



LONDON METAL EXCHANGE

REGISTRATION OF STEEL BILLET PRODUCTION **GUIDANCE NOTES FOR APPLICANTS**

1. Steel Production will only be considered for listing by the LME providing that the application to Register the Brand is submitted to the LME by:
 - (i) A Steel Producer, with a certified confirmation of quality from two Users of the Billet or
 - (ii) A Steel Merchant with a certified confirmation of quality from two Users of the Billet or
 - (iii) A LME Member Company Cat 1 – 5, with a certified confirmation of quality from two Users of the Billet.

For points (ii) and (iii), it should be noted that applications will only be accepted with confirmation of the producer's knowledge and agreement.

2. Production from more than one production plant must be separately listed and production from each plant must be identified differently.
3. To be supplied :-
 - (i) The full name and address of the Producer to be listed and, the address of each production plant(s).
 - (ii) Brief details of the history and the structure of the company.
 - (iii) The approximate annual capacity of the production plant(s) to be listed.
 - (iv) The approximate annual capacity of Billet production at each production plant.
 - (v) A certified letter of support, in accordance with the attached draft, from two separate users of the Billet confirming that each has been a customer of the Producer for at least 12 months and that they are satisfied with the quality and service provided and that the quality used is as per the relevant LME notified grade.
 - (vi) Advise for which grade and size(s) you wish to register, the name of the production plant(s) to be listed, photographs showing examples of Billet to be listed and details of dimensions.

Steel Billet guidance notes (cont)

- (vii) Advise approximate piece weights (in kilos) of the Billet and size you intend to register, also, if relevant, the number of pieces per bundle and bundle weight in kilos.
- (viii) To supply examples on Producer headed paper of the following:-
 - (a) Mills test certificate/ Certificate of Analysis showing full chemistry and heat number.
- (ix) If the mill has achieved ISO status, a copy of the Producers ISO9001:2000 certificate for each plant to be listed.

On receipt of all of the information the LME Executive Committee will study the application and request such additional information as required.

Should the application be deemed satisfactory the LME Executive Committee will make a recommendation that the brand should be listed as suitable for delivery against the Special Contract Rules for Steel Billet LME Rules and Regulations.

The LME may require information from the listing party on an annual basis re-affirming the confirmations and assertions given at time of listings. This will include evidence of the maintenance of valid quality/supply certificates.

Failure to comply with the requirements for continuing compliance with the ruling specification may result in the delisting of the brand(s) concerned. Failure to notify the LME promptly of any change in the information supplied with the original application, or if such changes are, in the LME's view material, then the LME's Directors may suspend the listing or de-list the brand.

Where applicable the listing of any brand is subject to the provisions of Rules 3 to 7 inclusive of Part 7, of the LME Rules and Regulations.

DRAFT LETTER OF SUPPORT

**The London Metal Exchange
56 Leadenhall Street
London
EC3A 2DX**

**Attention: Mrs Hilary Pepperman
Physical Operations Department**

Steel Billet produced by

We confirm that we have been a user for [minimum 12 months] of steel billet and are satisfied with the quality and the service provided. We consider the steel continuously meets all of the requirements of (standard) and we recommend that the LME include production from(producer and plant) in its list of brands as good delivery under the LME Steel Billet Contract.