

AAT Truck Control System (TCS) User Guide

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A. INTRODUCTION OF TRUCK CONTROL SYSTEM (TCS)

The Truck Control System (TCS) is a computer system mainly used for controlling trucks traffic flow and allocation of truck docks in Asia Airfreight Terminal (AAT).

TCS pioneered the use of RFID technology to control traffic flow within AAT's two terminals. The integration of IT systems automates the allocation of truck docks to ensure trucks are promptly assigned to the most appropriate docks available, reducing waiting time and optimising the transfer of cargo.

1. BENEFITS OF TCS

- a. Faster and more flexible cargo collection and delivery services through proper truck dock allocation
- b. Reduced queuing time as a result of minimum human intervention
- c. Increase traffic transparency by showing real-time truck queuing status online via the AAT Internet Management System (AIMS)
- d. Enhance security control

2. FEATURES OF TCS

a. RADIO FREQUENCY IDENTIFICATION (RFID)

Radio Frequency Identification (RFID) is an automatic identification method, relying on storing and remotely retrieving data using a chip-based RFID tag that can be identified via radio waves. Integrated with our IT systems, all incoming trucks are automatically assigned to the most appropriate docks available to speed up cargo delivery whilst keep track of service standards. Complementing the advanced technology, the RFID tag "i-Pass" is used to facilitate vehicle access via RFID reading.

b. MULTI-CHANNEL TRUCK DOCK NOTIFICATIONS

If truck dock is available immediately after you enter the incoming purpose, an assigned truck dock number will be shown on the Entrance Kiosk Screen. If related truck dock is fully occupied, you will be instructed to wait in the Truck Park Area as shown on Kiosk Screen. In any case, user will be notified through the following channels:

- **Entrance & Truck Dock Gate Kiosks:** When user approaches any entrance or truck dock gate, the assigned truck dock number will be displayed on the respective Kiosk Screen.
- **Interactive Voice Response System (IVRS):** User will also receive a phone call from the system for truck dock notification. User must acknowledge the phone call by following the instruction accordingly. If the system is unable to receive any acknowledgement, the assignment will be withdrawn. The respective vehicle will be arranged to the waiting queue again.
- **Truck Dock Allocation Display:**
 - i. **Truck Park Area:** User's car plate and assigned truck dock numbers will be shown on the Truck Dock Allocation Display located at the respective truck dock level. For example, Truck Dock T1101 is assigned to Car Plate no. AA1234 for collecting import cargo. "T1101" and "AA1234" will be displayed on the Truck Dock Allocation Display located at 1st Floor.

ii. **Customer Services Counter:** User's car plate and assigned truck dock numbers will be shown on the TV Display at Customer Services Counter. Hence, customers can still be notified while undergoing documentation process.

- **Self Service Kiosk:** The assigned truck dock number will be shown on the Self Service Kiosk after user login.

c. SELF SERVICE KIOSK

1. LOCATIONS (please refer to p.8-11 for the location maps)

- i. ULD Office at T2 G/F
- ii. Customer Services Counter at T2 1/F

2. FUNCTIONS

i. VIEW USER'S INFORMATION

User can retrieve his/her registered information and incoming purpose after log in at the Self Service Kiosk.

ii. CHANGE OF REGISTERED INFORMATION

If user's phone number is different from the registered one, user must change his/her information by either:

- Entering user's car plate and PIN numbers appeared on the i-Pass at the Self Service Kiosk; or
- Requesting assistance from AAT staff in Customer Services Counter

iii. CHANGE OF INCOMING PURPOSE

User can select only one incoming purpose at Entrance Gate Kiosk. After completed first purpose, user is required to leave the assigned truck dock and re-enter the Truck Park Area, then declare his/her second incoming purpose by:

- Entering user's car plate and PIN numbers appeared on the i-Pass at the Self Service Kiosk; or
- Requesting assistance from AAT staff in Customer Services Counter.

A new truck dock will be assigned to user after performing the above processes.

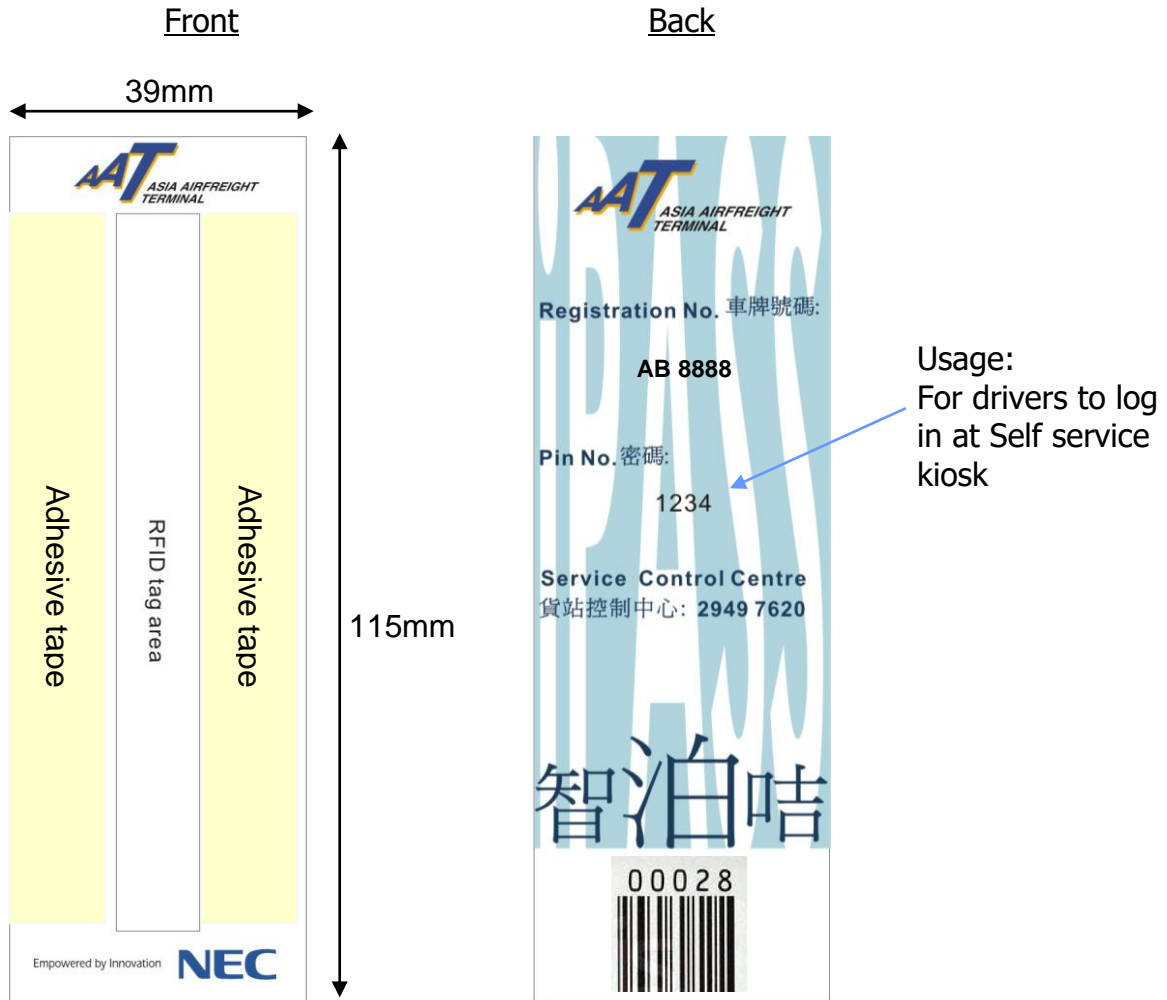
iv. DECLARE DOCUMENTATION COMPLETION FOR IMPORT COLLECTION

