remove the vehicle after being notified to do so per Article 10 of these regulations, failing which the legal penalties set out in that same article shall apply;
 - m) To refrain from carrying out any commercial activity, in particular the leasing of driverless vehicles, the provision of taxi or TVDE services outside of designated areas, or any other form of offering, soliciting, promoting or marketing transport services, regardless of their legality, authorization or legal framework.
2. The following shall be considered unauthorized stopping or parking areas for the purposes of sub-paragraph (f) of the above paragraph:
- a) Those situated outside the perimeter of parking lots and designated drop-off and pick-up areas, unless authorised by ANA, S.A.;
 - b) Those indicated as prohibited by vertical or horizontal signage;
 - c) Corridors, access ramps or any other area for common use, thereby preventing or hindering movement or manoeuvring by other users;
 - d) Parking spaces that are clearly marked as exclusively reserved for certain organisations.

Article 8

Operating hours of parking lots and designated drop-off and pick-up areas

- 1. The opening hours of parking lots and designated drop-off and pick-up areas and their respective service counters shall be displayed on site and published on the ANA, S.A. website.
- 2. Notwithstanding the above paragraph, these may be temporarily closed or subject to access and usage restrictions for reasons of operational safety, namely, to carry out works requiring the areas to be temporarily vacated, or due to any circumstances posing a danger to users and vehicles.

3. Wherever possible, the closure of parking lots and designated drop-off and pick-up areas will be announced on the ANA, S.A. website at least 48 (forty-eight) hours in advance and displayed at the relevant locations.

Article 9

Illegal stopping and parking

1. Any vehicle found to be illegally stopped or parked in parking lots or designated drop-off and pick-up areas may be towed away or immobilised by the relevant authorities, pursuant to the Highway Code.
2. For all due purposes, a vehicle shall be considered illegally stopped or parked under any of the following circumstances:
 - a) When parked for more than 30 (thirty) consecutive days without having paid the relevant parking charge;
 - b) When having no license plate or a license plate that cannot be read properly;
 - c) When stopped or parked in a manner that poses a clear danger or causes serious disruption to the operation of parking lots or designated drop-off and pick-up areas;
 - d) When in a severely and clearly visible state of disrepair.
3. The powers of competent authorities shall not affect ANA, S.A.'s right to order the removal of a vehicle to an alternative location of its choice, pursuant to Decree Law no. 254/2012 of 28 November, in situations where the vehicle has been parked for a period of not less than 30 days.

Article 10

Vehicles parked illegally and presumed to have been abandoned

1. Under any of the circumstances described in paragraphs 2 and 3 of the previous article, ANA, S.A. shall, wherever possible, notify the user to settle the debt and remove the vehicle within 45 days.
2. If the situation has not been remedied within the time period stated in the above paragraph, the vehicle shall, for all legal purposes, be deemed part of the State's public domain.

3. Under the circumstances described in the above paragraph, the legal provisions of the Highway Code relating to abandoned vehicles shall apply, in particular for the purposes of immobilization, removal and subsequent declaration of abandonment.
4. ANA, S.A. reserves the right to take the necessary measures with relevant administrative and police authorities to enforce the applicable legal framework pursuant to this article.
5. The provisions of this article shall not prejudice ANA, S.A.'s right to take appropriate legal action to recover any amounts due.

Article 11

Parking spaces reserved for vehicles carrying users with reduced mobility

1. In parking lots and designated drop-off and pick-up areas, there are reserved spaces, marked in accordance with Article 5 of these regulations, for parking vehicles driven by passengers with disabilities who hold the relevant parking permit, those with reduced mobility, pregnant women and those accompanying infants.
2. Where applicable, clearly marked reserved parking spaces may exist for the following types of vehicles:
 - a) For official organisations in service;
 - b) For emergency vehicles in service;
 - c) For those having specific distinguishing features, such as hybrid, electric or small-sized vehicles;
 - d) For companies duly licensed by ANA, S.A. to provide shuttle services;
 - e) Others specifically designated by ANA, S.A.
3. Subject to the provisions of the above paragraphs, ongoing priority support for users shall be ensured through a dedicated communication system.

CHAPTER II

Parking lots

Article 12

Purpose of parking lots

1. Parking lots are intended for users to stop and park their vehicles. They may also be used for dropping off and picking up users, in accordance with these regulations or as stipulated by ANA, S.A.
2. Notwithstanding the above paragraph, ANA, S.A. may provide services to users or third parties in parking lot areas, pursuant to terms and conditions published on its official website.

