

# **AAT Truck Control System (TCS) User Guide**

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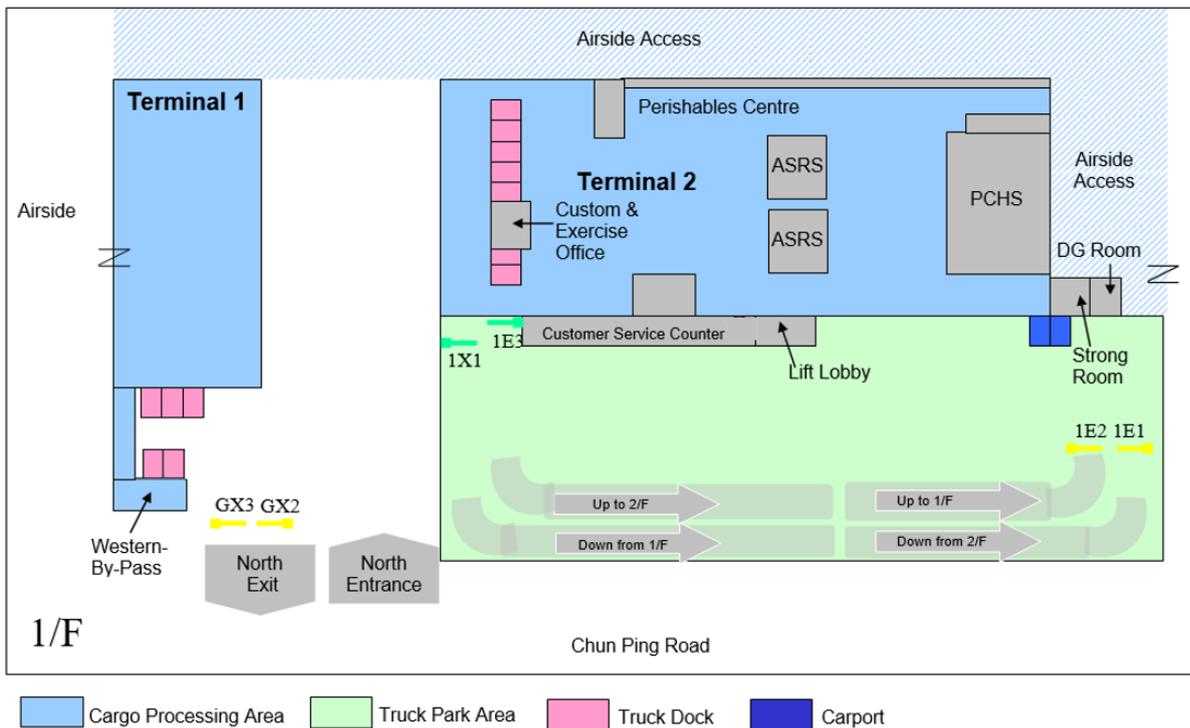
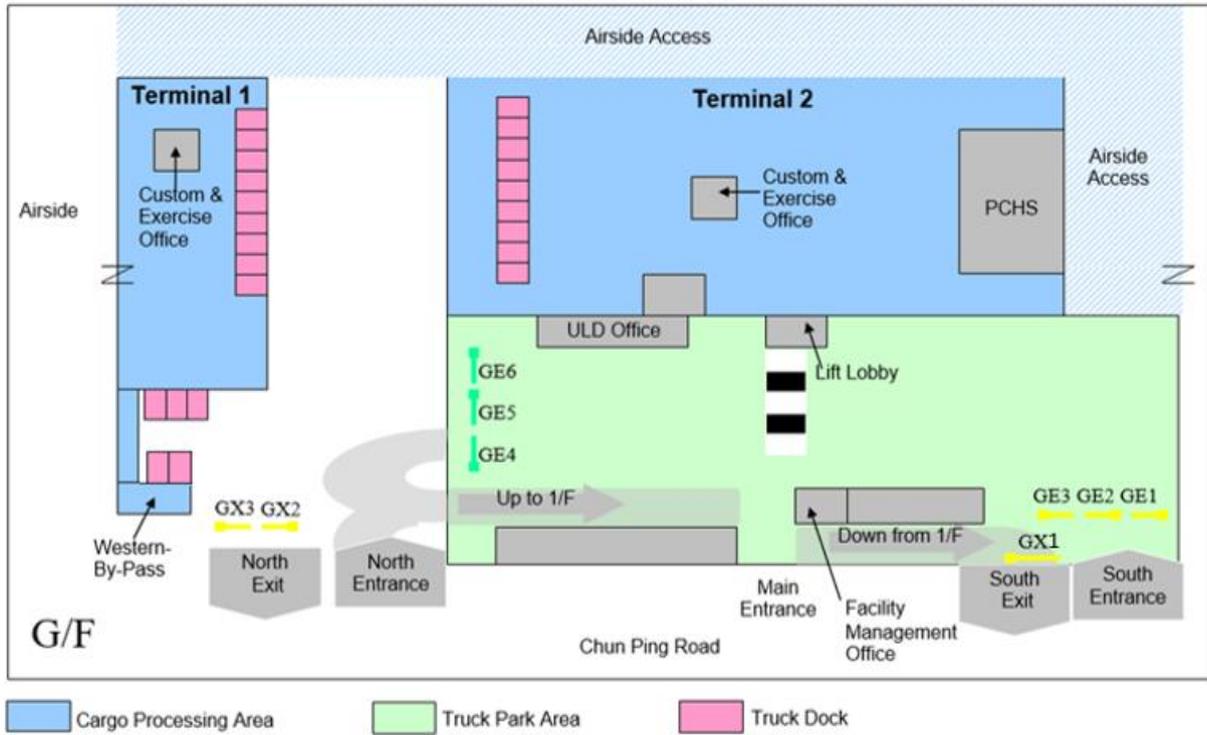
## A. INTRODUCTION OF TRUCK DOCK CONTROL SYSTEM (TCS)

