

REFERENCE NUMBER:

## **USER GUIDE**

**for use of parking services by "Parking PasS" time-limited parking cards at the Company facilities**

## **1. General:**

Parking PasS card may be used in accordance with the General Terms and Conditions of Use of Parking Services by "Parking PasS" time-limited parking cards at the Company facilities, prescribed by the Decision of the Director of PUC "Parking servis" Belgrade, No. 14477 dated November 22, 2018.

"Parking PasS" card may be used for an unlimited number of entries/exits of passenger vehicles from parking lots/garages within the time period indicated on the card, provided there are free parking spaces.

Parking PasS cards are made exclusively for the following three periods:

- Parking PasS card for 24 hours,
- Parking PasS card for 3 days,
- Parking PasS card for 7 days.

## **2. Method of use of Parking PasS card:**

When entering a parking lot / garage, the User acts in one of the following ways, depending on the parking collection system:

- Inserts Parking PasS card facing up in the direction of the arrow into the entry ticket machine, takes it out of the entry ticket machine after processing, after which the entry ramp is lifted and the User may enter the parking lot / garage; or
- Hands Parking PasS card to the collector who returns it to the User after processing (the procedure explained below), after which the entry ramp is lifted and the User may enter Ada Ciganlija Parking Lot.

Upon first entry to the parking lot / garage, the date and time of expiry of the card validity period is printed on it (24 hours, 3 days, 7 days).

The User then goes to the first free parking place and parks his/her vehicle.

When exiting the parking lot / garage, the User acts in one of the following ways, depending on the parking collection system:

- Inserts Parking PasS card facing up in the direction of the arrow into the exit ticket machine, takes it out of the exit ticket machine after processing, after which the exit ramp is lifted and the User may exit the parking lot / garage; or
- Hands Parking PasS card to the collector who returns it to the User after processing in the collection device located in the collector booth, after which the exit ramp is lifted and the User may exit the parking lot / garage.

If the Parking PasS card User has entered the parking lot / garage in a vehicle, but when leaving the parking lot at the exit ramp, the time period has expired, the display will show the amount of money to be paid by the parking user in cash or by payment card at the pay stop or with the collector. Having made the payment at the pay stop or with the collector, the exit ramp is lifted and the parking user may leave the facility.

### **2.1. Method of Parking PasS card use at Ada Ciganlija Parking Lot**

Parking PasS card may not be activated at Ada Ciganlija Parking Lot.

The user of Parking PasS card acquires the right to use vehicle parking services at Ada Ciganlija Parking Lot only after activating Parking PasS card at any of the facilities within Scheidt & Bachmann parking collection system (listed below).

Upon vehicle entry to the parking lot, the User hands the activated Parking PasS card over to the collector in the collector booth, who gives the card back to the User after processing. Then, the entry ramp is lifted and the User may enter Ada Ciganlija Parking Lot.

The User then goes to the first free parking place and parks his/her vehicle.

If Parking PasS card is not activated, the User may not enter Ada Ciganlija Parking Lot, but shall activate Parking PasS card at one of the facilities with Parking PasS card sticker affixed.

### **2.2 Method of parking lot/garage use in case Parking PasS card is lost**

In case of loss of "Parking PasS" card after the vehicle enters the parking lot/garage, the User is obliged to pay the parking fee in accordance with each initiated hour rate pursuant to the Decision on the fee payable for the lost card, by means of which the time of vehicle entry to the garage or special parking lot is registered, as follows:

- starting from 00:00 of the current day if the vehicle is not registered in the book list until the exit from the garage or parking lot,
- starting from 00:00 on the previous day, when the vehicle was first entered in the book list until leaving the garage or parking lot,
- starting from 00:00 on the previous day until leaving the garage or parking lot, for vehicles entering the garage or parking lot on the previous day, and leaving the next day before registration into the book of listed vehicles.

Vehicle parking fee is charged according to the price list applicable at the time of payment. The User is obliged to show the employee at the relevant facility an identity card or travel document, as well as vehicle documents.

### **2.3. Use of parking lot/garage in case of unreadable Parking PasS card**

If a valid Parking PasS card is unreadable, the User shall inform the employee of the facility upon entry or exit from the parking lot/garage in order to be receive relevant Parking PasS Certificate, which enables the User to continue using the time period of the Parking PasS card.

The date and time on the Parking PasS Certificate must match the expiry date and time of the unreadable Parking PasS card (date and time printed on it when activated), which shall be confirmed by the User's signature on the Certificate.

### **Use of parking lot/garage by Parking PasS Certificate**

When entering a parking lot / garage in a vehicle, the User acts in one of the following ways, depending on the parking collection system:

- drives up to the entry ticket machine, presses the parking ticket issuing button, takes the entry parking ticket from the entry ticket machine, after which the entry ramp is lifted and the User may enter the parking lot / garage, or
- drives up to the cash office of Ada Ciganlija Parking Lot and hands Parking PasS Certificate to the employee,
- having entered the required data, the employee at the parking lot gives the Certificate back to the User, the entry ramp is lifted and the User may enter Ada Ciganlija Parking Lot,
- the User then goes to the first free parking place and parks his/her vehicle.

