To Address Address Address Post Code Country

Date

Dear Sir/Madam

I am writing to you about REACH, the new EU Regulation on the Registration, Evaluation and Authorisation of Chemicals which is now in force. It is anticipated that this will have significant impact on industry with the expectation that certain high risk substances will become banned or only authorised for use in particular circumstances.

As a supplier of substances to xxxxx Controls Limited your assistance is necessary to enable us to comply with this Regulation. As you are a supplier from outside of the EU, in the context of REACH, xxxxx Controls is an importer. This Regulation requires importers to register substances imported into the EU in excess of one Tonne per annum.

In our company I am co-ordinating our activities to comply with the REACH Directive. As REACH requires a substance-by-substance approach to implementation, we are writing to ask if you could provide us with answers to the following questions. Please regard this as the start of an exchange of information between us on REACH.

We realise you may not be able to answer these questions directly and might need to refer in turn to your suppliers. However, it is important that you respond to the questions in this letter no later than the 29th February 2008.

In the coming months, you will be receiving additional correspondence and questions from xxxxx seeking further information needed to comply with REACH.

Thank you for your assistance in answering these questions; I look forward to receiving your reply as soon as possible.

Should you require further information and help on REACH, we recommend the REACH READY service (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

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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. <u>You must respond to this questionnaire no later than February 29th 2008.</u>

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

1.	Please provide details of a contact in your organisation to deal with REACH related matters:			
SUPPLIER NAME:				
Address:				
CONTACT NAME:				
CONTACT PHONE NUMBER:				
CONTACT E-MAIL ADDRESS:				
2.	We import substances/preparations sourced from you and it may be necessary for us to register some of the substances. If this is the case we will require a significant amount of technical information on their composition and properties. Please can you confirm that you will make this information available to us?			
	Yes □ No □			
	In the meanwhile please supply latest revision technical and safety data sheets for the substathat you currently supply to xxxxxxxxx Limited.			
3.	Do you have any plans to appoint an "Only Representative" to manage registration of your substances within the EU?			
	Yes □ No □			

SUPPLIER NAME:	DATE:
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SUPPLIER PART	XXXXX PART	REASON FOR NOT PRE-REGISTERING