

Dear Sir/Madam,

You have elected to use the Online Declaration Form to pay your inland port dues in the Port of Rotterdam area. Very many thanks for this!

Please find enclosed the Inland Port Tariffs Online Declaration Instruction Manual. This manual describes how you should register and how to login for Online Declaration. You will also find information about the start screen and tool bar, and about changing your password and your details. There is also a description of how to make, change and send your declaration and how this is processed by the Port Authority.

In fact, with the Online Declaration Form you make your declaration as you always have done: the same details are important. However, the advantage is that your details always appear complete in the declaration.

Kind regards,

Port of Rotterdam Authority Port Tariffs Department



1. Registering for use

You can register to use the Online Declaration via <u>www.binnenhavengeld.portbase.com</u>. Click on the 'Request user name' button on the start screen.

Sector of Rotterdam		Email: H Tel: H Fax: H Address: F	Havengelden@portofrotterdam.com +31 (0) 10 252 1523 +31 (0) 10 252 1937 PO Box 6622 3002 AP Rotterdam
Login			
Login name Password Login Login Password forgotten	Skippers must use their e-mail address as Login name. Your password expires after 140 days for security reasons. Password invalid? Your passwor password by clicking the password forgotten button. Your new password cannot be (partially should contain at least 8 characters, of which at least 1 digit and a special character and at the	rd might have b י) the same as t east 1 capitol ar	een expired. Change your he previous 5 passwords, nd 1 lowercase letter.
Request login name			

Enter your details in the following screen, indicating any different invoice address.



equest login	
Company name	l
Street	
Street number	Suffix
Postal code	City
Country	
Fixed telephone number	
Mobile telephone number	
Email address for logging in	
Email address for invoice	
Language selection	Select ~
IBAN number	Please enter
BIC code	
Chamber of Commerce number	
Sales tax number	
I would like to submit a declaration for several parties.	
	Request login details

If you would like to declare for additional parties you can also do this on this screen. Click on the option 'I would like to declare for additional parties'. You can then enter these parties' details.

I would like to submit a declaration for several parties.	
	Shipper 1
Name	
Street	
Street number	Suffix
Postal code	City
Country	
	► Less
	Request login details



After you have entered all details, click on the 'Request login details' button. You will receive an e-mail once this has been processed by the Port Authority. Click on the link in this e-mail to set your Online Declaration password.

Sert of Rotterdam	powered by portbase	Email: Tel: Fax: Address:	Havengelden@portofrotterdam.com +31 (0) 10 252 1623 +31 (0) 10 252 1937 PO Box 6522 3002 AP Rotterdam
Change password	1		
Your personal password must con Password Enter your new password Repeat your new password	sist of at least 8 characters with at least one lower-case letter, one upper-case letter and one digit.		
► Change			

After this you can use the Online Declaration Form.

2 Check your invoice data

You will see your invoice details

Captain's details

Address Postbus	House number 6622	House number suffix	PO Box 3002 AP	Town/City ROTTERDAM
Account Number	Debtor Number 350008			
Should data be c	hanged?			
Port of Rotterdam	Logout Change account	enabled by portbase	Ei Tr Ai	nail: Havengelden@portofrotterdam.com et: + <u>31(0)102521523</u> pc: + <u>31(0)102521937</u> didres5: PO Box 6622 3002 AP Rotterdam
Inland Port Due	s Report			

Then click on Edit account and enter the sections to be changed with the correct data and send the form by clicking on Change data.



3. Entering the declaration

3.1. Declaring for yourself only

You start to complete your declaration by selecting the correct vessel. This vessel can be found in the list by searching on ENI number **or** vessel name.

Select ship								
ENI number	Ship nam	<u>e</u>						
Filter	Filter		<u> </u>					
01234567	TESTSCHIP)						
01322208	ALF							
01820014	HERKULES	II.						
01820085	GILBERGE							
01821368	PRODEST							
Results 1 to 5 o	f 6716 <	< < 1 2 3 4 5 6 7 8 9	10 > >>					
Ship details								
ernp dotailo								
ENI number	Ship name	Ship type	<u>Cat.</u>	Tonnage	Surface	Length	Width	Draught
0123/567	TESTSCHIP	Other vessels	C 3	6500	1650	110	15	5

After selecting the right ship, the ship data will appear and the environmental category in which the ship is divided will also be visible. By pressing the cursor on <u>Cat.</u> to stand, an explanation of the environmental categories becomes visible.

