

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

Starting from the **1st January 2021**, are valid following variants of truck visit registration at HHLA TK Estonia AS container terminal (hereinafter referred to as the Terminal):

Variant 1: *Fast Track* - Pre-registration of the truck visit in CONE-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 7 and 8 of checkpoint A (freight transport entry to Muuga customs zone), after visit confirmation via e-mail by the Terminal. This variant means the truck's primary passing to the Terminal, truck unceasing arrival to the handling place, handling the truck in the minimum time, and departure from the Terminal.

Variant 2: *Green Line* - 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@hlla-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 7 and 8 of checkpoint A (freight transport entry to the Muuga customs zone), after visit confirmation via e-mail by the Terminal. This variant means the unceasing entry of truck to the Terminal, arrival to the handling place, and departure from the Terminal.

Cost of registration of truck visit according to the Variants:

Variant 1 - free of charge;

Variant 2 - **7.35** EUR;

Bank transfer for service of registration of truck visit is accepted only by a signed agreement. In other cases, service is performed by pre-payment on a place in cash or by card.

Clients with no connection to CONE-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@hlla-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, user manual, training to work on the portal) - **500.00** EUR for one user. Technical support is provided only for the user (contact person) indicated in the contract.

Connection for each subsequent user or change of the current user is **100.00** EUR.

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