

Instructions for entrance to the port of Kapellskär outside check-in opening hours

It is possible to both leave and pick up trailers during cargo check-in closing hours. The customer, who intends to leave and / or pick up trailer outside opening hours shall follow these instructions:

- An email must be sent to CargoCheckin.Kapellskar@tallinksilja.com with the header: "Night entry DD/MM – DD/MM" (see attachment 1: example of pre-notice).
- Email for actual night entry, shall be sent between 08:00 – 16:00 (local time). Only one email per entry (leave and / or pick up) can be accepted. No phone calls are accepted.
- The email shall contain the following details:
 - Registration number for truck.
 - The driver's forename and surname.
 - The driver's date of birth, defined: DDMMYYYY.
 - Booking number + trailer registration number for the unit that will be left and / or picked up.
 - Content, cargo weight for trailer left inside port (if possible, please attach CMR).
- The customer will receive an OK as a confirmation that we have received their email.
- Trailers booked with dangerous goods are not allowed to enter port outside our opening hours.

Instructions for the Drivers

- The driver drives to GATE 17 at area B within Kapellskär port (see attachment 2: map).
- The driver presses the Tallink button (see attachment 3: image touch display).
- A phone call will trigger to BTC (Port of Stockholm traffic central) and BTC will answer.
- The driver shows his ID-card under the scanner (marked ID), so BTC can compare the details with the pre-notice given by the customer.
- The driver is admitted if the details are in accordance with the pre-notification given by the customer.
- The gate opens.
- In case of problems, the Cargo check-in will assist during opening hours.

Juhised Kapellskäri sadamaalale sisenemiseks check-in'i kinniolekuaegadel

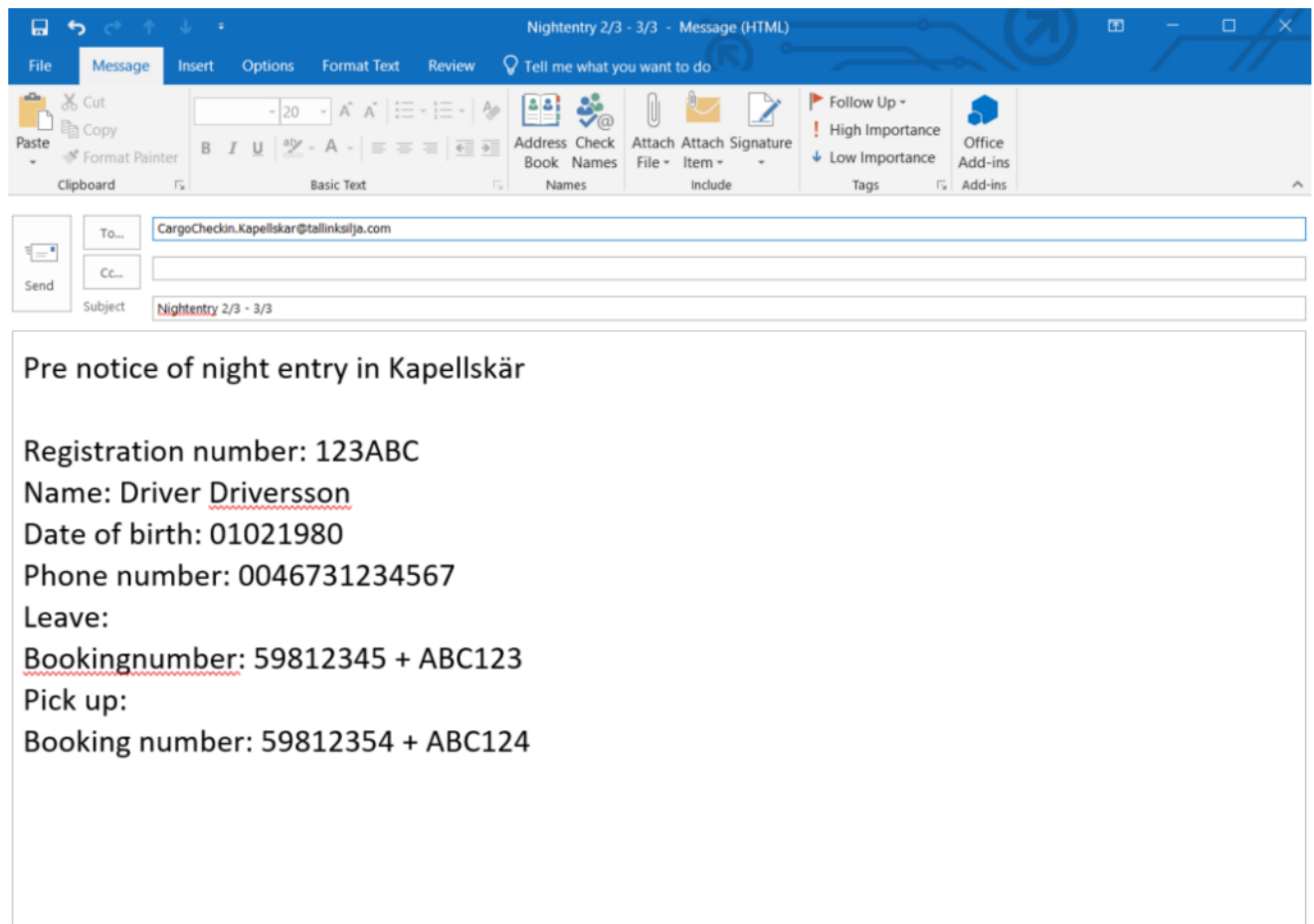
Ka check-in'i kinniolekuaegadel on võimalik haagiseid sadamasse tuua/sadamast ära viia. Selleks tuleb kliendil järgida järgnevaid juhiseid:

- Check-in'i mailile CargoCheckin.Kapellskar@tallinksilja.com tuleb saata e-mail pealkirjaga "Night entry DD/MM – DD/MM" (vaata lisa 1).
- E-mail tuleb saata ajavahemikus 08.00-16.00 (kohalik aeg). Ühe sisenemise jaoks tuleb saata üks e-mail (kui viiakse haagis sadamasse ja ka tuuakse haagis sadamast, siis on vajalik vaid üks sisenemine). Telefoni teel ei aktsepteerita väravaloataotlusi.
- E-maili tuleb lisada järgnev info:
 - 1) sõiduki registrinumber;
 - 2) juhi ees- ja perekonnanimi;
 - 3) juhi sünniaeg (PPKKAAAA);
 - 4) broneeringu number + haagise number, mis tuuakse sadamasse või viiakse ära.;
 - 5) kauba nimetus ja kauba kaal ning võimalusel lisada CMR.
 - Klient saab kinnituskirja e-maili kättesaamise kohta.
 - Ohtliku veosega haagised ei ole sadama territooriumile lubatud check-in'i kinniolekuaegadel.

Juhised juhile

- 6) Juht sõidab väravasse GATE 17 territooriumil B (vaata lisa 2: kaart)
- 7) Juht vajutab Tallinki nuppu (vaata lisa 3).
- 8) Rakendub kõne BTC keskusesse ja BTC vastab.
- 9) Juht näitab oma ID-kaarti skänneri all (märga ID) nii, et BTC saab võrrelda andmeid varem e-mailiga saadetud andmetega.
- 10) Kui andmed on õiged, pääseb juht territooriumile.
- 11) Check-in'i lahtiolekuaegadel saab abi check-in'ist.

Attachment 1: Example of pre-notice



Attachment 2: Map

