

Administrative Protocols - Extended Gate Hours Service Fee

Please read carefully the below guidelines concerning the extended gate hours service fee

- 1) A fee of \$35 will be assessed for **full** import units delivered and **full** export units received to / from either of Montreal Gateway Terminals Partnership’s facilities.
Fees will not be assessed to any empty unit transactions.

- 2) This service fee will be charged automatically to the Transport Company associated to the Truck Driver requesting the processing of a full unit transaction **** Refer to point 3****
In an effort to limit productivity impacts as a result of the administrative aspects of this service, a guarantee / prepayment system will be avoided.

- 3) The Trucking Company associated to the Truck Driver requesting the processing of a full unit transaction, will be based on real-time truck driver registration information, as per article 2.7 & 2.8 of our “Trucking Companies Handbook”

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.10) to mgtssecurity@mtrtml.com or fax (514-789-2619).

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2.8. REMOVE A TRUCK DRIVER FROM YOUR COMPANY REGISTER

1 WELCOME TO MONTREAL GATEWAY TERMINALS

MEMBER SECTION

USER NAME: [input]
PASSWORD: [input]

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

2 online services

Export, Import, Empty, Truck, Tariff, Other

My Trucker

Access to "My Trucker".

3 My Trucker


Revoke access	Last Name
Revoke access	Boucher
Revoke access	Burieu
Revoke access	Calles Gomez
Revoke access	Carillo
Revoke access	Chacoi
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.

- 4) Truck transactions related to the delivery and reception of units handled for government agency (CBSA) examinations for which the terminals have been notified (as per our pre-existing process with government agencies), will be **exempt** from related fees. The one-time fee, will be charged on to the last delivery transaction, upon release from the government agency.

- 5) Administering invoices:
- Invoices will be submitted weekly and will include shipment details related to each transaction assessed a fee.
 - One (1)** weekly invoice per Trucking Company, will include all completed transactions processed throughout the prior week (06h00 -23h00 Monday through Friday) by the respective Trucking Company ***refer to point 2 the administrative protocols*** .
 - Invoices will be communicated to the payor by means of email. Email address will be based on the information registered on the Trucking Company’s sponsorship form – “*Email for billing*”
 - Invoice files will be submitted in PDF format.

PORT  MONTREAL		Formulaire d’enregistrement d’une organisation Organisation registration Form	
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			
<p>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></p>			
Signataire autorisé / Authorized signatory			

- 6) Invoices will be payable upon receipt. Failure to promptly satisfy invoices, may result in longer registration delays for drivers operating under the account.
- 7) Effective September 17, 2018, all Trucking Companies will be required to acknowledge the acceptance of MGT’s terms and conditions concerning this service fee. The designated signatory for the respective company will be required to acknowledge receipt of the “Trucking Terminal Access Agreement” by way of signature. This agreement may be found:
- Below - page 3
 - Via our website (www.mtrtml.com)
 - By email to MGTcustomerservice@mtrtml.com
 - By phone at 514-257-3060

Over the coming weeks, Trucking Companies will be contacted by an appointed MGT representative, who will assist in bringing awareness of the required documentation.

Completed documents are to be submitted to MGTsecurity@mtrtml.com .

- 8) Hours of Business: Although gate hours will commence at 06h00, first transactions can be issued as of 05h00 Monday through Friday (*unless otherwise confirmed in writing*). Last transactions will be issued no later than 22h30.
- 9) All inquiries related to invoices and fees, may be addressed to MGTcustomerservice@mtrtml.com.

MONTREAL GATEWAY TERMINALS PARTNERSHIP

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 \$35 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)