

# **G**ENERAL INFORMATION

## **1. BOOKING NOTES & SPACE RESERVATION FORMS**

The *Booking Note* and "*Anticipated Cargo*" forms are included under the **Booking Forms section**. You should select the appropriate form(s) based on the guidelines provided therewith, and duly complete and sign it. Once the form is signed, please return it to us by fax.

These documents are essential and remain as valuable for you as they are for us. The information provided in these forms greatly influences our following activities and decisions:

- A. Scheduling of vessels;
- B. Planning for number of vessels and voyages required for the season;
- C. Type of vessels and equipment required in certain cases;
- D. Type of equipment to foresee upon preparing the loading plan;
- E. Preparation of loading plan.

## **2. CUT OFF DATE FOR CARGO SHIPPING**

In order for us to remain fair and equitable to all our clients and Sealift Users, our cargo priority policy will continue to be enforced to the benefit of clients who respect the Cut-off Date and who deliver to us the cargo on time.

As a procedure, please be informed that the late cargo that will be delivered to us past the cut off date will be marked and segregated from the rest of the on-time cargo. Late cargo will be loaded onboard after that on-time cargo is loaded, of course pending availability of space. The delivery documents and port receipts will be marked accordingly, and any cargo remaining at the end of the ship-loading operations would be carried on the following vessel scheduled for the related destination.

## **3. SCHEDULING AN APPOINTMENT FOR DELIVERY**

### **When to schedule an appointment for the delivery to the Sealift Carrier?**

You must make an appointment at least 24 hours before the delivery of your cargo to Desgagnés Transarctik Inc. (DTI), Nunavut Sealink & Supply Inc. (NSSI) or Taqramut Transport Inc. (TTI); an appointment number will be given to you for reference.

### **Information to be provided to the Carrier when making an appointment:**

- Telephone number of the person making the appointment;
- Final Destination or Port of Discharge;
- Type of cargo to be delivered, more specifically if it includes dangerous goods;
- Client;
- Consignee;
- Name of road transport carrier;
- Name of Sealift carrier (NSSI, TTI or DTI);
- Your preferred time for the appointment.

### **Why?**

This information is necessary for us to plan for:

- Adequate number of employees for the reception of cargo;
- Equipment needed;
- Type of equipment to foresee, depending on the type of cargo to be received;
- Time estimate for unloading the trucks;
- Establishing the priorities regarding the logistics for loading the vessel.

## **4. REQUIRED DELIVERY DOCUMENTS**

We encourage you to use the included *"Shipping Notice"* form. However, if you already possess a personalized compatible document containing the same information, you may use your own. In such a case, please make sure that your document includes all the required information.

It is imperative that only one consignee and one destination appear on each Shipping Notice. It is essential that this requirement be respected, otherwise, the risk of errors and omissions is high and, therefore we may not accept your cargo. **Details pertaining to dangerous goods must be received at least fifteen (15 days) before the cut off date, as published on the Sealift schedules.**

## **5. LATERAL AND RETROGRADE (BACKHAUL) CARGO**

Both lateral and retrograde (backhaul) cargo movements should also be identified in a *"Booking Note"* or an *"Anticipated Cargo"* form, since they influence our operations the same way and for similar reasons as Northbound cargo, shipped from the Ste-Catherine terminal.

## **6. REPRESENTATION UPON UNLOADING**

In any cargo shipping process, cooperation should be maintained between all involved parties. As a carrier, we commit to having two checkers per vessel for adequate service at the time of cargo discharge at the ports of destination.

On your part, as a Sealift User, it is essential that your consignee or a representative be available at all time during the unloading of cargo at the port of destination and site, thus enabling adequate verification process and signing for the acceptance of the discharged cargo.