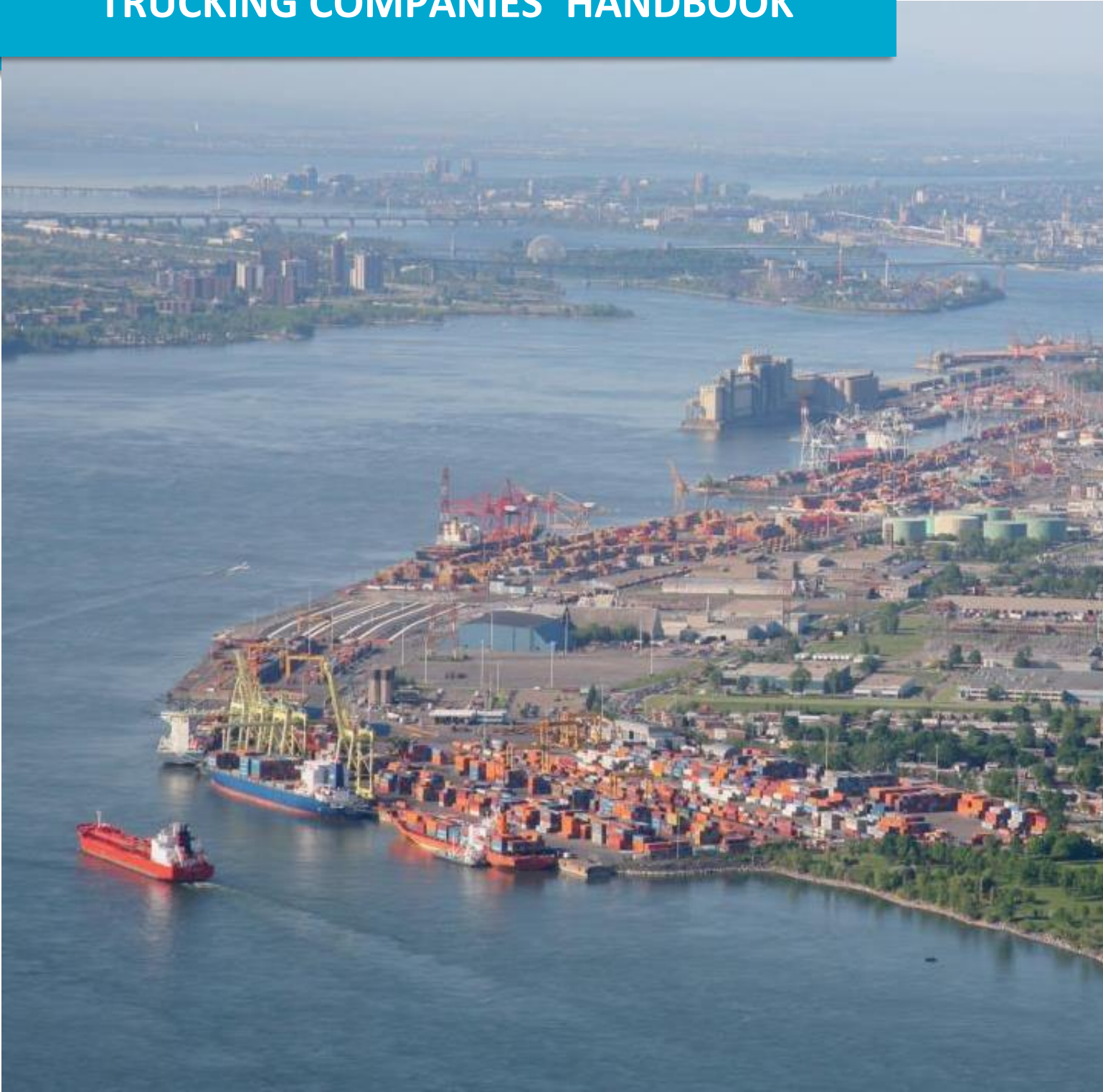


# TRUCKING COMPANIES' HANDBOOK





**IN CASE OF  
EMERGENCY  
CALL MGT SECURITY  
(514) 257-3067**

**MONTREAL GATEWAY TERMINALS PARTNERSHIP**  
305, CURATTEAU STREET  
MONTREAL (QC)  
H1L 6R6

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# 1. MISSION AND VALUES

## 1.1. MISSION

Specializing in the handling of shipping containers transported between international markets and domestic industrial centers on behalf of shipping lines, MGT engages qualified and experienced personnel and uses ultra-modern equipment to offer a service founded on reliability, consistency and compliance with its commitments. MGT additionally ensures a customer experience based on quality business relationships, accessibility and customization.

