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Post Code
Country

10th April 2008

For the attention of: Sales Manager/Director

Dear Sir/Madam

On the 18th 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 xxxxx 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 1st June 2008 through to the 30th 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, xxxxx will have to ensure all substances in imported products are pre-registered. To allow xxxxx to assess if pre-registration is required we will need a significant amount of technical information on the substances contained within the products you supply.

Attached to this letter is a form regarding your willingness to support xxxxx in its compliance with REACH. **You are required to complete and return this Form by the 23rd April 2008.**

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

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 information to identify if it will be necessary pre-register any of the substances in the products you supply to xxxxx.

You must respond to this questionnaire no later than 23rd April 2008.

As used in this questionnaire, the term “product” means the part, or substance 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. Please confirm your willingness to supply further technical information on the substances in these products should the need arise.

Yes

No

If possible please return this Questionnaire by e-mail to xxxxxxxxxxxxxxxxx

If you prefer to post this Questionnaire please use the address as on the letterhead and mark the envelope “REACH”.