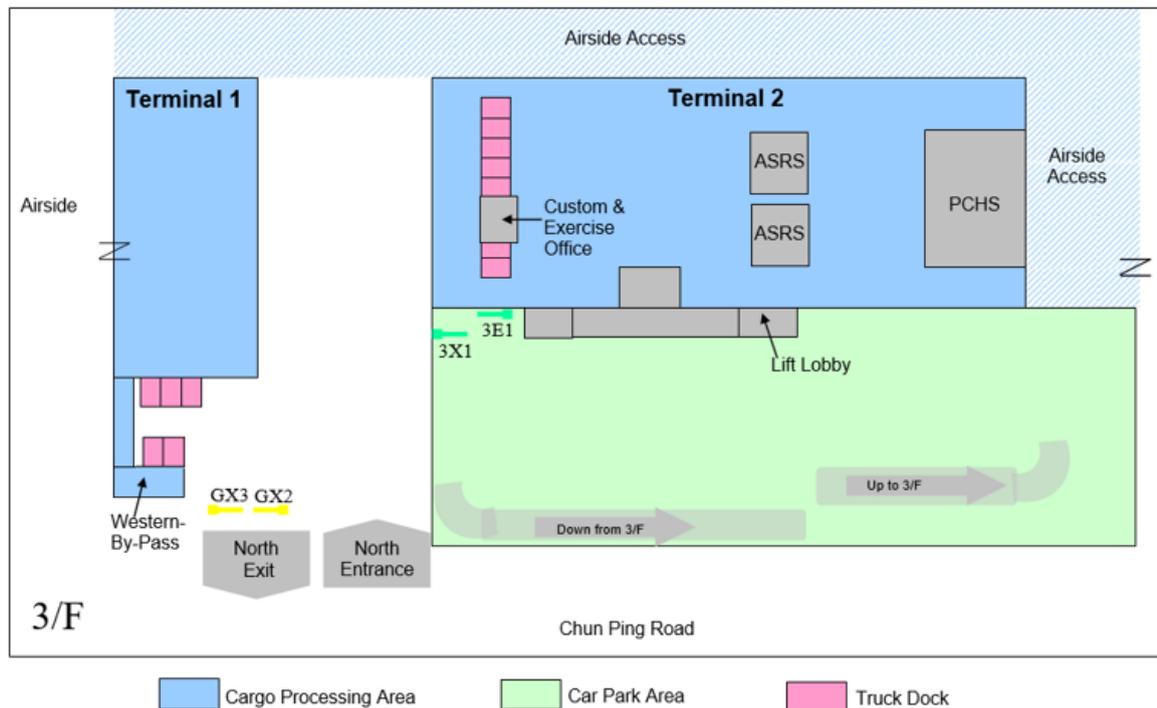
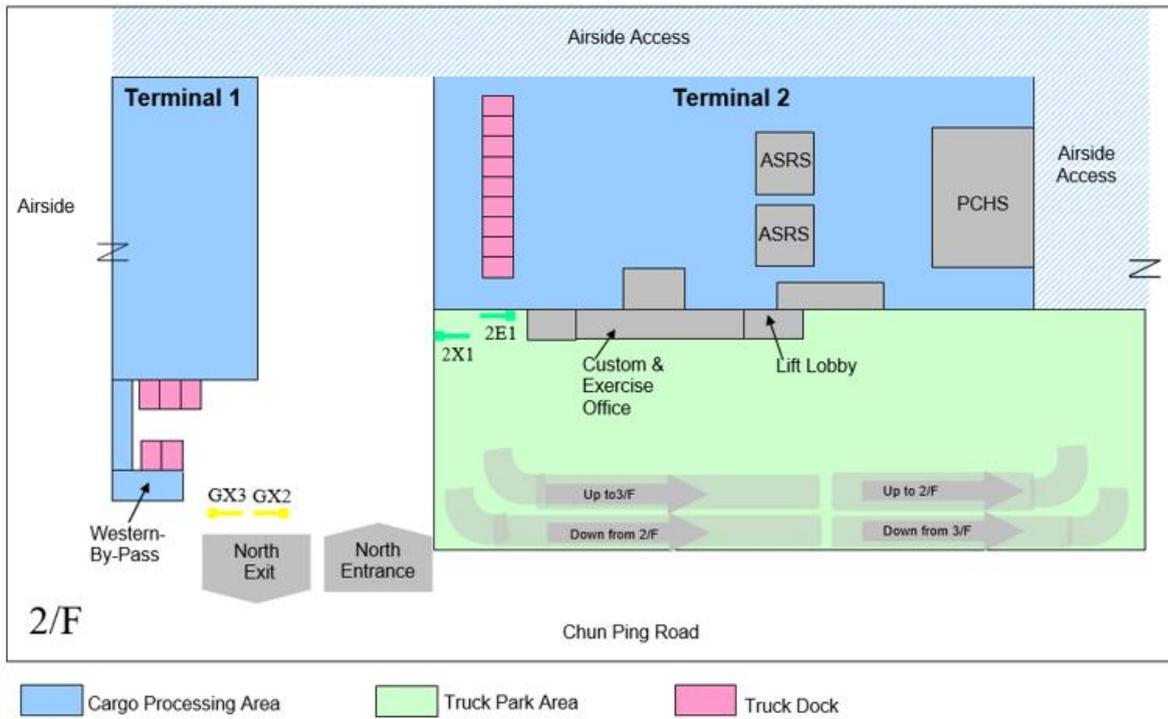
The AAT Truck Control System (TCS) has recently undergone an upgrade, implementing the cutting-edge Automatic License Plate Recognition (ALPR) technology in place of the previous Radio Frequency Identification technology (RFID). This upgrade includes seamless integration with the newly launched cloud-based Cargo Management System COSYS+, streamlining traffic flow across AAT's two terminals with automated allocation of most suitable truck docks to ensure efficient cargo transfer while minimizing waiting time.