it. No	. Description types of Vessel	Raise/Discount
.3 Cʻ	Vessels with propulsion engines that do not meet the CCR2* emission standard.	+10%
C	Vessels with propulsion engines that do meet the CCR2* emission standard.	n/a
C	Vessels with a Green Award certificate that at least meet the CCR2* emission standard and have a score lower than 400 points for the propulsion engines.	-15%
C	Vessels with propulsion engines that are at least 60% cleaner than the CCR2* emission 4 standard and/or Vessels with a Green Award certificate issued later than 17 June 2014 with a score of 400 points or more for the propulsion engines.	-30%
C!	Vessels without propulsion engines / Barges.	n/a
C	Vessels with propulsion engines with a Green Award Platinum Label.	-100%
M	ore information on the Environmental Category is available from ww.greenaward.org	* of PM en NOx

After selecting the correct vessel, select the required subscription: 7 days, 14 days, a month (depending on the type of ship), a calendar quarter or a calendar year). Enter the start date and click on the 'Add' button.



			ronnage	Surface	Length	Width	Draught	
4567	TEST 2E VERDIEPING	Cargo ships	2500	760	80	9.5	4.3	

Then add or delete additional lines as necessary.

Select subs	cription						
Subscription	7 days	*					
Start date	22-01-2013	(dd-mm	-YYYY)				
Add	1						
Add	s.						
Add Subscription ip name	Subscription	Start date	End date				
Add Subscription ip name EST 2E VERDIEPING	Subscription	Start date 08-01-2013	End date 22-01-2013 12:00	×			

If a date cannot be selected, please contact Port Tariffs Department, Tel. +31 10 252 1523.

Once your declaration is ready, you can select a payment method (manually following receipt of the invoice or one-off authorisation or, if you select annual subscription, by direct debit in 6 payments).

You will receive an administration discount of 2% by one-off authorisation or debit in 6 payments.

You should agree to the General Terms and Conditions before sending the declaration by clicking the 'Send' button.



After declaration has been sent, you will receive an e-mail confirmation of your declaration.

3.2 Declaring for other parties too

Version 1.5 March 2021



Start by selecting the party for which you wish declare.

Sector Port of Rotterday	n Logout Change account	Email: Tel: Fax: Address:	Havengelden@portofrotterdam.com +31 (0) 10 252 1523 +31 (0) 10 252 1837 PO Box 6052 3002 AP Rotterdam
Inland Port Du	es Report		
Select custome	ff		
Skipper	Select Select		
Captain's deta	Schipper B Schipper C Schipper A		

After you have found the correct party, the accompanying invoice details will appear.

Sector of Rotterdam	powered by portbase Logout Change account	Email: Havengelden@portofrotterdam.com Tel: +31 (0) 10 252 1523 Fax: +31 (0) 10 252 1937 Address: PO Box 0522 3002 AP Rotterdam
Inland Port Dues	Report	
Select customer		
Skipper	pper B 💌	
Captain's details		
Address Wilhelminakade	House number 909 House number suffix PO Box 3072.AP Town/City ROT	TERDAM
Rekeningnummer – Account Nu	nker Dettor Nunker 953830	

See point 2.1 for the next step in the declaration

4. Forgotten password

On the Login screen, please click 'Forgotten password'



Sector of Rotterdam	powered by portbase	Email: Havengelden@peetdetotterdam.com Tat: +31(0):10/2021053 Fac: +31(0):10/20210537 Address: PD Box0652 3002 AP Rotterdam
Login		
Login name		
 Login Password for 	rgatten	
► Request logi	n name	

Enter your e-mail address (= user name) and click on Confirm

S Port of Rotterdam	powered by portbase Login	Email: Tel: Fax: Address:	Havengelden@portofrotterdam.com +31 (0) 10 252 1523 +31 (0) 10 252 1937 PO Box 6522 3002 AP Rotterdam			
Password forgotten						
Your email address:						

You will receive an e-mail immediately with a link to change your password.

Sert of Rotterdam	powered by portbase Login	Email: Tel: Fax: Address:	Havengelden@portofrotterdam.com +31 (0) 10 252 1523 +31 (0) 10 252 1937 PO Box 6622 3002 AP Rotterdam			
Password forgotten						
You have been sent an email v	with a link for changing your password					