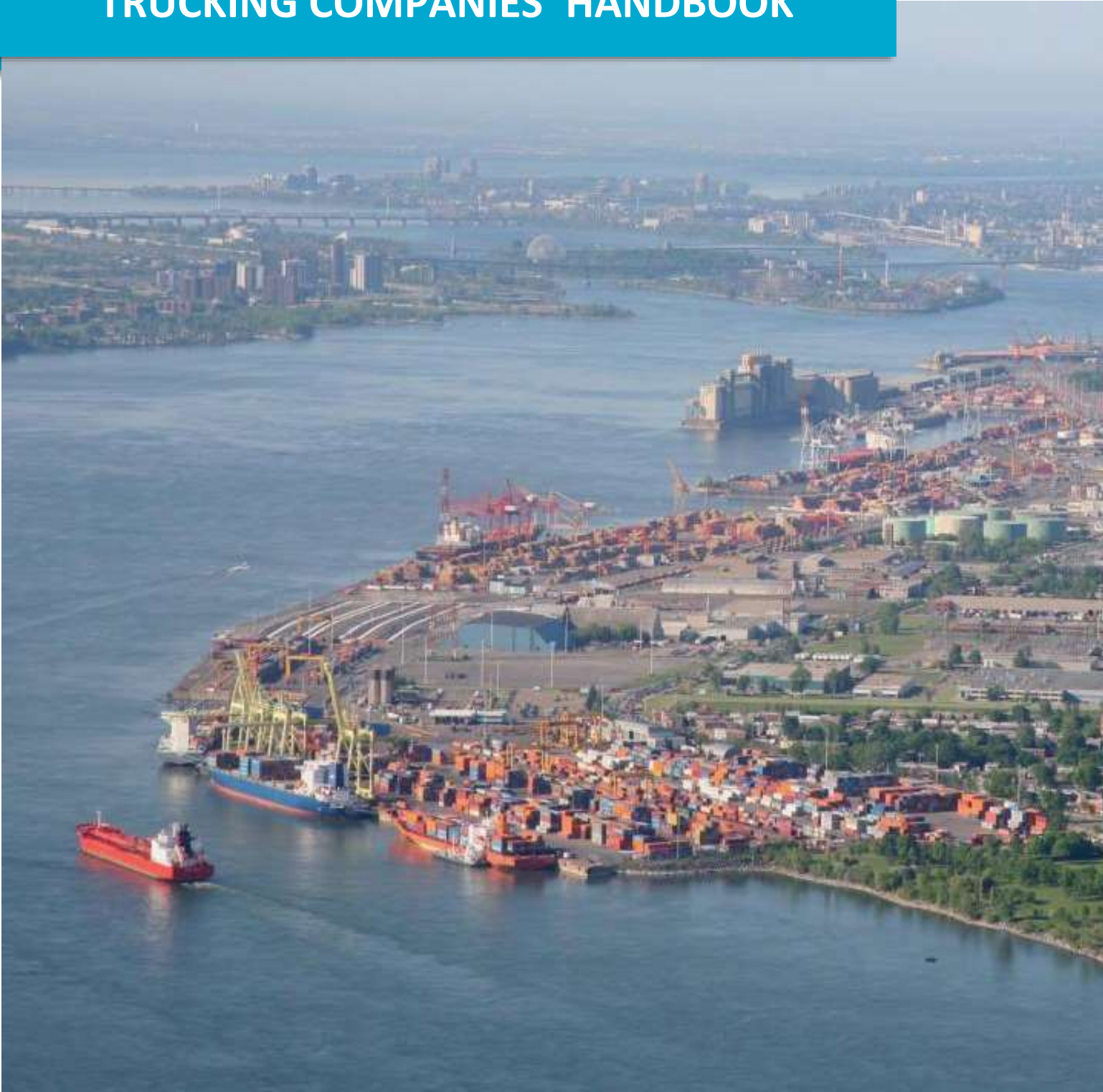


TRUCKING COMPANIES' HANDBOOK





**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

2.4. 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), 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), 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

MEMBER SECTION

Go to www.mtrtml.com and click on “create an account”

2

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 or fax (514-789-2619).

2.8. REMOVE A TRUCK DRIVER FROM YOUR COMPANY REGISTER



1 WELCOME TO MONTREAL GATEWAY TERMINALS

MEMBER SECTION

Visit www.mtrtml.com and enter your user name.

2 Online services

Export
Import
Empty
Truck
Tariff
Other

My Truckers

Access to "My Truckers".

3 My Truckers

10 elements

Copy CSV Excel PDF

	Last Name
Revoke access	Boucher
Revoke access	Bureau
Revoke access	Dallas Gomez
Revoke access	Deville
Revoke access	Chenon
Revoke access	Charpentier
Revoke access	Desjardins
Revoke access	Dubourdieu
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

2.10. PROVIDE NOTICE WHEN A TRUCK DRIVER IS IN TRAINING



Send an email to 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 2019-07-30	VERSION 2020-5-14
4. 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 \$35 to be invoiced to and paid exclusively by the Trucking Company effecting the carriage. The fee could be subject to adjustment.	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 \$36 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

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 \$36 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, by fax (514)789-2619 or in person (MGT Security Office)

Parrainage / Sponsorship				
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>				
Identification de l'Organisation / Organisation's Identification				
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	
Consentement / Consent				
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. <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>				
Signataire autorisé / Authorized signatory				
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	
Signataire légal de l'Organisation / Organisation's legal signatory				
Nom de famille / Name		Prénom / First name	Titre / Title	
# Téléphone / Phone #	Fax #	Courriel / Email		
Signature			Date	
Bureau d'enregistrement / Registrar Office				
Adresse de Bureau d'enregistrement des laissez-passer portuaire / Port Pass registrar office address :			Agent / Officer	
450 rue de Boucherville, Montréal (QC) Canada H1N 0C6 (Notre-Dame / L-H Lafontaine)				
# Téléphone / Phone #	Fax #	Courriel / Email	WEB	
514-283-0260	514-283-0268	section75@port-montreal.com	www.port-montreal.com	
Parrain portuaire / Port sponsor			# Téléphone / Phone #	

Identification personnelle / Personal identification					
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	
Employeur / Employer					
Nom / Name		Service / Department		# Téléphone / Phone #	
Titre Profession Métier / Title Profession Trade		Statut / Status		Matricule / Employee #	
Superviseur / Supervisor			Courriel / Email		
Véhicule Moteur / Motor Vehicle					
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	
Consentement / Consent					
<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"> 1. Ce laissez-passer est pour mon seul usage et pour utilisation dans le cadre de mes fonctions dans le port. 2. 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. 3. Mon véhicule, son contenu et objets que je transporte sont sujets à vérification sur le territoire du port. 4. Une infraction aux règlements de l'Administration portuaire de Montréal peut entraîner la révocation de ce permis sans autre avis. 5. 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. 			<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"> <i>1. This pass is to be used by myself only and while conducting business in the port.</i> <i>2. This pass shall be worn above the waist, visible at all times and be surrendered to a security agent upon request.</i> <i>3. My vehicle, its content and objects that I am carrying are subject to inspection on port territory.</i> <i>4. A violation to the Montreal Port Authority by-laws may entail the cancellation of this permit without further notice.</i> <i>5. 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> 		
Signature					
Signature du requérant / Applicant's signature				Date	
Nom du signataire autorisé / Authorized signatory's name			Organisation		
Signature Autorisé / Authorized Signature				Date	
Justification					