



Attention: Shipper

Re: Proposal to Call at Westridge Marine Terminal, Burnaby, BC

Trans Mountain Corporation (“TMC”), operator of Trans Mountain Pipeline ULC (“TMP”) has received your proposal for a vessel call at the Westridge Marine Terminal (“Westridge”). In order for TMC to process this request, the attached forms, which are also available at www.Q88.com, must be completed and returned fourteen days prior to the requested date of call:

- i. Vessel Proposal Form, and
- ii. Master’s Declaration and Vessel Information Checklist.

Please email the completed forms to:

customer_logistics@transmountain.com

All vessel loadings at Westridge are governed by the TMP Petroleum Tariff filed with the National Energy Board, a copy of which is available for viewing at:

<https://www.transmountain.com/tolls-tariffs>

TMC only accepts Vessel Proposal Forms which are certified by the Shipper as it is the duty of the Shipper to warrant the proposed vessel will comply with the following:

1. The *Canada Shipping Act, 2001* (“CSA”), and its regulations and any variances thereof, which must be acceptable to Transport Canada;
2. Port of Vancouver *Port Information Guide*, available for viewing at:
<https://www.portvancouver.com/marine-operations/port-information-guide/>
3. TMP’s requirements as set out in the Westridge Marine Terminal Regulations and Operations Guide (WMTROG). This document can be found on Q88.com or requested from KMC.

Additional information may be sought from:

1. Vancouver Fraser Port Authority : harbor_master@portvancouver.com
2. Pacific Pilotage Authority: dispatch@ppa.gc.ca
3. B.C. Coast Pilots: bccp@bcpilots.com

The obligation to ensure the vessel meets the requirements above is the sole responsibility of the Shipper, the vessel owner and its operator, and by completing the Vessel Proposal Form; the Shipper is certifying this to be the case. TMC accepts no responsibility or liability for failure to meet these requirements.

TMC will process the Vessel Proposal Form and advise within three business days of receipt if the proposal has been accepted. If accepted, please forward the Pre-Arrival Checklist (also available on Q88.com) together with the vessel's first ETA to Westridge.

Please email your Customer Logistics Coordinator at customer_logistics@transmountain.com if you have any questions or concerns.

Thank you for your cooperation and sharing TMC's commitment to safety and protection of the environment.

Regards,

Shipper Services

Trans Mountain Corporation

1.0 RECORD KEEPING

- 1.1.1 Issuing of this letter to prospective Westridge Marine Terminal shippers is the responsibility of Shipper Services.
- 1.1.2 Records pertaining to all tasks undertaken and information gathered by the Loading Master in ensuring the requirements have been met will be maintained in the Vessel Clearance SharePoint site.