When exiting a parking lot / garage in a vehicle, the User acts in one of the following ways, depending on the parking collection system:

- hands the entry parking ticket and Parking PasS Certificate to the collector, who creates an appropriate parking ticket for exiting the parking lot / garage and hands it to the User together with the Certificate,
- the User drives up to the exit ticket machine, inserts the exit ticket that stays in the exit ticket machine, the exit ramp is lifted and the User may leave the parking lot / garage, or
- hands the entry parking ticket and Parking PasS Certificate to the collector, who gives the Certificate back to the User after ticket processing, the exit ramp is lifted and the User may leave the parking lot / garage.

Parking PasS card may not be topped-up or extended.

Parking PasS card may not be used to pay for parking services in accordance with each initiated hour rate.

If Parking PasS card validity period has expired, the parking User may not enter any parking lot/garage in a vehicle.

If Parking PasS card validity period has expired and the User is located with the vehicle in the parking lot / garage, he / she is obligated to pay for the time exceeded in accordance with each initiated hour rate with the collector or at a pay stop, according to the valid Price List.

In case of problems or irregularities as regards the use of Parking PasS card, the User is obliged to contact the employee at the parking lot / garage.

Upon expiration of Parking PasS card, the User may not transfer the time left on the card to a new card.

Upon expiration of Parking PasS card, the User does not acquire the right to any refund for unused time on the card.

In the event that the User loses a "Parking PasS" card that is not activated, he/she does not have the right to any refund for the card purchased.

Parking PasS card user is obliged to protect the card from any kind of damage and loss (physical damage, damage from heat sources, all kinds of magnetic radiation ...).

The validity of unactivated Parking PasS card is 3 years as of the date of its production.

### **3. FACILITIES WHERE PARKING PASS CARD MAY BE USED**

#### **List of parking lots and garages including addresses where Parking PasS cards may be used:**

1. OBILIĆEV VENAC Garage - 14-16, Obilićev venac Str.;
2. MASARIKOVA Garage - 4, Masarikova Str.;
3. ZELENI VENAC Garage - 13, Kraljice Natalije Str.;
4. DR ALEKSANDRA KOSTIĆA Garage - 15, Dr Aleksandra Kostića Str.;
5. VUKOV SPOMENIK Underground Garage - corner of Kraljice Marije Str. and Ruzveltova Str.;
6. PIONIRSKI PARK Underground Garage - 2, Dragoslava Jovanovića Str.;
7. MILAN GALE MUŠKATIROVIĆ Parking Lot - 63, Tadeuša Koščuška Str.;
8. SAVA CENTAR Parking Lot - 9, Milentija Popovića Str.;
9. SLAVIJA Parking Lot - 1 and 2, Prote Mateje Str.;
10. VMA Parking Lot - 17, Crnotravaska Str.;
11. KAPETANIJA Parking Lot - 8, Kej oslobođenja Str.;
12. CVETKOVA PIJACA Parking Lot - Živka Davidovića bb;
13. VIŠKA Parking Lot - 2, Maksima Gorkog Str.;
14. BOTANIČKA BAŠTA Underground Garage - 10, Vojvode Dobrnjca Str.;
15. POLITIKA Parking Lot - 29, Makedonska Str.;
16. ČUKARICA Parking Lot - Šumadijski trg Str.;
17. KAMENIČKA Parking Lot - 8, Kamenička Str.;
18. DONJI GRAD Parking Lot - 2-4, Karađorđeva Str.;
19. KALEMEGDAN Parking Lot - Mali Kalemegdan bb;
20. NOVI BEOGRAD Parking Lot - 167, Bulevar Mihajla Pupina Str., in front of Municipal Assembly of New Belgrade;
21. Ada Ciganlija Parking Lot - Ada Ciganlija bb;
22. International terminal (passenger parking).

Within its validity period, Parking PasS card provides its User with temporary free of charge use of up to 2 bicycles at parking lots / garages within "Park and Cycle" System.

3.1. **List of parking lots and garages including addresses within "Park and Cycle" System:**

1. OBILIĆEV VENAC MSPL - 14-16, Obilićev venac Str.;
2. MILAN GALE MUŠKATIROVIĆ PL - 63, Tadeuša Koščuška Str.;
3. SAVA CENTAR PL - 9, Milentija Popovića Str.;
4. Ada Ciganlija PL - Ada Ciganlija bb.

This User Guide is valid with the General Terms and Conditions of Use of Parking Services by "Parking PasS" time-limited parking cards at the Company facilities, prescribed by the Decision of the Director of PUC "Parking servis" Belgrade, No. 14477 dated November 22, 2018 and it shall apply as of December 5, 2018.