### 1. FEATURES & BENEFITS

- a. Automated vehicles identification via capturing of license plate images for immediate opening the gates to facilitate smooth entry into the terminal, while also enhances security control.
- b. Automated allocation of the most appropriate docks available to speed up cargo collection/delivery.
- c. Reduced queuing time as a result of minimum human intervention.
- d. Increased traffic transparency by showing real-time truck queuing status online via AAT COSYS+ cargo portal under “Truck Queueing Information”.
- e. On-site notifications across multiple channels for truck dock allocations, ensuring that user stay informed:
  - *If truck dock is available immediately*, the assigned truck dock number will be displayed on the **Entrance & Truck Dock Gate Kiosks** when user approaches any entrance or truck dock gate.
  - *If related truck dock is fully occupied*, user will be instructed to wait in the Truck Park Area as shown on Kiosk Screen. User will be informed of the allocated truck dock number through the following channels:
    - **Interactive Voice Response System (IVRS)**: User will receive a phone call from the system for truck dock notification. User must acknowledge the phone call by following the instruction accordingly.
    - **Truck Dock Allocation Displays** are also available at **Truck Park Areas** and **Customer Services Counter** where customers can still be notified while going through the documentation process.

**B. GATES AND OFFICE LOCATION MAPS**





**C. VEHICLES TRAFFIC FLOW**

Abbreviations:

AAT	Asia Airfreight Terminal
ALPR	Automatic License Plate Recognition
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

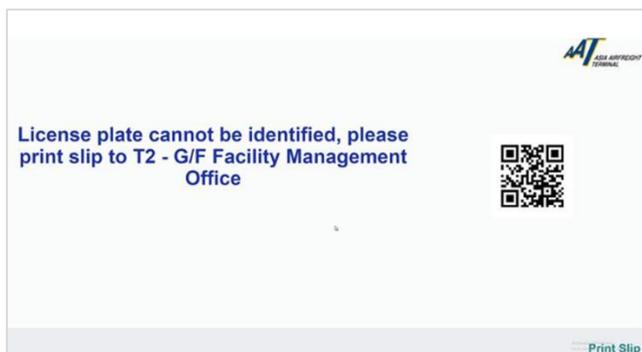
**Attention!** All vehicles entering AAT must declare correct incoming purpose on TCS kiosk screen at entrance gate, otherwise inappropriate truck dock may be assigned. User should also approach corresponding gate entrance according to instructions for delivering or collecting cargo.

**1. REGISTERED VEHICLES**

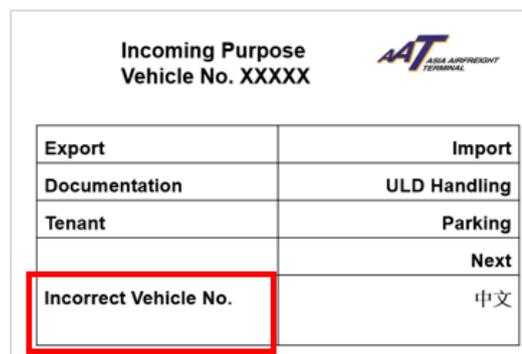
For registered vehicles, license plate number will be displayed on Entrance Gate Kiosk Screen after being recognized by TCS via ALPR reading.

In the case where the license plate cannot be identified (Screen display 1) or the number displayed on the Entrance Gate Kiosk Screen is read incorrectly (Screen display 2), User should select “Print Slip” or select the “Incorrect Vehicles No.” option, collect the printed slip and drive to enter truck park area at T2, then proceed to the FMO for rectification.

Screen display 1:



Screen display 2:



**a. IMPORT – BULK / PREPACKED / COURIER / PERISHABLES**

1. Enter North Entrance at Gate 1E1 or 1E2

2. After being recognized by TCS via ALPR reading, license plate number will be displayed on Entrance Gate Kiosk Screen.
3. Select incoming purpose on Entrance Gate Kiosk, “Import” → “Bulk” / “Prepacked” / “Courier” / “Perishables” → “Terminal 1” or “Terminal 2”

Incoming Purpose Vehicle No. XXXXX		Import Vehicle No. XXXXX		Import > Import Bulk Vehicle No. XXXXX	
Export	Import	Import Bulk	Import Courier	Terminal 1 (ET,RS,OZ,SQ)	Terminal 2 (Other Airlines)
Documentation	ULD Handling	Import Perishable	Import Prepacked		
Tenant	Parking	Import Valuable	Schedule Collection		
	Next	COOLPORT			
Incorrect Vehicle No.	中文	Previous		Previous	

4. Drive in and park at Truck Park Area
5. Proceed to CSC at 1/F of T2 for documentation processing and obtain SRF
6. Wait for truck dock assignment at Truck Park Area after obtaining SRF
7. When truck dock is available, license plate number and assigned truck dock number 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, acknowledge the phone call by following the instruction accordingly
8. Proceed to related truck Handling Entrance Gate which will be automatically opened after ALPR 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 and settle by Octopus any parking fee if exceeded the free dwell time allowance