User can declare documentation completion for truck dock assignment by either:

- Scan the Shipment Release Form (SRF) after entering user's car plate and Pin numbers appeared on the i-Pass at the Self Service Kiosk; or
- Requesting assistance from AAT staff in Customer Services Counter

B. INTRODUCTION OF i-PASS

i-Pass must be affixed on the windscreen of all vehicles which entered AAT. This could facilitate vehicle movement and truck dock allocation within AAT.



i-Pass (Permanent)

1. HOW TO PLACE i-PASS ON VEHICLE

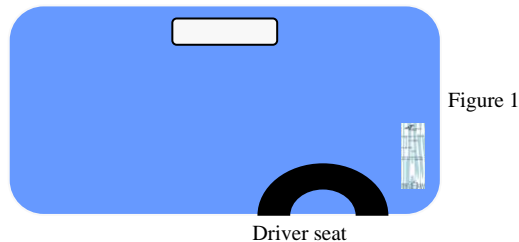
Attention! The placements of i-Pass are varied according to the following types of vehicle. **Correct placement of i-Pass is NECESSARY for RFID antenna to identify the vehicle.** Users are advised to affix the i-Pass properly. User **MUST** strictly follow the instructions to affix i-Pass on the windscreen of his/her vehicles. Any misplacement may result in failure of access and exit AAT.

a. Small Vehicle - Type 1

Refer to a van or private car that accesses car park area only.

Steps:

1. Clean and dry the **bottom right** of interior windscreen surface.
2. Remove the adhesive tapes on the i-Pass.
3. Stick the i-Pass to the **bottom right** of the interior surface (As illustrated on figure 1) and press it firmly against the windscreen.
4. Make sure the side of the i-Pass displaying registration and PIN numbers are facing the interior of the vehicle. Otherwise, i-Pass might not be read for vehicle identification by system.

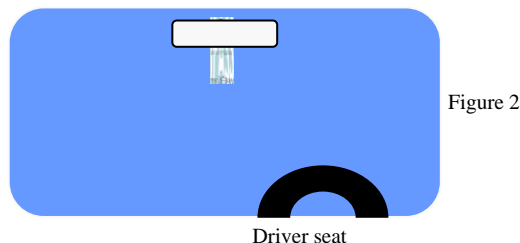


b. Small Vehicle- Type 2

Refer to a van or private car that accesses both car park and truck dock areas.

Steps:

1. Clean and dry the **top** of the interior windscreen surface.
2. Remove the adhesive tapes on the i-Pass.
3. Stick the i-Pass as near to the **top** of the windscreen surface as possible (As illustrated on figure 2) and press it firmly against the windscreen.
4. Make sure the side of the i-Pass tag with registration and PIN numbers are facing the interior of the vehicle. Otherwise, i-Pass might not be read for vehicle identification by system



c. Medium Vehicle

Refer to a truck with length below 40 feet.

1. Clean and dry the **bottom** of the interior windscreen surface.
2. Remove the adhesive tapes on the i-Pass.
3. Stick the i-Pass to the **bottom** of the interior surface (As illustrated on figure 3) and press it firmly against the windscreen.
4. Make sure the side of the i-Pass tag with registration and PIN numbers are facing the interior of the vehicle. Otherwise, i-Pass might not be read for vehicle identification by system.

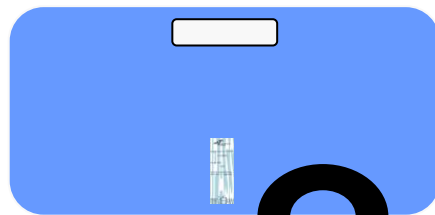


Figure 3

Driver seat

d. Large Vehicle

Refer to a truck with length 40 feet or above.

1. Clean and dry the **bottom** of the interior windscreen surface.
2. Remove the adhesive tapes on the i-Pass.
3. Stick the i-Pass to the **bottom** of the interior surface and press it firmly against the windscreen. (As illustrated on figure 4)
4. Make sure the side of the i-Pass tag with registration and PIN numbers are facing the interior of the vehicle. Otherwise, i-Pass might not be read for vehicle identification by system.

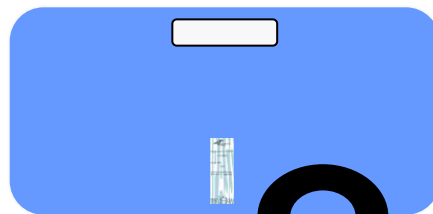


Figure 4

Driver seat

2. LOSS, DAMAGE OR MALFUNCTION OF i-PASS

In case of loss, damage or any malfunction of i-Pass that causes vehicle unable to access assigned area, user shall follow the instructions below:

Arrive AAT

User should press “Print Slip”. Take the slip and park the vehicle at Truck Park Area. Then proceed to one of the following offices with the slip to apply single-entry i-Pass:

- Facility Management Office at G/F
- Customer Services Counter at 1/F

Entered AAT

User may request assistance from AAT staff or call Facility Management Office at 2949 7700 or Service Control Centre at 2949 7620.

