



**Desgagnés  
Transarctik Inc.**

Bureau de gestion des opérations  
6565, boul. Hébert, bureau 201  
Ste-Catherine (Québec) J5C 1B5  
Téléphone : (450) 635-0833  
[info@transarctik.desgagnes.com](mailto:info@transarctik.desgagnes.com)  
[www.arcticsealift.com](http://www.arcticsealift.com)



Ste-Catherine, April 5, 2022

Dear customer,

Another sealift season is about to begin and we would like to remind you of some of our guidelines and introduce you to some new features.

We invite you to visit our website regularly at [www.arcticsealift.com](http://www.arcticsealift.com), where you will find rates, online booking forms, ship positions, schedules, shipping notices, important addresses and numbers, the packaging guide, the hazardous materials declaration form. Information is frequently updated.

Please note that we receive booking reservations on an annual basis, customers plan their transport early for every sailing in the season so that they can also plan with suppliers and packers. We recommend that you send us your space reservations as soon as possible.

### **1.- SPACE RESERVATION**

All cargo must be reserved, we ask that you complete the online booking form on our website at [www.arcticsealift.com](http://www.arcticsealift.com). A confirmation of your reservation will be forwarded to you within 24-48 hours along with your confirmation number.

At the time of booking, if your choice is to refuse insurance, we recommend that you assess your cargo and check with your insurance company to confirm that your cargo is covered from the time of reception at the terminal, storage before loading, until delivery of the goods to their final destination.

### **2.- SHIPPING GUIDE**

We strongly recommend that you refer to our packaging guide by visiting our website, under the menu INFORMATION / Destinations and Shipping / Shipping Guide.

### **3. RECALL FOR VEHICLES**

The carrier tolerates a maximum of one hundred and fifty (150) kilograms of cargo inside a vehicle and is not, at any time, responsible for the cargo inside. The cargo must not exceed the lower level of the windows, nor exceed the rear window, and must not be placed on the front seats of the vehicle. In addition, the trunk must be locked. If the vehicle battery has died and a boost is necessary, additional charges will apply without notice.

### **4.- STE-CATHERINE TERMINAL / CARGO RECEIVING, MANDATORY APPOINTMENT**

The terminal is located at 6565 boulevard Hébert in Ste-Catherine (Québec) J5C 1B5.  
Opening hours: Monday through Friday, from 8 a.m. to 12 p.m. and from 1 p.m. to 5 p.m.

It is mandatory to make an appointment for the delivery of your cargo. Your space reservation confirmation number will be required during this call. Please contact us at (450) 635-7700 or by email at: [rdv@transarctik.desgagnes.com](mailto:rdv@transarctik.desgagnes.com); an appointment number will be assigned to you for each of your deliveries.

Completing the shipping notice and sending it with your appointment will save you time. A copy of this notice must also be given to the driver; (see tab on the website: shipping notice)



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## **5.- BÉCANCOUR TERMINAL / CARGO RECEIVING FOR BAKER LAKE, NUNAVUT**

To avoid any delays in material handling and receiving services, the following procedures must be followed:

- Truckers and brokers must make an appointment 24 hours in advance by email only at the following email address: [becancour@qsl.com](mailto:becancour@qsl.com).
- Appointments will be assigned either for an AM unloading or a PM unloading.
- Truckers with no appointment number will not be prioritized.
- Terminal hours: 8:00 to 12:00 and 13:00 to 16:00.
- Truckers will not be allowed on terminal after 15:00.

When calling for an appointment, the following information is required: Final destination, booking number, type of goods, net weight, dimension. Fill out the shipping notice and send it with your appointment by email. (see shipping notice tab on the website). Upon arrival at the marshalling area of the Port of Bécancour, the following paperwork will be required: Appointment number, Trucker bill of lading or Shipping notice.

## **6.- MAXIMUM WEIGHT ALLOWED AND RESPECT OF THE CENTER OF GRAVITY OF CONTAINERS**

In compliance with Health and Safety standards, the weight of each container must be declared on every delivery document in kilograms. The total weight of a 20 or 40 foot container must never exceed 14,300 kg, including its contents. Please note that any container exceeding the maximum weight allowed will be sent for verification, at the customer's expense.

For security reasons, we ask you to check the condition of the containers and the fork pockets (holes) before bringing them to the terminal in order to avoid problems or a refusal. The center of gravity must be indicated and respected.

## **7.- DANGEROUS GOODS AND MATERIAL SAFETY DATA SHEET**

The transport of dangerous goods requires all shippers to comply with the regulations in effect in Canada. Transport Canada regularly visits our site and verifies for the proper documentation and packaging of the cargo. If the cargo does not meet the specifications, it is detained AND WILL COST YOU ADDITIONAL CHARGES and might not be shipped. **All cargo intended for transport must be properly declared on a hazardous materials declaration form. Material Safety Data Sheets must also accompany each shipment.**

## **8.- HEAVY MACHINERY**

Regardless of the type of heavy machinery to be shipped, the weight (in kilograms), the dimensions as well as the lifting points must be provided upon reservation and upon delivery. Machinery and brakes must be functional and safe. In addition, please ensure that there are no leaks that could cause an environmental impact.

We wish you a great season and we are counting on your collaboration and understanding for the smooth running of our operations.

Truly yours,

Daniel Desgagnés  
Manager – Sales & Customers Services (DTI)