

By email and post

Our reference: VGT/PN/15/11

Notice no: 15/11

4th January 2011

To: The Malta Chamber of Commerce, Enterprise and Industry
The Association of Ship Agents
GRTU – General Retailers & Traders Union
ATTO – Association of Tractors & Trailers Operators
Association of Groupage Operators

Introduction of Electronic Payment System

Dear Sirs,

Our Company is always aiming to provide Value Added Services to our customers by enabling a faster and more efficient service. Currently processing and payment of documentation is carried out by representatives calling personally at our cash office which can be rather time consuming.

We have therefore introduced the **Electronic Payment System** to our customers and some of them have started using this service already. This public notice is being issued in order to explain further to all our other clients who might be interested to use this service.

The service we are offering is either:

1) **Pre-paid service** whereby a customer sends in via email the delivery order, we issue a quotation and resend it to the client who in turn will affect a bank transfer. Once VGT receives the funds, we will issue the D&D.O and send it both to the customer and to our offices at the quays.

or

2) **Post-payment service** whereby a customer can pledge a bank guarantee. With this process, the customer will send in the delivery order and a *Special Proforma* is issued for the release of the goods. The following Thursday, a statement for the *Special Proformas* issued during the previous week will be sent and payment by bank transfer must be affected within four days.

We would also like to take this opportunity to inform you that we are currently in the process of including the current system of vouchers for empties as part of our service to those customers who pledge a bank guarantee thus allowing them to load empties without having to produce the voucher at the gate and be invoiced at a later stage. This will reduce administrative work for all parties involved.

Should you require any further information about the services being offered, kindly do not hesitate to contact us at info@vgt.com.mt with the subject heading **E-Payment Service**.

Yours faithfully



Marcel Micallef

I.T. Manager

Valletta Gateway Terminals Limited

c.c. Mr. Mark Portelli – Chairman, Transport Malta
Dr. Stanley Portelli – CEO, Transport Malta