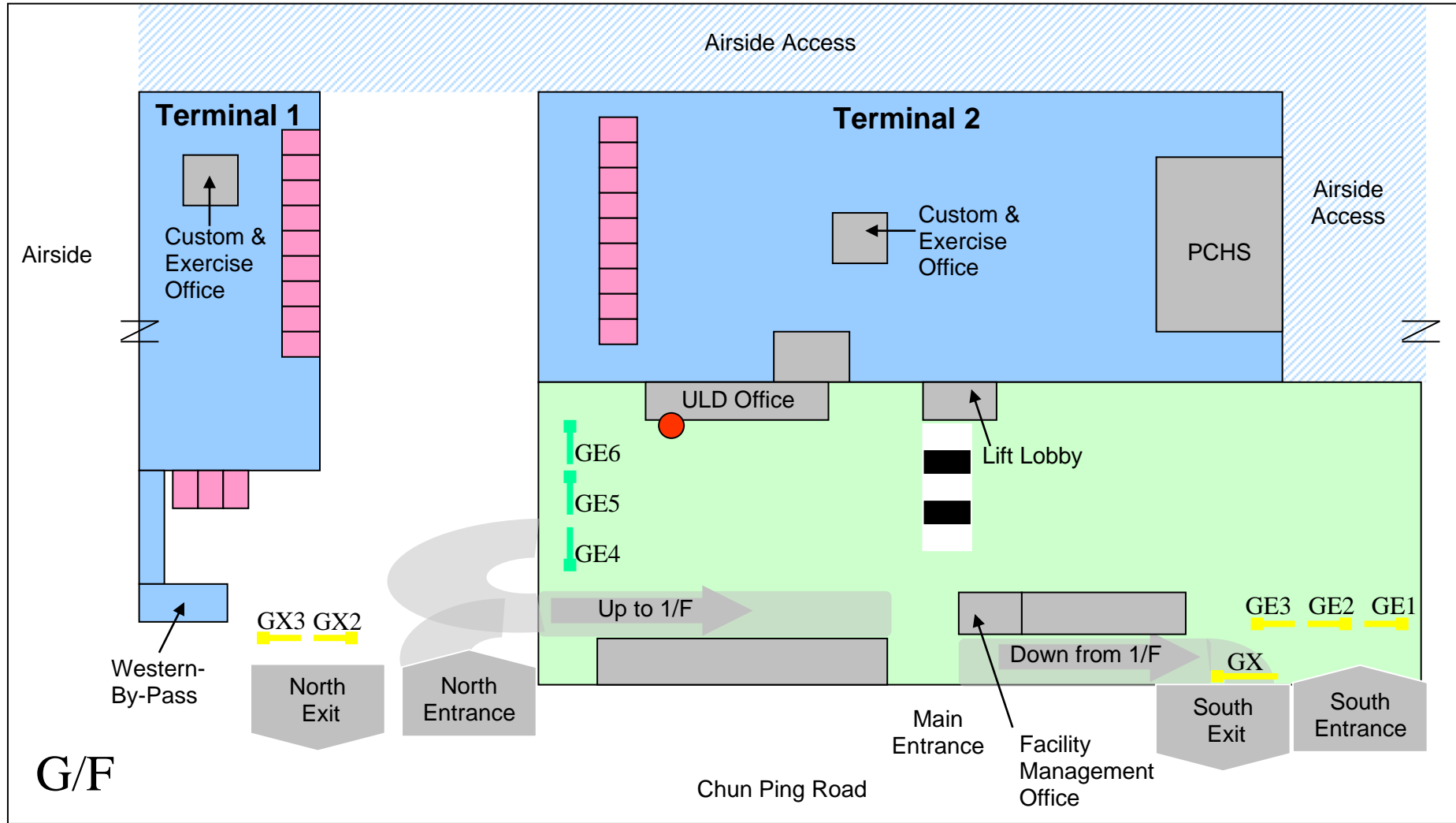
3. RE-ISSUANCE OF i-PASS

Unless user’s i-Pass was proved to be malfunctioned without any damage on the tag, any re-issuance of i-Pass incurs penalty of HK\$50 each.

