Memorandum for traveler

TRAVEL DOCUMENT

ID card is valid to cross the borders within the European Union for Estonian citizens as well as the citizens of the European Union, passport is mandatory when travelling outside the European Union. Third country nationals, who are residing in Estonia based on the residence permit or the right of the residence, must have the passport to cross the borders regardless of whether one wishes to travel within the European Union or to the third country. Kindly make sure that your travel document is valid (the validity period of 3-6 months is required after the duration of the stay, if traveling outside the European Union.)

If you are abroad and your travel document has been destroyed, lost or stolen, you can apply for the permit conferring the right to return by addressing the representation of the Republic of Estonia. The list of the Estonian Representations can be found: www.vm.ee If there is no Estonian Representation in a foreign country, you have the right to address the Representations of the other Member States of the European Union. In the absence thereof, the Consular Assistance Office in the Department of Consular Affairs of the Ministry of Foreign Affairs must be contacted. In case of the permit conferring the right to return it must me noted, that it enables to return to Estonia only, the uncompleted journey can not be continued.

While abroad, the phone number of the Consular Assistance Office is +372 53 01 9999. If an Estonian citizen (foreign nationals residing in Estonia with residence permit or the right of the residence) will loose the travel document while abroad, the embassies will issue the permit conferring the right to return (the authorization to return). A permit conferring the right to return (the authorization to return) enable the Estonian (the foreign nationals living in Estonia) to return to Estonia only. The border officials will dispossess the permit upon arrival to Estonia at the border post.

Although, there in no obligation for a child below the age of 15 to have documents, the passport as a travel document is mandatory if going abroad. Estonian citizen's passport valid for 5 years can be issued for a child.

Travel insurance

We recommend to apply for the travel insurance before embarking to the trip. The medical insurance covers the costs of medical care including appointment fees, in-hospital costs if needed, repatriation, etc. The trip cancellation insurance will compensate the cost of cancelled journey and the costs of additional tickets. The luggage insurance will cover the expenses related to the baggage claims. Please provide your name, ID number, phone number, destination of the journey and dates of the journey to your travel agent when purchasing your travel insurance.

Flight departure times and check-in Please kindly check the scheduled departure times from Tallinn airport's website www.tallinn-airport.ee 24 h before the beginning of the journey. Kindly submit an identity document (ID card, or passport) and travel voucher at check-in desk. Kindly check the validity of the travel document, the travel insurance policy (if you have purchased one), and the travel voucher (date and time of the flight, accommodation, etc.) before the departure to the airport.

Medications

Kindly pack any medication taken on permanent bases with as the drugs with the same effect may not be available in your destination.

VACCINATION

- Kindly familiarise yourself with Health Board vaccination guidelines prior to the departure to the long-distance travel destination.
- Current information regarding the epidemiological situation (disease outbreaks, restrictions imposed and recommended preventive measures) can be found in the table "Global Risk Areas of Infectious Diseases" prepared by the Health Board.

CUSTOMS REGULATIONS

The quantitative and ad valorem restrictions applicable to the amount of the goods carried by the passengers depending on whether the goods are brought into Estonia from another Member State of the European Union or outside the European Union (e.g third) country. Comprehensive information can be found from the <u>Tax and Customs Board</u> website.

VISA INFORMATION

The nationals of the different countries may have different requirements for visas and travel documents. More information can be found from the embassies, the Ministry of Foreign Affairs, and The Police and Border Guard Board. Please refer to the Ministry of Foreign affairs Visa Information.

LUGGAGE INFORMATION

The passengers with airline ticket are entitled to take certain amount of check-in luggage and also some extra cabin luggage without paying the additional fee. The weight and in some cases also the dimensions of the allowed baggage are listed on the each specific airline's website. The baggage may not contain the prohibited items. Certain luggage (sports equipment, musical instruments, pets, etc.) may be subject to specific requirements and may not necessarily be considered as within the limits of permitted baggage. The airline company is responsible for the baggage carried in charge of the carrier, but the extent of their liability is limited. The additional baggage fees (including hand luggage) charged by some airlines may significantly impact the final cost of the travelling; it should be taken into account while comparing the prices before buying the ticket. We certainly recommend to keep valuable items (such as cash, jewellery, electronics, etc.) in cabin luggage. However, it should be borne in mind that the carriage of certain items (such as cosmetics, liquids, flammable substances, sharp objects, etc.) in the cabin luggage may be restricted or even prohibited. In general, connecting flights with transfers reflecting on the same ticket allow the baggage to be checked-in until the final destination of the ticket. We recommend to plan sufficient time between the connecting flights, which would enable to claim the luggage in the transfer destination if necessary.

PROHIBITED ITEMS IN CABIN LUGGAGE

The European Commission adopted the Regulation (EC) No 1546/2006 in 4th of October 2006, laying down detailed measures for the implementation of the common basic standards on aviation security.

The regulation establishes the screening requirements for aviation security purposes as follows:

Passengers will be restricted to carry the liquids in their hand luggage in such a way that all
the liquids must fit into one 1-liter transparent sealed plastic bag (so-called mini-grip bag) in
the hand luggage.

- The maximum size of any container of liquids to be placed in the above-mentioned plastic bag is 100 ml.
- Passengers must display the above mentioned bag during the security screening and the plastic bag must be closed at that time.
- Liquids include gels, pastes, cosmetic liquids, liquid/solid mixtures and the contents of
 pressurised containers, e.g. toothpaste, hair gel, drinks, soups, syrups, perfumes, shaving
 foam, aerosols and other items of similar consistency. Exceptions can be made from the
 foregoing if liquids:
 - have to be used during the trip and is either required for medical purposes or a special dietary requirement, including baby food. The passenger must provide the proof of authenticity of the exempted liquid when requested to do so.
 - are obtained in the security restricted area of the airport from the outlets located behind the checkpoint of the boarding passes, which is the subject to the security procedures approved by airport security manual, on condition that liquid is packed in the bag that is both tamper evident and displays satisfactory proof of purchase at airside at that airport on that day;
 - are obtained in the security restricted area from outlets that are subject to approved security procedures as part of the airport security manual;
 - are obtained at another community airport on condition that above mentioned liquid is packed in the bag that is both tamper evident and displays satisfactory proof of purchase at airside at that airport on that day;
 - are obtained on board of the aircraft at another community airline on condition that above mentioned liquid is packed in the bag that is both tamper evident and displays satisfactory proof of purchase at airside at that airport on that day;

LOST LUGGAGE

If the luggage gets lost, the baggage claims office must be contacted at the destination airport and the respective claim must be made. The baggage claim office staff will start searching the luggage based on the data and characteristics of the luggage provided in a claim.

The passengers should arrive to the airport between 1,5 to 2 hours before their departure (at the major transit airports even earlier) to avoid the baggage missing the flight. The passenger can contribute to the faster recovery of the lost luggage if marking the luggage before the trip with the name, email address, contact phone number with the area code and residential address.

According to the global statistics 3 billion peaces of baggage are transported annually. <u>WorldTracer</u> <u>system</u> has been used by vast majority of airports and airlines.