**b. IMPORT – VALUABLE (Except Armoured vehicle)**

1. Enter North Entrance at Gate 1E1 or 1E2
2. After being recognized by TCS via ALPR reading, license plate number will be displayed on Entrance Gate Kiosk Screen. In the case where the license plate cannot be identified or the number is read incorrectly, please refer to the guideline in page 6.
3. Select incoming purpose on Entrance Gate Kiosk “Import” → “Valuable”

Incoming Purpose Vehicle No. XXXXX		Import Vehicle No. XXXXX	
Export	Import	Import Bulk	Import Courier
Documentation	ULD Handling	Import Perishable	Import Prepacked
Tenant	Parking	Import Valuable	Schedule Collection
	Next	COOLPORT	
Incorrect Vehicle No.	中文	Previous	

4. Drive in and park at Truck Park Area
5. Proceed to CSC at 1/F of T2 for documentation processing and obtain SRF
6. Proceed to Strong Room at 1/F of T2 for submitting SRF
7. Wait for truck dock assignment at Truck Park Area
8. When truck dock is available, user will receive a phone call from IVRS for truck dock assignment. Acknowledge the phone call by following the instruction accordingly
9. Drive in and park at assigned truck dock for collecting import cargo
10. Leave Strong Room
11. Exit AAT after security check and settle by Octopus any parking fee if exceeded the free dwell time allowance

### 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 via ALPR reading, license plate number will be displayed on Entrance Gate Kiosk Screen. In the case where the license plate cannot be identified or the number is read incorrectly, please refer to the guideline in page 6.
    - ii. License plate number and the assigned truck dock numbers will also 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, acknowledge the phone call by following the instruction accordingly
    - iii. Proceed to related truck dock Entrance Gate which will be automatically opened after ALPR reading
    - iv. Drive in and park at the assigned truck dock
    - v. Proceed to CCO with SRF for collecting import cargo
    - vi. Leave truck dock
    - vii. User can either re-enter or exit AAT after security check and settle by Octopus any parking fee if exceeded the free dwell time allowance
  - b. Enter during non-scheduled collection period
    - i. After being recognized by TCS via ALPR reading, license plate number will be displayed on Entrance Gate Kiosk Screen.
    - ii. Select incoming purpose on Entrance Gate Kiosk  
“Import” → “Schedule Collection”

Incoming Purpose Vehicle No. XXXXX		Import Vehicle No. XXXXX	
Export	Import	Import Bulk	Import Courier
Documentation	ULD Handling	Import Perishable	Import Prepacked
Tenant	Parking	Import Valuable	Schedule Collection
	Next	COOLPORT	
Incorrect Vehicle No.	中文	Previous	

- iii. Drive in and park at Truck Park Area until schedule collection period
- iv. Truck dock will be assigned upon scheduled collection period, license plate number 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. Acknowledge the phone call by following the instruction accordingly
- v. Proceed to related truck dock Entrance Gate which will be automatically opened after ALPR 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 and settle by Octopus any parking fee if exceeded the free dwell time allowance

**d. IMPORT – COOLPORT**

1. Enter North Entrance at Gate 1E1 or 1E2
2. After being recognized by TCS via ALPR reading, license plate number will be displayed on Entrance Gate Kiosk Screen. In the case where the license plate cannot be identified or the number is read incorrectly, please refer to the guideline in page 6.
3. Select incoming purpose on Entrance Gate Kiosk  
“Import” → “COOLPORT”

Incoming Purpose Vehicle No. XXXXX		Import Vehicle No. XXXXX	
Export	Import	Import Bulk	Import Courier
Documentation	ULD Handling	Import Perishable	Import Prepacked
Tenant	Parking	Import Valuable	Schedule Collection
	Next	COOLPORT	
Incorrect Vehicle No.	中文	Previous	

4. Drive in and park at Truck Park Area
5. Proceed to CSC at 1/F of T2 for documentation processing and obtain SRF
6. Wait for truck dock assignment at Truck Park Area after obtaining SRF
7. When truck dock is available, license plate number 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, acknowledge the phone call by following the instruction accordingly

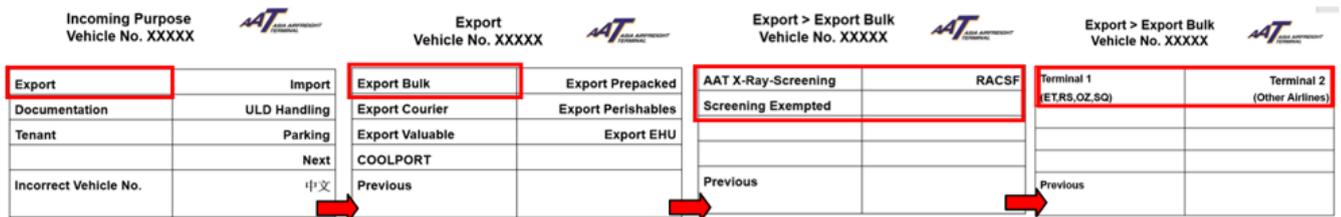
8. Proceed to related truck dock Entrance Gate which will be automatically opened after ALPR reading
9. Drive in and park at the assigned truck dock for collecting import cargo
10. Leave truck dock
11. User can either re-enter or exit AAT after security check and settle by Octopus any parking fee if exceeded the free dwell time allowance