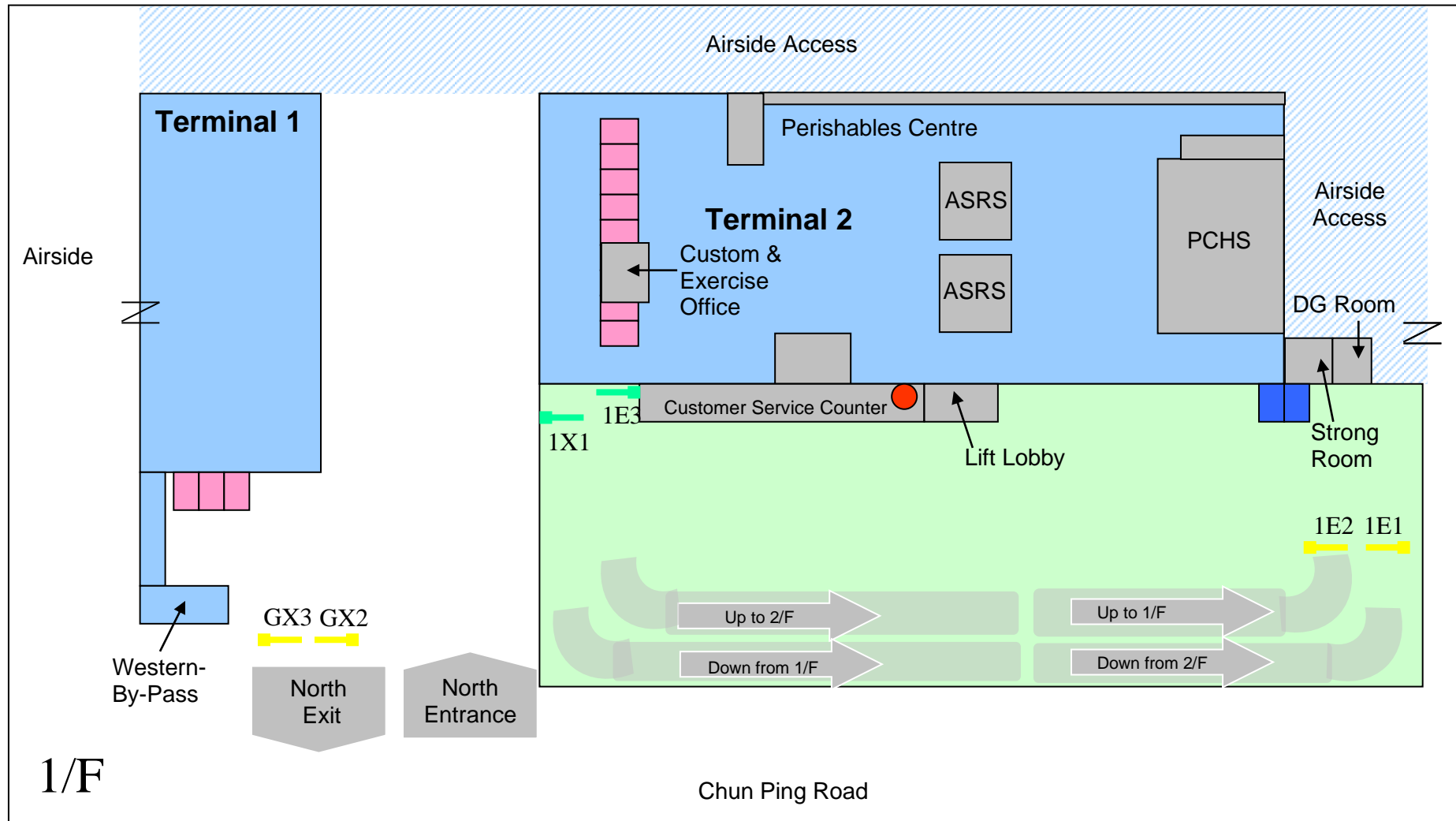
4. 24-HOURS ENQUIRY HOTLINE

For any enquiries on i-Pass, please contact Facility Management Office at 2949 7700 or Service Control Centre at 2949 7620.

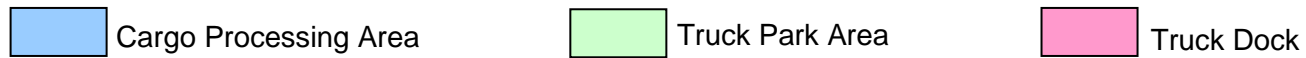
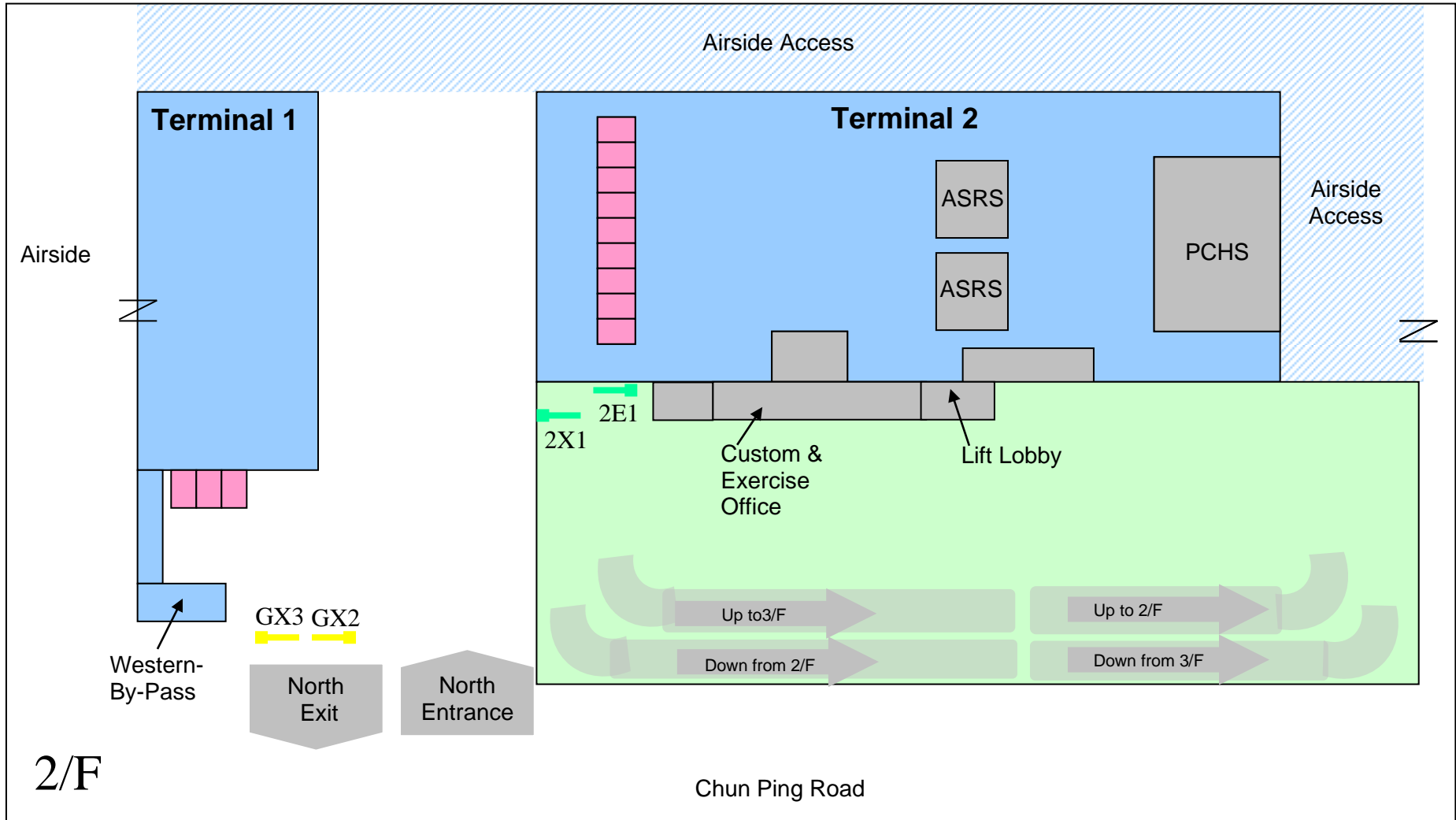
C. GATES AND OFFICE LOCATION MAPS