Environmentally conscious, MGT contributes to the well-being of society through the implementation of innovative approaches for the protection of the environment.

## 1.2. VALUES

- **Partnership** : collaboration to carry out concerted actions for profitability, business development, customer satisfaction, and attention to employees
- **Integrity** : client and staff approaches based on MGT's core principles (loyalty, openness, collaboration, in-house solutions);
- **Efficiency** : ability to produce expected outcome, desired gain and anticipated productivity with flexibility;
- **Respect** : MGT is dedicated to its customers, employees and stakeholders and is committed to taking their needs and expectations into account;
- **Service** : constant and reliable with a prevailing respect for commitments and a positive customer experience.

## 2. POLICIES & DIRECTIVES



**2.1**  
HAVE YOUR  
SPONSORSHIP



**2.2**  
REGISTER YOUR TRUCK  
DRIVERS



**2.3**  
OBTAIN YOUR UIIA  
ACCREDITATION



**2.4**  
HAVE YOUR DRIVERS  
SIGN THE TRUCK  
DRIVER'S HANDBOOK



**2.5**  
SIGN THE TRUCKING  
TERMINAL ACCESS  
AGREEMENT



**2.6**  
OBTAIN A USER PROFILE  
(MGTP WEBSITE)



**2.7**  
EMPLOY A TRUCK  
DRIVER ALREADY  
REGISTERED



**2.8**  
REMOVE A TRUCK  
DRIVER FROM YOUR  
COMPANY REGISTRY



**2.9**  
REPORT ALL CHANGES  
OF COMPANY  
INFORMATION



**2.10**  
PROVIDE NOTICE WHEN  
A TRUCK DRIVER IS IN  
TRAINING



**2.11**  
WIDE LOAD





## 2.1. HAVE YOUR SPONSORSHIP

**1** **CONVENTION D'ACCÈS DES CAMIONS AUX TERMINAUX**

Les présentes, il est entendu et convenu que l'accès des sociétés de camionnage aux terminaux et Racine de la Société Terminaux Montréal Gateway (individuellement, le « terminal » et collectivement, les « terminaux ») est assujéti aux modalités ci-dessous.