**e. EXPORT – BULK / COURIER / PERISHABLES**

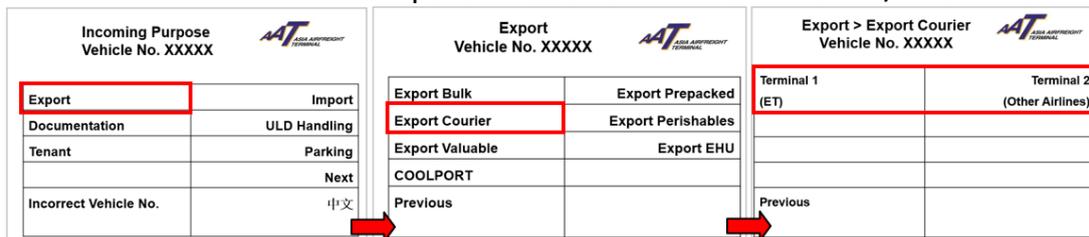
1. After being recognized by TCS via ALPR reading, license plate number will be displayed on Entrance Gate Kiosk Screen. In the case where the license plate cannot be identified or the number is read incorrectly, please refer to the guideline in page 6.

2. Select incoming purpose on Entrance Gate Kiosk

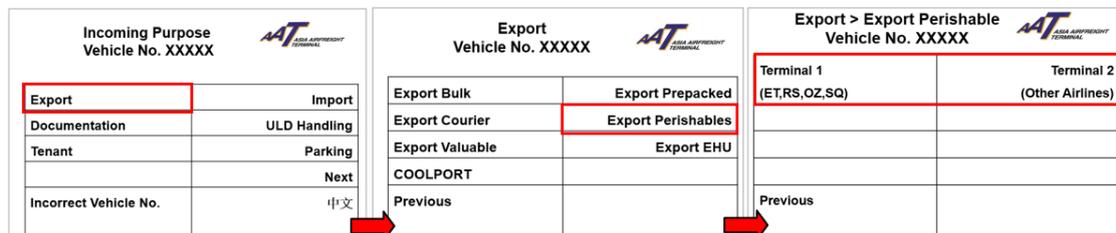
- a. For Bulk: “Export” → “Bulk” → “RACSF” / “AAT X-RAY Screening” / “Screening Exempted” → “Terminal 1” / “Terminal 2”



- b. For Courier: “Export” → “Courier” → “Terminal 1” / “Terminal 2”



- c. For Perishables: “Export” → “Perishables” → “Terminal 1” / “Terminal 2”



3. After details 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, license plate number 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, acknowledge the phone call by following the instruction accordingly
5. Proceed to related truck dock Entrance Gate which will be automatically opened after ALPR 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 and settle by Octopus any parking fee if exceeded the free dwell time allowance

**f. EXPORT – PREPACKED**

1. Enter South Entrance at Gate GE1 or GE2
2. After being recognized by TCS via ALPR reading, license plate number will be displayed on Entrance Gate Kiosk Screen. In the case where the license plate cannot be identified or the number is read incorrectly, please refer to the guideline in page 6.
3. Select incoming purpose on Entrance Gate Kiosk  
 “Export → “Prepacked” → “RACSF” / “Screening Exempted” → “Terminal 1” / “Terminal 2”

Incoming Purpose Vehicle No. XXXXX		Export Vehicle No. XXXXX		Export > Export Prepacked Vehicle No. XXXXX		Export > Export Prepacked Vehicle No. XXXXX	
Export	Import	Export Bulk	Export Prepacked	RACSF	Screening Exempted	Terminal 1 (ET,RS,OZ,SO)	Terminal 2 (Other Airlines)
Documentation	ULD Handling	Export Courier	Export Perishables				
Tenant	Parking	Export Valuable	Export EHU				
	Next	COOLPORT					
Incorrect Vehicle No.	中文	Previous		Previous		Previous	

4. After details 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
5. After truck dock assignment, license plate number 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, acknowledge the phone call by following the instruction accordingly
6. Proceed to related truck dock Entrance Gate which will be automatically opened after ALPR 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 and settle by Octopus any parking fee if exceeded the free dwell time allowance

**g. EXPORT – VALUABLE (Except Armoured vehicle)**

1. Enter North Entrance at Gate 1E1 or 1E2
2. After being recognized by TCS via ALPR reading, license plate number will be displayed on Entrance Gate Kiosk Screen. In the case where the license plate cannot be identified or the number is read incorrectly, please refer to the guideline in page 6.
3. Select incoming purpose on Entrance Gate Kiosk, “Export” → “Valuable”

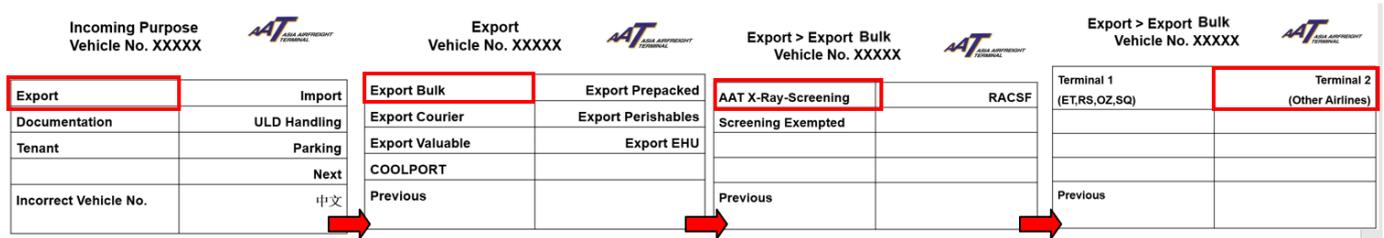
Incoming Purpose Vehicle No. XXXXX		Export Vehicle No. XXXXX	
Export	Import	Export Bulk	Export Prepacked
Documentation	ULD Handling	Export Courier	Export Perishables
Tenant	Parking	Export Valuable	Export EHU
	Next	COOLPORT	
Incorrect Vehicle No.	中文	Previous	

