



*Independent  
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Trade Registration no.: 57346402

VAT no.: NL8525.41.454.B.01

IBAN: NL42RABO0375127690

BIC: RABONL2U

## LME delivery out procedures

1. These LME Delivery Out Procedures ("The Procedures") have been prepared in accordance with the LME Policy on the approval and operation of warehouses revised 1 June 2015, and set out Independent Commodities Logistics' ("ICL") procedures for allocation of loading slots and delivery of material from cancelled LME warrants.
2. These procedures are subject to change from time to time and complement the terms and conditions ("T&C's") that are set out on the warrants issued by ICL. In the case of a conflict between the T&Cs and these procedures, these procedures shall prevail.
3. Loading slots shall be allocated on a first come first serve basis once ICL have received in full and without set off the following charges :
  - a. Payment of the FOT charge
  - b. Payment of any rent (LME or otherwise) up to the cancellation date

All above charges are published and can be found on our website.

4. For the avoidance of doubt, collection of material can be arranged on working days, excluding weekend and National holidays. Collections must be arranged 48 hrs. prior to first collection but can only be made once all formalities are completed.
5. The rent shall continue to accrue until the date that the material is collected from the ICL warehouse. The rent is payable in full prior to ICL releasing the cargo to the Customers nominated carrier.
6. The customer shall inform ICL of the collection method and provide all information that ICL requests from time to time to comply with local legislation.
7. Any customs or VAT formalities must be completed in good time, and no less than 24 hours prior to the collection of material. Where the Customer nominates their own Customs agent to carry out these works, ICL will only allow collection of the concerned material once those formalities have been completed to ICLs complete satisfaction and confirmation.





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## 8. For truck, rail and container deliveries:

- a. ICL must be notified 24 hours before loading the following information
  - Transportation or Railcompany
  - License plate(s)/ wagon number(s)/ container number(s)
  - Drivers name and ID
  - Weight to be loaded
  - Any other specific loading instructions
  - Any change to the above must be confirmed by email prior to Arrival as discrepancies will delay loading.
- b. The allocation of warrants to the vehicle will be handled by ICL unless Specified by the Customer. Any requirements to allocate to specific trucks must be by 12pm the day before collection.
- c. Drivers must report to the location as advices by ICL within the pre allocated time slot, quoting loading reference, vehicle details, driver details and any additional details given. If the drivers are not present at time, ICL will use their best endeavors to load the said transport within the warehouse opening hours. For any delays outside of ICL opening hours ICL cannot be held responsible for any delays as a result of late arriving transportation.
- d. Drivers must sign the collection note presented to them at the warehouse and ICL reserves the right to only load suitable and safe load beds.
- e. Drivers needs to have sufficient strapping belts and "Anti-Rutschmatten" for the lashing and securing of the material. ICL reserves the right not to load the truck in case insufficient belts or "Anti-Rutschmatten" are available.
- f. All personnel must strictly adhere to local health and safety rules and regulations imposed by ICL.
- g. Completed loading schedule and collection notes will be emailed when possible at the end of the loading day or otherwise the following day.



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## 9. For vessel deliveries

- a. ICL must receive the vessel nomination no less than 10 working days prior to the Laycan
- b. Updates should be received each 24 hours period for the 3 days prior to the scheduled berthing
- c. ICL should receive the following information:
  - Vessel agent
  - Vessel name
  - Vessel loading method, shape and loading plan
  - Weight to be loaded
  - Any other loading, lashing and securing instructions

10. ICL warehouse opening hours are 07.00 am to 15.30 pm. All drivers must present themselves at the gate latest 14.30 pm, or otherwise stated.

11. Extra charges for loading in addition to the published LME FOT are as follows:

Method	Over LME FOT Rotterdam	Over LME FOT Moerdijk	Over LME FOT Kaohsiung
Free on rail	€ 11,50 pmt	€ 11,50 pmt	Upon request
Free Alongside	€ 8,- pmt	€ 8,- pmt	Upon Request
Free in Container	€ 3,- pmt	€ 3,- pmt	T\$ 45 pmt
Free in Container Yard	€ 8,- pmt	€ 8,- pmt	Upon request

12. For the avoidance of doubt the following definitions apply:

- a. **Free on truck** – loading from LME warehouse on to flatbed truck, excluding documentation, blocking, bracing, lashing, securing and dunnage.
- b. **Free alongside** – loading from LME warehouse, transferring metal to nominated ICL quay, unloading from truck, excluding blocking, bracing, lashing, securing and dunnage.





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- c. **Free on rail** – loading from LME warehouse, transferring metal to railway terminal, unloading from truck onto rail wagon, excluding documentation, blocking, bracing, lashing, securing and dunnage.
- d. **Free in container** – loading from LME warehouse to stuffed in container, excluding documentation, blocking, bracing, lashing, securing and dunnage.
- e. **Free in container yard** – loading from LME warehouse, to stuffed in container, excluding documentation, blocking, bracing, lashing, securing and dunnage.