- 1) « STMG » s'entend de la Société Terminaux Montréal Gateway.
- 2) « Société de camionnage » s'entend, notamment, de tout entrepreneur de camionnage ou entrepreneur de transport routier et de ses employés, conducteurs, sous-traitants indépendants et volontiers-remorqueurs.
- 3) « Unité de transport » s'entend d'un conteneur standard ou d'une remorque, d'un conteneur plate-forme empilable, d'un réservoir, d'une remorque Maif, d'un conteneur à rotelles et rayons rotatifs (RR), d'un wagon ou de toute autre unité de chargement constituée expressément pour le transport terrestre, maritime ou aérien de marchandises.
- 4) Il est entendu et convenu que chaque unité de transport plein livrée ou ramassée dans les terminaux est assujéti à des frais de 35 \$, que STMG facture à la société de camionnage concernée et que celle-ci seule doit payer. STMG se réserve le droit de rajuster ces frais.
- 5) Les sociétés de camionnage qui refusent de régler les factures de STMG dans les meilleurs délais se verraient refuser l'accès aux terminaux jusqu'à ce que tous les comptes aient été réglés.
- 6) Les terminaux conviennent de fournir leurs services en faisant preuve d'un niveau raisonnable de soin, de diligence, de compétence et de jugement.
- 7) Les sociétés de camionnage sont considérées comme compétentes et raisonnablement renseignées à l'égard des questions concernant l'exercice de leurs activités, y compris aux fins de l'acceptation des présentes modalités et de toutes les questions connexes.
- 8) Les sociétés de camionnage s'engagent à embaucher des conducteurs, des sous-traitants indépendants et des volontiers-remorqueurs expérimentés et compétents, qui arriveront ou feront adéquatement et suffisamment les marchandises ou seront à ce qu'ils soient adéquatement et suffisamment armés ou habillés sur les conteneurs plate-forme empilables ou autres conteneurs, remorques Maif, remorques à rotelles ou autres remorques ou tout autre matériel, conformément, en tout temps, aux normes les plus élevées et aux lois et règlements fédéraux, provinciaux et d'État.
- 9) Les sociétés de camionnage acceptent de maintenir leurs informations de partage avec STMG à jour en tout moment. Ce qui précède comprend les informations de registre et les listes de chauffeurs de camions actifs, qui sont gérées via le portail Web de STMG, comme spécifié dans le Guide des Sociétés de Camionnage (section 2.3).
- 10) Sauf dans des cas exceptionnels convenus d'avance et par écrit, la livraison de la collecte d'unités de transport dans les terminaux doit se faire entre 09:00 et 23:00 du lundi au vendredi (jours fériés exclus).
- 11) Les sociétés de camionnage s'engagent irrévocablement à respecter en tout temps les dispositions du Guide des Sociétés de Camionnage et du Guide du Camionneur de STMG, dont elles acceptent réception par les présentes, ainsi que les présentes modalités.

Complete the "Trucking Terminal Access Agreement" (see p.7)

**2** **Company Sponsorship**

Formulaire d'inscription en tant que porteur de permis par une société/proche, sous-traitant ou volontiers-remorqueur à l'Administration portuaire de Montréal. L'Organisation se réserve le droit de modifier les présentes modalités sans préavis.

Identification de l'Organisation / Organisation's Identification

Consentement / Consent

Signature autorisée / Authorized signatory

Signature légale de l'Organisation / Organisation's legal signatory

Complete the "Company Registration Form" (see p.8) and identify an authorized signatory\*

**3**

The completed documents must be sent to us by fax (514-789-2619), or by email (mgtsecurity@mtrtml.com) or delivered in person. (305, Rue Curatteau, Montréal)

\*The authorized signatory is responsible to confirm the truckers that are working for your Company.

## 2.2. REGISTER YOUR TRUCK DRIVER



**1** **Identification personnelle / Personal Identification**

Demander de laisser passer porteur de zone réglementée R1 / R1 regulated area port pass request

Employer / Employer

Véhicule Moteur / Motor Vehicle

Consentement / Consent

Signature

Complete the R1 regulated area port pass request » (see p.9)

**2**

Send your truck driver to the Port of Montreal registration office, corner Notre-Dame Est and De Boucherville (point A)

**3**

The driver must bring two pieces of ID and the completed R1 regulated area port pass request. A fee of \$55 will be charged by the Montreal Port Authority

## 2.3. OBTAIN YOUR UIIA ACCREDITATION



Trucking companies picking up import or empties for Hapag-Lloyd, Maersk, OOCL, CMA, Hamburg Süd and COSCO must be registered UIIA (Uniform Intermodal Interchange and Facilities) and be approved by the respective shipping line (instructions at <https://www.uiia.org/index.php/motor-carriers/apply-uiia-participation>).

## 2.4. HAVE YOUR DRIVER SIGN THE TRUCK DRIVER'S HANDBOOK



The “Truck Driver's Handbook” is a tool available on the MGTP web site under truck gate info option: ([click here](#))

All truckers (holding a Port Access Card) must have read and signed the consent on the last page of the Handbook. Once completed, this page must be returned to MGTP by email ([mgtsecurity@mtrtml.com](mailto:mgtsecurity@mtrtml.com)), by fax (514-789-2619) or in person (MGT Security Office).