4. Drive in and park at Truck Park Area
5. Proceed to strong room at 1/F of T2 for truck dock assignment
6. Wait for truck dock assignment at Truck Park Area
7. When truck dock for strong room 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 cargo delivery
9. Obtain RCL after cargo delivery
10. Leave strong room
11. Exit AAT after security check and settle by Octopus any parking fee if exceeded the free dwell time allowance

**h. EXPORT – ALTERNATIVE SMOKING PRODUCT, ASP**

(Pre-declaration & notification to AAT is required before tendering shipment to AAT)

1. Enter North Entrance at Gate 1E1 or 1E2
2. After being recognized by TCS via ALPR reading, license plate number will be displayed on Entrance Gate Kiosk Screen. In the case where the license plate cannot be identified or the number is read incorrectly, please refer to the guideline in page 6.
3. Select incoming purpose on Entrance Gate Kiosk, “Export” → “Bulk” → “AAT X-RAY Screening” → “Terminal 2”



4. When truck dock is available, assigned truck dock will be shown on Entrance Gate Kiosk
5. When truck dock is not available, drive in and wait at Truck Park Area, 2/F of Terminal.
6. When truck dock for ASP is available, user will receive a phone call from IVRS for truck dock assignment. Acknowledge the phone call by following the instruction accordingly
7. Drive in and park at assigned truck dock for cargo delivery
8. Obtain RCL after cargo delivery
9. Leave truck dock
10. Exit AAT after security check and settle by Octopus any parking fee if exceeded the free dwell time allowance

Remark:

- ASP Truck MUST be parked at Specified Truck Dock at 2/F of Terminal 2 (Truck Dock from T2211 – T2220)
- Cargo Acceptance and Screening at cargo handling area dedicated for ASP cargo

Section 13I(1) of Import and Export Ordinance (Chapter 60) specified area

2/F, Terminal 2, Asia Airfreight Terminal, Hong Kong International Airport



**i. EXPORT – EHU**

1. Enter South Entrance at Gate GE1 or GE2
2. After being recognized by TCS via ALPR reading, license plate number will be displayed on Entrance Gate Kiosk Screen. In the case where the license plate cannot be identified or the number is read incorrectly, please refer to the guideline in page 6.
3. Select incoming purpose on Entrance Gate Kiosk  
 “Export” → “EHU” → “Terminal 1” / “Terminal 2”

Incoming Purpose Vehicle No. XXXXX		Export Vehicle No. XXXXX		Export > Export EHU Vehicle No. XXXXX	
Export	Import	Export Bulk	Export Prepacked	Terminal 1 (ET,RS,OZ,SQ)	Terminal 2 (Other Airlines)
Documentation	ULD Handling	Export Courier	Export Perishables		
Tenant	Parking	Export Valuable	Export EHU		
	Next	COOLPORT			
Incorrect Vehicle No.	中文	Previous		Previous	

4. After details 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
5. After truck dock assignment, license plate number 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, 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 and settle by Octopus any parking fee if exceeded the free dwell time allowance

**j. EXPORT – COOLPORT**

1. Enter North Entrance at Gate 1E1 or 1E2
2. After being recognized by TCS via ALPR reading, license plate number will be displayed on Entrance Gate Kiosk Screen. In the case where the license plate cannot be identified or the number is read incorrectly, please refer to the guideline in page 6.
3. Select incoming purpose on Entrance Gate Kiosk  
 “Export” → “COOLPORT”

Incoming Purpose Vehicle No. XXXXX		Export Vehicle No. XXXXX	
Export	Import	Export Bulk	Export Prepacked
Documentation	ULD Handling	Export Courier	Export Perishables
Tenant	Parking	Export Valuable	Export EHU
	Next	COOLPORT	
Incorrect Vehicle No.	中文	Previous	

4. After details 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
5. After truck dock assignment, license plate number 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, 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 and settle by Octopus any parking fee if exceeded the free dwell time allowance

**k. COLLECT / RETURN EMPTY ULD**

1. Enter South Entrance at Gate GE1 or GE2
2. After being recognized by TCS via ALPR reading, license plate number will be displayed on Entrance Gate Kiosk Screen. In the case where the license plate cannot be identified or the number is read incorrectly, please refer to the guideline in page 6.
3. Select incoming purpose on Entrance Gate Kiosk “  
“ULD Handling” → “ULD Return” / “ULD Pickup”

Incoming Purpose Vehicle No. XXXXX		ULD Handling Vehicle No. XXXXX	
Export	Import	ULD Return	ULD Pickup
Documentation	ULD Handling		
Tenant	Parking		
	Next		
Incorrect Vehicle No.	中文	Previous	

4. Drive in and park at Truck Park Area
5. Proceed to ULD Office at G/F of T2 for documentation processing
6. Wait for truck dock assignment at Truck Park Area after obtaining EIR
7. When truck dock is available, license plate number 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,  
 acknowledge the phone call by following the instruction accordingly
8. Proceed to related truck dock Entrance Gate which will be automatically opened after ALPR 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 and settle by Octopus any parking fee if exceeded the free dwell time allowance

