

Dear relation,

We would like to draw your attention to the following. As of 15 November 2017, ECT intends to change a number of procedures relating to export and import documents.

Regarding export documents, the following rules will be in effect as of 15 November 2017:

- export documents must be submitted via the Portbase service Notification Export Documentation;
- if this is not the case, the following rules apply:
 - o barge and rail containers are registered in our systems under 'consent storage'. To release the cargo, the box operator, shipper or logistics service provider still has to submit an export document through the Portbase service Notification Export Documentation or through the ECT website;
 - o in the case of road transport, the following options are available:
 - the driver can wait until the box operator, shipper or logistics service provider still submits a document through the Portbase service Notification Export Documentation or through the ECT website;
 - the driver submits a physical document at the service counter. The relevant document is registered in our systems;
 - If the driver is not in possession of a document, a 'consent storage' can be created at the service counter. The box operator, shipper or logistics service provider must still submit an export document through the Portbase service Notification Export Documentation or through the ECT website for release;
- for part loads, the containers in the booking can proceed if the document has been submitted at the time of pre-notification. If the box operator has pre-notified the consignment without documentation, the containers are registered under 'consent storage'. In the case of road transport, the driver can have the container (part of the part load) registered under 'consent storage' at the service desk. To release the cargo, the box operator, shipper or logistics service provider still has to submit an export document through the Portbase service Notification Export Documentation or through the ECT website;
- when using the service counter (submission of physical document, registering a container under 'consent storage') a fee of € 15.00 is applicable which must be paid immediately by pin payment;
- when submitting a document through the ECT website, the service 'Upload Customs Documents' <https://myservices.ect.nl/upload> is used. A fee (€ 15.00) will be charged for using this service;
- mailing documents to the booker of ECT is no longer possible.

With this adjustment to the procedures, ECT expects to make the process more efficient, thus preventing unnecessary errors and allowing containers to depart from the ECT Terminals faster and more efficiently.

Should you have any questions, then please contact the GAD customer service, tel: +31 (0)181-278088.

We trust that this letter has sufficiently informed you.

Sincerely,



Michel Bakvis
General Manager ECT Services