

Special Conditions for an **Autovisit**
the version is effective
from 01.09.2026

SPECIAL CONDITIONS OF FORWARDING SERVICES RENDERING FOR ARRANGEMENT OF AN AUTOVISIT

1. General Terms

These Special Conditions govern the relations between the Forwarder and the Client in connection with the delivery of Freight to and/or pickup of Freight from the Partner's Terminal or other Terminals by the Client's automobile transport within the territory of the Russian Federation, including the pickup and/or return of empty containers.

For the purposes of these Special Conditions, the following terms and definitions shall apply:

Transport Vehicle means a container vehicle, truck (truck with a trailer, etc.) belonging to the Client or a carrier engaged by the Client on the basis of the right of ownership or another legal right. The Transport Vehicle shall conform to GOST standards, other requirements and rules established by the Legislation on the technical and commercial state of transport vehicles used for transportation of containers or other freight.

Terminals – the term is used in the meaning described in the General Conditions of Forwarding Services, subject to the limited scope of these Special Conditions: it applies only to the Partner's Terminals and other Terminals.

Partner's Terminals mean Terminals owned by the Forwarder's partners. The list of Terminals is published on the Website in the "Services" – "Partner's Terminal Operating Hours" section.

Other Terminals mean Terminals except Partner's Terminals where services can be provided. Other Terminals used while rendering services are as a rule indicated in the Order.

Autovisit means the delivery of Freight to or the pickup of Freight from Partner's Terminal or other Terminal by the Client using a Transport Vehicle, including the delivery or pickup of loaded or empty containers, as well as containerized cargo loaded into or unloaded from a container directly at the Terminal, or non-containerized cargo.

Checkpoint means a security checkpoint.

2. Arrangement of an Autovisit

2.1. Before making an Autovisit, the Client shall, unless otherwise provided for by the Contract, ensure existence of an approved and paid Order including the Services which are provided at the Terminal and which are necessary for dispatch/receipt/storage of Freight.

2.2. For the purposes of making an Autovisit, it is necessary to submit a request for an Autovisit (arrange an Autovisit). Arrangement of an Autovisit shall be performed beforehand.

2.3. Arrangement of an Autovisit to the Partner's Terminal shall be performed within an approved Order in the Personal Account (in the "Autovisits" tab).

A request for an Autovisit shall contain the following information:

license plate number of the transport vehicle (including trailer);

surname, name and patronymic, passport details, contact telephone number of the driver;

expected date and time of the Autovisit (selected from the available list);

other necessary information.

At the same time, the Parties undertake to maintain confidentiality with respect to the personal data provided.

2.4. In case of expected double delivery/pickup (for example, delivery of a loaded container for further transportation by railway transport and pickup of an empty container for loading with freight), each Autovisit shall be arranged separately.

2.5. In the absence of the available time slots for Autovisit and an urgent delivery/pickup of Freight, the Client may arrive to the Terminal outside the agreed time of Autovisit, the Client should notify the Forwarder thereof. At the same time Terminal services are provided on a first-come-first-served basis after provision of

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services to the Transport Vehicles which have arrived at the agreed time for their Autovisit, subject to technical and technological capabilities. For issue a pass and performance of other necessary actions, the Client shall provide full information to the extent specified in paragraph 2.3 of these Special Conditions, specifying, in addition, the details of the Agreement and the Order under which the Freight is being delivered or picked up.

In such a case, the Forwarder does not guarantee terminal services with respect to Transport Vehicles arriving outside the agreed time for their Autovisit.

2.6. Arrangement of a request for an Autovisit to the Other Terminal shall be performed by sending an email message to the Forwarder (until the relevant functionality is implemented in the Personal Account), thereafter, if needed and depending on the specific circumstances, the Client shall follow the Forwarder's instructions.

2.7. If the Client makes amendments to a submitted request for an Autovisit to the Other Terminal, a fee in the amount of 250 (two hundred fifty) rubles shall be charged from the Client.

2.8. If you have any questions, you can contact the Terminal by the telephone number of the Terminal.

Information about the working hours, telephone numbers, email addresses of Partner's Terminals, route plans for traffic and passage, as well as information about other peculiarities of the operation of the Terminal and/or arrangement of an Autovisit is published on the Website in the "Services" – "Partner's Terminal Operating Hours" section.

If information about the Terminals involved in transportation or specified in the Order is not available on the Website, the Client may contact the assigned manager specified in the Personal Account or call the Contact Center to obtain such information.