## 2.5. SIGN THE TRUCKING COMPANIES' HANDBOOK



The “Trucking Companies' Handbook” is a tool available on the MGTP web site under truck gate info option: ([click here](#))

All trucking companies must have read and signed the agreement on page 7. Once completed, this page must be returned to MGTP by email ([mgtsecurity@mtrtml.com](mailto:mgtsecurity@mtrtml.com)), by fax (514-789-2619) or in person (MGT Security Office).

## 2.6. OBTAIN A USER PROFIL (MGT WEBSITE)



**1** WELCOME TO MONTREAL GATEWAY TERMINALS

2019-09-29 - Truck Driver's Handbook

Go to all our services from the following facilities:

It is important to follow the safety and security of all users. Our professionals are always present on site.

**MEMBER SECTION**

User name:

Password:

**TRUCKING OPENING HOURS**

2019-12-09, 10h	2019-12-10, 10h
08h - 17h (08h - 16h)	08h - 17h (08h - 16h)
07h - 17h (08h - 16h)	07h - 17h (08h - 16h)

**EARLIEST RETURN DAYS**

2019-12-07, 08h	2019-12-08, 10h
08h - 12h	08h - 12h
08h - 12h	08h - 12h
08h - 12h	08h - 12h

Go to [www.mtrtml.com](http://www.mtrtml.com) and click on “create an account”

**2**

Personal Identification

First name:  Last name:

Professional Identification

Company:

Nature of your company:

Company web site (if applicable):

Address:

City:

Province / State:  District:

Postal / Zip code:

Contacts

Phone number:

Email:

Reseller email:

Web

Desired web user name:  (Between 3 and 15 characters (letters and numbers))

Language for correspondence:

Complete the online form and select “I AGREE”

## 2.7. EMPLOY A TRUCK DRIVER ALREADY REGISTERED



In the event you need to add a trucker to your company register that is previously registered at the Port of Montreal with another company, you must notify the MGTP terminals.

To recruit a trucker who is already registered, send the *Request for a Port Access Card* (see p.9) to [mgtsecurity@mtrtml.com](mailto:mgtsecurity@mtrtml.com) or fax (514-789-2619).

## 2.8. REMOVE A TRUCK DRIVER FROM YOUR COMPANY REGISTER



**1** WELCOME TO MONTREAL GATEWAY TERMINALS

2019-03-29 - Truck Driver's homepage

To see our services from the Trucking Industry

It is important to follow the safety and security of all users. Your information and identity are protected.

More

**MEMBER SECTION**

User name: [input field]

Username: [input field]

Password: [input field]

Log in

Programme password? [input field]

Options on account [input field]

Help [input field]

**TRUCKING OPENING HOURS**

2019-12-26, 2019-12-27, 2019-12-28, 2019-12-29, 2019-12-30, 2019-12-31

**EARLIEST RETURN DAYS**

2019-12-27, 2019-12-28, 2019-12-29, 2019-12-30, 2019-12-31

Visit [www.mtrtml.com](http://www.mtrtml.com) and enter your user name.

**2** Online services

Export  
Vessel departure notification

Import  
Vessel arrival notification

Empty  
Empiles available

Truck  
Carnetias

Tariff  
Letters of Guarantee/Tariff List

Other

My Truckers

Access to "My Truckers".

**3** My Truckers

Display 10 elements

Copy CSV Excel PDF

Last Name	
Revoke access	Boucher
Revoke access	Bureau
Revoke access	Calles Gomes
Revoke access	Carrillo
Revoke access	Chacon
Revoke access	Charpentier
Revoke access	Daigneault
Revoke access	Dandurand
Revoke access	Desjardins

Select (Revoke Access). Your former trucker will be deactivated from the system.

\* If you fail to remove a trucker from your company register, this could allow them to execute transactions in your name, without your consent.