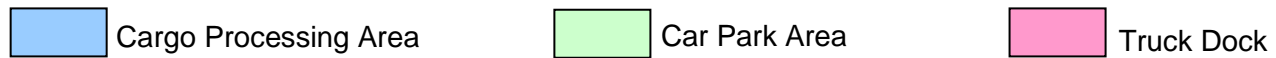
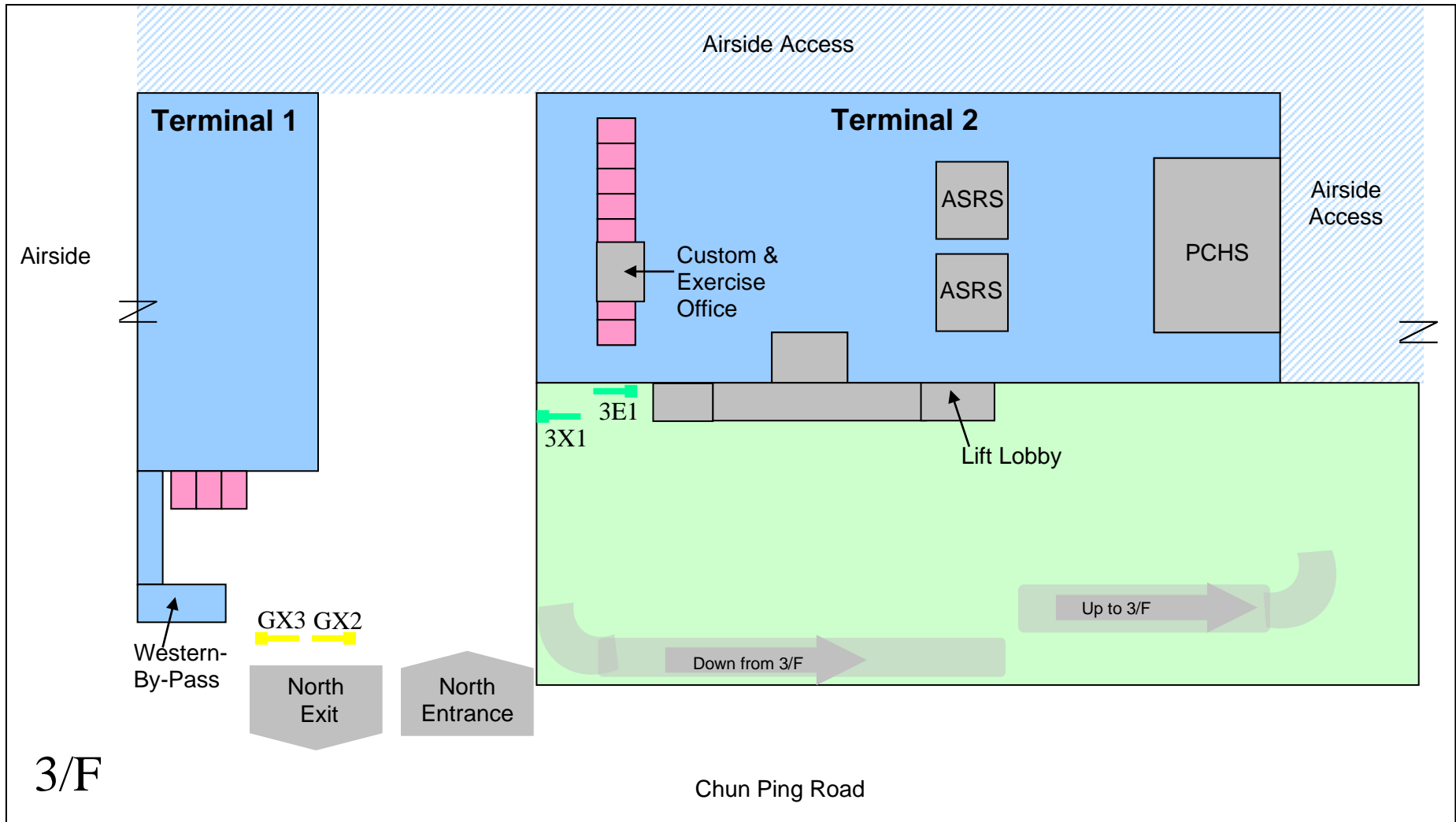


- Cargo Processing Area
- Truck Park Area
- Truck Dock
- Self Service Kiosk



- Cargo Processing Area
- Truck Park Area
- Truck Dock
- Carport
- Self Service Kiosk





D. VEHICLES TRAFFIC FLOW

Abbreviations:

AAT	Asia Airfreight Terminal
CSC	Customer Services Counter
TCS	Truck Control System
IVRS	Interactive Voice Response System
SRF	Shipment Release Form
RCL	Reception Check List
EIR	Equipment Issue Receipt
AWB	Airway Bill
FMO	Facility Management Office
CCO	Cargo Collection Office

Attention! All vehicles entering AAT must declare correct incoming purpose on TCS kiosk screen (*Please refer to “Section F. Appendix” for kiosk screen flow*) located at entrance gate, otherwise inappropriate truck dock may be assigned. User should also approach corresponding gate entrance according to instructions for delivering or collecting cargo.

1. CARGO HANDLING VEHICLES

IMPORT (For system display, please refer to Appendix I – Import Cargo Handling)

a. IMPORT – BULK / PREPACKED / COURIER / PERISHABLES

1. Enter North Entrance at Gate 1E1 or 1E2
2. Select incoming purpose on Entrance Gate Kiosk
“Import” → “Bulk” / “Prepacked” / “Courier” / “Perishables” → “Terminal 1” or “Terminal 2”
3. After being recognized by TCS, drive in and park at Truck Park Area
4. Proceed to CSC at 1/F of T2 for documentation processing
5. Wait for truck dock assignment at Truck Park Area after obtaining SRF
6. When truck dock is available, car plate and assigned truck dock numbers will be shown on truck dock allocation display located on the respective warehouse level and CSC. User will also receive a phone call from IVRS for truck dock assignment
7. Acknowledge the phone call by following the instruction accordingly
8. Proceed to related truck dock Entrance Gate which will be automatically opened after RFID reading
9. Drive in and park at the assigned truck dock for collecting import cargo
10. Leave truck dock
11. User can either re-enter or exit AAT after security check

b. IMPORT – VALUABLE (Except Armoured vehicle)