Article 13

Parking charge

1. Pursuant to Article 40 of Decree Law no. 254/2012 of 28 November, a parking charge shall be due for parking vehicles in parking lots.
2. ANA, S.A. shall publish on its official website, and at each of its parking lots, the amounts due for parking charges in force at any given time.
3. Parking charges shall be determined by ANA, S.A., and may vary depending on the location of the parking lot, its type, the duration of parking, the day of the week and the type of vehicle.
4. ANA, S.A. may update, revise and alter the amounts of the parking charge.

Article 14

Payment of parking charge

1. The parking charge shall be payable by one of the following methods, where available at the relevant parking lot:
 - a) In cash at a manual or automatic checkout station;
 - b) Via mobile app;
 - c) Via Credipark Card;
 - d) Via subscription to a permit;
 - e) Via online booking.
 - f) Using the *Via Verde* system or equivalent.
2. Conditions relating to payment methods for the parking charge, per the above paragraph, can be found in the relevant technical specifications currently in force.

3. Notwithstanding the above paragraph, users who use the mobile app to pay their parking charge must do so in accordance with the app's terms and conditions.
4. Users who use the licence plate recognition system to pay their parking charge must select this option at the parking lot entrance gate.
5. Users who make an online booking to pay the parking charge must do so per the terms and conditions on ANA, S.A.'s website.
6. Once one of the payment methods for the parking charge in paragraph 1 has been selected, users shall have a specified period in which to remove their vehicle from the car park, pursuant to the technical specifications in force.
7. If this period is exceeded, users must pay the parking charge again for the period that has elapsed in the meantime.
8. Users may not remove their vehicle from the parking lot until they have paid the relevant charge.

Article 15

Credipark Card and permit subscriptions

1. Users may apply for a Credipark Card by completing the relevant form at any cashier at the airport in question, pursuant to the technical specifications in force.
2. Users may apply for, and request renewals of, permits for open and closed permit-only parking lots, and for mixed parking lots, on the ANA, S.A. website, pursuant to terms and conditions in force.
3. A service charge, as provided for by law, shall be payable for the issue and renewal of the permit, in an amount determined by ANA, S.A. per the pricing schedule in force.
4. Once the service charge has been paid in accordance with the above paragraph, the user may collect their permit from any cashier at the parking lot of the airport in question.
5. Notwithstanding the preceding paragraphs, staff members wishing to subscribe to a permit must submit the following to ANA, S.A.:

- a) A statement from the company, issued within the past two months, confirming that the user carries out a specific activity within the public airport domain; or
 - b) A copy of the airport ID card, whose validity must be longer than the duration of the permit, duly validated by the airport security office.
6. A staff member's permit may only be used by that staff member during their working hours or whilst carrying out their duties each day.
7. Permits are personal and non-transferable, and may be cancelled by ANA, S.A. in the following cases:
- a) Upon expiry of the permit's validity, unless it is renewed in a timely manner, pursuant to terms and conditions in force;
 - b) Failure to comply with user obligations under these regulations;
 - c) Use by a person other than the person to whom it was issued, without express authorisation from ANA, S.A.;
 - d) Use for a purpose other than that for which it was issued;
 - e) Failure to pay the parking charge pursuant to the terms and conditions on the ANA, S.A. website and in the technical specifications;
 - f) Discontinuation of the conditions and prerequisites under which the permit was issued, namely termination of the contractual relationship with the company issuing the statement referred to in paragraph 5(a), or suspension of the airport identification card or the authorisation to access the areas of service provision;
 - g) Where the public interest in airport operations so demands, following a reasoned decision by ANA, S.A.

Article 16

Loss or damage to parking lot entry ticket, permit or Credipark Card

- 1. If an entry ticket is lost or damaged to the extent that it cannot be read, ANA, S.A. will use all means at its disposal to determine how long the user utilized the parking lot.
- 2. If the provisions of the above paragraph cannot be met, ANA, S.A. shall levy a parking charge corresponding to 24 hours' use of the parking lot in question.
- 3. If an entry ticket is lost, where the parking charge has already been paid, but the user does not have a payment receipt, the provisions of the following paragraphs shall apply.

4. If the permit is lost or damaged, the user must request a duplicate copy from the ANA, S.A. website, pursuant to terms and conditions in force.
5. If the Credipark Card is lost or damaged, the user must request a duplicate copy from the cashiers of the parking lots at the airport in question, pursuant to the technical specifications in force.
6. Since ANA, S.A. cannot be held liable for the loss or damage to the permit, the user shall not be entitled to reimbursement for any amount spent to access and use the parking lot until a new permit is received.