2.9 The Forwarder shall ensure that the Vehicle is granted access to the Terminal in accordance with the Terminal's access control procedures, and its operating hours, provided that the actual circumstances of the visit (including the documents provided by the Client or its representatives – the driver and accompanying persons) correspond to the details specified in the completed Autovisit form.

The Client is obliged to ensure, including in the event of any changes to the Autovisit application, that the data provided when completing the Autovisit form corresponds to the information entered in the waybill.

2.10 In case of impossibility of arrival of the Transport Vehicle to the Partner's Terminal at the agreed time of the Autovisit, the Client notifies the Forwarder by cancelling the Autovisit in the Personal Account and selects a new date and time from the available Autovisit slots, taking into account the provisions of paragraph 2.3 of these Special Conditions.

2.11 In case of impossibility of arrival of the Transport Vehicle to the Other Terminal at the agreed time, the Client shall notify the Forwarder as well as the Terminal by telephone and/or by e-mail for coordination its further actions.

2.12. Rescheduling by the Client of a request for an Autovisit to another time less than three hours before the scheduled time of the Autovisit, or failure to use the requested Autovisit (non-arrival of the Transport Vehicle at the Terminal at the established time, arrival at the Terminal of a person / Transport Vehicle not specified in the request for an Autovisit), shall be qualified as cancellation of the Autovisit by the Client.

2.13. In case of impossibility of provision by the Forwarder (its Subcontractor) of terminal services in accordance with the agreed Autovisit, the Forwarder notifies the Client of such circumstances and agrees with the Client on a new date and time for the Autovisit.

2.14. For making an Autovisit, it is necessary to obtain a pass to visit the Terminal and receive an introductory briefing. It is advisable to perform these actions beforehand.

When it is impossible to obtain a pass and receive an introductory briefing beforehand, such actions can be performed immediately upon arrival for the Autovisit; in such a case, it is necessary to arrive at the Terminal in advance, before the agreed time of the Autovisit.

A pass to visit the Terminal can be issued for a long term (the term is determined by the regulatory documents of the branch) or for one occasion.

An introductory briefing is provided for the driver of the Transport Vehicle and the forwarding agent accompanying the Freight (in cases of their presence). Based on the results of the briefing, a pass is issued, without which the driver may not drive into the Terminal. Additional briefings can be provided in case of changes in the arrangement of the work of the Terminal, as well as in other cases.

2.15. Before entering the territory of the Partner's Terminal, the driver of the Transport Vehicle (as well as other persons) shall read and understand the Safety Card for an Autovisit (Annex 1 to these Special

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Conditions), as well as the route plan for traffic and passage in the territory of the Terminal (published on the Website in the “Services” – “Partner’s Terminal Operating Hours” section), and shall follow the prescribed procedure when making an Autovisit.

2.16. Before entering the territory of the Other terminal the driver of the Transport Vehicle (as well as other persons) shall learn safety rules and other rules applied at the terminal. The respective information can be obtained in a public access on the terminal website of from the Forwarder.

2.17. For making an Autovisit, the driver of the Transport Vehicle (as well as other persons) shall have a high-visibility vest and a protective helmet. Without such personal protective equipment presence on the premises of the Terminal outside of the transport vehicle is not allowed (it should be taken into account that the driver and other persons shall not stay in the Transport Vehicle for the period of performance of loading and unloading operations).

2.18. When arriving at the Checkpoint, the driver presents a pass, as well as the relevant documents: documents proving identity, and authority, documents for the Freight (including, upon request of the Forwarder, duly certified copies of shipping documents in case of acceptance of the Freight in accordance with the Special Conditions for the Provision of Freight Forwarding Services regarding acceptance of freight by the Forwarder), and other necessary documents.

In case of inconsistency between the actual data and the information specified in a request for an Autovisit, the Client shall contact the Forwarder and follow further instructions. Such inconsistency may constitute grounds for refusal of entry of the Transport Vehicle to the Terminal, as well as refusal to accept the Freight.

2.19. Upon entrance of a Transport Vehicle into the territory, as well as at any time during the presence of a Transport Vehicle in the territory of the Terminal, the Client (its representative – a driver) may be demanded for an obligatory inspection of a Transport Vehicle for conformance with GOST standards, other requirements and rules established by the Legislation regarding the technical and commercial condition of motor transport.

If nonconformance of a Transport Vehicle with the requirements specified above is revealed, it may be refused to enter the Terminal, as well as demanded to leave the Terminal. In such a case, a relevant report is drawn up.

