

PROCEDURE FOR REGISTRATION OF TRUCK VISITS AT HHLA TK Estonia AS CONTAINER TERMINAL from 01.01.2025

Following variants of truck visit registration are valid at HHLA TK Estonia AS container terminal (hereinafter referred to as the Terminal):

Variant 1: Registration of a truck visit by a client on the C-ONE portal

Pre-registration of the truck visit in C-ONE portal by clients themselves (should be concluded agreement with HHLA TK Estonia AS for registration of truck visits). Truck enters the Muuga port through automated gates number № 1-3 of checkpoint A (freight transport entry to Muuga customs zone), after visit confirmation via e-mail by the Terminal.

Variant 2: Registration of a truck visit by the customer service of HHLA TK Estonia

Pre-registration of the truck visit by HHLA TK Estonia AS employees on the basis of the documents sent by clients via e-mail to Klienditugi@hbla-tk.ee. By this variant truck visit is registered by HHLA TK Estonia AS customer service in accordance with the order of documents receipt. Truck enters the Muuga port through automated gates number № 1-3 of checkpoint A (freight transport entry to Muuga customs zone), after visit confirmation via e-mail by the Terminal.

Cost of registration of truck visit according to the Variants:

- Variant 1 - free of charge;
- Variant 2 - **10.00** EUR.

Payment for the service can be made based on an invoice in accordance with the terms of the concluded agreement or, in the absence of an agreement, as a pre-payment via bank transfer by submitting the payment order to customer service for confirmation, or on a place by card. If there is no prior electronic request, it can be filled with the appropriate request form in the customer service.

Clients with no connection to C-ONE-portal, can connect by agreement with HHLA TK Estonia AS. Application to conclude the agreement for connection to the C-ONE portal should be sent to e-mail info@hbla-tk.ee.

In application please specify:

- Exact name, legal address and registration code of the company
- Name, surname and personal identification code of the head of the company
- Name, surname, personal identification code, tel. and e-mail of the person responsible for the registration of truck visit

Cost of connection to the portal C-ONE (includes creating a user account and user manual) - **500.00** EUR for one user. Technical support is provided only for the user (contact person) indicated in the contract.

NB! All Rates are given without VAT. The client pays VAT under the valid legislation of the Republic of Estonia.

HHLA TK Estonia AS