1. Enter North Entrance at Gate 1E1 or 1E2
2. Select incoming purpose on Entrance Gate Kiosk
“Import” → “Valuable”
3. After being recognized by TCS, drive in and park at Truck Park Area
4. Proceed to CSC at 1/F of T2 for documentation processing
5. Proceed to Strong Room at 1/F of T2 for submitting SRF
6. Wait for truck dock assignment at Truck Park Area
7. When truck dock T2150 or T2151 is available, user will receive a phone call from IVRS for truck dock assignment. Acknowledge the phone call by following the instruction accordingly
8. Drive in and park at assigned truck dock for collecting import cargo
9. Leave Strong Room
10. Exit AAT after security check

c. IMPORT – SCHEDULED COLLECTION

1. Enter North Entrance at Gate 1E1 or 1E2
 - a. Enter within scheduled collection period
 - i. After being recognized by TCS, assigned truck dock will be shown on Entrance Gate Kiosk
 - ii. After truck dock assignment, car plate and assigned truck dock numbers will be shown on truck dock allocation display located on the respective warehouse level and CSC. User will also receive a phone call from IVRS for truck dock assignment
 - iii. Acknowledge the phone call by following the instruction accordingly
 - iv. Proceed to related truck dock Entrance Gate which will be automatically opened after RFID reading
 - v. Drive in and park at the assigned truck dock
 - vi. Proceed to CCO with SRF for collecting import cargo
 - vii. Leave truck dock
 - viii. User can either re-enter or exit AAT after security check
 - b. Enter during non scheduled collection period
 - i. Select incoming purpose on Entrance Gate Kiosk
“Import” → “Schedule Collection”
 - ii. After being recognized by TCS, drive in and park at Truck Park Area until schedule collection period
 - iii. Truck dock will be assigned upon scheduled collection period, your car plate and assigned truck dock numbers will be shown on truck dock allocation display located on the respective warehouse level and CSC. User will also receive a phone call from IVRS for truck dock assignment
 - iv. Acknowledge the phone call by following the instruction accordingly
 - v. Proceed to related truck dock Entrance Gate which will be automatically opened after RFID reading
 - vi. Drive in and park at the assigned truck dock
 - vii. Proceed to CCO for collecting import cargo
 - viii. Leave truck dock
 - ix. User can either re-enter or exit AAT after security check

d. IMPORT – COOLPORT

(For system display, please refer to Appendix III – COOLPORT)

1. Enter North Entrance at Gate 1E1 or 1E2
2. Select incoming purpose on Entrance Gate Kiosk
“Import” → “COOLPORT”
3. After being recognized by TCS, drive in and park at Truck Park Area
4. Proceed to CSC at 1/F of T2 for documentation processing
5. Wait for truck dock assignment at Truck Park Area after obtaining SRF
6. When truck dock is available, car plate and assigned truck dock numbers will be shown on truck dock allocation display located on the respective warehouse level and CSC. User will also receive a phone call from IVRS for truck dock assignment
7. Acknowledge the phone call by following the instruction accordingly
8. Proceed to related truck dock Entrance Gate which will be automatically opened after RFID reading
9. Drive in and park at the assigned truck dock for collecting import cargo
10. Leave truck dock
11. User can either re-enter or exit AAT after security check

EXPORT (For system display, please refer to Appendix II – Export Cargo Handling)**e. EXPORT – BULK**

1. Select incoming purpose on Entrance Gate Kiosk
“Export” → “Bulk” → “RACSF” / “AAT X-RAY Screening” / “Screening Exempted” → “Terminal 1” / “Terminal 2”
2. After being recognized by TCS:
 - a. When truck dock is available, assigned truck dock will be shown on Entrance Gate Kiosk
 - b. When truck dock is not available, drive in and wait at Truck Park Area
3. After truck dock assignment, car plate and assigned truck dock numbers will be shown on truck dock allocation display located on the respective warehouse level and CSC. User will also receive a phone call from IVRS for truck dock assignment
4. Acknowledge the phone call by following the instruction accordingly
5. Proceed to related truck dock Entrance Gate which will be automatically opened after RFID reading
6. Drive in and park at the assigned truck dock for cargo delivery
7. Obtain RCL after cargo delivery
8. Leave truck dock
9. User can either re-enter or exit AAT after security check

f. EXPORT – COURIER / PERISHABLES

1. Select incoming purpose on Entrance Gate Kiosk
“Export” → “Courier” / “Perishables” → “Terminal 1” / “Terminal 2”
2. After being recognized by TCS:
 - a. When truck dock is available, assigned truck dock will be shown on Entrance Gate Kiosk
 - b. When truck dock is not available, drive in and wait at Truck Park Area
3. After truck dock assignment, car plate and assigned truck dock numbers will be shown on truck dock allocation display located on the respective warehouse level and CSC. User will also receive a phone call from IVRS for truck dock assignment
4. Acknowledge the phone call by following the instruction accordingly
5. Proceed to related truck dock Entrance Gate which will be automatically opened after RFID reading
6. Drive in and park at the assigned truck dock for cargo delivery
7. Obtain RCL after cargo delivery
8. Leave truck dock
9. User can either re-enter or exit AAT after security check

g. EXPORT – PREPACKED

1. Enter South Entrance at Gate GE1 or GE2
2. Select incoming purpose on Entrance Gate Kiosk
“Export” → “Prepacked” → “RACSF” / “Screening Exempted” → “Terminal 1” / “Terminal 2”
3. After being recognized by TCS:
 - a. When truck dock is available, assigned Truck Dock will be shown on Entrance Gate Kiosk
 - b. When truck dock is not available, drive in and wait at Truck Park Area
4. After truck dock assignment, car plate and assigned truck dock numbers will be shown on truck dock allocation display located on the respective warehouse level and CSC. User will also receive a phone call from IVRS for truck dock assignment
5. Acknowledge the phone call by following the instruction accordingly
6. Proceed to related truck dock Entrance Gate which will be automatically opened after RFID reading
7. Drive in and park at the assigned truck dock for cargo delivery

8. Obtain RCL after cargo delivery
9. Leave truck dock
10. User can either re-enter or exit AAT after security check

h. EXPORT – VALUABLE (Except Armoured vehicle)

1. Enter North Entrance at Gate 1E1 or 1E2
2. Select incoming purpose on Entrance Gate Kiosk
“Export” → “Valuable”
3. After being recognized by TCS, drive in and park at Truck Park Area
4. Proceed to strong room at 1/F of T2 for truck dock assignment
5. Wait for truck dock assignment at Truck Park Area
6. When truck dock T2150 or T2151 is available, user will receive a phone call from IVRS for truck dock assignment.
7. Acknowledge the phone call by following the instruction accordingly
8. Drive in and park at assigned truck dock for cargo delivery
9. Obtain RCL after cargo delivery
10. Leave strong room
11. Exit AAT after security check

i. EXPORT – EHU

1. Enter South Entrance at Gate GE1 or GE2
2. Select “EHU” as incoming purpose on Entrance Gate Kiosk
“Export” → “EHU”
3. After being recognized by TCS:
 - a. When truck dock is available, assigned truck dock will be shown on Entrance Gate Kiosk
 - b. When truck dock is not available, drive in and wait at Truck Park Area
4. After truck dock assignment, car plate and assigned truck dock numbers will be shown on truck dock allocation display located on the respective warehouse level and CSC. User will also receive a phone call from IVRS for truck dock assignment
5. Acknowledge the phone call by following the instruction accordingly
6. Drive in and park at the assigned truck dock for cargo delivery
7. Obtain RCL after cargo delivery
8. Leave truck dock
9. User can either re-enter or exit AAT after security check

j. EXPORT – COOLPORT

(For system display, please refer to Appendix III – COOLPORT)