2.20. In case of a breakdown of the Transport Vehicle, the Client shall ensure its immediate evacuation from the territory of the Terminal.

2.21. The Client, the driver (as well as other persons) shall strictly follow the procedure for visiting the Terminal and the rules of conduct and activities at the Terminal established in accordance with these Special Conditions, as provided for by the requirements of the introductory briefing, the Safety Card for an Autovisit, the route plans for traffic and passage in the territory of the Terminal, as well as the requirements of the Legislation, including those determining the rules of conduct in high-hazard areas and at hazardous production facilities.

In case of failure to comply with the provisions of this paragraph of the Special Conditions, it may be refused for persons and the Transport Vehicle to enter the Terminal, as well as demanded to leave the Terminal. In such a case, a relevant report is drawn up.

2.22. Upon exit from the territory of the Terminal, a one-occasion pass with relevant notes shall be returned at the Checkpoint.

2.23. Time of entry/ exit of the Transport Vehicle into/ from the territory of the Terminal is recorded at the Checkpoint.

3. Specific Requirements for Making an Autovisit

3.1. The Client shall ensure the proper and timely execution of an electronic road waybill (hereinafter referred to as the road waybill), taking into account the prompt signing of all the waybill exchange files with an enhanced qualified electronic signature, and their submission in GIS EPD (State Information System of Electronic Transport Documents).

In accordance with the Order the Forwarder (or its representatives) is responsible for organising road transportation, the Client is obliged to ensure that the road waybill exchange files are duly completed and signed by its own staff, as well as by the staff of any third parties engaged by the Client..

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3.2. Execution of the road waybill shall not impede the work of the Terminal (for example, due to downtime of a Transport Vehicle in the territory of the Terminal caused by delays or difficulties in executing the road waybill).

After completion in the territory of the Terminal of all procedures required for the provision of Services and the purposes of an Autovisit, the Transport Vehicle shall leave the territory of the Terminal immediately.

3.3. The Forwarder shall not be responsible for the availability of communication or internet connection by mean of cell communication of WI-FI, etc. in the territory of the Terminal.

3.4. When executing the road waybill by the Client shall take into account the following:

3.4.1. In case of delivery / pickup of Freight to / from the Terminal, unless otherwise provided by the Contract, including this paragraph of the Special Conditions, the Client shall, when executing the road waybill, specify the Forwarder as an observer (field ... of the road waybill).

3.4.2. Upon pickup of an empty container from the Partner's Terminal for subsequent loading and dispatch of Freight (issuance of a container to the Client), the Forwarder acts as the consignor in the road waybill.

3.4.3. Upon pickup from the Partner's's Terminal or other public areas of a loaded container or Freight unloaded from a container and loaded into a Transport Vehicle, in case the Forwarder acted as the consignee under railway transportation, the Forwarder acts as the consignor in the road waybill. In such a case, the Forwarder accepts the Freight and performs all actions in accordance with the requirements of the laws of the Russian Federation on freight forwarding activities and transport security, as well as the Special Conditions for the Provision of Freight Forwarding Services regarding acceptance of Freight by the Forwarder.

3.4.4. Upon delivery of Freight to the Partner's Terminal for subsequent dispatch by rail transport, in case the Forwarder acts as the consignor under the transportation when dispatching the Freight by rail transport, the Forwarder shall be specified as the consignee in the road waybill. In such a case, the Forwarder accepts the Freight and performs all actions in accordance with the requirements of the laws of the Russian Federation on freight forwarding activities and transport security, as well as the Special Conditions for the Provision of Freight Forwarding Services regarding acceptance of Freight by the Forwarder.

3.4.5. Upon delivery to the Partner's Terminal of an empty container after unloading the delivered Freight from it (return of the container to the Forwarder), the Forwarder shall be specified as the consignee in the road waybill.

3.4.6. In case of loading Freight directly into a Transport Vehicle / into a container by the Forwarder (its Subcontractor) for subsequent pickup from the Terminal, the Forwarder or its subcontractor shall be specified in the road waybill as the organization carrying out the loading of Freight.

3.4.7. In case deliver/pickup of a container to or from the Other Terminal, it is necessary to follow the Forwarder's instructions.

3.5. In order to avoid disputes and incurring additional expenses (for example, related to the downtime of a Transport Vehicle) in case of deviation from the rules for filling out the road waybill set forth in paragraph 3.4 of these Special Conditions, the Client shall agree upon the possibility of such deviations with the Forwarder in advance of the scheduled Avtovisit.

