

PROCEDURE OF CLOSING OF TRANSIT DECLARATION AT HHLA TK Estonia AS TERMINAL as authorized consignee

The following variants for closing of a transit declaration (hereinafter **Transit**) for client's cargoes arriving at HHLA TK Estonia AS terminal (hereinafter **Terminal**), are valid:

Variant 1: Closing transit when there are no discrepancies - applies in case of correctly submitted documents. The transit is closed in the Estonian Tax and Customs Board's (hereinafter ETCB) transit data exchange system NCTS through the terminal's accounting program after the goods arrive at the HHLA TK Estonia terminal territory.

Variant 2: Closing of transit in case of discrepancies - requires terminal employees to draw up an act of discrepancies, contact the ETCB, and send them the necessary documents.

This applies if:

- a) incorrect cargo data/documents are provided, for example, errors in the container number, seal number, quantity of cargo, etc.;
- b) the transit declaration lists a third party as the recipient instead of the HHLA TK Estonia AS terminal;
- c) other cases arise that require contacting the ETCB.

The cost of closing the transit declaration:

- Variant 1 – **10.00** EUR;
- Variant 2 – **22.50** EUR.

Transit is closed only after receiving a client's confirmation to pay for this service by e-mail to klienditugi@hhl-tk.ee. If the client refuses to pay for the service, the process of unloading/receiving cargo and closing the transit declaration will be stopped.

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.

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

HHLA TK Estonia AS