

To  
Address  
Address  
Address  
Post Code  
Country

Date

For the attention of xxx

Dear Sir/Madam

On the 18<sup>th</sup> December 2006, the European Parliament and the Council of the European Union adopted a regulation on chemical substances (substances), titled Registration, Evaluation and Authorisation of Chemicals ("REACH"), EC No.1907/2006. Your assistance is necessary for xxxxxxxx Limited to comply with this Regulation.

REACH provides a phase-in period during which substances can be pre-registered by the manufacturer or importer of the substance. The period for pre-registration is the 1<sup>st</sup> June 2008 through to the 30<sup>th</sup> November 2008. Substances that are not pre-registered during this period will be immediately subject to the full registration process and will lose the benefit of the phase-in period. To assure its compliance with the Regulation, xxxxxx is requiring that all substances or preparations used in products sold to xxxxxx be pre-registered.

As a supplier of critical products and/or equipment and/or processes to xxxxx, you, or your supplier(s) if you are not the direct manufacturer of the substance/preparation, must pre-register all substances/preparations sold directly to xxxxxx or incorporated into purchases made by xxxxx. This Regulation mandates a comprehensive registration of all substances. Therefore, you must flow this requirement down your own supply chain.

Because safety and product integrity are of the utmost importance, it is essential that the manufacturers/suppliers of substances timely and properly pre-register them during the phase-in period to protect xxxxx's ability to continue shipping products to the EU. Your cooperation in this regard is, therefore, essential.

Attached to this letter is a Questionnaire regarding your intent to pre-register substances in products sold to Moog. **You are required to complete and return this Questionnaire by the 29<sup>th</sup> February 2008.** If you or any of your suppliers do not intend to pre-register a particular substance, you must advise xxxxx as early as possible.

In the coming months, you will be receiving additional correspondence and questions from xxxxx seeking information needed to comply with REACH. We look forward to partnering with you as we navigate through this complex process.

Additional information regarding REACH is available at REACH READY (reach ready.co.uk ). If you have any questions regarding the attached Questionnaire or xxxxx's approach to REACH, please contact **Bob Banks Customer Quality Engineer**.

Yours faithfully

XXXXXXXXXXXX

**Director of Quality & Service Excellence**

## SUPPLIER REACH PRE-REGISTRATION QUESTIONNAIRE

To comply with REACH, xxxxx needs confirmation that you or your suppliers will pre-register all substances in the products you supply to xxxxx. If there is a product that contains a substance or preparation that will not be pre-registered, you must advise xxxxx as soon as possible. **You must respond to this questionnaire no later than the 29<sup>th</sup> February 2008** as xxxxx is in turn required to supply information to its customers.

As used in this questionnaire, the term “product” means the part, item or process sold to xxxxx.

SUPPLIER NAME:

ADDRESS:

CONTACT NAME:

CONTACT PHONE NUMBER:

CONTACT E-MAIL ADDRESS:

1. Will you or your suppliers pre-register all substances and preparations in the products you supply to xxxxx?  

Yes                       No
2. If you have replied “No” please complete the chart attached to this questionnaire, state each product(s) not being pre-registered (please include your part number and xxxxx part number for each product listed).
3. For each product identified in 2, please list on the chart attached to this questionnaire the reason for not pre-registering.

**If possible please return this Questionnaire by e-mail to xxxxxxxxxxxxxxxxxxxx**  
**If you prefer to post this Questionnaire please use the address as on the letterhead**  
**and mark the envelope “REACH”.**