1. Enter North Entrance at Gate 1E1 or 1E2
2. Select incoming purpose on Entrance Gate Kiosk
”Export” → “COOLPORT”
3. After being recognized by TCS:
 - a. When truck dock is available, assigned truck dock will be shown on Entrance Gate Kiosk
 - b. When truck dock is not available, drive in and wait at Truck Park Area
4. After truck dock assignment, car plate and assigned truck dock numbers will be shown on truck dock allocation display located on the respective warehouse level and CSC. User will also receive a phone call from IVRS for truck dock assignment
5. Acknowledge the phone call by following the instruction accordingly
6. Drive in and park at the assigned truck dock for cargo delivery
7. Obtain RCL after cargo delivery
8. Leave truck dock
9. User can either re-enter or exit AAT after security check

OTHERS (For system display, please refer to Appendix IV – Other incoming purpose)**k. COLLECT / RETURN EMPTY ULD**

1. Enter South Entrance at Gate GE1 or GE2
2. Select “ULD Handling” as incoming purpose on Entrance Gate Kiosk
3. After being recognized by TCS, drive in and park at Truck Park Area
4. Proceed to ULD Office at G/F of T2 for documentation processing
5. Wait for truck dock assignment at Truck Park Area after obtaining EIR
6. When truck dock is available, car plate and assigned truck dock numbers will be shown on truck dock allocation display located on the respective warehouse level and CSC. User will also receive a phone call from IVRS for truck dock assignment
7. Acknowledge the phone call by following the instruction accordingly
8. Proceed to related truck dock Entrance Gate which will be automatically opened after RFID reading
9. Drive in and park at the assigned truck dock
10. Submit EIR to AAT staff for collecting empty ULD
11. Leave truck dock
12. User can either re-purpose or exit AAT after security check

l. DOCUMENTATION

1. Enter North Entrance at Gate 1E1 or 1E2
2. Select “Documentation” as incoming purpose on Entrance Gate Kiosk
3. After being recognized by TCS, drive in and park at Truck Park Area
4. Proceed to CSC at 1/F of T2 for documentation processing (e.g. issue SRF, submit AWB)
5. User can either re-enter or exit AAT after security check

m. FEDEX

1. Enter South Entrance at Gate GE1 or GE2
2. For non-FedEx vehicles, select “FedEx” as incoming purpose for on Entrance Gate Kiosk
3. After being recognized by TCS:
 - a. When FX truck dock is available, assigned truck dock will be shown on Entrance Gate Kiosk
 - b. When FX truck dock is not available, drive in and wait for FX arrangement at Truck Park Area
4. Proceed to related truck dock Entrance Gate GE5 or GE6 which will be automatically opened after RFID reading
5. Drive in and park at FX Truck Dock Area for cargo activities
6. Leave truck dock
7. Exit AAT after security check

n. TNT

1. Enter South Entrance at Gate GE1 or GE2
2. For non-TNT vehicles, select “TNT” as incoming purpose on Entrance Gate Kiosk
3. After being recognized by TCS:
 - a. When TNT truck dock is available, assigned truck dock will be shown on Entrance Gate Kiosk
 - b. When TNT truck dock is not available, drive in and wait for TNT arrangement at Truck Park Area
4. Proceed to related truck dock Entrance Gate GE5 or GE6 which will be automatically opened after RFID reading
5. Drive in and park at TNT Truck Dock Area for cargo activities
6. Leave truck dock
7. Exit AAT after security check

o. ASIA AIRFREIGHT SERVICES (AAS)

1. Enter North Entrance at Gate 1E1 or 1E2
2. For non-AAS vehicles, select “AAS” as incoming purpose on Entrance Gate Kiosk
3. After being recognized by TCS:
 - a. When AAS truck dock is available, assigned truck dock will be shown on Entrance Gate Kiosk
 - b. When AAS truck dock is not available, drive in and wait at Truck Park Area
4. After AAS truck dock available, user will receive a phone call from IVRS to enter AAS Truck Dock area
5. Acknowledge the phone call by following the instruction accordingly
6. Proceed to related truck dock Entrance Gate which will be automatically opened after RFID reading
7. Drive in and park at the AAS Truck Dock Area for cargo activities
8. Leave truck dock
9. User can either re-enter or exit AAT after security check

p. TENANTS

1. Enter North Entrance at Gate 1E1 or 1E2
2. For non-Tenant vehicles, select “Tenant” as incoming purpose on Entrance Gate Kiosk
3. After being recognized by TCS:
 - a. When tenant truck dock is available, assigned truck dock will be shown on Entrance Gate Kiosk
 - b. When tenant truck dock is not available, drive in and wait at Truck Park Area
4. After tenant truck dock is available, user will receive a phone call from IVRS to enter tenant Truck Dock Area
5. Acknowledge the phone call by following the instruction accordingly
6. Proceed to related truck dock Entrance Gate which will be automatically opened after RFID reading
7. Drive in and park at the tenant Truck Dock Area for cargo activities
8. Leave truck dock
9. User can either re-enter or exit AAT after security check

q. ARMOURED VEHICLE

1. Enter South Entrance at Gate GE1 or GE2
2. After being recognized by TCS, drive in and park at 1/F Truck Park Area
3. Proceed to strong room at 1/F of T2 for declare import or export valuables activities
 - a. For import valuables, refer to section D-b
 - b. For export valuables, refer to section D-h

r. VEHICLES WITHOUT i-PASS

1. Enter either North Entrance at Gate No.1E1/1E2 or South Entrance at Gate GE1/GE2
2. User should press “Print Slip”. Take the slip and park the vehicle at Truck Park Area. Then proceed to one of the following offices with the slip to apply single-entry i-Pass:
 - Facility Management Office at G/F
3. User should declare the incoming purpose and provide information (e.g. truck plate number, contact telephone number etc.) for single-entry i-Pass issuing
4. Place single-entry i-Pass on the windshield according to the placement instructions
5. For cargo vehicle traffic flow, refer to section D-1
6. Perform security check and return single-entry i-Pass when exit AAT