CHAPTER III

Designated drop-off and pick-up areas

Article 17

Purpose of designated drop-off and pick-up areas

1. Designated drop-off and pick-up areas shall be intended for users to stop and park their vehicles for as long as is necessary for this purpose.
2. In view of the above paragraph, ANA, S.A. may impose conditions on access to these facilities and the length of stay therein, to allow them to be used by a greater number of users.

Article 18

Parking charge

1. Pursuant to Article 40 of Decree Law no. 254/2012 of 28 November, a parking charge shall be due for parking vehicles in designated drop-off and pick-up areas.
2. ANA, S.A. shall publish on its official website, and at each of its designated drop-off and pick-up areas, the amounts due for parking charges in force at any given time.
3. ANA, S.A. may update, revise and alter the amounts of the parking charge.

Article 19

Payment of parking charge

The parking charge shall be paid pursuant to Article 14 of these regulations, with the necessary adaptations.

CHAPTER IV

Oversight and penalty regime

Article 20

Oversight

ANA, S.A. shall, either directly or through service providers it has contracted, monitor the use of parking lots and designated drop-off and pick-up areas through its staff, video surveillance systems or licence plate recognition, in order to assess compliance with the rules set out in these regulations, whilst complying with the applicable legislation on the protection of personal data.

Article 21

Offences

Any failure, whether intentional or through negligence, to comply with the obligations of these regulations shall constitute an administrative offence punishable by the penalties provided for in this chapter.

Article 22

Types of offences

1. The following breaches of these regulations shall constitute minor offences:
 - a) Article 6(2)(c) concerning access to parking lots and designated drop-off and pick-up areas;
 - b) Sub-paragraphs (b), (e), (f), (g), (h), (i) and (l) of Article 7(1) concerning the obligations of users of parking lots and designated drop-off and pick-up areas.
2. The following breaches of these regulations shall constitute serious offences:
 - a) Subparagraphs (a) and (b) of Article 6(2) concerning access to parking lots and designated drop-off and pick-up areas;

- b) Sub-paragraphs (c), (d), (j), (k) and (m) of Article 7(1) concerning the obligations of users of parking lots and designated drop-off and pick-up areas;
 - c) Article 14(8) and Article 19 concerning payment of the parking charge.
3. When classifying offences as minor or serious, ANA, S.A. takes particular account of the nature and severity of the obligation breached, the degree of fault on the part of the offender, the consequences of the breach for the safety and smooth operation of parking lots and designated drop-off and pick-up areas, as well as any history of repeat offences.

Article 23

Applicable penalties

1. The offences referred to in the previous article shall be subject to the following administrative penalties:
- a) Minor offences are punishable by a monetary fine of between €60.00 and €300.00;
 - b) Serious offences shall result in a temporary ban on accessing parking lots and designated drop-off and pick-up areas for up to 1 (one) year.
2. Penalties shall be determined based on the seriousness of the offence, the degree of fault on the part of the offender, the respective consequences for the safety and operation of parking lots and designated drop-off and pick-up areas, and any history of repeat offences, and shall be imposed by ANA, S.A. in an objective, proportionate and non-discriminatory manner.

CHAPTER V

Final provisions

Article 24

Civil liability of users

1. Users shall be held civilly liable for any loss or damage caused to third parties or to ANA, S.A. in the event of an accident or incident occurring in parking lots or designated drop-off and pick-up areas.
2. Users shall bear all costs and expenses incurred by ANA, S.A. or by a third party in connection with the removal and/or disposal of goods, utensils, materials or substances that are flammable, explosive or toxic, brought by those users into parking lots or designated drop-off and pick-up areas.

Article 25

Theft, robbery and other damage

Stopping and parking in parking lots and designated drop-off and pick-up areas shall not constitute a contract of deposit, either for the vehicles or for any items inside them. ANA, S.A. shall have no duty or obligation to safeguard, preserve or maintain them, and shall not be held liable for any theft, robbery, damage or loss caused by third parties.

Article 26

Processing of personal data

ANA, S.A. shall process personal data collected under these regulations under the terms of the applicable legislation and in accordance with the privacy policy in force, available on its corporate website.

Article 27

Publication of regulations

These regulations shall be published in the Official Gazette (Diário da República) and are available on the ANA, S.A. website, in parking lots and in designated drop-off and pick-up areas.

Article 28

Revocation

Regulation no. 386/2019 of 30 April, published in the Official Gazette (Diário da República), Series II, is hereby revoked.

Article 29

Amendments to the regulations

ANA, S.A. reserves the right to amend these regulations in accordance with the applicable legal provisions.

Article 30

Entry into force

These regulations shall enter into force on the day following their publication.