

SPECIAL CONTAINER/ CARGO HANDLING POLICY

Applied for special-purpose containers, **oversize/ overweight** containers and **break-bulk** cargoes handled at **Hateco Hai Phong International Container Terminal**

I. GENERAL PROVISIONS

Article 1. Definitions and terms

- 1.1. In-gauge Container (ING):** refers to special-purpose containers (flatrack, platform and open-top) that contain cargo not having any dimensions exceeding those of standard containers.
- 1.2. Oversize/overweight Container (OOG):** refers to special-purpose containers (flatrack, platform and open-top) that contain cargo having at least one dimension exceeding those of standard containers.
- 1.3. Special-purpose container containing high value cargo:** refers to ING or OOG container containing cargo that is attributable to high value and susceptible to damage during handling, storage such as yachts, airplanes, machinery and specialized transport vehicles, etc...
- 1.4. Break Bulk (BBK):** refers to cargo that is handled and delivered piece by piece separately.
- 1.5. Supporting handling equipment:** floating crane, mobile crane, sub-spreader, cable, etc.
- 1.6. Special handlings:** cargo lashing/unlashing, slings setting, side lifting/end lifting using side container lifting lugs...
- 1.7. Gross weight of container:** The container's gross weight includes the tare weight and the cargo weight secured inside/on the container, altogether are defined by Verified Gross Mass (VGM) and declared by Customers/Carriers.

Article 2. Scope of applications

This regulation shall be applied to ING/OOG containers and break bulks loaded, discharged, stuffed, unstuffed at Hateco Haiphong International Container Terminal.

Article 3. Classification of laden containers:

3.1. Group 1: includes ING or OOG containers that have technical specifications as follows:

- The maximum gross weight of the container is less than 45 tons.
- The maximum length is less than 12.0m.
- The maximum height is less than 4.0m.
- The maximum width is less than 4.0m.

3.2. Group 2: includes types of containers as follows:

- ING or OOG containers with technical specifications exceeding one of the specifications of the containers in Group 1 (as stated above).
- Special-purpose containers containing high-value cargo.

Article 4. Provisions of cargo

4.1. All containerized cargo must be securely stowed, evenly balanced, and properly lashed in compliance with applicable regulations.

4.2. Submission of cargo information to the terminal:

a) ING or OOG export containers: Customers/Carriers must provide Lashing and Securing Survey Report before containers are gated in.

b) ING or OOG import containers: Carriers must send details via container discharge list for vessel and barge, including:

- Length, width, and height of cargo stowed on or inside container.
- Over-length, over-width and over-height cargo stowed on or inside container in comparison to dimensions of standard container.
- c) For ING or OOG containers meeting any of the following criteria, Customers/Carriers must submit photographs, handling instructions, and specific requirements to allow the terminal to assess the feasibility of receipt and prepare an appropriate handling plan:
 - Gross weight of container (VGM) exceeds 45 tons.
 - Cargo has at least one of three dimensions (Length x Width x Height) exceeding 12m x 4.0m x 4.0m.
 - Containers have special lashing and stowage specifications.
 - The cargo is high-value and susceptible to damage during handling.

4.3. Customers/Carriers shall ensure that properly equipped vehicles are used to deliver oversized/overweight laden containers. The Terminal reserves the right to refuse delivery or receipt of these containers if the vehicles fail to meet required safety standards for handling and transport. For

oversize/overweight cargo, Customers/Carriers must present the lawful license for transporting such cargo upon arrival at the Terminal for delivery.

4.4. The Terminal may use a service-request scale or equipment handling scale to verify the gross weight of the container or the actual weight of the cargo when necessary.

4.5. The Terminal reserves the right to refuse to receive or handle any oversize/overweight container arriving at HHIT if the Carrier/Customer fails to provide accurate information or omits information that may lead to non-compliance with safety standards for handling and transport. Under necessary circumstances, to facilitate the loading or discharging of vessels, the Terminal may deploy additional handling equipment to ensure safe operations. In such cases, Carriers/Customers shall bear all costs incurred in accordance with Part III of this Regulation.

Article 5: Contact points and exchange of information.