3.6. In case of inclusion of the Freight transportation service by motor transport in an Order and execution of the road waybill by the Client independently, without using a draft prepared by the Forwarder, the Client shall specify the Order number in the road waybill (field ...).

3.7. In case of issuance of a waybill for Freight transportation service by motor transport in paper (in cases stipulated by the Russian law) it is necessary to follow the provisions of this Article of the Special Conditions.

3.8. As a rule, the Freight is weighed upon its delivery to / pickup from the Terminal.

4. Responsibility

4.1. The Client shall be held responsible for provision of a Transport Vehicle nonconforming to the state standards, other requirements and rules for the technical and commercial state of the motor transport used for transportation of Freight. Responsibility for negative consequences connected with provision of a Transport Vehicle nonconforming to the requirements specified above shall rest with the Client.

4.2. The Client shall guarantee and shall bear responsibility for professionalism/ qualification of the driver, freight handlers and other persons engaged for performance of any operations in the territory of the

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Terminal, their sufficient knowledge and skills for performance of loading and unloading operations, for transportation of the Freight as well as for observation of the prescribed procedure, rules of conduct and activities at the Terminal.

4.3. The Client is responsible for availability (obtainment) of special permits, competency certificates and other documents required according to the Legislation for transportation of Freight, including heavy, oversized, hazardous and other Freight.

4.4. The Forwarder may charge and the Client shall pay a penalty in the amount of 5,000 (five thousand) rubles for violation of the prescribed procedure, rules of conduct and activities at the Terminal.

4.5. In case if the actions of the Client (itself, the driver and other engaged persons) cause losses to the Forwarder or third parties, the Client shall pay on demand of the Forwarder a penalty in the amount of 50,000 (fifty thousand) rubles and shall compensate the losses in full.

4.6. The Forwarder shall guarantee and shall be responsible for proper performance of loading and unloading operations with participation of the Transport Vehicle and their conformance to the established requirements.

4.7. In case of the Client's cancellation of an Autovisit (paragraph 2.12 of these Special Conditions), the Forwarder may charge, and the Client shall pay, a fine in the amount of 500 (five hundred) rubles.

5. Peculiarities of Arrangement of an Autovisit to the Intelligent Container Terminal at Kleshchikha Station

5.1. To arrange an Autovisit to Kleshchikha Terminal, the Forwarder provides the Client with access to an online service available at: <https://truck.trcont.ru> (hereinafter referred to as the 'Web Portal').

For obtainment of access to the WEB Portal, the Client sends to email a request (a sample request is presented in Annex 2 to these Special Conditions) with obligatory sending of an original request to the Terminal within a period of 10 days.

After registration by the Forwarder and confirmation of authentication data of the Client (login and password), access to the WEB Portal shall be provided to the Client.

5.2 The Client is obliged to:

Ensure safety of the login and password.

In case of loss of the login and password (loss of the login and password shall also mean cases when the login and password become or may become known to third parties), immediately notify the Forwarder in accordance with the procedure established by subparagraph 3.5.2.6 of the General Conditions to block access:

5.3 The Forwarder undertakes, upon receipt from the Client a notification about loss of the login and password, block access to the WEB Portal within 1 (one) working hour (from 8:00 till 17:00) since the moment of receipt of such a notification from the Client and provide new login and password in accordance with the procedure specified in the User Manual. All actions performed on the WEB Portal on behalf of the Client until receipt by the Forwarder of a notification about loss of the login and password shall be deemed performed by the Client itself.

If the Forwarder has sufficient grounds to believe that the Client or third parties, who have obtained (irrespective of guilty or guilt-free actions/omissions of the Client) access to the WEB Portal, use it for any purposes not provided for by this Agreement or attempt to obtain unauthorized access to any resources closed for the Client, the Forwarder may block access for the Client to the WEB Portal.

5.4 Arrangement by the Client of an Autovisit on the WEB Portal shall be performed in accordance with the "WEB Portal User Manual" (hereinafter, the "User Manual") which shall be sent to the Client upon granting the access to the WEB Portal.

5.5 WEB Portal is functioning 24/7 excluding periods necessary for maintenance. The Client shall be informed on the maintenance period not longer than in 1 day beforehand.

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Safety Card for an Autovisit

1. Persons who are present in the territory of the Terminal shall know and comply with the prescribed rules of conduct at a hazardous production facility, occupational health and safety, fire safety and environmental safety requirements.

