

## Important Notice

### Applications for Short Term Capacity for 2025/26 Year

#### 1. Applications for Short Term Capacity for 2025/26

- 1.1 Viterra is now inviting clients to apply for Short Term Capacity for the 2025/26 season.
- 1.2 Applications for, and the process for allocating, Short Term Capacity will take place in accordance with the rules set out in [Viterra's Port Loading Protocols](#).

#### 2. Variance to Short Term Capacity offered

- 2.1 The proportion of Short Term Capacity offered at certain Port Terminals will vary from the amount offered at Port Terminals in the corresponding quarter of the previous year by more than 10%. The reason for this variance is reflective of the take-up of the Long Term Capacity that has been allocated for the 2025/26 year.
- 2.2 Viterra provides information in 2.1 in accordance with 3.12(c) of Port Loading Protocols

#### 3. How can I apply for Short Term Capacity for the 2025/26 Year?

- 3.1 You can apply for Short Term Capacity for 2025/26 by using [PortQ](#).
- 3.2 Details of the Short Term Capacity that is available for Booking for the 2025/26 Year, including any special conditions, are set out in Attachment 1.
- 3.3 Restrictions apply to applications for the first 2 Business Days in accordance with Viterra's Port Loading Protocols. Accordingly, PortQ will be available for applications during the following times:

**20<sup>th</sup> May 2025:** from **10:30am Australian Central Standard Time (ACST)** to **5pm ACST**

**21<sup>st</sup> May 2025** from **10:30am ACST** to **5pm ACST**

- 3.4 Applications received prior to 10:30am ACST, 20<sup>th</sup> May 2025 will NOT be considered.
- 3.5 PortQ will reopen on **22<sup>nd</sup> May 2025** from **10:00am ACST** for applications for Short Term Capacity and movements of bookings in accordance with Part D of the Port Loading Protocols.

#### 4. What rules will govern the allocation of Short Term Capacity?

- 4.1 Viterra will allocate Short Term Capacity on a first-in-first-served (FIFS) basis in accordance with the Port Loading Protocols.
- 4.2 Please note that, in accordance with the Port Loading Protocols:
  - (a) Each application for Short Term Capacity can only be in respect of one Slot.
  - (b) There are a number of limitations on what you can apply for. Viterra will disregard an application for Short Term Capacity if:

- (i) it is submitted within the same 15 minute period, (commencing on the hour) within the first 2 Business Days of that Capacity becoming available for booking, as another application submitted by the Client or an Associated Entity of the Client (except in circumstances where Viterra considers, acting reasonably that the Associated Entity operates a commercially separate export function from that undertaken by the Client);
  - (ii) the Short Term Capacity applied for in the Booking exceeds 60,000 tonnes; or
  - (iii) the amount of Short Term Capacity applied for exceeds the amount of Capacity that remains available for allocation on a first-in-first-served basis in respect of the relevant Slot.
- (c) Booking applications must be completed in PortQ and must have all mandatory fields completed. A failure to include mandatory information may result in the booking not being accepted.
- (d) When applying for Short Term Capacity, you must specify a minimum amount of Short Term Capacity that you wish to acquire if the total amount requested is not available. If the total amount of Short Term Capacity that you request is not available, Viterra will allocate to you the amount of Short Term Capacity that is available in respect of the relevant Slot, provided that this amount is equal to or exceeds the minimum amount specified in your application.
- 4.3 Viterra will update all clients on whether their bookings have been accepted as soon as practicable, and no later than 5 business days after receiving the client's application.
- 4.4 Viterra will update the Available Capacity Table each day.
- 4.5 Applicants must not use any artificial intelligence, algorithm, software program or other non-human means or automated system to interact with PortQ during the application process. You will be required to sign a statutory declaration to confirm that you will comply with this clause in order to participate in the event.

4.6 If Viterra considers, acting reasonably, that:

- (i) a Booking Form for Short Term Capacity or Additional Short Term Capacity that it receives from a Client within 2 Business Days of that Short Term Capacity becoming available for booking on a first-in-first-served basis is not genuinely required for use by that Client; and
- (ii) the Client has been engaged by another person to submit the Booking Form on that person's behalf for the purpose of circumventing the restrictions in clause 3.16(a) of the Port Loading Protocols,

Viterra may in its discretion:

- (iii) reject the Booking Form;
- (iv) cancel the Client's Booking (or the Transferee's Booking if the Client has already transferred the Booking in accordance with clause 5); or
- (v) withhold its consent to the Client transferring that Booking to any other person.

**5. What are the payment terms?**

- 5.1 The current Booking Fee for Short Term Capacity is \$5.00 per tonne (excluding GST). Vitterra's other current charges are set out in the [Pricing procedures and protocols manual](#).
- 5.2 Vitterra will issue an invoice to you for the amount owing. Payment is required within 3 Business Days of the date of the invoice.
- 5.3 If you don't meet these payment terms:
- (a) you will be required to pay to Vitterra, as a debt due and payable, the booking fees payable in respect of any Short Term Capacity that was allocated to you (and which remains unpaid).
- 5.4 Vitterra may also seek Credit Support (e.g. bank or parent guarantees) to guarantee payment of the booking and other fees.

**6. Movement of Capacity**

- 6.1 Vitterra will not accept any requests to move a Booking or Slot before **10:00am ACST on 22<sup>nd</sup> May 2025** (see clause 4.2(c) of the Port Loading Protocols).
- 6.2 Vitterra will not accept any request to move a Booking to a Slot that occurs in a particular Year if the request is submitted prior to the expiry of 2 Business Days from the date that the relevant Short Term Capacity becomes available for booking in respect of that Year.
- 6.3 Repositions within 2024/25 and 2025/26 seasons can be executed within PortQ once repositions open. Movements between seasons cannot be completed in PortQ and must be emailed to [CustomerServicesAustralia@vitterra.com](mailto:CustomerServicesAustralia@vitterra.com) using the attached Capacity Reposition Request form. Requests received via email will be treated on a first-in-first served (FIFS) basis.

**7. Other matters**

- 7.1 This is a Notice for the purpose of clause 3.13 of the Port Loading Protocols.
- 7.2 Terms used in this Notice and defined in the Port Loading Protocols have the meaning given to them in the Port Loading Protocols.

If you have any questions about this Notice or the services you acquire from Vitterra (including using PortQ for the application process), please contact Commercial Relations Manager on 08 8304 1316 or [customerservicesaustralia@vitterra.com](mailto:customerservicesaustralia@vitterra.com).

**Vitterra Operations Pty Limited**  
**5<sup>th</sup> May 2025**