## 2.9. REPORT ALL CHANGES OF COMPANY INFORMATION



In the event your Company changes its address, telephone number, authorized signatory or email address, please "Without delay" sends us an updated version of the *Organization Registration Form* (p. 8) by email to [mgtsecurity@mtrtml.com](mailto:mgtsecurity@mtrtml.com)

## 2.10. PROVIDE NOTICE WHEN A TRUCK DRIVER IS IN TRAINING



Send an email to [mgtsecurity@mtrtml.com](mailto:mgtsecurity@mtrtml.com). In your email, enter: The name of the person in training, the start date and the end date.

Security will add your trucker in training to the terminal access list.

## 2.11. WIDE LOAD



To ensure efficient coordination of your wide load at the terminal, call MGT Security (514-257-3067) as soon as your driver enters the « Port of Montreal Common Gate ».



### 3. AMENDMENTS

ART.	VERSION 2021-1-1	VERSION 2022-5-25
2.3	Si vous venez chercher des conteneurs en importation ou des conteneurs vides pour les lignes maritimes Hapag-Lloyd, Maersk, OOCL, CMA/CGM, Hamburg Süd et COSCO, vous devez adhérer au <i>Uniform Intermodal Interchange And Facilities Access Agreement</i> (UIIA) et être approuvé par la ligne maritime (détails au <a href="http://uiia.org/mc/mc_join.php">http://uiia.org/mc/mc_join.php</a> ).	Trucking companies picking up import or empties for Hapag-Lloyd, Maersk, OOCL, CMA, Hamburg Süd and COSCO must be registered UIIA (Uniform Intermodal Interchange and Facilities) and be approved by the respective shipping line (instructions at <a href="https://www.uiia.org/index.php/motor-carriers/apply-uiia-participation">https://www.uiia.org/index.php/motor-carriers/apply-uiia-participation</a> ).
ART.	VERSION 2019-07-30	VERSION 2020-5-14
4.4)	It is understood and agreed that each laden Transport Unit moving in and out of the Terminal(s) will be subject to a fee of <b>\$35</b> to be invoiced to and paid exclusively by the Trucking Company effecting the carriage. The fee could be subject to adjustment.	It is understood and agreed that each laden Transport Unit moving in and out of the Terminal(s) will be subject to a fee of <b>\$36</b> to be invoiced to and paid exclusively by the Trucking Company effecting the carriage. The fee could be subject to adjustment.
ART.	VERSION 2020-5-14	VERSION 2020-8-26
Organisation registration Form	Registration office e-mail : section75@port-montreal.com	Registration office e-mail : section75@port-montreal.com
ART.	VERSION 2020-8-26	VERSION 2021-1-1
4.4)	It is understood and agreed that each laden Transport Unit moving in and out of the Terminal(s) will be subject to a fee of <b>\$36</b> to be invoiced to and paid exclusively by the Trucking Company effecting the carriage. The fee could be subject to adjustment.	It is understood and agreed that each laden Transport Unit moving in and out of the Terminal(s) will be subject to a fee of <b>\$37</b> to be invoiced to and paid exclusively by the Trucking Company effecting the carriage. The fee could be subject to adjustment.
ART.	VERSION 2021-1-1	VERSION 2023-08-01
4.4)	It is understood and agreed that each laden Transport Unit moving in and out of the Terminal(s) will be subject to a fee of <b>\$37</b> to be invoiced to and paid exclusively by the Trucking Company effecting the carriage. The fee could be subject to adjustment.	It is understood and agreed that each laden Transport Unit moving in and out of the Terminal(s) will be subject to a fee of <b>\$50</b> to be invoiced to and paid exclusively by the Trucking Company effecting the carriage. The fee could be subject to adjustment.

## 4. TRUCKING TERMINAL ACCESS AGREEMENT

It is hereby understood and agreed that access by Trucking Companies to Montreal Gateway Terminals, Cast Terminal, Racine Terminal (individually and collectively the "Terminal(s)") shall be subject to the following standard terms and conditions:

- 1) "MGTP" means Montreal Gateway Terminals Partnership;
- 2) "Trucking Company(ies)" means without limitation any and all carters, hauliers, road carriers and/or their employees, drivers, independent contractors and/or brokers;
- 3) "Transport Unit(s)" means containers, trailers, flat racks, tank and other standard containers, mafis, tilts, railroad cars, tanks, or any other unit load device specifically constructed for the carriage of goods by land, sea or air.
- 4) It is understood and agreed that each laden Transport Unit moving in and out of the Terminal(s) will be subject to a fee of \$50 to be invoiced to and paid exclusively by the Trucking Company effecting the carriage. The fee could be subject to adjustment.
- 5) Trucking Companies that refuse to promptly satisfy invoices for this service will be denied access to the Terminal(s) until all accounts have been settled.
- 6) The Terminals shall carry out services within a reasonable degree of care, diligence, skill and judgement.
- 7) Trucking Companies shall be deemed to be competent and to have reasonable knowledge of matters affecting the conduct of business, including agreement to and/or acceptance of these Conditions and all matters relating thereto;
- 8) Trucking Companies warrant that they shall engage experienced and competent drivers, independent contractors and/or brokers who will undertake and/or ensure proper and sufficient lashing and/or securing of goods upon flat rack and any other containers, mafis, flatbed and any other trailers and/or other pieces of equipment, always in accordance with the highest standards and in compliance with Federal, Provincial and State laws and regulations
- 9) Trucking Companies agree to maintain their sponsorship information with MGTP current at all times. The aforementioned includes the registry information and active truck driver listings, which is maintained via MGTP's web portal as specified in the Trucking Companies Handbook (article 2.8).
- 10) Save in exceptional circumstances to be agreed in writing in advance, delivery and collection of Transport Units to and from the Terminal(s) may be effected between 0600 and 2300 hours Monday through Friday (statutory holidays excluded).
- 11) Trucking Companies undertake irrevocably to abide at all times by the provisions of the MGTP's Trucking Companies' Handbook and Truck Driver's Handbook, receipt of which is hereby acknowledged, as well as these terms and conditions as if set forth therein;

As designated signatory to the below mentioned Trucking Company, I declare having received and reviewed the "Trucking Terminal Access agreement".

I understand these instructions and agree to comply with all terms of this agreement.

COMPANY	FIRST AND LAST NAME	SIGNATURE	DATE

*Signed copies are to be remitted by email to [mgtsecurity@mtrtml.com](mailto:mgtsecurity@mtrtml.com), by fax (514)789-2619 or in person (MGT Security Office)*

<b>Parrainage / Sponsorship</b>				
Une Organisation devant exercer des activités dans le port doit être parrainée par une installation portuaire, une installation maritime ou une ligne maritime avec laquelle elle fera affaire sur le port de Montréal. <i>An Organisation to be conducting business in the port must request a sponsorship letter from a port facility, a marine facility or a shipping line with which it will conduct business in the Port of Montreal.</i>				
<b>Identification de l'Organisation / Organisation's Identification</b>				
Nom légal de l'organisation / Legal name of organisation			Code SCAC /UIIA	Dossier / File
Description des activités / Business activities			Web	
No	Rue / Street	Ville / City	Province État / State	Code postal / Postal code
# Téléphone / Phone #	Fax #	Courriel / Email	Courriel pour la facturation / Email for billing	
<b>Consentement / Consent</b>				
<b>La (les) personne (s) nommée(s) ci-dessous est (sont) désignée (s) comme le signataire autorisé pour représenter l'Organisation dans toutes les communications écrites se rapportant aux laissez-passer portuaires. Il est entendu que le signataire autorisé est aussi le responsable pour valider et maintenir les dossiers à jour des employés requérant accès au port auprès de l'Administration portuaire de Montréal.</b> <i>The individual (s) named below is (are) designated as authorized signatory to represent the Organisation in all written communications relating to the pass port. It is understood that the designed signatory is also responsible for validating and maintaining an up to date the list of employees requiring access to the port, with the Montreal Port Authority.</i>				
<b>Signataire autorisé / Authorized signatory</b>				
Nom de famille / Name		Prénom / First name	Titre / Title	
# Téléphone / Phone #	Fax #	Courriel / Email		
Signature			Date	
Nom de famille / Name		Prénom / First name	Titre / Title	
# Téléphone / Phone #	Fax #	Courriel / Email		
Signature			Date	
<b>Signataire légal de l'Organisation / Organisation's legal signatory</b>				
Nom de famille / Name		Prénom / First name	Titre / Title	
# Téléphone / Phone #	Fax #	Courriel / Email		
Signature			Date	
<b>Bureau d'enregistrement / Registrar Office</b>				
Adresse de Bureau d'enregistrement des laissez-passer portuaire / Port Pass registrar office address :			Agent / Officer	
<b>450 rue de Boucherville, Montréal (QC) Canada H1N 0C6</b> (Notre-Dame / L-H Lafontaine)				
# Téléphone / Phone #	Fax #	Courriel / Email	WEB	
<b>514-283-0260</b>	<b>514-283-0268</b>	<b>section75@port-montreal.com</b>	<b>www.port-montreal.com</b>	
Parrain portuaire / Port sponsor			# Téléphone / Phone #	