2. NON-CARGO HANDLING VEHICLES

a. CAR PARK TENANTS

1. Enter North Entrance at Gate 1E1 or 1E2
2. After being recognized by TCS, Entrance Gate will be automatically opened after RFID reading
3. Drive in and park at T2 3/F Truck Park Area for parking
4. Exit AAT after security check

b. VISITORS

1. Enter either North Entrance at Gate No.1E1/1E2 or South Entrance at Gate GE1 /GE2
2. User should press “Print Slip”. Take the slip and park the vehicle at Truck Park Area. Then proceed to one of the following offices with the slip to apply single-entry i-Pass:
 - Facility Management Office at G/F
3. User should declare the incoming purpose and provide information (e.g. car plate number, contact telephone number etc.) for single-entry i-Pass issuing
4. Place single-entry i-Pass on the windshield according to the placement instructions
5. Perform security check and return single-entry i-Pass when exit AAT

E. GENERAL TERMS AND CONDITIONS**a. CRITERIA OF ISSUING i-PASS**

1. User's vehicle must have valid vehicle licences and third-party insurance.
2. i-Pass is non-transferable and to be used only with the registered vehicle.
3. The final decision of issuing i-Pass is subject to AAT's approval.

b. FEES AND CHARGES

The User agrees that:

1. The first-time issuance of i-Pass for new registered vehicle is Free of Charge.
2. Any re-issuance of i-Pass for previous registered vehicle incurs penalty of HK\$50 each.
3. AAT reserves the right to amend any charges and corresponding fees for issuance of i-Pass without prior notice.

c. PROVISION OF SERVICES

AAT will try our utmost to provide the Services. However, AAT may suspend whole or part of the Services without prior notice if the System or Equipment malfunctioned or requires maintenance.

d. TERMINATION OF AGREEMENT

1. Either party may terminate the Agreement by giving at least one-day written notice to the other. The User must return the i-Pass to AAT within 1 month after issuing or receiving the notice.
2. AAT may terminate whole or part of the terms listed on the agreement immediately if in AAT's opinion that:
 - i. The User fails to pay the incurred fee to AAT; or
 - ii. The User violates the terms of the Agreement or fails to comply with the requirements of AAT in relation to the use of Truck Park Services; or
 - iii. Any of the information provided by the User is found to be false or AAT has reasonable ground to believe that such information is false or inaccurate; or
 - iv. AAT discovers that the User illegally uses the i-Pass.
3. Termination of the Agreement will not affect any rights or liabilities of the parties which have arisen before the date of termination.

e. USER'S RESPONSIBILITY

1. Successful applicant shall be notified to collect the i-Pass and "AAT i-Pass User Guide" at Asia Airfreight Terminal. The user shall follow the "AAT i-Pass User Guide" and AAT by-laws accordingly.
2. At the time of application for the Services, the User shall provide correct and completed information to AAT(including but not limited to: company name, address, telephone number, business registration certificate number, user name, telephone number & identity card number) and notify AAT of any change or alteration to that information in written format as soon as possible.
3. The User shall notify AAT immediately when i-Pass is lost, stolen or damaged. Otherwise, if a third-party uses the lost or stolen i-Pass in AAT, the User shall fully compensate AAT for all the cost, expenses, claims, damage and loss incurred.

f. PERSONAL INFORMATION

The User acknowledges and agrees that all information provided to AAT in accordance with the Agreement will be subjected to AAT's policies under Personal Data (Privacy) Ordinance Chapter 486.

g. GENERAL PROVISIONS


1. Unless otherwise stated, the Agreement is the completed and exclusive statement of the Agreement between the User and AAT in accordance with the i-Pass(es) service as specified in the relevant Application. The Agreement supersedes all understandings or prior Agreements, whether oral or written, and all representations or other communications between the User and AAT.
2. The User shall not exchange or transfer the i-Pass to other party unless with the prior written consent from AAT.
3. AAT is not obligated to verify the authenticity or authority of a signature or on behalf of the User.
4. AAT reserves the right to vary, delete, amend or add to the terms and conditions of the Agreement without advanced notice.
5. The Agreement is available in both English and Chinese. In the event of any inconsistency, the English version shall prevail.

h. GOVERNING LAW

The terms and conditions herein stated in this Agreement shall be governed by and construed in accordance with the laws of Hong Kong.


F. APPENDIX

Appendix I (Import Cargo Handling)

Please select incoming purpose 

Export	Import
Documentation	ULD Handling
FedEx	AAS
Tenant	Tenant Parking
TNT	中文



Please select Import Type 

Bulk	Prepacked
Courier	Valuable
Perishables	Schedule Collection
COOLPORT	
Previous page	






Import Bulk
Please select the Airline


Terminal 1	Terminal 2
ET/OZ/RS/SQ/ TK/TR/UA/ 8V/AK/FD	Other Airlines
Previous page	

Appendix II (Export Cargo Handling)

Please select incoming purpose 

Export	Import
Documentation	ULD Handling
FedEx	AAS
Tenant	Tenant Parking
TNT	中文



Please select Export Type 

Bulk	Prepacked
Courier	Valuable
Perishables	EHU
COOLPORT	
Previous page	



AAT ASIA AIRFREIGHT
TERMINAL

Please select security screening option

RACSF	Screening Exempted
AAT X-RAY Screening	
Previous page	中文




AAT ASIA AIRFREIGHT
TERMINAL

Export Bulk
Please select the Airline

Terminal 1 ET/OZ/RS/SQ/ TK/TR/UA/ 8V/AK/FD	Terminal 2 Other Airlines
Previous page	


Appendix III (COOLPORT)

Import:

Please select incoming purpose 


Export	Import
Documentation	ULD Handling
FedEx	AAS
Tenant	Tenant Parking
TNT	中文



Please select Import Type 


Bulk	Prepacked
Courier	Valuable
Perishables	Schedule Collection
COOLPORT	
Previous page	

Export:

Please select incoming purpose 


Export	Import
Documentation	ULD Handling
FedEx	AAS
Tenant	Tenant Parking
TNT	中文



Please select Export Type 

Bulk	Prepacked
Courier	Valuable
Perishables	EHU
COOLPORT	
Previous page	

Appendix IV (Other incoming purpose)

Please select incoming purpose 

Export	Import
Documentation	ULD Handling
FedEx	AAS
Tenant	Tenant Parking
TNT	中文