5.1. Operations Department:

- OPS General Manager: nguyenhuygiang@hhit.com.vn
- OPS Executive Manager: tranducanh@hhit.com.vn
- Shift Lead: dinhdinhdiep@hhit.com.vn
- OPS Dept email: OPS@hhit.com.vn
- Hotline 24/7: 0844 666 556

5.2. Commercial Department:

- Commercial Manager: luongminhhoang@hhit.com.vn
- Marketing Executive: vuhongnhung@hhit.com.vn
- Pricing Staff: tranthihrang@hhit.com.vn
- COM Dept email: COM@hhit.com.vn
- Hotline 24/7: 0848 666 556

II. PROCEDURE OF RECEIVING AND HANDLING

Article 6. Procedure for Oversize/Overweight Container Group 1

For Group 1 containers, cargo shall be loaded in accordance with the appropriate stacking procedures and securely fastened as required by applicable regulations. Under these circumstances, HHIT will accept the



containers under its standard procedures. Carriers/Customers are only required to submit the information mandated by HHIT's general regulations, as detailed below:

6.1. For export containers:

Step 1: The Carriers/Customers must declare the size and gross weight of the containers via HHIT's Eport.

Step 2: Customers shall move containers to the terminal and follow the required delivery procedure of containers at terminal.

Step 3: Terminal shall prepare loading containers on vessel.

6.2. For import containers:

Step 1: Carriers declare size and weight of containers via discharge list of import containers (Discharge list).

Step 2: Before unloading containers off vessel, HHIT shall cross check the actual shipment on board with declared Information and begin handling containers from vessel to container yard.

Step 3: Customers shall prepare for Import procedure by delivery procedure of container at terminal.

Article 7. Procedure for Oversize/Overweight Container Group 2**7.1. For Export Containers**

Step 1: Carriers/Customers must submit cargo details via email.

Step 2: Within 24 working hours of receiving a complete request and declaration from Carriers/Customers, HHIT will confirm the handling plan and provide handling tariffs along with a reference number for the shipment.

Step 3: Customers must declare the size, weight, and reference number of the container via Eport and submit a Lashing and Securing Survey Report before bringing the containers to the terminal.

Step 4: Customers transport the container to the terminal, where HHIT will cross-check the actual shipment against the declared information and complete the required delivery procedures.

Step 5: The terminal will coordinate with the shipping agent to finalize the stowage plan and begin loading the container onto the vessel.

7.2. For Import Containers:

Step 1: Carriers must declare cargo details via email.

Step 2: Within 24 working hours of receiving the request and declaration from Carriers, HHIT will confirm the handling plan and provide handling charges along with a reference number for the shipment. Shipment details and reference numbers will be updated in the terminal's container operating system.

Step 3: At least three days prior to the ETA, Carriers must provide the reference number, shipment information, and vessel stowage plan.

Step 4: Upon the vessel's arrival, HHIT will verify the actual shipment against the declared information and coordinate with the shipping agent to finalize the discharging plan.

Step 5: The terminal will discharge containers from the vessel and transfer them to the container yard.

Step 6: Customers must follow the terminal's required delivery procedures to receive their containers.

Article 8. Procedure of undertaking arising issues comparing to handling plan during loading on/off

Step 1: The Terminal shall notify Carriers/Customers of any incurred costs.

Step 2: Carriers/Customers confirm settlement of these costs. If handling is required outside office hours, the Terminal may proceed to ensure the vessel's timely release.

Step 3: HHIT prepares a memorandum, obtains signatures from Carriers/Shipping Agents, takes photographs, and updates all relevant information in the terminal's container operating system.

Step 4: Upon completion of handling from the vessel/barge, the Terminal provides Carriers/Customers with the memorandum and photographs to facilitate payment.

III. HANDLING CHARGES AND INCURRED COSTS

Article 9. Handling charges of laden container between Vessel - Container Yard

9.1. Handling charges of laden container of Group I: Handling charges shall be based on the prevailing public tariffs of HHIT or terminal contract between HHIT and Carrier.

9.2. Handling charges of laden container of Group 2 (for ING or OOG container that terminal can handle): Handling charges shall be based on the prevailing public tariffs of HHIT or terminal contract between HHIT and Carrier.

9.3. Handling special-purpose containers that contain high value cargo: handling charge shall be defined on a negotiation basis depending on the specific case and particular shipment.

9.4. Other handling charges (In case of oversize, overweight, weight imbalance, damaged cargo, or damaged containers... that the containers and cargo inside cannot be handled as OOG container but