2. In the territory of the Terminal and in adjacent technological areas it is necessary to:

2.1. Move with observation of the traffic rules, the speed limit set in the territory of the Terminal, the traffic plan for the Transport Vehicles, as well as the road signs/ traffic signals and the road markings;

2.2. Move the Transport Vehicle between the areas of storage of containers only in the middle of the passages according to the markings, without approaching the rows of containers;

2.3. Be extremely careful, make way for loading/unloading machinery;

2.4. Follow instructions of employees from security agencies (security guards) and authorized employees of the Terminal with respect to the mode of movement;

2.5. Start movement of the Transport Vehicle only after obtainment of a permission from an acceptance/delivery inspector or a security guard;

2.6. For the period of performance of loading and unloading operations, the driver shall shut off the engine, set the parking brake of the Transport Vehicle, get out of the cabin of the Transport Vehicle and stay in a safe area, in the field of view of the driver/ operator of the loading/unloading machinery (this requirement applies also to other persons).

3. In the territory of the Terminal and in adjacent technological areas, it is prohibited to:

3.1. pass/ move through the Checkpoint without authorization as well as stay in the territory of the Terminal without authorization;

3.2. bring to the territory of the Terminal any passengers who have no passes issued in the prescribed manner;

3.3. stay in the territory of the Terminal without a high-visibility vest and a protective helmet and, if required, other personal protective equipment (PPE) in a good state of repair and condition;

3.4. violate the plan of pedestrian and vehicle traffic routes within the Terminal;

3.5. exceed the speed limit;

3.6. overtake and cross over into the oncoming traffic;

3.7. create obstacles for other road users and for movement of loading/unloading machinery;

3.8. enter the loading/unloading areas without permission;

3.9. stay in the area of performance of loading and unloading operations, except for persons who are involved in the production process;

3.10. stay closer than at a distance of 10 (ten) meters from operating loading/unloading machinery and outside of the field of view of the driver/operator of the loading/unloading machinery;

3.11. be under a movable load (container);

3.12. approach the Transport Vehicle and take the driver's seat until completion of loading and unloading operations;

3.13. leave the Transport Vehicle for a long time;

3.14. use aisles, passages and freight storage locations for parking motor transport;

3.15. perform any repair as well as welding and other operations with the use of open fire/ flame;

3.16. use portable gas stoves for heating food and warming up and start an open fire;

3.17. be in a state of alcoholic, drug or other intoxication as well as in a sick condition or in a state of such fatigue that may affect personal safety and safety of other persons;

3.18. smoke outside of specially designated places marked with the "smoking area" sign;

3.19. discard rubbish, waste, etc. outside of specially designated places.

Autovisit

Annex 2
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SAMPLE REQUEST FOR ACCESS TO THE WEB PORTAL

To the Director _____

The city of _____ 20 The city of _____

We request access to the WEB Portal of the control system of container terminal

(name of the container terminal)

(name of the organization)

under Freight Forwarding Contract No. _____ - dated _____
20 _____

In this letter we provide information about the employees authorized on behalf of _____
(name of the organization)

to exchange information with _____;
1) _____
/Surname, name, patronymic, job title/

2) mobile telephone number _____

3) email _____

Director _____ / _____
(signature) (Full name)

Stamp here

Удалено:

Отформатировано: Font Style94

Удалено: _____

Отформатировано: Font Style94

Отформатировано: Style2, Отступ: Слева: 10,01 см,
Поз.табуляции: 16,08 см, по левому
краю,Заполнитель: ____

Отформатировано: Font Style94

Удалено: _____

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The city of _____

20 ____

Удалено: _____

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Удалено: _____

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Отформатировано: Font Style94

Удалено: ____

Отформатировано: Font Style94

Отформатировано

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Удалено: forwarding contract

Отформатировано: Font Style94

Удалено: _____ - _____

Отформатировано: Font Style94

Удалено: ____.

Отформатировано: Font Style94

Отформатировано: Font Style94

Удалено: to exchange

Отформатировано: Font Style94

Удалено: _____

Отформатировано

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Отформатировано: Font Style76

Удалено:

Отформатировано: Font Style76, Шрифт: 10 пт

Отформатировано: Style2, По левому краю

Отформатировано: Font Style94

Удалено: _____:

Отформатировано: Font Style94

Удалено: <#> _____

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Отформатировано: Font Style94

Отформатировано

...

Удалено:

Отформатировано: Font Style94

Удалено: ¶

...

Удалено:

Удалено: <object>