<b>Identification personnelle / Personal identification</b>					
Nom de famille / Name		Prénom / First name		Dossier / File	
Grandeur / Height	Yeux / Eyes color	Sexe / Sex	Date de naissance / Date of birth		
No	Rue / Street	Ville / City		Province État / State	Code Postal / Postal code
# Téléphone / Phone #	Autre / Other	Courriel / Email			
# Permis de conduire / Driver's license #		Expiration	Classes	Province État / State	
<b>Employeur / Employer</b>					
Nom / Name		Service / Department		# Téléphone / Phone #	
Titre Profession Métier / Title Profession Trade		Statut / Status		Matricule / Employee #	
Superviseur / Supervisor			Courriel / Email		
<b>Véhicule Moteur / Motor Vehicle</b>					
Marque / Make		Modèle / Model		Année / Year	# Plaque / Plate #
Marque / Make		Modèle / Model		Année / Year	# Plaque / Plate #
Flotte /Fleet		Propriétaire / Owner			
Compagnie d'assurance / Insurance Company			# Police / Police #	Expiration	
<b>Consentement / Consent</b>					
<p>Je, soussigné, reconnais avoir reçu du port de Montréal, le permis de circuler mentionné ci-dessus, et j'accepte les conditions suivantes imposées pour l'utilisation de ce permis, à savoir que:</p> <ol style="list-style-type: none"> <li>Ce laissez-passer est pour mon seul usage et pour utilisation dans le cadre de mes fonctions dans le port.</li> <li>Ce laissez-passer doit être porté au-dessus de la ceinture, visible en tout temps et être remis à un agent de sûreté sur demande.</li> <li>Mon véhicule, son contenu et objets que je transporte sont sujets à vérification sur le territoire du port.</li> <li>Une infraction aux règlements de l'Administration portuaire de Montréal peut entraîner la révocation de ce permis sans autre avis.</li> <li>D'informer immédiatement l'Administration portuaire de tout changement aux informations contenues ou autrement pertinentes à cette application; je rapporterai la perte, l'égarement, les dommages et la destruction du laissez-passer dans les meilleurs délais.</li> </ol>			<p><i>I, the undersigned, acknowledge receipt of the above mentioned Port of Montreal permit, and I undertake to abide by these following conditions:</i></p> <ol style="list-style-type: none"> <li><i>This pass is to be used by myself only and while conducting business in the port.</i></li> <li><i>This pass shall be worn above the waist, visible at all times and be surrendered to a security agent upon request.</i></li> <li><i>My vehicle, its content and objects that I am carrying are subject to inspection on port territory.</i></li> <li><i>A violation to the Montreal Port Authority by-laws may entail the cancellation of this permit without further notice.</i></li> <li><i>To notify the Port Authority immediately of changes to any and all of the information contained within or otherwise relevant to this application; I will report the loss, misplacement, damage or destruction of the pass as soon as possible.</i></li> </ol>		
<b>Signature</b>					
Signature du requérant / Applicant's signature				Date	
Nom du signataire autorisé / Authorized signatory's name			Organisation		
Signature Autorisé / Authorized Signature				Date	
Justification					