**I. DOCUMENTATION**

1. Enter North Entrance at Gate 1E1 or 1E2
2. After being recognized by TCS via ALPR reading, license plate number will be displayed on Entrance Gate Kiosk Screen. In the case where the license plate cannot be identified or the number is read incorrectly, please refer to the guideline in page 6.
3. Select “Documentation” as incoming purpose on Entrance Gate Kiosk

Incoming Purpose  
 Vehicle No. XXXXX



Export	Import
<b>Documentation</b>	ULD Handling
Tenant	Parking
	Next
Incorrect Vehicle No.	中文

4. Drive in and park at Truck Park Area
5. Proceed to CSC at 1/F of T2 for documentation processing (e.g. Issue SRF, submit AWB)
6. User can either re-enter or exit AAT after security check and settle by Octopus any parking fee if exceeded the free dwell time allowance

**m. TENANTS (Except FEDEX & Asia Airfreight Service)**

1. Enter North Entrance at Gate 1E1 or 1E2
2. After being recognized by TCS via ALPR reading, license plate number will be displayed on Entrance Gate Kiosk Screen. In the case where the license plate cannot be identified or the number is read incorrectly, please refer to the guideline in page 6.
3. For non-Tenant vehicles, select incoming purpose on Entrance Gate Kiosk “Tenant” → select Tenant Name

Incoming Purpose Vehicle No. XXXXX		Tenant Vehicle No. XXXXX	
Export	Import	FEDERAL EXPRESS T1	ASIA AIRFREIGHT SERVICES LTD
Documentation	ULD Handling	FEDERAL EXPRESS T2	NEC LOGISTICS HONG KONG LIMITED
Tenant	Parking	NEC ELECTRONICS HONG KONG LIMITED	
	Next	Previous	NEXT
Incorrect Vehicle No.	中文		

4. After details 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
5. After tenant truck dock is available, user will receive a phone call from IVRS to enter tenant Truck Dock Area, acknowledge the phone call by following the instruction accordingly
6. Proceed to related truck dock Entrance Gate which will be automatically opened after ALPR 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 and settle by Octopus any parking fee if exceeded the free dwell time allowance

**n. FEDEX (FX)**

1. Enter South Entrance at Gate GE1 or GE2
2. After being recognized by TCS via ALPR reading, license plate number will be displayed on Entrance Gate Kiosk Screen. In the case where the license plate cannot be identified or the number is read incorrectly, please refer to the guideline in page 6.
3. For non-FedEx vehicles, select incoming purpose on Entrance Gate Kiosk “Tenant” → “Federal Express T1 / Federal Express T2”

Incoming Purpose Vehicle No. XXXXX		Tenant Vehicle No. XXXXX	
Export	Import	FEDERAL EXPRESS T1	ASIA AIRFREIGHT SERVICES LTD
Documentation	ULD Handling	FEDERAL EXPRESS T2	NEC LOGISTICS HONG KONG LIMITED
Tenant	Parking	NEC ELECTRONICS HONG KONG LIMITED	
	Next	Previous	NEXT
Incorrect Vehicle No.	中文		

4. After details 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

5. Proceed to related truck dock Entrance Gate GE5 or GE6 which will be automatically opened after ALPR reading
6. Drive in and park at FX Truck Dock Area for cargo activities
7. Leave truck dock
8. Exit AAT after security check and settle by Octopus any parking fee if exceeded the free dwell time allowance

**o. ASIA AIRFREIGHT SERVICES (AAS)**

1. Enter North Entrance at Gate 1E1 or 1E2
2. After being recognized by TCS via ALPR reading, license plate number will be displayed on Entrance Gate Kiosk Screen. In the case where the license plate cannot be identified or the number is read incorrectly, please refer to the guideline in page 6.
3. For non-AAS vehicles, select incoming purpose on Entrance Gate Kiosk “Tenant” → “Asia Airfreight Service”

Incoming Purpose Vehicle No. XXXXX		Tenant Vehicle No. XXXXX	
Export	Import	FEDERAL EXPRESS T1	ASIA AIRFREIGHT SERVICES LTD
Documentation	ULD Handling	FEDERAL EXPRESS T2	NEC LOGISTICS HONG KONG LIMITED
Tenant	Parking	NEC ELECTRONICS HONG KONG LIMITED	
Incorrect Vehicle No.	Next 中文	Previous	NEXT

4. After details 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
5. After AAS truck dock available, user will receive a phone call from IVRS to enter AAS Truck Dock area, acknowledge the phone call by following the instruction accordingly
6. Proceed to related truck dock Entrance Gate which will be automatically opened after ALPR 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 and settle by Octopus any parking fee if exceeded the free dwell time allowance

**p. ARMoured VEHICLE**

1. Enter South Entrance at Gate GE1 or GE2
2. After being recognized by TCS via ALPR reading, license plate number will be displayed on Entrance Gate Kiosk Screen. In the case where the license plate

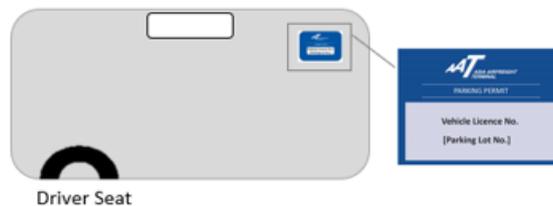
cannot be identified or the number is read incorrectly, please refer to the guideline in page 6.

