

Company Name
Address 1
Address 2
Address 3
City
Post Code

2nd April 2008

For the attention of: Sales Manager/Director

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 Limited your assistance is necessary to enable us to comply with this Regulation. Your support in this matter will be key to continuing our business relationship.

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, especially if your organisation is not responsible for a substance's registration. However, **it is important that you respond to the questions in this letter no later than the 23rd April 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 (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

xxxxxxxxxxxxxxxxxxxxxxxxxxxx

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 23rd April 2008.**

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. Will you or your suppliers pre-register all substances and preparations in the products you supply to xxxxx between 1st June and 30th November 2008?

Yes

No

If "Yes" please arrange for a copy of the pre-registration to be sent to me

3. If the answer to Question 2 is "No", please complete the chart attached to this questionnaire to identify each product not being pre-registered (please include your part number and xxxxx part number for each product listed) and the reason for not pre-registering.
4. Are any of the substances you supply to xxxxx likely to be "substances of very high concern" within the context of REACH?

Yes - please detail

No

5. Do you for-see any problems in the maintenance of the supply of these substances to us following the full implementation of REACH?

Yes - please detail

No

6. Do you have sufficient information to ensure that you or your suppliers can complete the full registration, with our uses as identified uses within the meaning of REACH?

Please supply your latest revisions of technical and safety data sheets for the products that you have supplied to xxxxx since 1st January 2006 (European format please)

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

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

