

Letters of Access (LoA) GUIDANCE

EA 28/05/2019

Preliminary note: this guidance is a pragmatic summary of the steps to be followed in order to let a potential co-registrant (who are not Members of the “Si” Consortium) obtain a Letter of Access. It has no contractual or legal value.

1. A preliminary contract for LoA (“Letter of Access Agreement”) is downloadable on Euroalliages’ website (www.euroalliages.com) under the “REACH SIEF” section. With the exceptions mentioned under points 4 to 6 hereunder, you may not change, delete or amend the text of the LoA Agreement.
2. This contract is to be signed by a legal representative of the legal entity wishing to purchase a LoA.
3. There must be one signed Letter of Access Agreement per legal entity and per substance for which co-registration is asked.
4. The Letter of Access Agreement must be completed with the name and address of the Lead Registrant:
 - a. For Si : FERROPEM, 517 avenue de la Boisse, Chambéry (France)
 - b. For FeSi alloys : FINNFJORD, PO boks 13, Finnsnes (Norway)
 - c. For Silica Fume : ELKEM, Drammensveien 169 Postboks 334 Skoyen 0213 Oslo (Norway)
 - d. For Si/FeSi Silicate : ELKEM, Drammensveien 169 Postboks 334 Skoyen 0213 Oslo (Norway)
5. The Letter of Access Agreement must be completed with the designation of the relevant substance (only one per LoA Agreement!) for which co-registration is wished.
6. In general: please refer to the words in *italic* in the LoA Agreement, which need to be completed with your own information.
7. An estimated cost is published on Euroalliages’ website (www.euroalliages.com)
8. A scan of the signed contract must be sent by email to EUROALLIAGES (vinck@euroalliages.be), with copy to the Trustee BST (trustee@bst.net). Please mention your pre-registration or enquiry number in this email.
9. As soon as this email is received by the Trustee, he will communicate a dedicated website (+ ID + Password +User manual) where further communication will happen.
10. Two signed originals of the LoA Agreement must be sent by surface mail to Euroalliages AISBL, Avenue de Tervuren 168, B-1150 Brussels (Belgium). One original will be returned later to you after signature of Euroalliages, acting as proxy holder of the Lead Registrant.
11. Each legal entity wishing to purchase a LoA must confirm via the dedicated web site (See point 9 here above) of the Trustee :
 - a. the name and contact details,
 - b. the address to which related invoices should be sent,
 - c. the tonnage band for Si, FeSi alloys, Silica Fume and/or Si/FeSi Silicate
12. On the basis of your confirmations, BST will issue, in the name of Euroalliages and on behalf of the Lead Registrant, an invoice covering the majority of the costs of the LoA.

13. Please proceed as soon as possible to the payment of this invoice on the bank account communicated by the Trustee. Only aggregated amounts are communicated to the Lead Registrant or EuroAlliages.
14. Once the payment is recorded on the dedicated bank account, Euroalliages send you one original copy of the LoA itself (see Annex 1 of the LoA Agreement), duly signed by Euroalliages on behalf of the Lead Registrant.
15. The Lead Registrant will then communicate the token to co-registrants. Euroalliages will provide you with the CSR, a Guidance on how to complete IUCLID5 with your individual dossier, etc.
16. Each legal entity is required to confirm its participation to the joint submission in REACH IT

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