3. Drive in and park at 1/F Truck Park Area
4. Proceed to strong room at 1/F of T2 for declare import or export valuables activities
  - a. For import valuables, refer to section C-1b (page 7)
  - b. For export valuables, refer to section C-1g (page 11)

#### q. CAR PARK TENANTS

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

All car park tenants are provided with a Parking Permit sticker that must be affixed to the top right of windshield as illustrated on the right:



**2. NON-REGISTERED VEHICLES (SINGLE ENTRY APPLICATION REQUIRED)**

(Vehicle registration criteria: 6 trips or more within 3 consecutive months)

**r. CARGO HANDLING VEHICLES**

1. Enter either North Entrance at Gate No.1E1/1E2 or South Entrance at Gate GE1/GE2
2. Entrance Kiosk will pop up the notice for vehicles that are detected by the ALPR reading but are not registered in the TCS system
3. User should press “Print Slip” and collect the slip, drive in and park the vehicle at Truck Park Area. Then proceed to FMO for applying single entry. (AAT reserves the right to ban the vehicle concerned from using the Terminal and to charge the administration fee in case of Slip loss without a valid explanation.)
4. User should declare the incoming purpose and provide information (e.g. contact telephone number etc.) at FMO to apply for single entry
5. For cargo vehicle traffic flow after applying single entry, refer to section C-1 (page 6 - page16)
6. Perform security check and settle by Octopus any parking fee if exceeded the free dwell time allowance

(Non-Registered Vehicles Screen Display)

Date: 2023-12-15  
 11:19:13 (1E2)  
 Vehicle No. UV7308

**Vehicle No. is not registered.  
 Please print the slip and proceed to  
 T2 - G/F FMO for applying single  
 entry permit**



Remark:

- 1) AAT reserves the right to ban the vehicle concerned from using the Terminal and to charge the administrator fee if loss of this slip without valid explanation.
- 2) All vehicles including passenger pick up or drop off must leave the Terminal within 30 mins (except cargo-related vehicles, pre-registered vehicles, or tenant vehicles). Else hourly charge will be imposed accordingly.

**s. VISITORS (NON-CARGO HANDLING)**

1. Enter either North Entrance at Gate No.1E1/1E2 or South Entrance at Gate GE1 /GE2
2. Entrance Kiosk will pop up the notice on the right for vehicles that are detected by the ALPR reading but are not registered in the TCS system
3. User should press “Print Slip” and collect the Slip, drive in and park the vehicle at Truck Park Area. Then proceed to FMO for applying single entry. (AAT reserves the right to ban the vehicle concerned from using the Terminal and to charge the administration fee if loss of the Slip without valid explanation.)
4. User should declare the incoming purpose and provide information (e.g. contact telephone number etc.) at FMO to apply for single entry
5. Perform security check and settle by Octopus any parking fee if exceeded the free dwell time allowance

#### D. FEES (INCLUDING OVERTIME PARKING/SINGLE ENTRY APPLICATION)

For more information on relevant fees including the single-entry application fee, parking fee incurred after exceeding the free dwell time allowance, please refer to website here:

<https://www.aat.com.hk/en/hourly-parking>

#### E. GENERAL TERMS AND CONDITIONS

##### 1. CRITERIA OF ACCESSING

- a. User's vehicle must have a valid vehicle license and third-party insurance.
- b. The final decision of the entry permit is subject to AAT's approval.

##### 2. FEES AND CHARGES

- a. For the latest tariff for single entry application, please refer to [www.aat.com.hk](http://www.aat.com.hk).
- b. The registration of the vehicle is free of charge. The registration application will only be considered for the user's vehicle with 6 trips of single-entry records within 3 consecutive months. To apply for registration, User should submit the completed "Registered Vehicle" Application Form, which is available for download at AAT website <https://www.aat.com.hk/en/download-forms>, to Facility Management Office in person or by mail / fax.
- c. AAT reserves the right to amend any charges and corresponding fees without prior notice.

##### 3. PROVISION OF SERVICES

AAT will make every effort to provide the Services. However, AAT may suspend the whole or part of the Services without prior notice if the System or Equipment malfunctions or requires maintenance.

##### 4. TERMINATION OF AGREEMENT

- a. Either party may terminate the Agreement by giving at least one-day written notice to the other.
- b. AAT may terminate the Agreement in whole or in part or any Services or any part thereof immediately if, in AAT's opinion:
  - i. The User has failed to pay AAT any fee due by the User to AAT; or
  - ii. The User is in breach of any of the terms of the Agreement or fails to comply with any reasonable requirements of AAT in relation to the use of the Truck Park Services; or
  - iii. Any of the information provided by the User under or pursuant to the Agreement is found to be false or AAT has reasonable grounds to believe that

- such information is false or inaccurate; or
- iii. AAT discovers that the User abuses the use of the service.
- c. Termination of the Agreement will not affect any rights or liabilities of the parties that have arisen prior to the date of termination.

#### 5. USER'S RESPONSIBILITY

- a. The user shall follow the "AAT Truck Control System User Guide" and AAT by-laws accordingly.
- b. At the time of application for the Services, the User shall supply to AAT its correct and complete information (including, without limitation: 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 writing as soon as possible.

#### 6. PERSONAL INFORMATION

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

#### 7. GENERAL PROVISIONS

- a. Unless otherwise stated, the Agreement is the complete and exclusive statement of the Agreement between the User and AAT in relation to the 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 in relation to the accounts as specified in the relevant Application.
- b. AAT will not be bound to verify the authenticity or authority of a signature on behalf of the User.
- c. AAT reserves the right to vary, delete, amend, or add to the terms and conditions of the Agreement from time to time without advance notice.
- d. The Agreement is available in both English and Chinese. In the event of any inconsistency, the English version shall prevail.

#### 8. GOVERNING LAW

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

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